Marywood

UNIVERSITY

FACULTY POLICIES

This document includes those matters that are most central to employment as a member of the Marywood University faculty. In the interest of collegiality, the Faculty Senate will be consulted about substantive changes to this document that are not necessary to conform to applicable laws.

May 16, 2025

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2.1 RANKED FACULTY

Full-time faculty members are those who by contract have a primary professional responsibility to the University; they are available to the University for academic assignment both on and off campus during day, evening, and weekend hours. A full-time faculty member holds one of the following ranks: Instructor, Assistant Professor, Associate Professor, Professor.

Pro-rata Ranked Faculty members are those who teach a designated percent of a full-time faculty teaching load, ordinarily one-half, and assume other responsibilities of student advisement, attendance at University and department meetings, curriculum planning and supervision of other department-related activities such as art studios, practicums and internships, radio and television studios. Pro-rata ranked faculty members are not eligible for tenure or promotion in rank.

2.2 PER-COURSE FACULTY

(Non-substantive language changes approved by the President of the University 12/16/2024)

Lecturers are those faculty members who ordinarily teach from one to six credit hours per semester and are not usually otherwise employed in the affairs of the University. They receive a formal appointment on a semester basis, provided enrollment justifies it at registration time. Lecturers are not eligible for tenure or rank.

Lecturers are required to hold at least a Master's degree or its equivalent and to show evidence of general scholarship and teaching ability.

Two categories have been established for lecturers: Lecturers Levels I through IV and Distinguished Scholar/Artist. Levels I through IV and Distinguished Scholar/Artist are mutually exclusive.

Level I is an entry level. Level II is entry level for those holding terminal degrees. Levels II, III, and IV are advancement levels for faculty who teach repeatedly and contribute to the respective departments beyond their teaching responsibility.

Distinguished Scholar/Artist are individuals who are well established and have significant experience and achievement as well as a national and/or international reputation in their own field. Individuals are invited or may be appointed. This appointment must be supported by the members and chair of the respective department, the appropriate dean, and the Chief Academic Officer. Final approval for appointment for Distinguished Scholar/Artist rests with the Chief Academic Officer.

Affiliate faculty members are those part-time faculty members who are not directly reimbursed by the University.

Adjunct faculty members are those part-time faculty members who have full-time employment and rank at another institution of higher education. They retain their rank and will be designated as adjunct with rank, e.g., Adjunct Associate Professor.

2.3 ADMINISTRATORS WITH RANK AND TENURE

(Revisions approved by the President of the University 2/16/2026)

Rank

Marywood is willing to recognize or award rank to administrators according to the policy outlined below.

- If a Marywood faculty member moves to an Administrative Position, he/she will retain the academic rank attained at Marywood.
- If an administrator is appointed is new to Marywood and he/she has ever held rank in another college or university that is regionally accredited, appropriate rank may be awarded at Marywood provided the criteria for elevation to the rank at Marywood have been met in a discipline associated with the profile of the University.
- If a newly appointed administrator has never held academic rank, he/she may be appointed with the appropriate rank at Marywood. The administrator must demonstrate qualifications comparable to those held by faculty elevated to that rank at Marywood.
- Application for advancement in rank is made through the established University procedures.
- A Marywood University administrator is credited for advancement in rank with the time spent in administration.

Tenure

Marywood is willing to recognize or award tenure to administrators according to the policy outlined below.

- If a tenured Marywood faculty member moves to an Administrative Position, he/she will retain the tenure earned at Marywood.

- If an administrator is appointed and he/she has earned tenure as a faculty member and held tenure within five years in another college or university that is regionally accredited, tenure may be awarded at Marywood provided the criteria for tenure at Marywood have been met in a discipline associated with the profile of the University. Therefore, an external applicant must request consideration for tenure; it may not be assumed. The President of the University, or the Chief Academic Officer on behalf of the President, will consult with the Rank and Tenure Committee about the candidate's ability to meet the tenure requirements of Marywood University. Tenure is granted by the President of the University.
  If a full-time, tenure-track faculty member is appointed to an Administrative Position before tenure has been granted, the tenure-track timeline shall be halted beginning with the effective date of the Administrative Position until the individual returns to faculty status, at which point the tenure-track timeline shall resume.

General Provisions

- If an administrator with tenure is discharged from the Administrative Position for cause, then that administrator will lose the opportunity to become a member of the faculty.
- An administrator with Faculty Status whose contract is not renewed or has decided to not extend his/her contract has the option of moving to faculty. The administrator should receive or provide sufficient notice that his/her contract will not be renewed as outlined in their appointment letter.
- The movement of an administrator to the full-time faculty must not negatively affect other tenured faculty, non-tenured faculty who hold tenure track appointments, or faculty who hold professor of practice appointments and who have been at Marywood for at least three years. Thus, it may be necessary for the University to create a new position or within reason to retrain the administrator for another University opening.
- Upon entering the full-time faculty, all former administrators are expected to meet the same standards and fulfill the same responsibilities as any other equivalent faculty member and are in all respects to be treated as any other full-time faculty member.
- Upon transitioning to a full-time faculty position, all academic administrators returning to faculty shall receive a base faculty salary equivalent to the established Salary Benchmark for the faculty position or their previous faculty salary plus all increments and equity adjustments for their rank as applied from the date of their entry into administration to the date of their re-entry into the full-time faculty before Administrative Service, whichever is greater.
- Upon transitioning to a full-time faculty position, all academic administrators may elect to take either one-half year or full-year study-leave based on their years of administrative service: those with one to three years of service may receive a one-semester study-leave, while those with more than three years of service may receive a full-year study-leave. Study-leave for administrators transitioning to faculty will be paid at 100% of their new base faculty salary.

2.4 FACULTY LIBRARIANS

(Revision approved by the President of the University 5/28/2008)

Librarians are members of the faculty with rank. Ordinarily, they serve on twelve-month contracts.

A master's degree from a program accredited by the American Library Association will be considered the appropriate terminal professional degree for faculty librarians.

This policy is effective July 1, 2004. Faculty librarians in Marywood University's employ before that date are assumed to have the academic credentials required to apply for promotion.

2.5 QUALIFICATIONS FOR APPOINTMENT TO RANK

(Revision approved by the President of the University 5/16/2013)
(Non-substantive language changes approved by the President of the University 12/16/2024)

In making recommendations for the hiring of faculty, department chairpersons and academic deans should be vigilant that the faculty members in their units have degrees that were earned at a diverse number of institutions of higher education.

In determining the initial rank of full-time or pro rata faculty members, the following guidelines will be used.

Instructor

An instructor is a full-time faculty member who possesses

- at a minimum, a master's degree in an appropriate academic discipline, as judged by the department or library faculty, the academic dean or Director of Library Services, and the Chief Academic Officer;
- teaching or librarianship ability as described in the University policy titled the *Teaching Responsibility* or the *Librarianship Responsibility*;
- those qualities of character, personality and professionalism that are expected of a teacher or librarian as exemplified by the statements in the *Teaching Responsibility* or the *Librarianship Responsibility.*
- An instructor on a tenure-track line is appointed annually for a maximum of two years in that rank, unless subject to other terms in their initial Offer Letter from the Chief Academic Officer. Upon fulfillment of the terms stated in the initial Offer Letter and no later than the completion of two years of service, an instructor who is on a tenure track will automatically be promoted to the rank of Assistant Professor.

Assistant Professor

For appointment to the rank of Assistant Professor, an incoming faculty member must have attained the rank of Assistant Professor at a regionally accredited, four-year institution of higher learning where s/he previously taught, or present evidence of significant achievement and valuable experience relevant to the position to which s/he is to be appointed. It is presumed that the criteria for elevation to the rank of Assistant Professor at Marywood have been met.

Associate Professor

For appointment to the rank of Associate Professor, an incoming faculty member must have attained the rank of Associate Professor at a regionally accredited, four-year institution of higher education where s/he previously taught, or present evidence of significant achievement and valuable experience relevant to which s/he is to be appointed. In either case, the incoming faculty member must demonstrate qualifications comparable to those held by faculty elevated to the rank of Associate Professor at Marywood.

Professor

For appointment to the rank of Professor, an incoming faculty member must have attained the rank of Professor at a regionally accredited, four-year institution of higher education where s/he previously taught, or present evidence of significant achievement and valuable experience relevant to the position to which s/he is to be appointed. In either case, the incoming faculty member must demonstrate qualifications comparable to those held by faculty elevated to the rank of Professor at Marywood.

2.6 CONTRACTUAL AGREEMENTS WITH FACULTY MEMBERS

(Revision approved by the President of the University 2/10/2020)
(Non-substantive language changes approved by the President of the University 12/16/2024)

The *Letter of Agreement* is the official contract issued to a faculty member at the time of appointment or reappointment. It is a statement of conditions and obligations mutually agreed to by the faculty member and Marywood University. It serves as a binding contract covering a specific period of time and as a vehicle to renew, adjust and/or alter the terms of the original contract regarding appointment, rank, tenure, salary, benefits, etc.

Faculty contracts are normally for a period of nine months or twelve months. Faculty are expected to be available during the period of their contract when the University is open. Faculty must attend Commencement per the Faculty Handbook.

The academic year will begin no earlier than one week before classes start and will end no later than nine months from that date.

A copy of the *Letter of Agreement* is retained by the faculty member. Copies are also on file in the Office of Human Resources.
In general, any faculty member, who intends to be a long-term stakeholder in the University and who has the appropriate terminal academic degree, will be appointed to one of the following: tenure, probationary tenure, or professor of practice.

Categories of Full-Time Appointment

Regular membership in a Faculty includes appointments with continuous tenure, appointments probationary for tenure, and contract appointments without tenure.

Membership in the Faculty of a School or Department is held by persons with valid appointments to one of the four generally recognized Faculty ranks, namely, Professor, Associate Professor, Assistant Professor, or Instructor.

The University, however, also requires the services of professionally competent individuals to meet teaching and service responsibilities in selected areas or positions in which assignments do not necessarily include research or creative work. To meet these responsibilities effectively and to be competitive in attracting and retaining needed professional personnel, the University has established and recognizes a third kind of Regular Faculty appointment: Regular Contracts Appointments without Tenure.

Contract Appointments with Tenure

The probationary period shall not exceed seven years of full-time teaching at Marywood, with application for tenure being made in the sixth year. Faculty members on leave during the probationary period must follow the policy on Leave of Absence. Prior service at Marywood University or at another regionally accredited, four-year college or university may be credited toward the fulfillment of the probationary period as indicated in the original *Letter of Agreement.*

Tenure is a term designating guaranteed continuous appointment to full-time faculty members until retirement. It implies a mutual commitment on the part of the faculty member and the University and cannot be taken lightly. The commitment of a faculty member who requests tenure is as deep and binding on the faculty member as it is on the University. Just as the conferring of tenure by the University recognizes the competence of an individual faculty member, submission to the University of an application for tenure suggests a strong acceptance by that individual of the goals and objectives of the University. The request represents commitment to work jointly with faculty, students, administrators, and members of the staff for the growth and welfare of the University. It is a commitment to devote one's energies to continued personal development and continued high levels of achievement as a member of the Marywood academic community. It is a definite assertion of career goals; it is expected that faculty will not lightly withdraw from this relationship.

Once tenure is granted, it will be discontinued only for grave reason, which may include moral turpitude, flagrant abuse of academic freedom, or lack of professional competency as demonstrated in instruction and/or research. In addition, the University may be required to discontinue tenure because of severe financial exigencies of the University or reorganization of the department and/or curriculum resulting in lack of need as described in *Retrenchment of Faculty*.

A faculty member with an appointment probationary for tenure may apply for a Professor of Practice or Per Annum appointment, if a vacancy exists, under normal procedures for recruitment and appointment. However, a faculty member in probationary status is not eligible to apply for such a change of status if that faculty member has been reviewed for tenure with the result that tenure was not recommended.

Contract Appointments without Tenure

Two types of full-time contract appointments without tenure are available: Professor of Practice Faculty Appointments and Per Annum Faculty Appointments.

Professor of Practice Faculty

On the recommendation of the relevant chairperson or person acting in the capacity of chair, and with the approval of the appropriate Dean and the Chief Academic Officer and based on a written description of the teaching and related duties, a Faculty position involving full time teaching in a clinical or professional skills program may be designated as a non-tenure track professor of practice position.

The title of Professor of Practice (POP) Faculty is a broad designation that covers professional activities both on and off campus that provide the core expertise for a particular faculty member. It is through their clinical expertise that POP faculty are able to translate applied practice into their classroom and experiential activities.

POP faculty are expected to engage in teaching and service to the department, college, University, discipline and community at large. Scholarship, in its broadest sense, is of a secondary role for most POP Faculty and could be of an applied nature that focuses on, and contributes to, the advancement of teaching, clinical practice, ongoing professional development and contributions to the field. The appropriateness, level and type of scholarly expectations of POP faculty will vary significantly among disciplines and departments. However, conducting independent research is not a requirement of POP faculty.

The annual Faculty Activity Report and reviews for promotion will focus on teaching and service. There does not need to be a separate section in the documents for scholarship. Scholarship that supports teaching may be placed in the teaching section and scholarship in clinical services may be placed in the service section. However, POP faculty who regularly engage in scholarship may request to the appropriate dean to be evaluated among the tenure track faculty utilizing the teaching, service and scholarship evaluative tool.

POP faculty may hold the following non-tenure track ranks:

- Instructor of Practice (IOP)
- Assistant Professor of Practice
- Associate Professor of Practice
- Professor of Practice

The initial appointment may be for one or two years and may be renewed for successive terms under the same procedures as those applying to faculty members with appointments probationary for tenure. After six years of continuous service, subsequent reappointments may be for periods of up to five years but without tenure.

Per Annum Faculty

With the approval of the Chief Academic Officer and based upon a written description of the teaching and related duties, a faculty position involving full-time teaching for a period of one year may also be designated as a non-tenured position (Per Annum, at the rank of Instructor unless otherwise approved by the Chief Academic Officer).

Normally a Per Annum appointment may be renewed on an annual basis for up to an additional five years, followed by a terminal contract for the seventh year of employment. If an exception is made, it will be done by the Chief Academic Officer in consultation with the appropriate dean and director or chairperson. Notification of non-renewal shall follow the notice requirements of the *Non-Reappointment of Full-Time Faculty Member* policy.

A Faculty Member with a Per Annum appointment is accorded parity of compensation, benefits and perquisites, and governance and voting rights, as with other Faculty members of comparable rank.

A Faculty member with a Per Annum appointment may apply for an appointment probationary for tenure, if a vacancy exists, under normal procedures for recruitment and appointment. In such a case, time served in the Per Annum position beyond the first year counts toward the maximum allowable period of probationary service. If time served in the Per Annum position exceeds the maximum allowable period of probationary service, the Faculty member shall be considered to have completed five years of probationary service and shall be reviewed for tenure upon application for the change of status. In either case, in the event the outcome of the review is negative, the terms of the current Per Annum appointment shall be honored but the Faculty member shall not be eligible for subsequent reappointment to the Per Annum position.

Pro - Rata Faculty

Pro-Rata ranked faculty serve on nine-month or twelve-month contracts. Their contracts are processed and issued as are those of full-time faculty.

The initial appointment of Pro-Rata faculty determines their rank; their *Letters of Agreement* are awarded for one year at a time with no implied obligation of continuous appointment.

Part -Time Faculty

Part-Time faculty are those faculty members who ordinarily teach from one to six credit hours per semester and are not usually otherwise employed in the affairs of the University. They receive a formal appointment on a semester basis, provided enrollment justifies it at registration time. Part-Time faculty members are not eligible for tenure.

Letters of Agreement

Letters of Agreement for continuing faculty members are issued on or before May 10. *Letters of Agreement* are distributed from the office of the President of the University.

Appointment Procedures

Members of the faculty are appointed by the President of the University. Prospective faculty members are interviewed and recommended by the chairperson and faculty of the department in which a vacancy exists to the Dean and Chief Academic Officer. The formal offer of employment made by the Chief Academic Officer to a prospective faculty member contains the conditions of continued employment and promotion as described during the interview process and as outlined in the *Faculty Handbook.*

Offers to part-time faculty are made by department chairpersons or those acting in the capacity of a chair, and concluded by an agreement approved by the appropriate academic dean. A part-time faculty member receives a formal appointment on a semester basis, provided enrollment justifies it at registration time. A part-time faculty member is not eligible for tenure.

2.7 PERSONNEL RECORDS OF FACULTY MEMBERS

(Revision approved by the President of the University 4/14/2022)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Official personnel records are maintained in Human Resources and are protected by the Privacy Act. The President of the University, Chief Academic Officer, appropriate dean and individual faculty member have access to the faculty member's file. The file remains in the possession of the University.

Pre-employment records, which include a resume, official transcripts, letters of recommendation and other pertinent information relevant to employment, are kept on file in the Chief Academic Officer's office. When a formal letter of agreement is signed, a copy of this letter is forwarded to Human Resources.

In keeping with the Middle States Commission on Higher Education Standard III: Design and Delivery of the Student Learning Experience, Criteria 2b., official transcripts must be from an accredited university of the highest degree attained. If that degree is not directly related to the teaching assignment, an official transcript of the degree that is relevant to the teaching assignment must also be submitted. The official transcript of the highest degree attained or degree relevant to the teaching assignment must be on file in the Chief Academic Officer's office prior to the initial date of appointment. Official transcripts may be submitted electronically provided that they are sent directly from the certifying institution or a recognized third-party provider (e.g. Parchment) to the Chief Academic Officer's office either through encryption or use of a secure password to access the transcript. Foreign transcripts must be translated into English at the faculty member's expense before submission. Failure to submit transcripts in a timely manner may affect employment status.

In addition, personnel files are maintained in other administrative offices such as those of the Dean and the Department Chair. Copies of recommendations of chairs, deans and the Rank and Tenure Committee for pre-tenure review and promotion/tenure are kept on file in the Office of the Chief Academic Officer.

Faculty members may submit any material to their files that they consider appropriate. If a faculty member believes that something in the file is inaccurate he or she can bring the matter to the record holder who would then consult with the author of the document(s) in question to determine if a retraction is in order.

In the event that the author of the document(s) is no longer associated with the University or is otherwise unavailable, then the person who currently holds the position has authority to respond to a faculty member's request for retraction or clarification. If the person currently occupying the position is unable to appropriately address the faculty member's request for retraction or clarification, then the faculty member can request that a statement be included in his or her record stating succinctly the reasons for disagreement.

2.8 EVALUATION OF FACULTY MEMBERS

(Revision approved by the President of the University 4/20/2004)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Since the University is responsible for maintaining high standards of performance in a wide variety of fields, it is essential that the faculty be composed of men and women of high personal and professional qualifications.

The rationale of evaluation procedures is to encourage and commend the faculty, to bring about improvement in the quality of performance, to recognize the contributions of the individual member, and thus, to promote the excellence of the University. In addition, this assessment serves as a basis for decisions on remuneration, promotion, and retention.

At the end of each calendar year, faculty members are required to submit to the appropriate academic dean or director a report of their faculty activities in the areas of teaching/librarianship, research, and service. While teaching or librarianship is considered a primary function of the faculty, any sustained evaluation will focus on the three faculty functions, as expressed in *The Teaching Responsibility* and *The Librarianship Responsibility*.

Teaching. Minimal qualifications for appointment or promotion are character and the ability to teach, emotional maturity and personal security. Some of the elements to be evaluated are experience, knowledge of subject matter, the capacity to organize a course

in relationship to a sequence and to an area of knowledge, the ability to evaluate student performance, to formulate assignments, and to construct and administer tests; skill in presentation, interest in students, ability to stimulate youthful minds, capacity for cooperation, and an enthusiastic devotion to teaching. The responsibility of the faculty member as a guide and friend properly extends beyond the walls of the classroom into other phases of the life of the student as a member of the University community. It also involves the duty of initiating and improving educational methods both within and outside the department.

Librarianship. Minimal qualifications for appointment or promotion are character and the ability to perform professional library services, emotional maturity and personal security. Some of the elements to be evaluated are experience, knowledge of one's area(s) of responsibility in the library, the capacity to organize relevant resources for a subject area, the ability to evaluate the information and scholarship needs of the Marywood University Community as well as develop and provide access to information resources and services, skill in presentation, interest in students, ability to stimulate youthful minds, capacity for cooperation, and an enthusiastic devotion to education and the library profession. The responsibility of the librarian as a guide and friend properly extends beyond the walls of the classroom or library into other phases of the life of the student as a member of the University Community. It also involves the duty of initiating and improving informational and educational methods and services both within and outside the library.

Scholarship and Creativity All members of the faculty must be persons of scholarly ability and attainments. Their qualifications are to be evaluated on the quality of their published and other creative work, the range and variety of their intellectual interests, their success in training students in scholarly methods, and their participation and leadership in professional associations and in the editing of professional journals. Attainment may be in the realm of scientific investigation, in the realm of constructive contributions, or in the realm of the creative arts.

Service The scope of the University's activities makes it appropriate for members of the staff to engage in many activities outside of the fields of teaching, librarianship and research. These may include participation in committee work and other administrative tasks, counseling, clinical duties and special training programs. The University also expects many of its faculty members to render extramural services to schools, to industry, to local, state and national agencies and to the public at large.

Faculty contributions in each of these areas must be assessed as objectively as possible. In order to facilitate the process, and to assess the whole record of the faculty member, the University utilizes a variety of means in addition to the *Faculty Activities Report*, including:

Self Evaluation. The best motivation to continued improvement lies in accurate self-appraisal. Faculty members are encouraged to utilize self-evaluation as a tool for professional growth. They may wish to confer with the chairperson or a fellow faculty member about this evaluation, in order to improve areas of deficiency.

Peer Evaluation. Objective judgments of peers regarding the quality of teaching, librarianship, research, or service are an important source of evaluative data.

Student Evaluation. The University recognizes the value and limitations of student appraisals of faculty members. It makes use of objective questionnaires to elicit student judgments on a number of facets of instruction on the campus as a whole and in regard to individual faculty members.

At the end of each academic year the department chairperson or director will conduct an evaluation of those faculty members serving on annual contracts in order to determine what progress has been made in meeting the conditions for promotion and tenure. The faculty member will be expected to submit a self-evaluation analysis to aid the department chairperson or director. Such data as relate to annual evaluation will become a part of the faculty member's permanent file.

2.9 PROMOTION OF FACULTY MEMBERS

(Revision approved by the President of the University 10/12/2016)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Policy Statement

The Rank and Tenure Committee gives careful consideration to applications for elevation in rank and makes recommendations for promotion. While it is the responsibility of the Rank and Tenure Committee to evaluate relevant data and documentation, it is the responsibility of the applicant to establish its validity and significance.

It is of utmost importance, therefore, that faculty members familiarize themselves fully with the standards in effect for promotion before submitting their cases for consideration.

The attainment of each successive elevation in rank must be the result of an increase in, rather than merely a continuance of, a person's value to the department and to the total University. A new promotion is not granted on the same merits that justified a previous one.

Each elevation in rank must be earned by the precise fulfillment of the specified requirements for the rank, with each succeeding rank's requirements more demanding than the one before. Promotion depends on the blending of two principal factors, cumulative time and cumulative accomplishment. Just as an accumulation of years of service at a fixed level of performance cannot be a valid reason for successive promotion, neither can an unusual level of accomplishment unaccompanied by the requisite years of service to the University result in a premature promotion. Promotion depends, also, on the demonstration of commitment to work jointly with faculty, students, administrators, and staff for the growth and welfare of the University.

Advancement in rank occurs by action of the President of the University.

Definitions

This revised Promotion of Faculty Members policy is effective July 1, 2016. Faculty members whose date of hire as full time is before July 1, 2016, may choose the policy in effect prior to that date if they wish.

Procedures

The person requesting elevation in rank should apply the following procedures rigidly in order to avoid dismissal of the application on mere technical grounds. If the candidate decides to withdraw the application, he/she must do so by October 17 or February 21.

Applicants for Associate Professor or Associate Professor of Practice may apply in their fifth year of service to Marywood or its administratively approved equivalent. Applicants for full Professor or Professor of Practice may apply in their fifth year after earning Associate Professor or Associate Professor of Practice.

In applying these procedures for promotion of faculty librarians, the Director of Library Services acts in place of both dean and department head. If the candidate decides to withdraw the application, he/she must do so by October 17 or February 21.

If a due date below falls on a weekend or a holiday, the due date becomes the next business day.

1. By September 1 or January 10, the faculty member initiates the process by submitting a *Notification of Application for Promotion in Academic Rank* form to the Chair of the Rank and Tenure Committee. The Chair will then be responsible for informing the Chief Academic Officer, the appropriate dean, and the head of the applicant's department or school.

2. By September 21 or January 28, the applicant submits an electronic copy of the *Application for Promotion in Academic Rank* form, together with an up-to-date curriculum vitae and a narrative not to exceed an equivalent of 50 printed pages in12-point font to the head of the applicant's department or school and the appropriate dean. The candidate may submit supplementary materials in the form of appendices. The application must be structured based on how the promotion criteria section of the *Faculty Handbook* is organized. The document must be numbered sequentially, include definitions of terms related to one's discipline, and carefully proofread. Appendices are limited to teaching evaluations and evidence for scholarship as well as 12 letters of support.

3. By October 7 or February 14, the department head submits to the applicant and the dean of the appropriate college a recommendation letter that is based on a thorough review of the application materials in electronic format as well as the application materials.

If a candidate for promotion is the chair of a department or school, the most senior member of the department or school (who must not be the candidate) acts as chair during the process. This senior member must hold at least the rank to which the candidate aspires. If no appropriate senior faculty member is available, the Rank and Tenure Committee, in consultation with the appropriate dean and the candidate, chooses a senior faculty member from another department or school to act as chair. This faculty member must also hold the rank to which the candidate aspires.

4. By October 17 or February 28, the appropriate dean or the Director of Library Services reviews the evaluation of the department head when applicable and submits a recommendation letter and all application materials to the Chair of the Rank and Tenure Committee in electronic format. The recommendation letter is to be based on a thorough review of the application materials.

5. The Rank and Tenure Committee evaluates the application and submits its recommendation, vote, and materials upon which the recommendation was based to the Chief Academic Officer in electronic format.

6. Having received all materials by November 21 or March 27, the Chief Academic Officer evaluates the application with its accompanying documents, and submits a recommendation with the materials upon which it is based to the President of the University. This includes the Rank and Tenure Committee's recommendation and vote, all other recommendations, and all application and evaluative documents in electronic format.

7. Having received the documents by January 10 or April 22, the President of the University reviews them and renders a final decision. The President or the Chief Academic Officer informs the faculty member of the status of the application, including the recommendations of all reviewing bodies. In the case of a negative decision, the criteria not met are communicated to the applicant.

All materials submitted by the applicant will be returned at the conclusion of the process.

Criteria

Assistant Professor/ Assistant Professor of Practice

For elevation to the rank of Assistant Professor, a tenure track faculty member possessing a doctoral degree or the terminal degree in the appropriate discipline must provide evidence of having completed at least one year of consistently effective full-time teaching or librarianship at Marywood University as described in *The Teaching Responsibility* or *The Librarianship Responsibility*, and attested to by the evaluation procedures of the University. Professor of Practice Faculty members who aspire for elevation to the rank of Assistant Professor of Practice must possess a terminal degree and, if applicable, certification necessary for clinical or professional practice in their discipline and provide evidence of having completed at least one year of consistently effective teaching at Marywood University as described in *The Teaching Responsibility* and attested to by the evaluation procedures of the University. The requirement of one year's full-time teaching or librarianship at Marywood would not apply in the case of initial appointments.

For elevation to the rank of Assistant Professor or Assistant Professor of Practice, a faculty member not holding a doctoral degree must hold a master's degree and provide evidence of

- having attained the terminal degree and, if applicable, certification necessary for clinical or professional practice in the appropriate discipline.
- In each case, the credits for professional credentials must have been attained before the date of application for advancement, and must enhance the individual's contribution to teaching or librarianship at Marywood.
- having served for three academic years as an Instructor with effective teaching or librarianship ability as described in *The Teaching Responsibility* or *The Librarianship Responsibility*, and attested to by the evaluation procedures of the University; or having completed a minimum of three years of experience demonstrated to be relevant to the applicant's University performance. This requirement must include at least one academic year at Marywood. Graduate fellowships and summer teaching do not satisfy the full-time teaching requirement.

Associate Professor/ Associate Professor of Practice

For elevation to the rank of Associate Professor or Associate Professor of Practice, a faculty member must

- hold the rank of Assistant Professor or Assistant Professor of Practice;
- have completed a minimum of five years of consistently effective full-time teaching or librarianship (a candidate whose initial appointment was at the Assistant Professor level may apply during the fifth year of Assistant Professorship at Marywood University; a candidate whose initial appointment was at the instructor level must complete a minimum of four years at the Assistant Professorship at Marywood University prior to applying for promotion to Associate Professor or Associate Professor of Practice);
- have earned a doctoral degree from an institution with regional accreditation or, in exceptional cases, present evidence of doctoral equivalency as described in the University's statement on *Doctoral Equivalency*, or for Assistant Professor of Practice have earned the terminal degree and, if applicable, certification necessary for clinical or professional have given evidence of performing in a collegial manner and of continued professional growth and value to the University by declaring and submitting documentation of significant achievement in all of the criteria below.

Academic and Professor of Practice Faculty

1. Teaching Expectations

Teaching expectations follow from Marywood University's mission, which "roots itself in the principle of justice and a belief that education empowers people." Faculty members are required to develop their courses according to these ideals in alignment with expected student learning outcomes.

Accordingly, faculty must develop courses that create a positive learning environment, one in which students can discover and enhance the inherent love of learning. In addition, where relevant, students should confront the moral and ethical issues that courses raise. A constructive learning environment enables students to grow as persons and to develop special competencies for responsible leadership and service in meeting human needs. The teacher serves to facilitate the growth and development of students through engaging lectures and active learning strategies. Teachers as facilitators recognize that education is both a process and an outcome that meets general and professional education goals, including the student's ability to comprehend, reason, analyze, create, communicate, lead, and work with others.

More specifically, all faculty members will be expected to

- develop and evolve academically rigorous and challenging courses;
- plan, organize, and deliver instruction clearly and coherently;
- communicate ideas effectively;
- present material accurately and substantively;
- create interest in subject matter;
- devise appropriate assignments;
- instill in students critical thinking skills;
- encourage active learning;
- create environments that foster independent and creative learning;
- demonstrate, whenever possible, the relationship between subject matter and the human condition;
- assess student needs and progress;
- encourage and supervise independent student research, mentor and work cooperatively with students to nurture research potential;
- model the research and quest for knowledge paradigm;
- advise students with commitment and dedication;
- show genuine concern for students;
- be flexible and responsive to student feedback;
- be available during scheduled office hours;
- relate effectively and positively to students;
- demonstrate an awareness and respect for informed views other than their own;
- remain current in their discipline;
- engage in self-evaluation of teaching. The individual faculty member is a student leading other students in the process of continued study and research.

The above expectations of teaching effectiveness will be used for promotion and tenure. Toward these ends, it is suggested that faculty members will be evaluated according to several methods, including course evaluations, evaluations from the department chair, peer review, and self-evaluation.

2. Service and Leadership

Faculty service is essential to the University's success in serving its mission, and is a responsibility of all faculty members. The amount of service is correlated with academic rank, with senior faculty members expected to provide the greater amount of service and to provide leadership.

The activities shown as examples in each of the following service areas are not intended to be all inclusive, nor are they intended to exclude other relevant service or leadership activities.

Ongoing service to the University Department includes contribution to the effective functioning of the department within the University in such ways as:

- serving in the critical role of department chair;

- developing curricula;
- authoring materials for accreditation reports and evaluation;
- taking responsibility for developing and administering curriculum areas within the department;
- screening prospective faculty members;
- producing instructional materials;
- serving as departmental liaison to the Library;
- service to students such as acting as faculty moderator for clubs, groups, organizations, and field trips;
- contributions furthering diversity within the University through participation in recruitment, retention and mentoring of new faculty members and students;
- and, in general, contributing to the growth of the department.

Ongoing significant service to the University community's academic, cultural, administrative, and student affairs and ongoing involvement in community service related to the mission, goals or core values of the University to include activities such as:

- representing one's department as chair within the context of the college and university;
- chairing and/or serving on College, University Standing, or ad hoc committees;
- service in faculty governance;
- serving in the critical role of President of Faculty Senate;
- designing and/or teaching courses outside one's department;
- participating in the planning and development of new programs;
- sharing professional expertise;
- organizing or presenting workshops or institutes sponsored by Marywood University;
- conducting in-service institutes and training sessions;
- providing consultation to community groups relative to one's discipline or field;
- making presentations to community groups and organizations;
- serving on boards or community advisory groups;
- preparing limited circulation, non-published materials;
- consulting;
- developing websites or software programs (when such does not satisfy criteria for scholarship);
- publishing in popular magazines or newspapers;
- participation in organizations that serve the community.

Ongoing academic service to one's discipline-field includes activities such as:

- holding a key leadership position in an international/national/regional/state academic, professional organization;
- serving on evaluating and accrediting bodies in one's discipline or field.

When documenting service to the discipline field or to the community, it is advisable to clarify, if possible, how that service enhances the academic reputation of the institution or contributes to the mission of the University (e.g., by documenting the esteem of an organization within the discipline).

Library Faculty

1. Librarianship

Consistently effective librarianship ability as characterized by qualities described in *The Librarianship Responsibility,* and attested to by the evaluation procedures of the University.

2. Service and Leadership

Faculty service is essential to the University's success in serving its mission, and is a responsibility of all faculty members. The amount of service is correlated with academic rank, with senior faculty members expected to provide greater amount of service and to provide leadership.

The activities shown as examples in each of the following service areas are not intended to be all inclusive, nor is it intended to exclude other relevant service or leadership activities.

Ongoing service to the Library includes contribution to the effective functioning of the Library within the University, in such ways as demonstrating competence and good professional judgment in

- assisting library users in locating information;
- instructing users on the effective use of library resources;
- producing relevant instructional materials for information literacy;
- selecting library materials in whatever format is appropriate to support the current needs and long-range goals of the Library;
- establishing and maintaining procedures for the effective and economical acquisition of Library resources;
- instituting and managing bibliographic systems that effectively organize and control the Library resources;
- facilitating and streamlining user access to Library collections and resources, and to the collections and resources of other colleges and universities;
- using and evaluating automated systems that support the principal activities and services of the Library;
- directing, guiding and developing Library employees;
- screening of prospective faculty librarians;
- serving as a Library liaison to academic departments;
- service to students such as acting as faculty moderator for clubs, groups, organizations, and field trips;
- furthering diversity within the University through participation in recruitment, retention and mentoring of new faculty and students;
- and, in general, contributing to the growth of the Library.

Ongoing significant service to the University community's academic, cultural, administrative, and student affairs and ongoing involvement in community service related to the mission, goals or core values of the University to include activities such as:

- chairing and serving on College, University Standing, or ad hoc committees;
- service in faculty governance;
- serving in the critical role of President of Faculty Senate;
- effectively communicating knowledge of Library organization, policy and goals, and maintaining positive working relationships with academic departments and programs;
- participating in the planning and development of new Library initiatives;
- sharing professional expertise;
- organizing or presenting workshops or institutes sponsored by Marywood University;
- conducting in-service institutes and training sessions;
- providing consultation to community groups relative to one's discipline or field;
- making presentations to community groups and organizations;
- serving on boards or community advisory groups;
- preparing limited circulation, non-published materials;
- consulting;
- developing websites or software programs (when such does not satisfy criteria for scholarship);
- publishing in popular magazines or newspapers;
- participation in organizations that serve the community.

Ongoing academic service to one's discipline-field includes activities such as

- holding a key leadership position in an international/national/regional/ state academic, professional organization;
- serving on evaluating and accrediting bodies in one's discipline or field;
- editing a professional journal or newsletter, or serving as a peer reviewer for a professional journal.

When documenting service to the discipline field or to the community, it is advisable to clarify, if possible, how that service enhances the academic reputation of the institution or contributes to the mission of the University (e.g., by documenting the esteem of an organization with the discipline, etc.)

3. Scholarship/Creative Activity/Clinical Activity

As part of the review process, each tenure track candidate for promotion and tenure must articulate a well-defined and focused scholarly/creative agenda.

Marywood University Faculty Policies

Because non-tenure track clinical faculty are practitioners or field experts, scholarship for advancement to Assistant and Associate Professor of Practice may be supplanted by professional practice, contributions to the professional discipline, contributions to policy making and valuable developments in the profession. These substitute activities will not be sufficient to advance to Full Professor of Practice.

All members of the faculty must be persons of scholarly ability and attainments. Their qualifications are to be evaluated on the quality of their published work and the depth and breadth of their intellectual accomplishments. Attainment may be in the realm of scientific investigation, in the realm of constructive contributions, or in the realm of the creative arts.

Scholarship/creative activity, an important component of effective teaching/librarianship, enables faculty members to share with students new methodologies and recent advancements in the disciplines.

Scholarship/creative activity refers to knowledge production that has been subjected to an external, peer-refereed screening process prior to being made public. Scholarship/creative activity can take many forms depending on the academic discipline. These forms may include: books; scholarly articles; book chapters; creative writing; musical scores; book reviews; conference proceedings; monographs; works of art; recordings; translations; editing a book or a scholarly journal; conference presentations; addresses/lectures at other institutions; artistic performances; published research studies in print or electronic format and grant applications (funded and unfunded); reviewing and writing textbooks; development of websites or software programs (when such can be distinguished from service); conducting workshops for local, state or national organizations. Sample evidence for assessing achievement may include citations; reprints; reviews of published work, performances, or exhibitions; patents; prestigious grants; awards and prizes; adoption of work by others; membership on an editorial board of a scholarly publication; invited presentations by state, regional, national, or international organizations.

In case of multiple authorship or shared creation of scholarly/creative productions, documentation must include a detailed description of the involvement by the faculty member. Disciplines differ in how they list authorship; the candidate should address this. Documentation of scholarly/creative productions must also specify the nature of the review process (e.g. journal acceptance rates). Faculty members have the final responsibility for documenting the importance of their work in the areas described above.

Academic Departments

Appropriate levels of achievement in scholarship/creative activity vary by discipline and specialization, as do the kinds of evidence of success. Candidates for promotion and tenure will be evaluated based on approved department standards for defining scholarship/creative activity/or continuing clinical expertise, which must be consistent with the University-wide standards as established within this section. Though both are germane, quality of achievement is more important than quantity; candidates should show a track record that indicates promise of continued contribution in their field.

Each academic department or school must identify the kinds of scholarship its discipline(s) encourages. This description should be grounded in each discipline's literature, and it must be mindful of Marywood's mission and the missions of the college and the department.

Each department or school must also create guidelines that indicate how a faculty member succeeds in attaining an appropriate level of Achievement in scholarship/creative activity/continuing clinical expertise. The guidelines should be weighted to take into account the discipline's valuing of evidence of achievement. Each department or school may want to list these guidelines in order of importance. In shaping their guidelines, departments or schools should use language that is understandable to people in other disciplines.

Professor/ Professor of Practice

For promotion to the rank of Professor or Professor of Practice, a faculty member must

- hold the rank of Associate Professor or Associate Professor of Practice;
- have completed a minimum of five additional years of consistently effective full-time teaching beyond the time of promotion to Associate Professor (a candidate may apply during the fifth year of Associate Professorship at Marywood);
- have attained a doctoral degree from an institution with regional accreditation or, in exceptional cases, present evidence as described in the University's statement on *Doctoral Equivalency*, or have earned the terminal degree and, if applicable, certification necessary for clinical or professional practice;
- have given evidence of performing in a collegial manner and of continued professional growth and value to the University by demonstrating ongoing fulfillment of all the criteria listed under Associate Professor. This evidence must reveal significant

cumulative progress since the time of application for promotion to the rank of Associate Professor or Associate Professor of Practice.

Definition

This revised *Promotion of Faculty Members* policy is effective July 1, 2016. Faculty members whose date of hire as full time is before July 1, 2016, may choose the policy in effect prior to that date if they wish.

2.10 DOCTORAL EQUIVALENCY

(Approved by the President of the University 8/27/2008)
(Non-substantive language changes approved by the President of the University 12/16/2024)

In claiming doctoral equivalency, the applicant must demonstrate a depth and range of planned and evaluated professional activity that would be comparable to that accepted for the award of an earned doctoral degree in a given discipline by a fully accredited and recognized university. Included in the professional activity are

- professional, academic experiences of such quality, quantity and sequence as to be comparable to doctoral-level courses required in accredited programs;
- professional academic expertise having the same thoroughness, breadth and depth as is verified by doctoral comprehensive examinations;
- research or creative achievement acceptable on the doctoral level, presented professionally and evaluated by distinguished members of the discipline field;
- demonstrated proficiency in foreign languages or similar competencies required for doctoral level research or creative achievement.

Implicit in doctoral equivalency is a commitment of time as well as financial commitment commonly made by those who attain an earned doctorate.

Certain activities are considered supplemental and performed by those already holding earned doctorates. These activities are not acceptable in establishing equivalency. They may, however, be relevant to the fulfillment of other criteria required for advancement in rank or for tenure.

It is recommended that a faculty member obtain a professional advisor in the given discipline to serve as a facilitator in planning a program of activities that could lead to the establishment of doctoral equivalency. Such a projected program, however, would not imply endorsement by the Rank and Tenure Committee.

All applications based on doctoral equivalency will be reviewed by an ad hoc committee designated by the Rank and Tenure Committee, consisting of the following:

- one member of the Rank and Tenure Committee selected from the at-large faculty representatives, who serves as chairperson.
- two individuals representing the specialized discipline of the applicant. They must have at least the rank of Associate Professor at an accredited and recognized college or university. Recommendations other than the professional advisor may be made by the applicant, but it is the responsibility of the Rank and Tenure Committee to make the appointments.

Any expenses incurred by members of the ad hoc committee, such as travel, lodging, meals, etc., are the responsibility of the applicant.

The ad hoc committee directs its conclusions on doctoral equivalency to the Rank and Tenure Committee, which makes a recommendation to the Chief Academic Officer.

2.11 TENURE

(Revision approved by the President of the University 2/19/2016)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Tenure is a term designating permanent and continuous appointment for a full-time faculty member. It implies a mutual commitment

on the part of the faculty member and the University and cannot be taken lightly.

Once tenure is granted, it will be discontinued only for grave reason, which may include moral turpitude, flagrant abuse of academic freedom, or professional incompetence. In addition, as expressed in its *Retrenchment of Faculty* policy, the University may be required to discontinue tenure because of severe financial exigencies or reorganization of the department and/or curriculum resulting in lack of need.

The commitment of a faculty member who requests tenure is as deep and binding on the faculty member as it is on the University. Just as the conferring of tenure by the University recognizes the competence of an individual faculty member, submission to the University of an application for tenure suggests a strong acceptance by that individual of the mission, goals and objectives of the University. The request represents a commitment to work jointly with faculty, students, administrators and staff for the growth and welfare of the University. It is a commitment to devote one's energies to continued personal development and continued high levels of achievement as a member of the Marywood academic community. It is an assertion of career goals; it is expected that a faculty member will not lightly withdraw from this relationship.

The probationary period shall not exceed seven years of full-time teaching/librarianship at Marywood, with application for tenure being made in the sixth year. Successful candidates receive a tenure contract for the seventh year; unsuccessful candidates receive a one-year terminal contract for the seventh year. Faculty members on leave during the probationary period must follow the University's policy on leaves. Interrupted service at Marywood University and also prior service at another regionally accredited, four-year college or university may be credited toward the fulfillment of the probationary period. Such credit will be determined by the Chief Academic Officer.

Tenure occurs by action of the President of the University.

Procedures for Tenure Consideration

A candidate for tenure must submit a *Notification of Application for Tenure* form and submit relevant data and documentation in the sixth year of the probationary period, according to the deadline dates noted below. The candidate for tenure is encouraged to meet with the dean and chairperson during the summer prior to submission to discuss the application. The intent of this review is to afford the dean and chairperson the opportunity to offer the candidate informal guidance that will help the candidate to make the strongest case possible for tenure. The candidate is also encouraged to meet with the tenured members of the department one year before submission of the application to identify areas of strength and weakness in meeting the tenure criteria. In applying these tenure procedures for faculty librarians, the Director of Library Services acts in place of both dean and department head. If the candidate decides to withdraw the application, he/she must do so by October 17 or February 21.

(A faculty member who is hired to begin work at Marywood in the spring semester submits a tenure application in the spring of his/her sixth year. For the spring semester dates of submission of the application, refer to the procedures in the *Promotion of Faculty Members* policy.)

If a due date below falls on a weekend or a holiday, the due date becomes the next business day.

1. By September 1or January 10, the faculty member initiates the process by submitting the Notification of Application for Tenure form to the Chair of the Rank and Tenure Committee. The Chair or Director will be responsible for providing a list of candidates who are applying for tenure to the Chief Academic Officer, the appropriate dean(s), and the head of the applicant's academic department.

2. By September 21or January 28, the applicant submits an electronic copy of the Application for Tenure form, together with an up-to-date curriculum vitae and a narrative not to exceed an equivalent of 50 printed pages in 12-point font to the head of the applicant's department. (If the applicant is the department head, the senior member of the department functions as the department head during these procedures.) The candidate may submit supplementary materials in the form of appendices. These should be limited to no more than 12 letters of recommendation, course evaluations and scholarship materials. The application must be structured based on how the tenure criteria section of the handbook is organized. The document must be numbered sequentially, include definitions of terms related to one's discipline, and carefully proofread. All annual evaluations of the candidate written by the appropriate dean and the department head must be included in the application materials. The Chief Academic Officer's report to the candidate on the results of his/her 3 year pre-tenure review must be included.

3. The department head notifies the department's full-time, tenured as well as tenure track and professor of practice faculty who have been in the Department for at least 3 years. The Chair of the Rank and Tenure Committee notifies these faculty of their responsibility to complete the Confidential Colleague Evaluation Form. Each of these faculty members is to submit the Confidential Colleague Evaluation Form to the Chair of the Rank and Tenure Committee by September 28 or January 28.

If a candidate for tenure is the chair of a department or director of a school, the most senior tenured member of the department acts as chair or director during the tenure process. If no senior tenured faculty member is available, the Rank and Tenure Committee, in consultation with the appropriate dean and the candidate, chooses a senior tenured faculty member from another department or school to act as chair.

4. By October 7 or February 14, the department head submits to the dean of the appropriate college all application materials and a recommendation letter that is based on a thorough review of the application documents in electronic format. By this date, the department head also submits to the applicant a copy of the same recommendation letter.

5. By October 17 or February 28, the appropriate Dean or the Director of Library Services reviews the evaluation of the Department head when applicable and submits to the Chair of Rank and Tenure Committee a recommendation letter and all application materials in electronic format. The recommendation letter is to be based on a thorough review of the application materials.

6. The Rank and Tenure Committee evaluates the application and submits its recommendation, vote, and materials upon which the recommendation was based to the Chief Academic Officer. The recommendation is submitted in electronic format.

7. Having received all materials by November 21or March 27, the Chief Academic Officer evaluates the application with its accompanying documents and submits a recommendation with the materials on which it is based to the President of the University. This includes the Rank and Tenure Committee's recommendation and vote, all other recommendations and all application and evaluative documentation in electronic format.

8. Having received the documents by January 10 or April 22, the President of the University reviews them and renders a final decision. The President or the Chief Academic Officer informs the faculty member of the status of the application, including the recommendations of all reviewing bodies. In the case of a negative decision, the criteria not met are communicated to the applicant.

All materials submitted by the applicant will be returned at the conclusion of the process.

Criteria

The candidate for tenure must:

1. have completed all formal educational requirements in the relevant academic field, judged necessary to meet the needs of the department and the University;

2. have achieved at least the rank of Associate Professor or, if currently an Assistant Professor, must apply for promotion to Associate Professor and Tenure at the same time and may do so with the submission of a single document using the tenure criteria;

3. have evidenced an expertise needed by one's department or a related department, which may include developing new courses and teaching a diversity of courses as needed, or in the case of faculty librarians by developing new library services and initiatives;

4. have demonstrated consistently effective teaching/librarianship ability as attested to by the evaluation procedures of the University;

5. have provided service to students extending beyond the teaching/librarianship function to student advisement and direction;

6. have evidenced accomplishment and promise in research, scholarship, publication, and/or creative achievement;

7. have evidenced membership and involvement in the activities of professional societies;

8. have demonstrated significant involvement in community service related to the mission, goals or core values of the University, and the University community's academic, cultural, administrative, and student affairs.

A Pre-Tenure review system evaluates the first two and a half years of each tenure-track faculty member's progress toward tenure.

The candidate submits pre-tenure review materials in the spring of his/her third year. The candidate must notify the Chair of the Rank and Tenure Committee by September 1 or January 10 of his/her intent to submit materials. The candidate must submit the materials to the appropriate department chairperson or school director by September 10 or January 19. By September 20 or January 29 the department chair or school director submits to the appropriate dean all pre-tenure materials and an evaluation letter based on a thorough review of the pre-tenure documents in electronic form. By October 1 or February 8 the Dean submits all materials to the Chair of Rank and Tenure along with an evaluation letter based on a thorough review of all pre-tenure materials.

Pre-Tenure review materials should be no more than 35 pages (12-point font). The document should be numbered sequentially, include definitions of terms related to one's discipline, be proofread carefully and contain one appendix which will include a copy of the candidate's yearly self-evaluations and a copy of the chairperson or director and Dean responses to the yearly self- evaluations.

The Pre-Tenure portfolio must include:

1. A description of the pre-tenure candidate's progress to date in fulfilling each of the criteria for tenure (organized according to the tenure criteria section above); this description should include the following items in appropriate sections:

a) tables that compile the pre-tenure candidate's teaching evaluations, including department, college, and University teaching evaluation means and course GPAs;
b) the pre-tenure candidate's reflection on his/her teaching/librarianship;
c) the pre-tenure candidate's description of his/her scholarship/creative activity agenda/plan;
d) a self-assessment of the pre-tenure candidate's scholarly/creative work (e.g., selectivity of venues, impact of articles, citations);
e) the pre-tenure candidate's reflection on his/her service.

2. The department chairperson's or school director's detailed evaluation of the pre-tenure candidate's portfolio, which must include a summative statement of the pre-tenure candidate's progress toward tenure.

3. The dean's detailed evaluation, or in the case of library faculty, the Director of the Library's evaluation, of the pre-tenure candidate's portfolio, which must include a summative statement of the pre-tenure candidate's progress toward tenure.

Pre-Tenure faculty members must structure their annual self-evaluations based on guidelines for the tenure application portfolio as described in the *Tenure* policy.

Deans and chairs/directors must organize their responses to pre-tenure faculty members' self-evaluations and pre-tenure portfolios based on how the tenure section of the *Faculty Handbook* is organized. These responses must take into account departmental standards for scholarship/creative activity.

Model pre-tenure files are available in the office of the Chief Academic Officer for the pre-tenure candidate's review.

Pre-Tenure Review Procedures

If a due date below falls on a weekend or a holiday, the due date becomes the next business day.

1. By September 1 or January 10, the faculty member initiates the process by submitting the Notification of Submission of Pre-Tenure Materials form to the Chair of the Rank and Tenure Committee. The Chair will be responsible for providing a list of faculty members who are submitting pre-tenure materials to the Chief Academic Officer, the appropriate dean(s), and the head of the individual faculty member's academic department.

2. By September 10 or January 19, the faculty member submits to the department chairperson pre-tenure review materials of no more than 35 pages (12-point font) in electronic format. (If the applicant is the department head, the senior member of the department or school functions as the department head during these procedures.) The submitted materials must be structured based on how the tenure criteria section of the handbook is organized. The document must be numbered

sequentially, include definitions of terms related to one's discipline, and carefully proofread. All annual evaluations of the candidate written by the appropriate dean and the department head must be included as part of the 35-page application.

3. By September 20 or January 29, the department head submits to the dean of the appropriate college all pre-tenure materials and an evaluation letter that is based on a thorough review of the pre-tenure documents in electronic format.

4. By October 1 or February 8, the appropriate dean or the Director of Library Services reviews the evaluation of the department head when applicable and submits to the Chair of the Rank and Tenure Committee an evaluation letter and all pre-tenure materials in electronic format. The evaluation letter is to be based on a thorough review of the pre-tenure materials.

5. The Rank and Tenure Committee evaluates the pre-tenure materials and submits its evaluation and the materials upon which the evaluation was based to the Chief Academic Officer in electronic format.

6. Having received all materials by October 21 or February 28, the Chief Academic Officer evaluates the pre-tenure materials and accompanying documents.

7. By November 15 or March 22, the Chief Academic Officer responds to the faculty member with an evaluation letter that is based on a thorough review of the pre-tenure material.

Definition

This revised Tenure policy is effective August 22, 2016. Faculty members whose date of hire as full time is before August 22, 2016, may choose the policy in effect prior to that date if they wish.

2.12 RETIREMENT OR RESIGNATION OF FACULTY MEMBER

(Approved by the President of the University 7/16/2021)
(Non-substantive language changes approved by the President of the University 12/16/2024)

A faculty member and the University have mutual responsibility to fulfill the conditions of a contract between them. Notice of the intent to retire shall be submitted by the faculty member as soon as possible, normally before the beginning of the last academic year of full-time service. Likewise, notice of the intent to resign shall be submitted by the faculty member as soon as possible, no later than the end of the last academic year of full-time service.

Procedure
A faculty member who intends to retire from the University shall do so by letter addressed to the President of the University, providing a copy of that letter to the Chief Academic Officer, to the appropriate Dean, and where applicable, to the Department Chair or School Director.

A faculty member who intends to resign from the position shall do so by letter addressed to the Chief Academic Officer, providing a copy of that letter to the President of the University, to the appropriate Dean, and where applicable, to the Department Chair or School Director.

2.13 NON-REAPPOINTMENT OF FULL-TIME FACULTY MEMBER

(Reaffirmed 7/01/2003)

Non-reappointment of a full-time faculty member is the right of the President of the University, so long as there is no violation of tenure policies, contractual agreements, or other policies stated in the Faculty Handbook. Notification of non-reappointment is made based on length of service as follows:

- not later than March 1 of the first academic year of service;
- not later than December 15 of the second academic year of service;
- or at least twelve months before the expiration of an appointment after two or more years at Marywood University.

2.14 PROGRESSIVE DISCIPLINE

(Revision approved by the President of the University 05/07/2014)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Marywood University endorses a progressive discipline policy designed to promote resolution in a fair and orderly manner. This policy applies to faculty members with tenure or whose terms of appointment have not yet expired. Its objectives support the collegial relationships at Marywood University and are directed toward continual institutional improvement. The primary goal of the progressive discipline policy is to recognize and resolve satisfactorily personal and professional problems that may be rectified through an informal educational process and to forestall their escalation into formal disciplinary action. However, the policy also covers the process governing serious violations of professional responsibilities that may lead to recommendation for suspension or dismissal.

The policy is intended to provide an effective and flexible means of identifying problem areas, resolving complaints, and preventing repetitive incidents by prompt intervention and assistance. It is designed to accomplish these ends by a series of gradual steps involving strategies such as personal conferences, oral and written warnings, and opportunities for monitored assistance where applicable.

Progressive discipline, however, is not guaranteed in every instance. In certain rare and extreme cases, the President has the authority to initiate procedures for suspension or dismissal of a tenured faculty member without that person first undergoing progressive discipline. However, the faculty member retains the right to keep working until the full procedures are completed as outlined below and in the Faculty Grievance Policy.

DEFINITIONS

Faculty Grievance Committee: a committee elected by the faculty according to procedures outlined in the Faculty Grievance Policy. Their job is to review faculty grievances, including those that may arise in response to disciplinary action, such as suspension and dismissal. For more information about their selection and procedures, see the Faculty Grievance Policy.

Dismissal: The discharge of a faculty member from employment at Marywood University.

Progressive Discipline: a course of action tailored to each individual circumstance designed for the purpose of resolving a problem or issue with a faculty member through a series of gradual steps.

Suspension: The temporary barring of a faculty member from all work related to the University for a specified period of time. Unless in direct violation of the law, any such suspension will be with pay.

PROCEDURES

Progressive Discipline

1. Commencement: Disciplinary action may be initiated by a complaint, oral or written, which alleges violation of institutional policy, practice, procedure or other functions and responsibilities of the faculty member in pursuing his or her customary teaching and institutional role. The complaint, which may reflect an incident or incidents of misconduct or deficiency, may be communicated to the faculty member's immediate supervisor or to the appropriate dean.

2. Meeting with Administrator: The administrator receiving the complaint shall discuss the matter with the faculty member in a confidential conference. If additional information from the faculty member provides a satisfactory explanation, the decision may be to close the matter.

However, if additional light is not shed on the allegation or if the explanation proves unsatisfactory, the administrator will specify corrective action to be taken, and the discussion will constitute an oral warning.

3. Written Warning: If the alleged problem continues or additional complaints are received, the immediate supervisor or dean must notify the Chief Academic Officer, who shall conduct a preliminary investigation concerning the merits of the complaint. A written warning to the faculty member may follow where circumstances indicate that the problem is not resolved. The written warning will become a part of the faculty member's personnel file but will be expunged after three years if no other written warnings have occurred.

Should further written warnings follow, the Chief Academic Officer may confer with the faculty member's immediate supervisor and dean to discuss alternatives. The Chief Academic Officer will determine the next course of action, which might result in recommending to the President the faculty member's suspension and/or the termination of the faculty member's employment. Procedures are outlined below.

Special Assistance
In those circumstances where it is evident the faculty member is in need of special professional assistance, the Chief Academic Officer should follow this process:

1. Give written warning of unacceptable behavior.

2. The Chief Academic Officer may suggest any of the following remedial actions:
- counseling and/or another type of treatment program, such as Alcoholics Anonymous or Narcotics Anonymous;
- psychological counseling and/or treatment, including out-patient treatment prescribed by a duly credentialed and qualified professional;
- peer faculty monitoring to assist in resolving work-related performance problems;
- a specified number of periodic conferences with the faculty member's dean to assist in resolving administrative or institutional problems.

3. The Chief Academic Officer should then monitor the situation for a specified amount of time determined on a case by case basis. Where the assistance necessitates in-patient treatment or time away from teaching, that temporary time-off shall be with pay.

During the period of assistance, the faculty member shall be encouraged to communicate regularly with the Chief Academic Officer, who shall monitor the faculty member's progress to determine when and if the special assistance has achieved its objective. The faculty member may elect to provide summary statements from treatment providers regarding compliance and prognosis. If the faculty member has refused to participate, or the remedial objective has not been reached during the specified period of time, a recommendation to terminate employment may be made to the President of the University.

GRIEVING PROGRESSIVE DISCIPLINE

Oral Warnings
Should the faculty member disagree with the oral warnings given by the immediate supervisor, s/he may request to meet with his/her appropriate Dean or, if appropriate, the Chief Academic Officer to appeal the decision.

Written Warnings/Discipline
Should the faculty member disagree with a written warning or punitive action, s/he may elect to file a grievance with the Faculty Grievance Committee, following the procedures outlined in that policy, and bearing in mind that the Grievance Committee is empowered to review errors in procedure and offer the decision-maker its perspective on the issue, not to substitute its judgment for that of the decision-maker.

SUSPENSION OR DISMISSAL PROCEDURES

Exceptions to Progressive Discipline
In most cases, it is expected that faculty members will be entitled to the processes of progressive discipline. However, in the rare event of an egregious breach of professional discipline or illegal activity, the President may elect to initiate suspension or dismissal procedures immediately. There is no obligation for the President or Chief Academic Officer to suspend the faculty member before moving to dismissal procedures given severe circumstances. However, whether suspension or dismissal is contemplated, the President will meet with the faculty member to discuss the issue in question, and then, if determined to proceed, will convene the Faculty Grievance Committee to review the case at hand before proceeding according to the procedures outlined below. The faculty member must be allowed to continue to work until the process is complete.

Only in an extreme situation, narrowly limited to the event of a faculty member threatening or causing physical harm to him or herself or members of the campus community, the President or Chief Academic Officer may opt to suspend the faculty member from his/her assigned duties immediately. Unless in direct violation of the law, any such suspension should be with pay. The President should then initiate formal procedures as outlined.

Suspension
Should progressive discipline or special assistance result in no change in the faculty member's actions, the Chief Academic Officer may opt to recommend to the President the suspension of the faculty member for a specified period of time. Alternately, in rare circumstances of an egregious breach of professional discipline or illegal activity, the President may elect to consider the suspension or dismissal of a faculty member for a specified period.

If the need for suspension is determined, the President will meet with the faculty member to discuss the issue at hand. If, after that

meeting, the President resolves to continue with suspension, s/he should send a written communication to the faculty member, stating with reasonable particularity the basis for suspension and offering, if requested by the faculty member within 7 (seven) days, to convene the Faculty Grievance Committee to consider the matter, to render confidential advice, and thereby to affect a remedy if possible.

If the faculty member elects not to convene the Faculty Grievance Committee within 7 (seven) days, the suspension shall stand. If s/he elects to convene the committee, the faculty member will continue to perform usual assigned duties (unless such continuation would lead to immediate physical harm to the faculty member or other members of the university community) until the committee's findings have been published. Unless in direct violation of the law, any such suspension should be with pay.

Dismissal

Should progressive discipline or special assistance result in no change in the faculty member's actions, the Chief Academic Officer may opt to recommend to the President the termination of the faculty member's employment.

Before moving to termination, the President must meet with the faculty member to see if any possible remediation might occur or to see if the faculty member can provide any mitigating circumstances that might justify a less drastic course of action.

If the need for dismissal is determined, the President will send a written communication to the faculty member, stating with reasonable particularity the basis for dismissal and stating that the matter has been referred to the Faculty Grievance Committee to consider the matter, to render confidential advice, and thereby to affect a remedy if possible. The Faculty Grievance Committee Chair will immediately contact the faculty member as per the procedures outlined in the Faculty Grievance Policy.

Upon such notice, the faculty member may elect not to continue the Faculty Grievance Committee's hearing; if so, s/he should so notify the Faculty Grievance Committee and the President in writing and the dismissal shall stand.

While awaiting the Committee's findings, the faculty member will continue to perform usual assigned duties (unless such continuation would lead to immediate physical harm to the faculty member or other members of the university community).

The Faculty Grievance Committee shall follow its procedures as outlined in the Faculty Grievance Policy. Once the Committee has made its findings, the Chair will send in writing the Committee's opinion to the President of the University, copied to the faculty member and the Chief Academic Officer.

If the Committee's decision is that there is no merit to the complaint against the faculty member, they shall recommend discontinuing the proceedings for suspension or dismissal. If the Committee finds that reason exists to question the fitness of the faculty member, they shall recommend either to continue the suspension or dismissal proceedings.

If the President agrees with the Committee's findings, she will notify in writing the Board of Trustees and the faculty member of the findings and her decision to accept. If the President chooses to reject the Committee's findings, she will provide the Committee and the faculty member a detailed rationale in writing for her decision.

The Committee's recommendation should be taken very seriously by the President, especially in the case of a unanimous vote and clearly, logically written findings. In that case, the administration should consider very carefully the possible repercussions of rejecting the faculty Committee's findings. If the Committee were split in its vote, with both sides making compelling arguments, the President would be more justified in choosing to reject the recommendation.

Note: The Faculty Grievance Committee will only be convened twice (i.e., once for suspension and once for dismissal) in the event that progressive discipline procedures have been instituted and failed, and that a reasonable amount of time has taken place between suspension and dismissal. In this event, the membership of the Committee may be similar or different, a determination of which is made by the Faculty Grievance Committee Chair, after consultation with the Faculty Senate Executive Council. In the rarer event of a serious breach of professional discipline and/or illegal activity, if the President elects to proceed immediately with dismissal procedures (not suspension) after meeting with the faculty member, then the Faculty Grievance Committee will meet only once to appeal the dismissal.

Publicity

Public statements by the faculty member or others about possible or actual termination of employment should be avoided.

Responsibility for Expenses Incurred in Grievance and Appeal

Expenses incurred by the grievant are the responsibility of the individual. These include, but are not limited to, the following:

- Cost of an advisor.
- Travel expenses for advisor, witnesses, or others engaged by petitioner.
- Cost of preparing any documents and copies thereof.

Non-Retaliation
Grievants will not be adversely affected for exercising their right to file a grievance, regardless of outcome. Similarly, neither committee members nor witnesses will suffer adverse effects as a result of their participation in the process. Anyone who violates this mandate can be subject to disciplinary action, up to and including dismissal.

2.15 RETRENCHMENT OF FACULTY

(Approved by the Board of Trustees 4/29/2011)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Retrenchment is the reduction in faculty positions arising from financial exigency and/or the elimination of programs. When faced with the prospect of faculty retrenchment, it is the policy of the University that retrenchment shall be considered and implemented on a coherent, University-wide basis, and it shall be the goal to avoid the termination of full-time faculty and to fulfill the educational mission of the University. To this end, the University shall consider alternatives to retrenchment such as, but not limited to, leaving unfilled positions vacant, allowing for normal attrition, reducing part-time and temporary faculty positions, transferring faculty to other departments, and encouraging voluntary early retirement for those eligible.

Financial Exigency: Evaluation of potential financial exigency, i.e., financial difficulties affecting the viability of the institution, shall be made by the administration in conjunction with the Ad Hoc Committee on Retrenchment. The Committee shall first investigate ways to relieve the exigency by exhausting the possibilities of raising additional funds or of reallocating current general funds. Before retrenchment of faculty, budgets shall be cut or activities eliminated or reduced that are not self-supporting (i.e., gifts, grants, etc.), that are not in direct support of academic programs, or that are not essential for continued operation of the academic program. In sum, the Ad Hoc Committee shall participate in the decision that all feasible alternatives to termination of an appointment have been pursued.

If the institution, because of this potential financial exigency, terminates appointments, tenured or non-tenured, it shall not at the same time make new appointments in the affected area, except in extraordinary circumstances where a serious disruption in the academic program would otherwise result. The definitions of "extraordinary" and "serious disruption" shall be made by an Ad Hoc Committee on Retrenchment.

The final determination that financial exigency exists or is imminent shall be made through the President to the Board of Trustees, after participation of the faculty and the Ad Hoc Committee on Retrenchment.

Ad Hoc Committee on Retrenchment

Upon determination of potential financial exigency or educational considerations that may lead to retrenchment, an election for faculty representatives to an Ad Hoc Committee on Retrenchment shall be called immediately by the Executive Council of the Faculty Senate.

The functions of the Ad Hoc Committee include

- accumulation and review of all appropriate documents;
- consultation with resource persons;
- input from full-time faculty;
- deliberation on all relevant matters;
- determination of recommendations regarding programs;
- determination of recommendations regarding faculty;
- transmittal of recommendations to the President of the University;
- communication of final report to the faculty.

The Ad Hoc Committee on Retrenchment shall consist of:

- representatives of the faculty: eight representatives (3 at-large and one representative from each college and free-standing school), at least three of whom shall be tenured, elected by a consensus-based electoral method such as the Borda count, by and from the full-time faculty. In the event of a tie, seniority will be considered.

- representatives of the administration: the Chief Academic Officer; appropriate dean(s).

- One of the faculty representatives shall be elected by the Committee to serve as chairperson.

Resource persons must include the Vice President for Finance and Administration and the chair/director of a department/school or program identified for possible retrenchment. Additional individuals shall be consulted by the Committee as resource persons.

Deliberations of the Ad Hoc Committee on Retrenchment shall observe affirmative action and equal employment opportunity requirements.

Before any determination of retrenchment becomes final, those whose employment stands adversely to be affected shall have the right to be heard by the Committee.

Documents Relevant to Retrenchment

The administration shall make available all documents relevant to retrenchment as needed by the Ad Hoc Committee on Retrenchment.

The documents include, but are not limited to, budgets (excluding individual faculty salaries), financial statements**,** organizational charts, staffing records, faculty workloads, affirmative action records, class size by individual faculty, enrollment data, seniority lists, and academic program information.

Discontinuance of a Program

Retrenchment may occur because of educational considerations, including but not limited to the following:

- change in the educational objectives of a department, a college, or of the University;
- an insufficient number of students to provide a suitable educational experience;
- inadequate supporting materials, equipment, and space appropriate to the quantitative and qualitative needs of the program;
- as a possible consequence of the preceding factors, inability to attract and maintain a qualified faculty effectively to administer and teach within the evolving demands of the program;
- removal of accreditation from a department/school or program.

From a sense of obligation to students enrolled in a particular area of specialization, a program may be continued in a timely fashion, providing students an opportunity to complete its requirements.

Cyclical or temporary fluctuations in enrollments for specific programs or courses should not be a criterion for discontinuance. A trend of at least thre**e** years in prior registrations as well as future projections should be evaluated, and consideration of the dependence of other programs on the unit proposed for discontinuation shall be made. Likewise, a sufficient number and variety of courses to support the undergraduate liberal arts requirements should be retained.

The determination formally to discontinue a program or department of instruction because of educational considerations will be made and reviewed in the same manner as that described above for a case of financial exigency, if termination of tenured faculty will be a necessary consequence.

Order of Termination

Termination of Faculty Intra-departmentally
Termination of faculty in cases of retrenchment, or discontinuance of a program in which faculty positions are affected, will be determined by the following considerations, applied sequentially. Where a given factor applies to more than the number of persons to be terminated, the next appropriate item shall be applied.

A. Non-tenured
B. Professor of Practice and Library Faculty Hired Prior to 2006
    1. Years of service
    2. Rank
C. Tenured
    1. Years of active service
    2. Rank

3. Academic accomplishment (degrees, advanced courses**,** scholarship).

In all cases, particular areas of specialization must be considered.

Termination of Faculty Inter-departmentally

Tenured faculty members who are identified for retrenchment, as described above, may claim credentials and expertise to replace a faculty member in another program/department/college of the University. In such inter-departmental cases, termination of faculty will be determined by the following considerations, applied sequentially. Where a given factor applies to more than the number of persons to be terminated, the next appropriate item shall be applied.

A. Non-tenured
B. Professor of Practice and Library Faculty Hired Prior to 2006
    1. Years of service
    2. Rank
C. Tenured
    1. Academic accomplishment (degrees, advanced courses**,** scholarship);
    2. Years of active service;
    3. Rank.

In all cases, particular areas of specialization must be considered.

Notification of Retrenchment
Faculty members to be retrenched shall be given notice by the following dates:

First-year faculty members: March 1;
Second-year faculty members: December 15;
Faculty members beyond the second year: twelve months prior to expiration of appointment.

Recall of Faculty

A faculty member who is retrenched from the University shall be placed on a preferred rehiring list and shall retain all prior accrued rights up to the date he/she was placed on the list. No new faculty member shall be hired to fill a vacancy at the University for which a retrenched faculty member on the preferred rehiring list is qualified, unless the vacancy is first offered in writing to all such faculty members on that list, for recall in reverse order of placement thereon, for a period of thirty (30) days. In the event a faculty member rejects in writing an offered position in accordance with the foregoing, or in the event the faculty member does not respond in writing within the thirty-day period, his/her name shall be passed over, but shall remain on the preferred rehiring list for a second, final opportunity for reappointment during a period not to exceed three years.

In the event a faculty member is recalled in accordance with the provisions above, s/he shall receive the same rank held when retrenched and the prevailing salary at the time of reappointment. Years of service applicable to tenure and sabbatical leave shall be retained by faculty members. Furthermore, he/she shall not be considered a new employee for purposes of employee benefits provided for faculty members.

2.16 ACADEMIC FREEDOM
(Revision approved by the President of the University 2/19/2010)

Marywood University affirms its commitment to academic freedom. In so doing, it reaffirms its commitment to the tradition of higher learning that is the heritage of both the Roman Catholic Church and the nation. It is a tradition grounded on respect for truth, social responsibility and individual rights. It is a tradition that posits freedom of inquiry, open discussion and unrestricted exchange of ideas as essential to the pursuit of knowledge.

Marywood University upholds academic freedom as a fundamental condition for research and dissemination of information. The University is a center of discourse where inquiry is encouraged and discoveries are verified and refined by the interaction of scholar with scholar. Marywood University respects the right and responsibility of its faculty and students to conduct research, to publish their findings, and to discuss ideas according to the principles, sources and methods of their academic disciplines. These principles, sources and methods, as they develop over time, are not external to their respective disciplines. The University sanctions and encourages investigation of unexplored phenomena, advancement of knowledge, and critical examination of ideas, old and new. The University

accepts the responsibility of protecting both teacher and student from being forced to deny truth that has been discovered or to assert claims that have not been established in the discipline. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching material matter that has no relation to their subject.

Where the faculty is concerned, academic freedom presupposes, first of all, personal integrity in dealing with students, peers and officers of the University. Second, it presumes scholarly competence, observance of the professional standards of one's discipline, commitment to the stated mission of the University, and openness to having one's ideas and findings subjected to the judgment of one's peers. Third, faculty members have a responsibility as professional scholars to be accurate and judicious in their public statements, and respectful of the opinions and responsibilities of others.

2.17 POLITICAL ACTIVITY

(reaffirmed 7/1/2003)

Faculty members are citizens and, like other citizens, should be free to engage in political activities so far as they are able to do so consistently with their obligation as teachers and scholars.

Many kinds of political activity (e.g., holding part-time office in a political party, seeking election to any office under any circumstances that do not require extensive campaigning, or serving by appointment or election in a part-time political office) are consistent with effective service as a member of the faculty. Other kinds of political activity (e.g., intensive campaigning for elective office, serving in a state legislature, or serving a limited term in a full-time position) may require that the teacher seek a leave of absence from the University.

In recognition of the legitimacy and social importance of political activity by faculty members, the University provides institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Such arrangements may include the reduction of the faculty member's workload or a leave of absence for the duration of the election campaign or a term of office, accompanied by equitable adjustment of compensation when necessary.

Faculty members seeking leave should recognize that they have a primary obligation to the University and to their growth as educators and scholars; they should be mindful of the problem which a leave of absence can create for the administration, their colleagues, and their students, and they should not abuse the privilege by too frequent or too late application or too extended a leave. If adjustments in their favor are made, such as a reduction of workload, they should expect these to be limited to a reasonable period.

A leave of absence incident to the political activity comes under the institutional normal rules and regulations for leaves of absences. Such a leave does not affect unfavorably the tenure status of a faculty member except that time spent on such a leave from academic duties does not count as probationary service.

2.18 PROFESSIONAL ETHICS

(reaffirmed 7/1/2003)

The American Association of University Professors recognizes that membership in the academic profession carries with it special responsibilities. The *Statement on Professional Ethics* which follows sets forth general standards assumed by members of the profession.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and

ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

2.19 THE TEACHING RESPONSIBILITY

(7/1/1989)

Within the context of the goals and objectives of Marywood University, the fundamental responsibility of the faculty is to enable students to develop fully as persons and also to develop special competencies for responsible leadership and service in meeting human needs.

In order to do so, the teacher should be able to develop courses within a given area of expertise. The teacher is not only a purveyor of facts, but also a stimulator of insights and interpretations in the inquiring mind. The teacher directs the student in recognizing and using the intellectual heritage from the past and also in actively seeking new knowledge for the improvement of the human condition--individually and in its social dimensions. As a facilitator of the teaching/learning process, the role of the teacher may be fulfilled in the classroom, the laboratory, or other setting of inquiry.

More specifically, the teacher will effectively

- communicate;
- plan, organize and execute instruction;
- assess student needs and progress;
- stimulate independent research;
- create interest in subject matter;
- devise appropriate assignments;
- participate in evaluation of teaching.

The individual faculty member is a student leading other students, who engages in continued study and research, progresses towards advanced degrees, and maintains interest and involvement in the activities of professional organizations.

Through the University committee structure and other means, the faculty member is expected to contribute to the general development and improvement of the University and its mission in liberal and professional education. As an extension of that mission, the University recognizes the value of service rendered to schools, to business and industry, to various agencies, or to the public at large in the local, state, national or international community.

2.20 THE LIBRARIANSHIP RESPONSIBILITY

(Approved by the President of the University 6/10/2009)

As the primary means through which students and faculty gain access to the storehouse of organized knowledge, the university library performs a unique and indispensable function in the educational process. Librarians perform a teaching and research role inasmuch as they instruct students formally and informally and advise and assist faculty in the scholarly pursuits. The function of the librarian as participant in the processes of teaching and research is the essential criterion of faculty status.

Realizing its fundamental place in the teaching, learning, and research process, the Marywood University library faculty members foster a welcoming and supportive online and physical presence within the community. The expertise of library faculty and the integration of information resources, instructional services, and technology provide an environment that encourages scholarship by

promoting intellectual curiosity and critical thinking. Library faculty members maintain a commitment to the University's effort to help individuals reach their potential, engage in lifelong learning, and emerge as responsible leaders.

Librarianship requires that the practicing librarian be conversant with the goals, standards, and conventions of the library profession, be able to interpret these within the context of the institutional mission, and be able to develop collections and services appropriate within that context. Each librarian must demonstrate competence and evidence of developing excellence in his or her primary area(s) of responsibility and maintain collaborative relationships with faculty and staff. S/he is also expected to engage in continued study and research and maintain interest and involvement in the activities of professional organizations. The ethical basis and values of librarianship are derived from its service orientation. Librarians provide service to its users without regard to the user's affiliation.

Examples of competence in librarianship must benefit either the Marywood community as a whole or a targeted population or subject specialty within the Marywood community. This may involve, but is not limited to any one or combination of the following:

1. instructing Library users in defining their information needs, in identifying, locating and retrieving relevant information sources, in critically evaluating these sources, in ethically and effectively using the information, and in documenting their research which is accomplished through effective point-of use instruction, i.e. reference desk assistance, course-related instruction, office consultations, electronic assistance, etc.;

2. promoting information competence as a major theme of outreach and collaborative activities;

3. partnering with teaching faculty in the creation of active, problem-based learning assignments, assessment of student work, e.g. bibliographies;

4. retaining the academic curriculum as a major influence upon the nature of services;

5. selecting, acquiring, organizing and providing access to published information, in all forms, to support teaching, learning, and research;

6. stimulating and supporting independent research by the University community;

7. maintaining and improving proficiency in academic subject area(s);

8. showing leadership and innovation in the planning, development and implementation of library initiatives within the context of University and professional goals and objectives;

9. contributing to the general development and improvement of the University and its mission through the University committee structure and other means.

Within the context of a librarian's evaluation, librarianship shall be considered that body of work which constitutes the primary role(s) for which s/he was hired. The practice of librarianship may involve cataloging, reference service, collection development, management, etc.; for only some librarians will it include classroom teaching. In terms of the usual evaluation criteria, librarianship takes the place of teaching in librarians' evaluations. The above expectations of librarianship effectiveness will be used for promotion and tenure.

2.21 FACULTY DEVELOPMENT
(Approved by the President 3/09/2018)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Faculty development is a broad term describing any of the various activities carried out by faculty members for their personal and professional enrichment. Certain of these activities may be financially supported by Marywood University.

Marywood University's faculty development policies rest on certain principles:

There is a need for ongoing faculty development both on the part of the individual and the institution. Factors such as low median age of faculty, higher number joining Marywood faculty with doctoral degrees, reduced faculty mobility and turnover, demands for personal and institutional innovation, and the criteria for advancement in academic rank, all make faculty development an imperative.

Ongoing faculty development, so essential to the individual, is likewise enriching to the institution, improving the quality of education the University will offer its students.

The responsibility for faculty development is twofold:

Individual faculty members are ultimately responsible for their continuing professional development. Insofar as it is to be supported by Marywood University, the goals of individuals should be set in the context of the goals of their departments and the goals of the University.

Marywood University has a responsibility to help provide enabling conditions to its faculty for their ongoing professional development. This implies a commitment to make funds available and to use the financial resources for faculty development to the greatest benefit of all.

Faculty development needs are as diverse as is the Marywood faculty. Thus, support for faculty development should be allocated in ways that recognize and respect this diversity.

Faculty Development Budgeting

Specifically, faculty development at Marywood is financially supported in three ways: in the departmental budget, by the faculty development program, and through sabbatical leaves. Ordinarily the departmental budget covers expenses for activities which are short-range and of minimal expense. These may include participation in the meetings of professional organizations, seminars, workshops, and so on. Funds for activities which relate to immediate departmental needs may be covered in part or in whole by the departmental budget. Actual budgeting of these expenses is the responsibility of the chairperson in collaboration with the departmental faculty.

The faculty development budget covers activities that contribute to the goals in an individual's approved growth plan.

The budget for sabbatical leaves covers sabbatical salaries and other related costs. Granting of sabbatical leaves is the responsibility of the President of the University.

The Faculty Development Committee's distribution of money to the faculty is related to the two other forms of monetary support for faculty development, namely, financial support for sabbaticals, and departmental budgets. The amount of funds available for distribution by the Faculty Development Committee is a) recommended annually by the committee in collaboration with the Chief Academic Officer, and b) approved/adjusted by the Board of Trustees. Although separate from departmental budgetary allotments, the Faculty Development Committee's budget supplements departmental budgets.

Faculty members who receive funding for summer study and who do not return to Marywood during the subsequent academic year are liable for repayment of the funds.

Procedures for Acquiring Faculty Development Committee Funds

The distribution of allotted funds to individual faculty members is based upon Profiles, Plans, and Proposals of individual faculty members within budgetary limits.

If the request for funds is from an individual faculty member, three steps are required: 1) Profile, 2) Plan, and 3) Proposal. For a detailed discussion of this procedure, see "Faculty Development: Instructions for Faculty."

Requests for Faculty Development Committee funds may also be from groups. If the request is from a group, e.g., a request from a committee or departmental faculty, the Faculty Development Committee allots funds on the basis of the proposal itself.

2.22 SABBATICAL LEAVE FOR FACULTY MEMBER

(Approved 12/4/2019)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Policy Statement:
Sabbaticals are intended to be a means of faculty development, mutually beneficial to the individual faculty member, to the department of which the applicant is a member, and to the advancement of the University's goals and objectives. The sabbatical leave allows released time from regular duties for faculty members to be able to engage in research, study, scholarly writing, professionally related

travel or other forms of professional development that will contribute to their growth as teachers and scholars.

Eligibility
Sabbatical leave is available to tenured or Professor of Practice (POP) faculty members who have served a minimum of six consecutive years as full-time faculty members and at least achieved the rank of Associate Professor at Marywood University. Faculty members are eligible for subsequent sabbatical leaves following an additional six years of consecutive service. The number of sabbaticals granted will be dependent on the needs of the departments/schools and colleges of the University and finances at the time.

Criteria
Prime consideration in selecting a candidate will be given to the quality of the proposal presented and its expected benefits not only to the candidate's relevant professional development, but also to the goals and development of the University, the college and the department. Other considerations will include the timeliness of the proposal, the length of service of the applicant, the priority due first sabbaticals, the denial of a previous request because of limited funds, and the ability of the institution to provide the resources needed to provide the faculty member's courses necessary for student progression toward degree completion.

Compensation
While on sabbatical, the faculty member may receive full salary for one-half year or half salary for a full year. Benefits are continued in proportion to salary during the sabbatical. Retirement benefits may continue provided the employee is receiving compensation from Marywood University from which pre-tax contributions may be deducted. If the individual is serving as a visiting professor and is entitled to benefits at another institution, s/he would not receive benefits from Marywood.

There is an obligation to return to the University for at least one year following the leave. If the faculty member does not return, s/he is liable for repayment of the salary and benefits paid during the sabbatical.

Time spent on sabbatical will be counted toward promotion and merit compensation, if applicable.

Definitions:
N/A

Procedures:
The application for a sabbatical may be obtained from the Marywood University Online Forms page. An eligible faculty member who wishes to apply for sabbatical leave must submit a completed application to the Dean by October 15 of the academic year preceding the sabbatical, after discussing the proposal with the head of the department or the administrator of the school and the appropriate academic Dean. Within a week of receipt, the Dean must forward the application package to the Chairperson of the Faculty Sabbatical Committee.

The applicant will attach to the proposal a letter from the head of the department, or the academic Dean as the case may be, containing a description of how courses or essential duties will be covered and resources needed, if any.

The Faculty Sabbatical Committee will make its recommendation to the Chief Academic Officer by December 1. Sabbaticals are granted by the President of the University, notifying the applicants no later than January 30.

A faculty member who takes a sabbatical leave is required to file a report of his or her activity with the Faculty Sabbatical Committee, the department head, the appropriate Dean, the Chief Academic Officer, and the Vice President for Finance and Administration within three months of the end of the sabbatical leave.

2.23 PROFESSIONAL LEAVE OF ABSENCE

(Revision approved by the President of the University 5/10/2016)
(Non-substantive language changes approved by the President of the University 12/16/2024)

A faculty member who is not eligible for sabbatical, but who wishes to spend a range of time to support scholarship, creative activity, teaching or service that is of measurable benefit to the institution, may request a leave of absence. The request must be submitted well in advance of contract time, in any event at least one full semester prior to taking the leave. The duration of the leave may be variable and must be supported by the department chair and dean and approved by the Chief Academic Officer.

While not paid a salary during the leave, the individual would still be covered by the University's benefits including health insurance, dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, disability insurance, and tuition benefits at the same level and cost to the employee as if the employee were not on leave. If the individual is serving during the leave in

a capacity in which s/he is entitled to benefits or pay at another institution, s/he would not receive benefits from Marywood.

S/he would be considered a member of the faculty in absence and the year(s) may be counted as a year(s) in- service for calculation of tenure, advancement in rank, and benefits. If s/he does not return to the University at the end of the leave, s/he is liable to the University for the cost of any benefits paid during the leave of absence.

2.24 MEETINGS OF LEARNED SOCIETIES ATTENDED BY FACULTY MEMBERS

(Non-substantive language changes approved by the President of the University 12/16/2024)

The University encourages attendance at meetings of learned societies in the belief that members of the faculty and the University both derive benefits from such attendance. The following policies have been adopted with reference to attendance.

Approval of Meetings

In drawing up the annual estimated budget for a department, the head of the department together with the faculty should decide upon the meetings that members should attend during the next fiscal year and estimate the travel expenses involved. If approved by the Chief Academic Officer, the expenses will be submitted as items in the proposed budget to the Financial Affairs Committee of the Board of Trustees.

Disposition of Classes and Other Duties

The academic program is not to suffer because of the absence of the members of the faculty at meetings of learned societies. Before leaving for meetings, members are to arrange with the chairperson of the department for satisfactory substitutes for classes and other duties during absence. Chairs of departments or school directors are to report arrangements to the appropriate academic dean.

Reimbursement for Expenses

All reasonable expenses for attendance at professional meetings will be reimbursed by the Cashier's Office when the proper authorized requisition is presented with the appropriate Travel Expense Report.

Funds for this purpose are necessarily limited; hence, the most economical mode of travel should be used. Hotel accommodations should be adequate, but not luxurious. Costs of alcoholic beverages are not reimbursable. Receipts are required for hotel, air, rail, and bus tickets, restaurant bills, parking tolls, and registration at meetings. Hotel and meal costs are reimbursable for the individual only.

The University's travel policy applies also to travel covered by grants and/or other sponsored programs.

When faculty members use their personal cars, they may be reimbursed for mileage according to the Mileage Reimbursement policy of the University.

Ordinarily, faculty members expend personal funds and are reimbursed upon return. However, when necessary, one may receive an advance toward travel expense. In the latter case, it is absolutely necessary that settlement of the account be made immediately upon return.

Reports on Meetings

On return to the University, a faculty member should submit a brief report on the sessions attended and the highlights of key discussions to faculty members of the department at the next department meeting. A joint report will suffice when the professional meeting is attended by more than one person. The reports should be reflected in the department minutes.

Memberships

The cost of individual memberships in professional organizations is the responsibility of the individual faculty member.

2.26 ACADEMIC WORKLOAD

(Approved by the President of the University 12/10/2010)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Every faculty member shares in the institutional obligation to extend academic services to students. The appropriate workload and the proportions of time allocated to formal classroom teaching, to student advising and other teaching (e.g., direction of theses, professional contributions and dissertations), to research, and to administration can vary according to individual circumstances; however, it is not the prerogative of a faculty member unilaterally to deselect certain workload activities.

Administration reserves the right to assign teaching load. The normal teaching load for full-time tenure track faculty members is

equivalent to 21 semester hours of credit (4/3), unless an alternative teaching load has been determined. For other full-time faculty, i.e., those with contract appointments without tenure, the expectation is ordinarily 24 semester hours of credit (4/4). However, departments with the approval of their dean and the Chief Academic Officer, may determine fair equivalents in workloads for those faculty members with activities and assignments that do not fit the conventional classroom lecture pattern, e.g., those who supervise or teach in labs, studios, private music lessons, oversee field experience, internships, student teaching, student clinical practical, or distance learning. Teaching assignments are made by the department chair or school director.

In addition, full-time, tenure and tenure track faculty members are obligated to carry out scholarship/ creative activity and service responsibilities as delineated in the University's policies. After a period of three years, an absence of scholarship/creative activity on the part of a tenured faculty member may result in an increase to 24 semester hours of credit (4/4) teaching load. Should the Chief Academic Officer wish to increase a tenured faculty member's teaching load based upon an absence of productivity in scholarship and creative activity, such will be done in consultation with the faculty person, the department chair/school director, the relevant dean and in accordance with the department criteria for scholarship and creative activity.

Administrative reductions in teaching load are granted in writing at the time of appointment. They are reviewed at the time of reappointment. Some examples of such reductions are department chair/school director, head of a comparable administrative unit, or coordinator of a special program. Moreover, special one-time only reductions in workload may be available in exceptional circumstances.

Faculty members must be available in their offices for their advisees and other students for a minimum of five hours per week. These office hours must be posted for the convenience of students, and the department chairperson/school director or administrator must be notified of the hours so scheduled. Department Chairpersons/school directors and other faculty members with reductions for administrative or other purposes must schedule additional hours to cover these responsibilities. The office hours of department heads are to be sent to the appropriate deans.

Since faculty members are expected to engage in academic advisement, it is incumbent upon them to be knowledgeable about requirements as stated in the University catalogs.

***Overload Teaching*.** In exceptional cases, and in order to meet emergency situations, the administration may ask a full-time faculty member to teach a course or courses in excess of the normal schedule. In such cases, extra remuneration will be given according to the prevailing salary schedule.

Contracting in Other Units: The University conducts colleges/schools and many grant/contract projects. Therefore, faculty members may have the opportunity to teach, do research, or other work in a unit other than the one in which they were originally hired. When an invitation is received to work in another department, a faculty member must receive the approval of his or her department head, Dean, and final approval of the Chief Academic Officer before agreeing to the work.

Teaching Summer Session Courses. Faculty members who are available for summer school session teaching should inform the appropriate department head or academic dean. Faculty members on nine-month contracts will be reimbursed according to the prevailing salary scale for part-time/overload teaching.

2.27 CONFLICT OF COMMITMENT

(Approved by the President of the University 12/10/2010)
(Non-substantive language changes approved by the President of the University 12/16/2024)

By accepting appointments for full-time service, faculty members agree that their primary professional responsibility is to the University and that obligations to Marywood University will assume priority in their professional lives. At the same time, the University recognizes that participation of faculty members in outside professional activities may often serve the mission of the University. Professional consulting, leadership in professional societies, and various forms of public service not only promote the professional development of the faculty, but also expose to others the work of the University. In some fields, outside professional activity is beneficial for maintaining currency and competence in the discipline.

Accordingly, a member of the Faculty may engage in non-University employment, consulting for not more than one day a week, or professional practice insofar as such activity does not impede, diminish, or conflict with, the faculty member's responsibilities to the University and to its students. The annual Faculty Activity Report must include these activities.

Certain activities, such as those that involve business transactions either both with the University or in competition with the University, constitute an inherent conflict of interest and are not permitted. Other outside activities, whether remunerated or not, may

interfere with faculty responsibilities through disproportionate commitment of professional effort devoted to such activities. Full-time employment elsewhere is not permitted under any circumstances.

When the extent or nature of the outside activity is such that a conflict of commitment may exist, before engaging in the activity the faculty member must annually request in writing the permission for the activity from the appropriate administrator, i.e., the Dean of the College or the Director of Library Services. The written request to the Dean or Director must include information on the nature and duration of the proposed activity and must disclose any financial interest that may pose a question of conflict. In addition, a faculty member must annually report in writing to the appropriate administrator the extent or nature of ongoing outside activity.

Examples of activities that ordinarily require permission include: teaching at another institution; regularly scheduled part-time employment during the academic year; advertised professional or business practice; activities that require frequent and/or protracted absence from campus; assumption of responsibilities and/or offices in organizations that demand extensive and continuous commitment of time and energy. In particular instances, the administrator may consult informally with the faculty member to determine if a written request for permission is required.

The administrator will review the materials submitted and determine if such outside activity constitutes a conflict of commitment. If such data are available, a critical factor in this deliberation will be the faculty member's current and past levels of performance at the university (e.g., as demonstrated on Faculty Activity Reports) relative to previous outside commitments. If it is determined that no conflict exists, the administrator will sign the faculty member's written request indicating approval of the outside activity. If the determination is that a conflict exists and the request to undertake the outside activity is denied, the administrator and the faculty member may have a meeting to discuss a modification of such activity.

2.28 ACADEMIC MEETINGS AND FUNCTIONS

Reaffirmed (7/1/2003)

To the extent possible, faculty members are required to be present at the following academic functions of the University:

- commencement exercises
- general faculty meetings
- college faculty meetings
- departmental faculty meetings
- departmental faculty-student meetings
- honor convocations

In addition, faculty members are encouraged to respond to invitations extended by the University for such occasions as the Christmas party, concerts, lectures, and functions sponsored by the various colleges and departments.

2.29 FACULTY OFFICES

To the extent possible, each faculty member is provided with a private office for study, consultation, and student counseling. A schedule of office hours must be posted.

When changing offices, only personal effects are to be moved. University furnishings are not to be transported. Requests for additional or new furnishings should be directed to the Academic Affairs Office. When vacating a particular office, keys to doors, desk, and files are to be returned to the Academic Affairs Office.

2.30 FACULTY SECRETARIAL STAFF

Department heads and faculty members are provided with secretarial and reception services by secretarial staff. Faculty members who have questions about secretarial staff should contact the Provost through whom assignments are made.

2.31 STUDENT ASSISTANTS

Student assistants are employed in various departments under the University Work Study Program, which is sponsored by the Federal Government and supported by the University. It is the responsibility of the head of the department in which a student is employed to supervise the student, authorize the weekly time sheets, and complete periodic evaluations of job performance. Job assignments are made through Human Resources and any problems or unsatisfactory work should be reported to that office.

2.32 VACATIONS AND HOLIDAYS FOR FACULTY

(Revised 10/10/2012)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Full-time faculty members whose letters of agreement are for nine or ten months are expected to be available throughout the term of the agreement. Christmas week, fall semester break (two days) and spring semester break (five days), and holidays scheduled by the University are exceptions.

Full-time faculty members whose letters of agreement are for twelve months receive the following excused time: Christmas week, fall semester break (two days) and spring semester break (five days), and holidays scheduled by the University. Full-time faculty members whose letters of agreement are for twelve months also receive four weeks' annual vacation that must be scheduled with the prior approval of the department head. All other days are considered work days, even when classes are not scheduled (e.g., Holy Thursday). The appropriate Dean, Director of Library Services, or Chief Academic Officer will determine whether faculty have to be on campus or on call at these times. Alternately, faculty may request to use their vacation time for these days.

Librarians may take up to five excused days to compensate for days worked during the spring semester breaks and up to two excused days to compensate for days worked during the fall semester break.

Full-time faculty members who serve as department chairs, school directors, coordinators or program directors must seek prior approval of their supervisor.

Faculty who are called to serve jury duty, military duty, or who need bereavement days should notify their department head and dean as soon as possible. These days will count as excused time for full-time faculty whose letters of agreement are for twelve months.

2.33 SHORT-TERM DISABILITY OF FACULTY MEMBER

(Revision approved by the President of the University)

After one complete year of service, a full-time faculty member who becomes disabled and is unable to work due to a non-occupational illness or accident will receive disability payments upon presentation of a health care provider's statement verifying disability. Payment will be made for 130 work days as follows:

- First 40 work days – 100% of salary
- Next 40 work days – 75% of salary
- Next 50 work days – 60% of salary

If disability is expected to extend beyond 180 days, i.e., 130 work days, the faculty member should apply for benefits under the Long-term Disability Insurance plan. Such application should be made as soon as possible, but at least ninety days prior to the date the expected benefits are payable.

Continuous Illness. A faculty member who is back to work for 30 calendar days or less and becomes disabled from the same illness will be considered to have one continuous illness. The 180-day period will begin on the first day the faculty member is unable to work because of the illness. Payment will be made for 130 work days as described above.

Relapse. A faculty member who is back to work for more than 30 calendar days and becomes disabled from the same illness will be considered to have a relapse. The 180-day period will begin on the first day the faculty member is unable to work because of the recurring illness. Payment will be made for the new 130 work days as described above, regardless of how many days the faculty member used in prior episodes.

New Illness. A faculty member who has returned to work for any length of time and becomes disabled from an illness unrelated to previous periods of disability will be considered to have a new illness. The 180-day period will begin on the first day the faculty member is unable to work because of the new illness. Payment will be made for the new 130 work days as described above, regardless of how many days the faculty member used for prior disabilities.

Definitions

Work day, for purposes of this policy, are Monday through Friday, excepting official University holidays.

2.34 INTERRUPTION OF FACULTY SERVICE

(Revision approved 05/10/2016)

A faculty member who has completed three consecutive years of service at the University may request time off to handle a pressing personal situation. This request should be for a specified period of time, not longer than one year, and should be made to the President of the University. In granting this leave, which is called an *Interruption of Service,* the needs of the department, College and University will be considered.

This *Interruption of Service* is not counted toward tenure or advancement in rank, but the individual retains credit for years of full-time service prior to the interruption. During the time of such leave, salary is not paid. Benefits including health insurance, dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, total disability insurance and tuition benefits are continued at the same level and cost to the employee as if the employee were not on leave.

2.35 FAMILY AND MEDICAL LEAVE

(Revision approved 9/6/2013)

Policy Statement

In accordance with the Family and Medical Leave Act of 1993 (FMLA), P.L. 103-3 and with the Amendments to the FMLA by the National Defense Authorization Act for FY 2010 (NDAA), Public Law 111-84 and the Airline Flight Crew Technical Corrections Act, P.L. 111-119, Marywood University permits employees with at least 12 months of service and with at least 1250 hours of service in the last twelve months calculated as a "rolling" twelve-month period measured backward from the date of any FMLA leave usage.
*Special hours of service eligibility requirements apply to airline flight crew employees.

Basic Leave Entitlement

- For incapacity due to pregnancy, prenatal medical care or child birth
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- For a serious health condition that makes the employee unable to perform his or her job

Military Family Leave Entitlement

Eligible employees with a spouse, son, daughter, or parent on active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies.
Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is, (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*, or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

* The FMLA definitions of a “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”

Family and Medical Leave will run concurrently with any other applicable insurance, benefits, or leaves, including but not limited to short-term disability, workers’ compensation, leave of absence, and interruption of service. Salary and benefits due under such insurance, benefits, or leaves are paid before the employee goes on unpaid status. The twelve-week job protection clause of the FMLA will be invoked beginning with the start of any such applicable absence. If an employee is still out of work because of his or her own serious health condition after the twelve-week FMLA has been exhausted, the employee will continue coverage under short-term disability or workers’ compensation, as applicable, for up to six months. However, there is no guarantee that the employee’s position will be held longer than the twelve weeks provided under FMLA.

An employee’s right to a leave for the birth or adoption of a child ends twelve months after the child’s birth or placement with the

employee.

Spouses who are both employed by Marywood University are limited to a combined total of 26 workweeks in a single 12-month period if the leave is to care for a covered service member or veteran with a serious injury or illness, and to a combined total of 12 workweeks in a 12-month period if the leave is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

An intermittent or reduced schedule leave is permitted only when medically necessary due to the serious health condition of the employee or a covered family member. Leave due to qualifying exigencies may also be taken on an intermittent basis. If an intermittent leave is requested, the medical certification should also state the expected dates and duration of the treatment. Employees on intermittent or reduced leave will be paid only for the time actually worked. Available paid time off may be used to supplement reduced pay up to the employee's regular weekly earnings. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the University's operations.

Employees are required to give thirty days' notice on foreseeable leaves. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the University's normal call-in procedures.

While the leave is unpaid, employees may elect to use accumulated and unused vacation and/or personal days during this time.

During the leave, employees who are covered under one of the Marywood University health insurance plans will have that coverage continued at the same level and cost to the employee as before the leave. In addition, benefits including dental, vision, life, accidental death and dismemberment, total disability insurances, retirement benefits and tuition benefits will be continued at the same level and cost to the employee as if the employee were not on leave.

If the employee returns from leave within the time constraints specified above, the employee will be reinstated to the same position or to an equivalent position. The employee will retain credit for years of service prior to the leave and use of FMLA will not result in the loss of any employment benefit that accrued prior to the start of a leave. For faculty members, the leave is not counted toward tenure or advancement in rank.

Definitions

Child is defined as a biological, adopted, foster, stepchild, legal ward, or person who is under 18 years of age or who is 18 years of age or older and incapable of self-care because of a mental or physical disability, for whom the employee acts in the capacity of a parent.

Parent is defined as biological as well as a person that acted in the capacity of a parent towards the employee. Siblings and in-laws are not covered by the Act.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, ***the continuing treatment requirement*** may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Procedures

Employees must provide sufficient information for the University to reasonably determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

The University will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the University will provide a reason for ineligibility.

The University will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the University determines that the leave is not FMLA- protected, the University will notify the employee.

FMLA makes it unlawful for an employer to interfere with, restrain, or deny the exercise of any right provided under FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. An employee may file a complaint with the US Department of Labor or may initiate legal action.

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

See also, *Employee Rights and Responsibilities Under the Family and Medical Leave Act (WHD Publication 1420, Revised February 2013),* as posted on the Marywood Portal.

2.36 JOB-PROTECTED MEDICAL LEAVE FOR FACULTY

(Approved: 2/18/2011)

Full-time faculty members on appointments probationary for tenure or on contract without tenure

If a faculty member, with an appointment probationary for tenure or with a contract appointment without tenure, remains disabled after completing 180 days under Marywood University's *Short-term Disability* policy, the University will hold open the person's position for the remainder of that academic year.

- For faculty members with appointments probationary for tenure and for clinical faculty members, the University will continue to hold open the position for an additional two academic years or the completion of the probationary period for tenure, whichever is less. The University will hire faculty members on interim appointments for the duration as needed.
- For faculty members with contract appointments without tenure who are not clinical faculty members, the University will continue to hold open the position, if necessary to comply with the University's non-reappointment policies.
- For faculty members with contract appointments without tenure who are not clinical faculty members, and whose contracts have been renewed for three consecutive years, the University will continue to hold open the position for an additional two academic years.

In all cases the University will comply with the notice requirements in analogous policies.

Full-time Faculty Members with Tenure

If a faculty member with tenure remains disabled after completing 180 days under Marywood University's *Short-term Disability* policy, the University will hold open the person's position for the remainder of that academic year plus two additional years. The University will hire faculty on interim appointments for the duration as needed.

If at the end of the second additional academic year the faculty member remains disabled and has not been reinstated, the position will no longer be held open, and the faculty member's employment will be terminated.

If at the end of the second additional academic year the faculty member is not capable of resuming the assigned duties of his or her tenured position but is capable of assuming another full-time position commensurate with his or her education, training, and experience, consideration will be given to place the individual in such a position if one is available.

If at any point beyond the end of the second additional academic year the faculty member asks to return to service at Marywood and provides medical documentation indicating he or she is capable of performing the responsibilities, the University will give strong consideration to the re-employment of the individual when an opening occurs in the area of his or her education, training, and experience.

EXTENDED JOB-PROTECTED MEDICAL LEAVE

Faculty members who remain unable to work due to injury, illness, pregnancy, childbirth or related medical conditions and either (i) are not eligible for leave under federal and/or state law or (ii) have exhausted all time available to them under Marywood University's *Job-Protected Medical Leave For Faculty* policy, may apply for an additional period of job-protected medical leave. The intent of this

policy is to provide any additional period of job-protected leave required as a reasonable accommodation under the Americans with Disabilities Act or an analogous state disability discrimination law.

Marywood University will decide the appropriateness of granting extended job-protected medical leave, individually assessing each situation, considering among other things whether a faculty member will be able to return to work within a defined period of time and the operational hardship caused by any additional period of job-protected leave. To assist the University in evaluating the appropriateness of granting extended job-protected medical leave, faculty members generally will be asked to provide documentation from their health care providers.

During any period of additional job-protected leave, the University may take action to fill the employee's position, should the employee be unable to return to work at the end of the leave extension or any additional period that may be required by law. Such action might include, for example, advertising the position and interviewing candidates.

The University's decision concerning an employee's right to an extended period of job-protected leave does not affect an employee's right to short or long term disability or workers' compensation benefits. An employee's eligibility for such compensation and benefits is based on an independent determination pursuant to the terms of the University's applicable benefit plans and/or the laws governing such benefits.

2.37 FLEXIBLE BENEFITS

(Approved 2006)

Flexible Benefits Plan

Marywood University provides a Flexible Benefits Plan for full-time employees that offers choices on health insurance, long-term disability insurance, group term life insurance, accidental death and dismemberment insurance, and dental insurance. Employees make elections on an annual basis. Flex credits are given to individuals who choose less costly options or opt out of coverage. Flex credits may be used to purchase different benefits and/or may be converted to taxable income. Section 125 of the Internal Revenue Code provides employers the opportunity to offer employees cash in lieu of benefits.

Flexible Spending Accounts

Under Section 125 of the Internal Revenue Code, employees may elect a pre-tax salary reduction to cover qualified dependent care expenses and qualified medical costs not reimbursed under the employees' benefit plan. All full-time employees are eligible to participate in the Flexible Spending Accounts.

Procedures: Election forms must be completed on an annual basis.

2.38 HEALTH PLANS

(Revision approved by the President of the University 10/12/2011)

The University provides several different health insurance options for full-time employees under the flexible benefits plan.

Full-time employees are eligible for health insurance coverage on the first of the month following the first day of work. The University and the employee share the cost for the premiums.

Employees may waive health insurance coverage in writing and receive flex credits in lieu of coverage.

Procedures

Information is available from Human Resources.

2.39 HEALTH INSURANCE CONTINUATION COVERAGE

(Approved 2006)

In certain instances where health insurance coverage may be terminated, Marywood University offers employees and their families the opportunity for a temporary extension of health coverage at group rates under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The faculty member and his or her family have many rights and obligations under the COBRA law. For example, the faculty member

and/or a family member has the responsibility to inform the Associate Vice President for Human Resources of the "qualifying event" in order to obtain coverage.

Procedure: Detailed information on COBRA rights and benefits is available from Human Resources.

2.40 LONG-TERM DISABILITY INSURANCE
(Revision approved by the President of the University 10/6/2017)

Policy Statement
The University provides several different long-term disability insurance options for full time employees under the flexible benefits plan. The options vary by salary levels and monthly maximum benefit. All of the options provide the following benefits:

a monthly income equal to a percent of the employee's monthly base wage less benefits from other sources;
a contribution to the employee's retirement account that equals the total percent of base wage contributed by the University and employee under the basic retirement plan; a continuation of group term life insurance.

Full-time employees are eligible for long-term disability insurance on the first of the month following sixty days of service. The University pays the full premium for the option that provides 60% of the monthly wage base less benefits due from other sources, such as Social Security (up to a monthly benefit maximum of $7,000).

Long-term disability benefits begin the day after a 180-day waiting period. Accumulated sick days may be used during the waiting period, but the sick day benefit is no longer applicable after the 180-day waiting period. During this waiting period, life insurance and disability insurance benefits continue. Medical insurance is continued for six months after the onset of the disability.

Upon completion of the waiting period and the commencement of disability benefits, the person ceases to be an active employee of the institution and is responsible for the payment of all benefits continued.

In recognition of their years of service, those on disability are provided tickets to attend University-sponsored activities, are entitled to library privileges, and are entitled to 100% tuition reduction. Those with more than ten years of service receive lifetime membership in the Recreation Association.

Definitions
An employee is disabled when s/he is limited from performing the material and substantial duties of his or her regular occupation due to his or her sickness or injury. After 24 months of disability, the definition changes.

An employee is then disabled when s/he is unable to perform the duties of any gainful occupation for which s/he is reasonably fitted by education, training, or experience.

Procedures
Information is available in Human Resources.

2.41 GROUP TERM LIFE INSURANCE
(Approved 10/6/2017)

Policy Statement

The University provides several different life insurance options for full time employees under the flexible benefits plan. The options vary by benefit level.

Full-time employees are eligible for life insurance on the first of the month following sixty days of service. The University pays the full premium for the option that provides coverage equal to the base salary.

An employee who resigns or retires may convert the group insurance to an individual policy within thirty-one days following termination of insurance.

Spouse and dependent insurance is also available. Several options are provided subject to Pennsylvania law. The employee pays the full premium.

Procedures

Information is available in Human Resources.

2.42 ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE
(Approved 2017)

Policy Statement

The University provides several different accidental death and dismemberment insurance options for full time employees under the flexible benefits plan. The options vary by benefit levels.

Full-time employees are eligible for accidental death and dismemberment insurance on the first of the month following sixty days of service. The University pays the full premium for the option that provides coverage equal to base salary.

Procedures
Information is available in Human Resources.

2.43 DENTAL INSURANCE
(Approved 10/6/2017)

Policy Statement

The University provides several options for full-time employees. The University pays the full premium for the basic option plan for the individual employee. Employees may purchase a high option and/or basic or high option dental insurance for spouse and dependent children.

Procedures

Premiums for spouse and dependent children are made through payroll deduction on a pre-tax basis. Information is available in Human

Resources.

2.44 VOLUNTARY SHORT-TERM DISABILITY INSURANCE
(Approved 2006)

The University provides optional short-term disability insurance. Employees may purchase this insurance to supplement the Short-term Disability leave. Those who elect this coverage design a benefit to suit their individual needs and budget.

2.45 EMPLOYEE ASSISTANCE PROGRAM

Marywood University provides an Employee Assistance Program (EAP) for full-time faculty members, which includes crisis intervention, telephone assessment and counseling, referral services and follow-up care.

Faculty members may call a confidential 800 number 24 hours a day, 7 days a week, for help with personal problems, including drug and alcohol, financial, gambling, marital problems, etc. All calls are handled by licensed and/or certified professionals. The University pays the full cost of this benefit. Information is available in Human Resources.

2.46 VOLUNTARY INSURANCE
(Revised 7/1/2004)

Marywood University offers full-time employees options to purchase additional insurances through payroll deduction. Information on these benefit plans is available in Human Resources.

2.47 RETIREMENT PLAN
(Restated to align with current practice 05/10/2016)

Policy Statement

Full-time and eligible part-time employees are eligible to participate in the University's retirement plan upon hire.

Full-time employees are eligible to receive the University match after 90 days of service. Full-time employees who have prior service at an educational institution are eligible to receive the University match upon attainment of a combined 90 days of service between prior service and Marywood service.

Eligible part-time employees are eligible to receive the University match after attainment of 1,000 hours of service in a calendar year. Having met the hours' requirement, the part-time employee remains eligible in subsequent years to participate in the University's retirement plan.

The plan provides income at retirement. The individual and the University each contribute a percentage of total compensation to the plan. The employee's contribution is made through payroll deduction.

Procedures

Information is available at the Human Resources Department.

Definitions

Eligible Part-Time Employees – Eligible part-time employees are those who have attained 1,000 hours of service in a calendar year; they are eligible to receive the University match. This group excludes enrolled students working in student positions open only to Marywood students and employees who work fewer than 1,000 hours in a calendar year.

2.48 SOCIAL SECURITY AND MEDICARE

(Reaffirmed 7/1/1998)

Lay employees participate in the Social Security system as provided in the Federal Insurance Contributions Act (FICA). The individual faculty member contributes an amount designated by law through payroll deduction, which is supplemented by the University with an amount designated by law. Under the Social Security plan, benefits are payable at retirement, disability, or death.

Medicare coverage is available upon retirement or disability. Contact the local Social Security Administration office for details.

2.49 WORKER'S COMPENSATION

(Approved prior to 1989, 2006, 2015)

All employees are covered by Worker's Compensation Insurance. The University pays the full cost of this insurance. This insurance provides compensation for lost wages and/or medical expenses incurred in the event of occupational injuries and/or diseases.

Employees are required to treat with one of the University's panel of health care providers for the first ninety days of a Worker's Compensation injury or disease. Payment for wages and/or medical bills may be refused if the employee does not comply.

Claims are reviewed and approved according to the process of State law. The amount paid to an employee is determined by State law and is in lieu of salary.

Compensation for lost wages due to a job-related disability is paid starting on the eighth calendar day of disability. If an individual is out of work for 14 or more calendar days, s/he will also receive retroactive compensation for the first seven days of disability.

To ensure prompt and efficient handling of Worker's Compensation claims, an accident must be reported immediately to the Human Resources Department.

2.50 UNEMPLOYMENT COMPENSATION

(Reaffirmed 7/1/1998)

Under Pennsylvania law, all lay employees are covered by Unemployment Compensation insurance. This provides salary continuation

in the event of loss of job. The University pays the entire cost.

2.51 TUITION REMISSION BENEFIT
(Revision approved by the President of the University 6/03/2022)

The University provides tuition remission, exclusive of fees, to faculty, staff, their spouses and dependent children. The tuition remission benefit applies to the portion of Marywood University tuition that is not subsidized from other financial aid sources.

Eligibility:

Employees are eligible to receive tuition remission for themselves and their spouses and dependent children according to the following definitions, provided the employee has met the following conditions:

Student meets academic standards for admission as defined by the Office of Admissions;

Student remains in good academic standing as defined in the Marywood University Undergraduate or Marywood University Graduate Catalog in effect at the time of the student's admission;

Student remains in good financial standing, i,e., is not in default;

Undergraduate student must complete the FAFSA application by May 1 each year in order to determine eligibility for PELL grants, and for a student who is a resident of Pennsylvania, to determine eligibility for PHEAA;

Complete Personnel Tuition Benefit Application by the required May 1 deadline each year (for new hires, complete within 30 days of hire for appropriate semester(s)); changes made during the academic year must be made at least 30 days prior to the of the semester.

Complete application for the other financial aid, excluding loans for undergraduate programs.

As long as the conditions described above are met, employees may use the benefit for the first semester following completion of 90 days of service.

Full-time Employees

Anniversary Years of Service Percent

After 90 days of FT service -100%

Spouses and Dependent Children (up to/including age 25) of Full-Time Employees

Anniversary Years of Service Percent

After 90 days of FT Service 50%

After 1 year of FT Service 100%

*Eligible Part-Time Employees

Anniversary Years of Service Percent

After 90 days of PT service 100% capped at 2 classes per semester

*Part time non-faculty employees scheduled to work at least 630 hours per year and pro-rata faculty members (usually half-time appointments on a nine-month annual schedule) are eligible for the benefit.

Usage and Exceptions:

Classes may not be taken during normal scheduled work hours. (See Additional *Contracted Work Policy for Staff*, *Attendance Policy*

for Nonexempt Employees, and *Compensation Policy* for Administrators and Staff for further information.)

Requests for exception must be made in writing in advance of the start date of the course, and must include:

Rationale for why the particular course/section is necessary;
Explanation of how employee will account for time away from work;
Written approval by the employee's immediate supervisor and vice president.

Covered Programs of Study:

Cooperative programs (e.g., Clinical Laboratory Science accredited hospital placements, study at The New York Chiropractic College, study at The Commonwealth Medical College, etc.) and study abroad programs are excluded from the tuition remission benefit.

Employees may use the tuition remission benefit for courses taken as part of an undergraduate program, master's degree program, and the organized classes in doctoral programs. Doctoral level dissertation credits and doctoral internships are excluded. Programs are defined by Financial Aid.

Students employed through Federal Work Study Program or in tutoring programs are not eligible for the tuition remission benefit.
Employees may take up two enrichment courses per semester. No enrichment courses may be taken during the employee's scheduled work day; no exceptions will be granted.

Spouses may use the tuition remission benefit for courses taken as part of an undergraduate or master's degree program.

Dependent children (up to and including age 25) may use the tuition remission benefit for courses taken as part of their first undergraduate program. Tuition remission does not extend to graduate level courses taken by dependent children outside of the block tuition, even if those courses are required to complete the first undergraduate degree. Dependent children may receive tuition benefits for the number of semesters deemed necessary by the program guidelines to complete the first undergraduate degree.

Taxability:

The tuition remission benefit may be taxable. An employee who plans to use the benefit is responsible for contracting Human Resources for details and to make the necessary arrangements.

Termination of Eligibility:

Eligibility for the tuition remission benefit ceases upon termination of employment unless it is due to disability or death. If termination is due to disability, the former employee is entitled to the tuition remission benefit at the percentage level in effect on the employee's termination date. If termination is due to disability or death, the spouse and any dependent children, up to and including age 25, will be eligible to use the tuition remission benefit at the percentage level in effect on the employee's termination date.

Any exception to this policy must be approved in writing by the President of the University.

Definitions:

Employee is a member of the administration, faculty, or staff of Marywood University.

Years of service are calculated from the date of hire.

Dependent child is a biological, adopted, foster, or step child or a legal ward.

Spouse is the legally married spouse of an employee as defined by the Commonwealth of Pennsylvania.

Percentage is the employee's entitlement on the first day of a semester or session for which the tuition remission is applied.

Procedures:
Address questions about this and other employee benefits and attendance policies to the Human Resources Office.

2.52 NON-CREDIT COURSES
(Approved by the President of the University 5/21/2013)

Non-credit, on-campus Marywood-sponsored Continuing Education courses are available to all regular full- time and part-time employees at 30% of the course advertised price**,** provided the course being offered has a sufficient number registered to be self-supporting.

Non-credit, on-campus Marywood-sponsored Continuing Education courses are available to all Marywood regular full-time, part-time, undergraduate and graduate students at 15% of the course advertised price, provided the course being offered has a sufficient number registered to be self-supporting.

The Conference and Special Events Office reserves the right to cancel any non-credit, on-campus Continuing Education program due to insufficient registration. Reasonable notice will be given to registered participants.

Procedures

Guidelines are available at the Conferences and Special Events Office.

2.53 PARKING

Employees are entitled to free parking on a first-come, first-served basis in designated parking lots. Cars are identified by parking stickers that may be obtained in the Nazareth Student Center.

2.54 BOOKSTORE

Full-time employees are entitled to a discount of 10% on select merchandise at the Bookstore. For information on personal charges and discounts, contact the Bookstore.

2.55 RECREATIONAL FACILITIES

Full-time employees may use the health and recreational facilities without charge. Discounts are available for family members. To take advantage of these facilities, the faculty member must present his or her Marywood University identification card upon entering. Details may be obtained at the Health and Physical Education Center.

2.56 IDENTIFICATION CARDS

Identification cards are issued to employees and should be used whenever identification is required. A Marywood University identification card will entitle full-time employees to free admission to University-sponsored events unless otherwise noted. Full-time employees are also entitled to use the University's recreational facilities upon presentation of a valid identification card. Identification cards may be obtained at Madonna Hall and must be relinquished upon termination of employment.

2.57 HEALTH SERVICES

Student Health Services, located in Loughran Hall, is available for emergency care to all personnel free of charge during posted hours. Requesting to be intentionally omitted.

2.58 COMPENSATION POLICY FOR FACULTY

(Revision approved by the President of the University 10/12/2011)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Salary Schedules

Salary schedules for full-time, pro-rata ranked and per-course faculty as well as overloads indicating minimum and maximum amounts for each rank are available in the Office of Human Resources.

Placement within the salary range is determined by such factor**s** as educational preparation, teaching experience, outstanding achievement, and scarcity of personnel in the field. Salaries for part-time faculty members and overloads are based on a rate per credit hour.

Payment

Salaries of full-time and pro-rata ranked faculty members are paid on a twelve-month basis. Salaries of faculty members employed on a nine- month contract and hired prior to July 1, 1985, will continue to be paid on a twelve-month basis from July 1 to June 30. Those employed on or after July 1, 1985, will be paid on a twelve-month basis from the beginning of the academic year.

For those faculty members employed on a nine- or ten-month contract and hired prior to July 1, 1985, there is on file in Human Resources a signed agreement stating that any salary received prior to the opening of the fall semester in any given fiscal year must be returned in full to Marywood University, should the faculty member terminate his/her employment prior to fulfilling his/her required teaching duties.

Payment of faculty, including overloads, is made semi-monthly. For full-time and pro-rata faculty, checks are mailed to the address on file with Human Resources. A direct deposit system is also available.

Per-course faculty contracts and overloads must be paid in the semester in which the money is earned. The University reserves the right to deny payment of any agreement not submitted within one month before the end of the respective semester. No agreement will be honored unless it has been duly processed by the respective department head and dean.

2.59 ORDER COR MARIAE-PRO FIDE ET CULTURA

(Approved by the President 2003)

Policy Statement

Membership in the Order Cor Mariae-Pro Fide et Cultura is ordinarily awarded to full-time faculty and administrators who will have completed twenty cumulative full-time years of service during the year of induction into the Order. It expresses the esteem and appreciation of the University for the individual's years of faithful service.

A citation is presented with a commemorative medal of gold or silver. The University seal is imposed on a gold sunburst for full-time service, or on a silver sunburst for full-time pro rata service. The medal is suspended from a green and white ribbon, the official colors of the University. It is worn atop the hood at University functions when academic attire is prescribed.

The award entitles the bearer to use the initials C.M.F.C. in official listings and publications of the University.

2.60 FACULTY GRIEVANCES AND APPEALS

(Revision approved by the President of the University 5/07/2014)
(Non-substantive language changes approved by the President of the University 12/16/2024)

As an institution of higher education, Marywood University brings together a faculty, administration, and governing board united in a common bond of academic purpose. Essential to the fulfillment of this purpose is a mutual recognition of institutional integrity, core values, professional values and standards of higher education, and individual human rights, along with an understanding of the respective roles of the several entities which constitute this educational organization.

Circumstances may arise at times, however, wherein a grievant —full-time, adjunct, or pro-rata—may question decisions which affect his/her professional role in the institution. To assist in the resolution of these matters, a series of guidelines for grievances is herein set forth.

Definitions

Ad Hoc Hearing Committee: A committee especially convened by the Faculty Grievance Committee should they call for additional review of a particular situation; their job is to investigate the matter thoroughly and then make a recommendation to all parties involved. Comprised of three tenured faculty members, the selection procedures are outlined below.

Faculty Grievance Committee: A group of tenured faculty members elected by the entire faculty body. Reviews complaints and determines one of several outcomes outlined below. Procedures for election follow below.

Grievance: Any disagreement between two parties resulting in the initiation of either informal or formal grievance procedures. A grievance identifies a complaint one party has against another party for some alleged wrongful action on the part of the second party.

Grievant: The party who initiates a grievance.

Types of Issues That Can Be Grieved

It is understood that *procedural* rather than *substantive* factors constitute appropriate areas of review, and the Faculty Grievance Committee will not attempt to substitute its judgment for that of the decision-maker(s) involved in the case.

Thus, the Faculty Grievance Committee will hear grievances concerning:

1) Allegations of violation of academic freedom resulting in: denial of tenure, promotion, or sabbatical leave; non-reappointment or disciplinary action.

2) Allegations of inadequate consideration resulting in: denial of tenure, promotion, or sabbatical leave, non-reappointment or dismissal, or termination of employment due to retrenchment.

3) Allegations of violations of *procedures* used in rendering decisions in: denial of tenure, promotion, or sabbatical leave or non-reappointment.

4) Disciplinary Action against the Faculty Member: a faculty member may elect to grieve oral and/or written warnings, or any other disciplinary measures taken. Note that the Committee's first decision is whether the complaint is appropriate and sufficiently serious to merit consideration.

In the event that a faculty member alleges impermissible discrimination resulting in denial of tenure, promotion, or sabbatical leave; non-reappointment; or disciplinary action, the Faculty Grievance Committee will refer the grievant to the *Interim Nondiscrimination and Complaint Procedures Policy of Marywood University* to make certain that all procedures required by law are followed. Note, under that policy, tenured faculty members will be among those who review the case within the context of the investigation.

Should a grievant allege cause for grievance in any matter not identified in the above guidelines, the grievant may consult the Faculty Grievance Committee. In such circumstances, the Committee's first decision is whether the complaint is appropriate and sufficiently serious to merit consideration.

Persons Against Whom Grievances May be Directed

Fundamentally, a grievance may arise from an allegation of improper implementation of a procedure or process leading to a decision. The person(s) or body who perform(s) that procedure or process is (are) the subject(s) of the grievance. Thus, a grievant may direct a grievance against the person(s) or body responsible for the decision identified herein.

The decisions or actions of the Faculty Grievance Committee or an Ad Hoc Hearing Committee may not themselves be grieved.

Faculty Grievance Committee

Consisting of six tenured faculty members, the Faculty Grievance Committee is specifically charged with responsibility for resolving matters of grievance and appeal. Three members of the Faculty Grievance Committee will review each grievance: the Committee Chair and two other members of the Committee, to be determined by the Chair as outlined here. In choosing, consideration shall be given to the following issues:

- Any member of the Faculty Grievance Committee who has had any prior involvement in a case under consideration must notify the Chair and recuse him/herself.
- No members of the same department as the Grievant may review the complaint.
- If two members from one department are elected to the Faculty Grievance Committee, only one may review a Grievant's complaint.
- Given the above strictures, the Chair should strive to choose a review committee with representation from different colleges wherever possible.

Should the Faculty Grievance Committee Chair have prior involvement in a case, s/he should appoint a Chair pro-tem for that complaint only to oversee the complaint and appoint the other two members of the committee. The Chair may meet with the pro-tem Chair and his/her committee only to review or clarify committee rules/procedures and may not have any other input or involvement into the investigation/voting.
Once the committee rules on a complaint, the pro-tem Chair should provide the Faculty Grievance Committee Chair with the committee's decision and detailed rationale in writing. The Grievance Committee Chair will notify the Grievant and the decision-makers involved as per usual procedure.

The Faculty Senate conducts the election of this committee. To forestall conflicts of interest, faculty currently serving on the Rank and Tenure Committee or the Faculty Development Committee are not eligible for election to the Faculty Grievance Committee.

The term of each member extends for three years, with two people replaced each year. The Grievance Committee shall annually elect a chair-elect who will succeed the Chair. If a Chair cannot constitute a complaint review committee given the restrictions above, s/he is empowered to ask the Faculty Senate President to run an election for the purposes of finding sufficient people to review that complaint only.

Procedures

Unless noted below, no grievance may be filed without the initiation of this informal complaint procedure first.

Step One: Informal Procedures

1) A member of the faculty must discuss a complaint with the person or body responsible for the action to which the grievant takes exception in order to determine if a resolution is possible.

2) A complaint must be presented within ten (10) calendar days of the occurrence or discovery of the alleged violation.

3) If the grievance still exists after step one, the grievant initiates a consultation with the Chief Academic Officer in order to try to resolve the matter.

Step Two: Formal Procedures

For all matters save those related to suspension or dismissal of a faculty member:

To pursue the matter beyond a meeting with the Chief Academic Officer, the grievant must notify the Faculty Grievance Committee. (The grievant may consult the President of Faculty Senate for assistance in contacting the Faculty Grievance Committee Chair). The grievant shall provide the Faculty Grievance Committee Chair with a written statement setting forth in detail the nature of the grievance or appeal and identifying the person(s) or body against whom the grievance or appeal is directed. This document may also include a proposal for resolving the issue. A grievance must be filed within thirty (30) calendar days of the occurrence or discovery of the alleged violation.

In considering the grievance or appeal, the Faculty Grievance Committee will take the following steps:

1) The Committee Chair notifies the decision maker(s) that a grievance has been filed and requests a written statement describing the basis for the decision being appealed or grieved, as well as an account of any attempts made to settle the matter informally.

2) At any point, the Grievance Committee may request additional information in writing from the grievant and from the decision-maker(s). Note: all information gathered is solely for review by the Committee and is not to be shared with either party involved.

3) The Grievance Committee may consult with personnel they deem necessary to gather further relevant information, including the Office of Human Resources or the University attorneys.

4) Once all information is gathered, the Faculty Grievance Committee may take any of the following steps to resolve the issue:

A) They may communicate to the grievant and the decision maker(s) that the Committee finds against the grievant for any of the following reasons:

1) The grievance is improper or unsubstantial.
2) Insufficient time was allowed for its normal resolution.
3) There is no evidence of improper action on the part of the decision maker(s) which would constitute a legitimate grievance.

OR

B) They may find that they see merit in the grievant's complaint. In this case, the Committee will return the case to the decision maker(s) for reconsideration, together with a detailed rationale for their findings.

OR

C) The Committee may find it necessary to appoint a Mediator from the University to resolve the issue.
Note: the Mediator does not represent either party. Any party may object to the Mediator on the grounds of actual or apparent bias or conflict of interest and submit such objections to the Chair in writing. The Chair will review the objections and may replace the Mediator if that is deemed necessary.

1) The Mediator may consult the Offices of the Chief Academic Officer or Human Resources on mediation procedure or other matters involved in the grievance.
2) The Mediator shall try to resolve the grievance within thirty (30) calendar days from his/her appointment. With the consent of both parties, the period of mediation may be extended for a short period of time. If a mutually accepted agreement is reached, or if the grievance is not resolved within the thirty (30) calendar days, the mediator will so advise the Faculty Grievance Committee Chair in writing.
3) If the Mediator is unsuccessful in effecting a resolution, the Faculty Grievance Chair will pass all evidence on to an Ad Hoc Hearing Committee.

OR

D) The Committee may find it appropriate to refer the grievance or appeal to an Ad Hoc Hearing Committee to investigate the matter further in a full formal hearing in cases of violation of academic freedom. Creation of the Ad Hoc Hearing Committee and its procedures are outlined below.

Procedures Regarding the Suspension or Dismissal of a Tenured Faculty Member

In the event that the President finds cause to suspend or dismiss a tenured faculty member (as outlined in the *Progressive Discipline Policy*), the Faculty Grievance Committee shall proceed as outlined below.

Notification of Suspension or Dismissal

According to the *Progressive Discipline Policy*, before moving to suspend a faculty member, the President will send the faculty member a written explanation of her decision to suspend, in which she will offer to convene the Faculty Grievance Committee. If the faculty member accepts the offer, the President will notify the Faculty Grievance Committee Chair and provide a written rationale outlining the reasons for the decision to suspend. In the case of dismissal, the President will automatically convene the Faculty Grievance Committee to review the matter, and will so notify the faculty member in her written notice of dismissal. The faculty member may decline the review and accept the dismissal. Otherwise, matters will proceed as below. All matters are kept confidential. As with suspension, the President will provide the Committee with a written rationale outlining the reasons to dismiss.

Procedures for Both Types of Issue

The Faculty Grievance Chair will select the hearing committee as outlined above and notify the faculty member in writing of

A) the makeup of the committee,
B) the 4 (four) relevant deadlines outlined below, and
C) a request for the faculty member's response in writing to the administration's rationale for dismissal.

The Faculty Grievance Chair will also notify the President of the makeup of the committee that will hear the matter.

If either the faculty member or the President has some objection to the faculty members selected for the Committee, s/he may elect to request a substitution without stating cause (up to two times). In that event, the Faculty Grievance Chair will appoint a replacement; should s/he run out of alternates, s/he may request that Faculty Senate run a special election. Both shall have up to 5 (five) days to make a challenge (Deadline 1).

The faculty member shall have up to 7 (seven) days to respond initially in writing (Deadline 2). In that letter, the faculty member should outline his/her response to the decision-maker and notify the Committee of any witnesses or documentation that will be supplied.

The Committee may meet as many times as they deem necessary. The Committee may request to speak with the faculty member or the administration and to consult other personnel as they deem necessary to gather further relevant information, including the Office of Human Resources or the University attorneys, and to gather whatever documentation they deem necessary. The faculty member and administration will also each have the opportunity to speak to the committee if desired, and to provide witnesses, documentation, etc. as desired.

The faculty member must be given a date by which all evidence and witnesses must have been presented, a date that will allow the Committee to deliberate all the relevant material yet still make its decision in a timely fashion (Deadline 3). Normally, the Committee will make its recommendation within at least 20 (twenty) days of being first convened (Deadline 4). Recognizing the seriousness of the situation for all parties involved, the Committee will strive to do all in its power to consider the matter in a timely, yet thorough fashion.

At the request of either the President or the faculty member, a representative of a responsible educational association will be permitted to attend the meetings as an observer.

Findings
If the Committee's decision is that there is no merit to the complaint against the faculty member, they shall recommend discontinuing the proceedings for suspension or dismissal. If the Committee finds that reason exists to question the fitness of the faculty member, they shall recommend either to continue the suspension or dismissal proceedings.

If the President agrees with the Committee's findings, she will notify in writing the Board of Trustees and the faculty member of the findings and her decision to accept. If the President chooses to reject the Committee's findings, she will provide the Committee and the faculty member a detailed rationale in writing for her decision.

The Committee's recommendation should be taken very seriously by the President, especially in the case of a unanimous vote as well as clearly, logically written findings. In that case, the administration should consider very carefully the possible repercussions of rejecting the faculty Committee's findings. If the Committee were split in its vote, with both sides making compelling arguments, the President would be more justified in choosing to reject the recommendation.

Note: the Faculty Grievance Committee will only be convened twice (i.e., once for suspension and once for dismissal) in the event that progressive discipline procedures have been instituted and failed, and that a reasonable amount of time has taken place between suspension and dismissal. In this event, the membership of the Committee may be similar or different, a determination of which is made by the Faculty Grievance Committee Chair, after consultation with the Faculty Senate Executive Council. In the rarer event of a serious breach of professional discipline and/or illegal activity, if the President elects to proceed immediately with dismissal procedures (not suspension) after meeting with the faculty member, then the Faculty Grievance Committee will meet to consider the appeal of the dismissal.

Ad Hoc Hearing Committee
Should the Grievance Committee deem it necessary to appoint an Ad Hoc Hearing Committee to investigate a case alleging a violation of academic freedom, the Chair shall notify the Faculty Senate President, who shall conduct an election for ten tenured candidates for the Ad Hoc Committee. The Faculty Senate Executive Council shall select three of these candidates to investigate the Complaint fully.

Each party shall have two challenges without stated cause regarding membership of the Ad Hoc Hearing Committee. No member of

the Ad Hoc Hearing Committee shall have had any prior involvement in the case.

If the three-person Ad Hoc Hearing Committee cannot be chosen from the ten members of the standing committee, the Executive Council of the Faculty Senate is empowered to conduct a special election to obtain additional members.

The Ad Hoc Hearing Committee must select a chairperson.

Ad Hoc Hearing Procedures

1) The Ad Hoc Hearing Committee is empowered to gather information and documents specific to the case of the Grievant, conduct interviews, hold a hearing and take actions as are necessary to investigate the grievance to the extent that the law and University policy permit. The Ad Hoc Hearing Committee will provide recommendations in writing forty (40) calendar days from the date of its official appointment.

2) All Hearings are closed to anyone other than the parties and their advisors, members of the Ad Hoc Hearing Committee, and any witnesses invited to testify by the Committee. The hearing may be audio or video recorded and a written record will be maintained. The hearing is not a legal proceeding. At the beginning of the hearing, all procedures will be made known to the parties, and all information will be kept confidential.

3) Each party to the grievance may have one advisor during the hearing. The advisor may not participate in the hearing.

4) Strict rules of legal evidence will not be binding upon the Ad Hoc Hearing Committee and evidence of probative value in defining issues may be admitted.

5) The hearing record will be used exclusively as the basis for findings of fact and for arriving at a decision.

6) Upon reaching a decision on the issue and a recommendation for action, the Ad Hoc Hearing Committee will provide a summary written report to the petitioner, the person(s) named in the grievance, and the appropriate administrative officer and the President.

7) After receiving the recommendation of the Ad Hoc Hearing Committee, the appropriate administrative officer will review the recommendation and notify the Ad Hoc Hearing Committee and petitioner whether the recommendation has been accepted. If the recommendation of the Ad Hoc Hearing Committee is not accepted by the appropriate administrative officer, the administrative officer will provide a detailed written rationale to the Ad Hoc Hearing Committee and the faculty member.

The Committee's recommendation should be taken very seriously, especially in the case of a unanimous vote and clearly, logically written findings. In that case, the administrative officer should consider very carefully the possible repercussions of rejecting the faculty Committee's findings. If the Committee were split in its vote, with both sides making compelling arguments, the officer would be more justified in choosing to reject the recommendation.

8) No details relevant to the privacy of the participants in the case will be included in the notice from the Hearing Committee. Public statements and publicity about the case by the participants will be avoided until the proceedings have been completed, including consideration by the President.

Action by the President of the University

Following the recommendation of the Ad Hoc Hearing Committee, should the petitioner desire further consideration of the issue beyond the immediate administrative channels of the University, the President may be requested, within twenty calendar days, to review the case.

This review will be based on the record from the committee hearing and may provide opportunity for argument, oral or written, or both, by the principals. Then the President will then make the final decision.

Miscellaneous

Publicity

Public statements by the faculty member or others about possible or actual grievances should be avoided. The Faculty Grievance Committee must maintain complete confidentiality regarding all matters before them.

Responsibility for Expenses Incurred in Grievance and Appeal
Expenses incurred by the grievant are the responsibility of the individual. These include, but are not limited to, the following:

- Cost of an advisor.
- Travel expenses for advisor, witnesses, or others engaged by petitioner.
- Cost of preparing any documents and copies thereof.

Reporting
The Grievance Committee will make a brief summary report of its activities at the end of each academic year to the Faculty Senate. No details relevant to the privacy of the participants in any cases will be included in this report.

Withdrawal of a Grievance
The grievance can be withdrawn at any point in the process.

Non-Retaliation
Grievants will not be adversely affected for exercising their right to file a grievance, regardless of outcome. Similarly, neither committee members nor witnesses will suffer adverse effects as a result of their participation in the process. Anyone who violates this mandate can be subject to disciplinary action, up to and including dismissal.

2.61 EMERITUS/EMERITA DESIGNATION FOR FACULTY

(Established/approved by the President of the University 01/31/2017)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Policy Statement

Emeritus status is an honorary title awarded for distinguished service to the academic community. The title may be bestowed on a faculty member who is entering permanent retirement and who has served the University and academic community with distinction. The bestowal of Emeritus status is a distinctive honor, not a right.

Criteria for Nomination

- Minimum of 10 years of service.
- Must hold the rank of Associate or Full Professor
- Must be within one year of retirement date (either before or after formal retirement date).
- Must have achieved eminence through teaching, service and scholarship (or creative work) in college, professional, and community activities.

Privileges

- All University benefits granted to faculty retirees;
- Listing in University catalog and directory at highest rank achieved with incorporation of Emeritus designation;
- Presentation of a certificate or resolution, appropriate for framing;
- Receive University ID/business card designating as Emeritus faculty, if requested.
- Ability to request institutional affiliation for proposals to funding agencies;
- Use of University stationery when in correspondence related to her/his professional role while a Marywood faculty member (e.g., submission of journal articles, serving as a reviewer for journals or books);
- Maintain access to campus e-mail;
- Retain use of campus dining facilities;
- Marywood Zoom Pro account (if requested within 90 days of emeritus retiring);
- Any other privileges conferred by the University President/Board of Trustees.

Nomination Process

1. In order for the retiring faculty member to be considered for Emeritus/Emerita status, he/she must be nominated by the appropriate College/ Dean, chair/director of department/school, or a tenured member of the University.

2. Upon nomination, the candidate must submit to the Chief Academic Officer an application for such status which includes a current CV, three letters of recommendation (two must be from current Marywood faculty members) that discuss the individual's contributions in outstanding teaching, service, scholarship, or creative work throughout her/his career at Marywood University.

3. The Chief Academic Officer reviews the application and then submits a recommendation to the University President.

4. The University President will review the application, consider the Chief Academic Officer's recommendation, and render a final decision.

2.62 **Absence Policy**

Revision approved by the President of the University 12/14/2018)
(Non-substantive language changes approved by the President of the University 12/16/2024)

Policy Statement

Attendance

Each faculty member will establish course attendance and participation requirements in accord with the intent of this policy and the specific educational objectives of each course. These requirements must be clearly specified and communicated to the students in the course syllabus.

University-Sanctioned Events

Marywood University believes that participation in extra-curricular and co-curricular activities are an integral part of a student's education, in addition to classroom-based learning. Students are expected to attend all scheduled class meetings. However, the University and its faculty members recognize that there are legitimate and verifiable circumstances, referred to as University sanctioned events, that may cause students to occasionally be absent from class or fail to participate in a scheduled class activity. University-sanctioned events include, but are not limited to, intercollegiate athletics, music ensembles, performing arts events, student government, professional conferences, study abroad and alike.

Extenuating Non-Academic absences includes other valid excuses for missing class, including, but not limited to, family illness or death, jury duty, military commitments, personal problems, religious obligation or unforeseen circumstances (e.g., automobile accident).

Procedures

Students are responsible for planning their schedules to avoid excessive conflict with course requirements. If there are University-sanctioned events, students are responsible for communicating with faculty members prior to planned absences. Faculty members are asked to provide students participating in these university-sanctioned activities with reasonable accommodations for classes, exams, and quizzes, as these would be considered excused absences. It is also the student's responsibility to fulfill the requirements of the missed class work in a timely manner. The student will be held accountable for the material covered in all classes, whether or not s/he is able to attend.

Other Extenuating Non-Academic Reasons

When applicable, students are expected to inform faculty of foreseeable absences with as much advance notice as possible.

In the case of an unplanned absence, students must notify the faculty member as soon as possible. In situations where advance notice is not possible, the faculty member may request that students provide documentation to support their absence to the Office of Academic Success for verification. In cases when extenuating circumstances may not be able to be documented, faculty members will use their best judgment to evaluate the student's reason for absence. Marywood University expects both students and their instructors to approach problems with class attendance in a manner that is reasonable.

Ultimately, the faculty member determines the student's grade. Students dissatisfied with the outcome may appeal by following the steps outlined in the *Grade Appeals* policy.

2.63 **Academic Honesty Policy**

Revision approved by the President of the University 5/10/2024)
(Non-substantive language changes approved by the President of the University 12/06/2024)

Policy Statement

The Marywood University community functions best when its members treat one another with honesty, fairness, and trust. The entire community, students and faculty alike, recognize the necessity and accept the responsibility for academic honesty. Students must realize that deception for individual gain is an offense against the entire community. Cheating and plagiarism are behaviors destructive of the learning process and of the ethical standards expected of all students at both the graduate and undergraduate levels.

Students have a responsibility to know and adhere to the University's *Academic Honesty* policy. Violations of this academic honesty statement or the intent of this statement carry consequences. University procedures for investigation of alleged violations of this policy ensure that students are protected from arbitrary or capricious disciplinary action. Initial sanctions for violations of academic honesty ordinarily are determined by the course instructor. The faculty member will employ a range of sanctions, from a minimum of a failing grade for the specific coursework in which the infraction occurred to a maximum of a failing grade for the entire course. If necessary, the department chair/ school director and/or academic dean may become involved in investigating the allegation of academic dishonesty and the determination of sanctions. The faculty member will file a report with the office of the Chief Academic Officer, with a copy to the faculty member's department chair/school director and the student's academic dean. An Academic Dean may also choose at any time to inform the Dean of Students, which role is served by the Associate Vice President of the Student Experience, of charges of Academic Dishonesty for adjudication in the University conduct system. Likewise, a member of the University community may submit a conduct report against a student, group of students, or student organization for alleged violations of the Academic Honesty policy to the Dean of Students, which role is served by the Associate Vice President of the Student Experience, who will inform the appropriate academic dean for possible adjudication. The Chief Academic Officer will maintain a register of established cases of academic dishonesty in order to identify an individual student's pattern of violation. Two established cases of academic dishonesty will result in suspension from the University; three established cases will result in dismissal.

In a case in which the student is involved with violations of both academic and discipline policies from the same incident, the Dean of Students which role is served by the Associate Vice President of the Student Experience, and the cognizant Academic Dean of the college or school in which the student is enrolled will confer regarding sanctions to assess their academic impact and to assure that a consistent message is communicated to the student.

Procedures

The student has a right to appeal sanctions resulting from academic dishonesty. A student who decides to file a formal grievance must submit the request in writing to the department chair/school director or the Dean. This is ordinarily done within thirty working days of the date an alleged incident occurred or a problem began. The necessary form is available from the Academic Dean of the college where the alleged problem occurred. The Chief Academic Officer is the final recourse in the academic appeal process.

Definitions

Cheating is defined as but not limited to the following:

1. having unauthorized material and/or electronic devices during an examination without the permission of the instructor;
2. copying from another student or permitting copying by another student in a testing situation;
3. communicating exam questions to another student;
4. completing an assignment for another student, or submitting an assignment done by another student, e.g., exam, paper, laboratory or computer report;
5. collaborating with another student in the production of a paper or report designated as an individual assignment;
6. submitting work purchased from a commercial paper writing service;
7. submitting out-of-class work for an in-class assignment;
8. changing grades or falsifying records;
9. stealing or attempting to steal exams or answer keys, or retaining exams without authorization;
10. submitting an identical assignment to two different classes without the permission of the instructors;
11. falsifying an account of data collection unless instructed to do so by the course instructor;
12. creating the impression, through improper referencing, that the student has read material that was not read;
13. artificially contriving material or data and submitting them as fact;
14. failing to contribute fairly to group work while seeking to share in the credit;
15. collaborating on assignments that were not intended to be collaborative;
16. Using generative AI tools (such as Chat GPT or DALL-E) to produce work that a student submits as their own without explicit instructor permission and appropriate citation/acknowledgment (where applicable) OR in a way that violates a departmental policy or course instructor's syllabus policy.

Marywood University Faculty Policies

Plagiarism is defined as the offering as one's own work the words, sentence structure, ideas, existing imagery, or arguments of another person or generative AI tools (such as Chat GPT or DALL-E) without appropriate attribution by quotation, reference, or footnote. It includes quoting, paraphrasing, or summarizing the works of others without appropriate citation. No claim of ignorance about the nature of plagiarism will excuse a violation.

2.64 **Animal Subjects in Research and Teaching Policy**
Revision approved by the President of the University 4/29/2011)

Policy Statement
Marywood University is committed to the humane use of animals (nonhuman) in research and teaching. Use of live, vertebrate and non-vertebrate animals and the procurement of tissues from living animals for research or teaching must be approved by the Marywood University Institutional Animal Care and Use Committee (IACUC).

Animal care and use shall be conducted with due consideration for the health and comfort of the animals and the IACUC will be responsible to assure that no animals are used unnecessarily for research or teaching based on the anticipated significance of the knowledge to be gained as compared to the effect on the animals.

Research and teaching procedures shall be designed to avoid discomfort, distress and pain. Pain and distress shall be relieved by appropriate use of anesthetics, analgesics or other procedures throughout the experiment. Research and teaching procedures that cause significant stress or pain without the benefit of pain-relieving drugs or appropriate therapy (Category E, Animal and Plant Health Inspection Service (APHIS) Policy #11, 1997) are not allowed.

The Office of Research and Sponsored Programs (ORSP) is responsible for administering the Animal Care Program and assists the Institutional Animal Care and Use Committee (IACUC) in its responsibilities. The animal facilities and programs of Marywood University are regulated by the Animal Welfare Act (CFR 1985) the Public Health Service Policy on Humane Care and Use of Laboratory Animals (1996), 1996 Guide to the Care and Use of Laboratory Animals and other applicable federal, state, and local laws and regulations.

Researcher Training
All researchers, including students, must complete the appropriate animal research training course as identified on the Marywood website prior to the beginning of the project. In addition to the generic training, species specific training is required.

Housing, Care and Handling of Animals

Practices in the housing and care of animals shall adhere to the requirements of the Institute of Laboratory Resources' Guide for the Care and Use of Laboratory Animals, the standards of the Animal Welfare Act, and the appropriate sections of the NIH Guide for Grants and Contracts concerning laboratory animal welfare.

Anesthesia, Analgesia, Euthanasia and Surgical Procedures

All practices are based on the requirements in the Guide for the Care and Use of Laboratory Animals; the Animal Welfare Act and the recommendations by the American Veterinary Medical Association Panel on Euthanasia.

Protocol Submission Requirements.

Investigators intending to use animal subjects in research or teaching on campus or at another site must submit an application to the IACUC for approval. Specific forms, deadlines and committee meeting dates are published and are available from the ORSP.

Definitions
Deciding Official (DO) - the institutional official who makes final determinations on allegations of research misconduct and any institutional administrative actions to be taken in response. The Deciding Official will not be the same individual as the Research Integrity Officer (RIO), and should have no direct prior involvement in the institution's inquiry, investigation, or allegation assessment procedures. A DO's appointment of an individual to assess allegations of research misconduct, or to serve on an inquiry or investigation committee, is not considered to be direct prior involvement. The Chief Academic Officer is the DO for Marywood University.

Research Integrity Officer (RIO) - the institutional official responsible for
• assessing allegations of research misconduct to determine if they fall within the definition of research misconduct and warrant an inquiry on the basis that they are sufficiently credible and specific so that potential evidence of research misconduct may be identified;
• overseeing inquiries and investigations;
• the other responsibilities described in this policy.
• The Assistant Vice President for Research and Sponsored Programs is the RIO for Marywood University.

Research misconduct is fabrication, falsification, or plagiarism that is committed while proposing, performing or reviewing research or while reporting results. Research misconduct does not include honest error or differences of opinion.

Fabrication - making up data or results and recording or reporting them *Falsification* - manipulating research materials, equipment, or processes, or changing or omitting data or results in such a way that, as a result, the research is not accurately represented in the research record
Plagiarism - appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
Reporting Research Misconduct or Suspected Endangerment of Animal Welfare (Whistleblower Policy)

If any person has a concern, complaint, or inquiry regarding suspected research misconduct or endangerment of animal welfare, the individual should first discuss the concern/complaint with the responsible faculty/staff researcher or instructor if comfortable in doing so. If the individual is uncomfortable or unsatisfied with this initial contact, a concern/complaint can be filed and submitted to either the Marywood University IACUC Chairperson or Research Integrity Officer (RIO). Reporting individuals can choose to remain anonymous throughout the inquiry process. However, it is necessary that inquiries have specific and detailed information in order to demonstrate the need for a review by the IACUC. Required information includes dates, times, individuals involved, animal species/names, witnesses, and a complete description of the event/incident/complaint.

1. Upon receipt of an allegation of research misconduct or suspected endangerment of animal welfare, the Research Integrity Officer will
• conduct an investigation;
• take other appropriate action.

2. The Research Integrity Officer will report the results of investigations conducted or overseen to the Deciding Official for a determination of appropriate actions which may include appropriate steps to correct the research record;
• verbal and/or written reprimand;
• imposition of procedures to ensure compliance with appropriate standards;
• suspension or termination of employment;
• reporting of results to the federal agency responsible for oversight;
• referral to law enforcement when criminal activity is involved.

3. Marywood University employees who are subjects of allegations will receive appropriate protections including
• review of allegations by objective individuals with appropriate expertise;
• timely investigation, adjudication, and appeal;
• confidentiality to the extent possible and consistent with a fair and thorough investigation;
• reasonable and practical efforts to protect or restore the reputation of persons alleged to have engaged in research misconduct or endangered animal welfare but against whom no finding is made.

Marywood University employees may not retaliate in any way against complainants or witnesses. Individuals should immediately report any alleged or apparent retaliation to the Research Integrity Officer, who will review the matter and take appropriate action.

2.65 **Annual Assessment Policy**
(Established/approved by the President of the University (05/08/2025) If it goes through this policy cycle.

Policy Statement
The systematic tracking and recurring evaluation of assessment data and changes made within departments to meet strategic objectives and learning outcomes is essential to the functioning of academic departments and academic support areas. The process of tracking and evaluation can be completed through reports made to accrediting bodies and through this assessment reporting process.

Ongoing reporting is integral to moving Marywood University forward in the following ways
1. Centralized data collection ensures continuous and consistent records of assessment and improvement through leadership changes within departments.

2. Allows departments to use data specific to their areas to make data-informed decisions.
3. Allows departments to own their assessment process, ensuring that assessment is relevant and meaningful for their area.
4. Satisfies assessment requirements articulated by the Middle States Commission on Higher Education (MSCHE).

Procedures:

i. Department Responsibility: The Department Chair or designee within the department will be responsible for collection and annual reporting of assessment data within their department using the Annual Assessment Report Form. Link to the Annual Assessment Report Form

Because of the variability within departments, each unit will determine the number of annual assessment reports required by their department in accordance with their needs.

a. Example: The Nursing, Respiratory Therapy, and Healthcare Administration which contains three distinct areas may choose to provide three assessment reports for the departments (Nursing, Respiratory Therapy, and Healthcare Administration) Or, if it is more beneficial to the department, a single assessment report comprising the entire department.
b. Decisions regarding the number of assessment reports for departments and changes made to reporting departmental assessment must be sent by email to institutionalresearch@maryu.marywood.edu no later than February 1st in the academic year prior to when the department's Annual Assessment Report is due.
    i. Example: Changes to assessment reporting for a department reporting on the year 2021-2022 must be received by the Office of Planning and Institutional Effectiveness no later than February 1st, 2021.

II. Assessment Collection: Annual assessment report, supporting evidence and assessment plan for the current year must be sent to institutionalresearch@maryu.marywood.edu no later than the 1st day of the Fall Semester.
    a. Example: Annual assessment report and supporting evidence for the academic year 2020-2021 and the assessment plan for the 2021-2022 academic year must be sent by email to institutionalresearch@maryu.marywood.edu no later than the 1st day of the class for the 2021 Fall Semester.
    b. Formatting of the Annual Assessment Report will be determined by the Office of Institutional Planning and Effectiveness and the Associate Vice President for Academic Affairs and Strategic Initiatives. This form can be found on the University "Online Forms" webpage located at marywood.edu/forms.

III. Assessment Review: The Outcomes Assessment Committee will review Annual Assessment Reports and supporting evidence during the fall semester of each academic year to determine if all required documentation has been submitted. If documentation is missing, the Outcomes Assessment Committee will request that the department provide the materials to the Committee by the end of the fall semester.

IV. Requirements to File: All academic departments will be required to submit an Annual Assessment Report except under the following circumstances:
    a. Departments and programs with ongoing accreditations through external organizations will not be required to submit an Annual assessment report. Rather, these departments and programs shall submit all reports generated for their accrediting body.
    b. After two full cycles of assessment (program review and assessment reporting), departments can apply for biennial assessment, meaning assessment reports would only be due every other year.

2.66 Class Meetings

(Revision approved by the President of the University 3/02/2009)
(Non-substantive language changes approved by the President of the University 12/16/2024) – NOT UPDATED ON WEBSITE

The Semester

A semester is a fifteen-week term.

The Master Schedule

The Master Schedule reflects the method of recording classroom instruction prescribed by the Pennsylvania Department of Education.

- Classes rostered for 3.0 credits, meeting three times a week, are scheduled for one clock hour, e.g., 8:00 a.m. to 9:00 a.m. Regulations allow for a ten-minute break at the end of class to enable students to attend class in the next standard meeting time.

- Classes rostered for 3.0 credits, meeting twice a week, are scheduled for 1.5 hours, e.g., 8:30 a.m. to 10:00 a.m. A fifteen-minute break is allowed at the end of class to enable students to attend class in the next standard meeting time.

- Classes rostered for 3.0 credits, meeting once a week, are scheduled for 3.0 hours, e.g., 6:00 to 9:00 p.m. Break times are allowed; however, there must be a total of 2.5 hours of instructional time. For example, if a half hour break is taken at the midpoint of a class, it must meet from 6:00 to 7:30 p.m. and resume after break to meet from 8:00 to 9:00 p.m.

The Master Schedule lists assigned meeting places for courses. Time and place of class meetings may be changed when there is sufficient reason and when the Registrar and appropriate dean are informed of the change.

Procedure when a faculty member cannot meet a class

In an emergency situation, if a faculty member cannot meet a class, both the head of the department and the appropriate academic dean are to be notified.

In a non-emergency situation, e.g., attendance at a professional conference, the faculty member must see that another member of the faculty covers the class and instruction is provided for the group.

Procedure followed by students when a faculty member is late

Classes must begin and end on time. The waiting period for a class when the faculty member is late is ten minutes. At that time, a roll is to be signed by each member of the class and submitted to the appropriate dean. The class is then free to leave. The class content and materials that were to have been covered in that particular period are to be made available to the students.

Class Attendance

The University recognizes that the academic learning experience is not limited to the formal classroom setting. This does not suggest, however, that the classroom effort should diminish in importance. Other learning experiences extend and enhance, rather than replace, the collective study effort of the group. All students are expected to attend class regularly. Each faculty member will establish course attendance and participation requirements in accord with the intent of this policy and the specific educational objectives of each course. These requirements must be clearly specified and communicated to the students in the course outline.

2.67 **Petition to Walk at Commencement Out of Term Policy**
(Revisions approved by the President of the University 03/19/2025)

Policy Statement
Students who are not eligible to graduate may request permission from the advisor and department chair/school director to participate in the University Commencement Ceremony if they have successfully completed all but six (6) credit hours of coursework as well as all other University and degree graduation requirements. The uncompleted six (6) credit hours cannot include a Professional Contribution, thesis, doctoral project, or culminating experience. Students must first seek approval from the advisor who will verify that the student is in good academic standing. The advisor will then forward the verification to the department chair/school director for final approval.

Definition
This policy is effective for the 2025 Commencement Ceremony

Procedures:
Students can initiate the process by completing the Petition to Walk at Commencement Out of Term Form and submitting initially to the advisor.

Petition to Walk at Commencement Out of Term Form

2.68 CONFERRING ACADEMIC DEGREES
(Revision approved by the President of the University 4/17/2015)

Earned Degrees

The Board of Trustees delegates to the President of the University its authority, stated in the Bylaws, to approve and authorize earned academic degrees. It is the Board's intention to extend this delegation to the person now holding the office of President and to her successors in that position.

1. The President, as chief executive officer, will see that there are systems in place to assure the satisfactory completion of degree requirements before a degree is conferred.

2. The President will provide to each graduate a document in the form of a diploma, attesting to the completion of the formal educational program leading to the degree. The diploma head will be *Marywood University*, and the document will carry the signatures of the President of the University and the academic dean of the college through which the degree was earned. The seal of the University will be affixed thereto.

Posthumous Degrees

An undergraduate or master's student in good standing who dies while enrolled at Marywood University will be considered eligible for receiving a degree posthumously if s/he has completed successfully at least 75 percent of the credits required for graduation in the program in which s/he was enrolled. Students in good standing who die before completing 75 percent of the credits for graduation may be designated honorary alumni.

A doctoral student in good standing who dies while enrolled at Marywood University will be considered eligible for receiving a degree posthumously if s/he has successfully completed all coursework, passed the qualifying/comprehensive experience, and successfully defended her/his dissertation proposal/doctoral project proposal. Students in good standing who die before completing these requirements may be designated honorary alumni.

Honorary Degrees

The Board of Trustees reserves to itself the approval and authorization to confer honorary degrees, as stated in the Bylaws. An honorary degree may be conferred at commencement exercises or, with Board of Trustees permission, at a special University convocation. No honorary degrees will be conferred in absentia. A recipient will be:

a person of national or international prominence, who has made a distinguished contribution in a chosen field, usually related to the mission of the University;

a person who holds at least a bachelor's degree, or one who would be a role model for students and faculty;

a living person;

a person present at the commencement exercises or other convocation, who may be requested to be the keynote speaker.

1. The President of the University will establish and maintain procedures for soliciting recommendations from administrators, faculty, and students. Ordinarily, she will receive recommendations in writing from the Faculty Senate with pertinent information attached.

2. The President will present her recommendations to the Board of Trustees for vote.

3. The President will provide to the honoree a document in the form of a diploma, attesting to the honorary degree conferred. The diploma head will be *Marywood University*, and the document will carry the signature of the President of the University. The seal of the University will be affixed thereto.

2.69 CONFLICT OF INTEREST IN RESEARCH

(Revision approved by the President of the University 10/12/2016)
(Non-substantive language changes approved by the President of the University 05/16/2025)

Marywood University extends the applicability of the following regulations to all externally funded projects regardless of funding source: Title 42 of the Code of Federal Regulations, Part 50, Subpart F and the National Science Foundation Grant Policy Manual 510, as amended by 60 FR 35820.

Disclosure Required

Each person participating in a sponsored project covered by this policy must disclose whether or not he or she has external affiliations that may constitute a conflict. A conflict of interest may occur when an employee, officer, or agent who has an affiliation with the external organization meets any one of the following criteria:

- The employee, officer, or agent is an officer, director, partner, trustee, employee, advisory board member, or agent of an external organization or corporation either funding a sponsored project or providing goods and services under a sponsored project on which the employee, officer, or agent is participating in any capacity.

- The employee, officer, or agent is the actual or beneficial owner of more than five percent (5%) of the voting stock or controlling interest of such organization or corporation or voting stock of such organization or corporation that exceeds $10,000 in value as determined by reference to public prices or other reasonable measures of value.

- The employee, officer, or agent has dealings with such organization or corporation from which he or she expects to receive salary, royalties or other payments of more than $10,000 during the next twelve months.

- The employee, officer, or agent has immediate family (spouse, parents, parent's in-law, siblings, children, or other relatives living at the same address as the faculty/staff member), or the employee, officer, or agent together with all members of his or her immediate family meet any of the criteria stated above.

A disclosure must be completed

- either prior to the University's submission of a proposal for funding or prior to the acceptance of the sponsored project

- or during any sponsored project, whenever the faculty or staff member has a new external affiliation that may constitute a conflict of interest by falling within the criteria stated above.

The disclosure form is initiated by the Office of Research and Sponsored Programs (ORSP). Positive disclosures will be reviewed by the Vice President of Research and Sponsored Programs in keeping with the current University policies and federal regulations relating to conflict of interest in research and a recommendation made regarding the potential conflict.

***Note*:** Certain sponsors, particularly federal agencies, may have requirements that differ from this policy with regard to the timing and frequency of faculty disclosures and other conflict of interest considerations. In the case of such discrepancies, the sponsors' requirements will generally prevail.

Violations

Violations of this policy, such as willful concealment of financial interests, may result in sanctions being imposed upon the violating individual. The Director of Research and Sponsored Programs will review allegations of violations and will make recommendations regarding the imposition of sanctions to the Chief Academic Officer .

Records and Confidentiality

The ORSP shall maintain the records pertaining to each disclosure in strict confidence. Access to such records will be limited to the faculty or staff member, the Chief Academic Officer, the Vice President of Research and Sponsored Programs, and other University administrators as required by their institutional responsibilities.

Definition

Conflicts of Interest are defined as situations in which employees, officers, and/or agents of the University may have the opportunity to influence the University's business decisions in ways that could lead to personal gain or give improper advantage to members of their families or to associates.

2.70 **CONTROLLED SUBSTANCES IN RESEARCH**
(Revision approved by the President of the University 10/12/2016)
(Non-substantive language changes approved by the President of the University 05/16//2025)

Policy Statement

Certain research protocols conducted by faculty of the University may require the use of controlled substances. As part of the planning for the use of such substances in research, the research protocol must be reviewed by the Assistant Vice President for Research and Sponsored Programs and authorization given for the use of the specific substances.

In conducting research with controlled substances, all authorized personnel must comply with University policies, federal and state laws and regulations regarding background checks, use, licensure; storage requirements, inventory maintenance, substance disposal, reporting and record keeping in accordance with Title 21, Part 1300-1308 of the Code of Federal Regulations (CFR).

All matters related to the University Drug Enforcement Administration (DEA) Controlled Substances Registration Certificate are a function of the Office of Research and Sponsored Programs (ORSP) and the Assistant Vice President for Research and Sponsored Programs.

The Assistant for Research and Sponsored Programs will assist researchers in complying with applicable rules and regulations and provide information regarding University procedures.

Definitions

Controlled Substance – Section 802 (6) of Title 21, United States Code (USC) provides the legal definition of a controlled substance. The term means a drug or other substance included in schedule I, II, III, IV or V of part B of this subchapter.

Authorized Personnel – An individual working on a research protocol authorized by the Director of Research and Sponsored Programs.

2.71 **COURSE SYLLABI**
(Revision approved by the President of the University 04/17/2013)
(Non-substantive language changes approved by the President 5/16/2025)

Policy Statement

Department chairs/school directors are charged with the responsibility of seeing that all departmental faculty members prepare a syllabus for each course. This syllabus should clearly specify all course requirements and should include course goals and objectives, required readings and reports, testing dates and procedures, grading information such as the grading scale describing how grades are to be assigned at the conclusion of the course, a description of the method used to derive grades, and all other course expectations. Copies are to be distributed to students during the first two weeks of the semester. In addition, a copy is to be kept on file in the office of the department chair/school director for ten years and made available to the academic dean upon request.

2.72 **DEPARTMENT CHAIR**
(Revision approved by the President of the University 10/21/2021)
(Non-substantive language changes approved by the President 5/16/2025)
(Revision approved by the President of the University 4/2/2026)

The Department Chair is a full-time faculty member who is responsible for leadership and administration of their academic department and is accountable to the academic Dean of college that oversees that department. Larger units may be organized into Schools, led by a director, either a full-time administrator or faculty member, who assumes all Department Chair duties plus additional responsibilities related to the unit's size, complexity, off campus programs, or accreditations. To be designated as a School, an academic unit typically meet most of the following criteria below:

- Composed of multiple academic programs with a significant student population;
- Offer multiple degrees;
- Report to multiple accrediting bodies;
- Manages complex facilities, technology, and equipment;
- Other discipline-specific factors that increase administrative complexity.

Appointment of Chairs and Directors

A. The term of office for the Department Chair and School Director is three years.
B. A person may serve in the role of Department Chair or School Director for no more than three consecutive terms except in extraordinary circumstances aligning with the temporary solution described in "H" of this section.
C. After serving as Department Chair or School Director for three terms, a person is not eligible to serve in the role again for a period of at least three years.
D. The following are eligible to recommend candidates for the Department Chair or School Director:
    i. Faculty serving full-time in the University who are assigned to the department, except those working under a non-renewable contract;
    ii. Pro-rata faculty who are assigned to the department, except those working under a nonrenewable contract
E. Faculty members who are assigned full-time to the department (or one of the departments/programs within the school) shall be eligible for service as Department Chair or School Director. In December of the appropriate year, the Dean will request the names of those willing to serve as candidates. Priority consideration will be given to tenured faculty and faculty of practice who have attained at least the rank of Associate Professor of Practice.
F. When there is an election for the Chair or Director, the Dean will send to the department the list of candidates as determined above.
G. In the case of School Directors, the faculty from the School will elect the Director from among those nominated according to voting procedures outlined in the governing documents of the School.
H. In the case of Department Chairs: each department member will send a recommendation and reasons for the recommendation to the Dean. Alternatively, the department may meet to collectively recommend a Chair to the Dean.
I. A faculty member must be recommended by a majority of those submitting recommendations.
J. Following the department majority recommendation, The Dean will appoint the Department Chair or School Director.
K. If no faculty member receives a majority recommendation after the reconsideration, the Dean will appoint one person from among the candidates.

Cf performance:

5. Initiate and/or participate in dismissal and progressive discipline proceedings;
6. Keep faculty informed of department/school, college, and University plans, activities, and expectations.

- Student Affairs includes activities such as:
    - Recruit, and retain students;
    - Assign and monitor students academic advising;
    - Work with student organizations.
- External Communication includes activities such as: 1. Enhance and maintain the department/school's image; 2. Maintain liaison with external agencies and institutions.
- Budget and Resources Stewardships includes activities such as:
    - Tracking resource allocation and usage of resources in collaboration with the Office of Business Affairs;
    - Encouraging faculty proposals for contracts and grants;
    - Prepare and manage department/school budgets;
    - Set priorities for use of resources;
    - Prepare and deliver required and requested reports;
    - Manage facilities and equipment.

- Professional Development includes activities such as:
    - Maintaining disciplinary expectations for peer review and communicate to the Rank and Tenure Committee;
    - Fostering faculty development, teaching, research, and publications;
    - Encourage participation in professional meetings at regionally, nationally, and internationally;
    - Represent the department or school at learned and professional societies.

Method of Evaluation for Chairs and Directors:
The Dean is responsible for evaluating the performance of Department Chairs and School Directors based upon established University, college, and/or department/school strategic goals and expectations outlined in this policy. Faculty input will be solicited, as-needed, through the use of an anonymous survey to inform the evaluation process.

Absence of Chairs and Directors:
In cases of short-term absence, (one semester or less), the Dean may appoint an activity Chair or Director to manage the unit's affairs. For long-term absence, (more than one semester), a selection process for a new permanent Department Chair or School Director will be initiated. Service as an acting Chair does not constitute a formal term of office.

Compensation of Chairs and Directors:
Department Chairs and School Directors will receive course releases appropriate to the size and complexity of the department/school to support the duties outlined in their role description. In addition, they will receive a stipend commensurate with the unit's size and complexity, which may include equivalent compensation to a 12-month salary conversion for year-round, full-time service in the position.
Normally, a review of criteria and compensation with the Dean will coincide with the term of office for each Department Chair and School Director.

Availability
In addition to faculty office hours, the Department Chair or School Director is expected to be available to perform the administrative duties of the role during the academic year. Summer duties must also be carried out as required. The Minimum summer availability for the Department Chair/School Director is 10 hours per week. Chairs and Directors on a 12-month faculty contract are expected to maintain full-time availability throughout the summer.

Other Departmental Leadership Appointments:
Some Departments and Schools require additional administrative appointments within the academic unit. These administrative appointments are made according to procedures outlined in the governing documents of the academic unit. The number, type, and compensation of additional administrative appointments are determined annually in consultation with and approved by the Dean. All such appointments report to and serve at the pleasure of the Chair or Director, who retain the authority to remove them from the office. The Dean must be consulted prior to removal of that appointment.

Examples of Additional Leadership Roles:

- Program Director – Assists the Department Chair or School Director in managing and overseeing a specific, accredited program within the academic unit.
- Associate Director – Supports the School Director with significant aspects of School governance. Specific duties are defined by the organizational structure of the School and outlined in the School's bylaws. (Not applicable to a stand-alone department)
- Program Coordinator – Assist the Department Chair or School Director with operational tasks such as scheduling or recruiting adjuncts within a specific program.

2.73 DOCTORAL DISSERTATIONS AND MASTER LEVEL THESES

(Revision approved by the President of the University 5/09/2007)
(Non-substantive language changes approved by the President 5/16/2025)

Bound copies of doctoral dissertations are catalogued in the Learning Commons and retained there as part of the University's permanent collection. The Learning Commons also provides for access to doctoral dissertations in electronic form.

Master level theses and other professional contribution documents are retained in the students' respective academic departments for a period of five years. They are made available in the department office to students.

If a dissertation or thesis is judged to have significant historical or evidential value to Marywood, one bound copy is sent to the Archives of the University.

Definitions

This policy is limited to theses and dissertation documents. It does not include other culminating activities appropriate to certain disciplines, such as works of art, recitals, internships, and the like.

Procedures

The deans of colleges are responsible to see that one bound copy of each doctoral dissertation is sent to the Director of Library Services and to the Archives if appropriate.

2.74 DOMESTIC ACADEMIC FIELD TRIP

(Revision approved by the President of the University 11/10/2022)
(Non-substantive language changes approved by the President 5/16/2025)

Domestic Academic Field Trips are a crucial element of education as they significantly enhance learning by providing experiences that cannot be offered on campus. For instance, site visits contextualize or improve historical or scientific data, and interviews with participants or observation of species, phenomena, buildings, areas, or events often become an essential part of course content and the study of a discipline's methodology. As such, Marywood University seeks to support and promote safe academic-related, off - campus student travel.

For this policy, a domestic academic field trip is defined as any required or optional course related or academic program-related travel and/or off-campus activity that includes students who are currently enrolled and registered at Marywood, whether part-time or fulltime, and/or any academic off-campus activity that is funded by Marywood, in part or whole. This policy applies to any and all required or optional Domestic Academic Field Trips. Clinical placements, field experiences and practica, internships, and contractually established remote sites of instruction (such as sites for flight instruction) are exempt from this policy.
Travel that does not require a faculty or staff member to organize, lead and chaperone the trip, such as travel for individual or small-group course assignments, may be exempt from parts of this policy if approved by an appropriate Marywood official.
Travel that does not meet the definition above but nonetheless includes currently enrolled students with faculty and/or academic staff shall have each traveling student complete a Non-Marywood Travel Waiver Form. These forms shall be submitted to the appropriate Marywood official a minimum of five business days before the trip. For the purpose of this policy, 'appropriate Marywood official' refers to Department Chair, School Director or Academic Dean.

Academic student travel to international locations falls under the purview of the Office of Global Education. Faculty, staff and students shall see the Dean of Global Education or their designee when considering academic student travel abroad.
Regulations:

1. A Trip Coordinator must be designated for each domestic academic field trip. The Trip Coordinator is responsible for all travel arrangements and the timely submission of all applicable forms. The Trip Coordinator shall lead and chaperone the trip, and is typically a faculty member.
2. Whenever practical and cost-effective, the travel destinations should be visited in advance by the Trip Coordinator, or an appropriate Marywood official, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.
3. Travel shall have a pre-planned itinerary with dates, times and locations of stops, destinations, events, and activities, unless approved by an appropriate Marywood official.
4. The Trip Coordinator must submit for approval to the appropriate Marywood official a completed (1) Domestic Academic Field Trip Approval Form, (2) Itinerary, and (3) Domestic Academic Student Travel Waiver Forms a minimum of five business days before the academic field trip.

5. Marywood funds will not be approved for a domestic academic field trip without the prior written approval of the appropriate Marywood official. Funds for travel related costs shall not be collected from students without the prior approval of the appropriate Marywood official.
6. Driving: a) Whenever possible, accessible chartered buses or Marywood-owned vehicles should be used for transportation. Chartered buses and Marywood owned vehicles must comply with Marywood policies and procedures, including the Vehicle Use Policy. Public transportation (e.g., regularly scheduled trains or buses) is also an appropriate means of transportation. The use of personally owned vehicles is permitted after a review with students of the *Vehicle Use Policy* in the Domestic Academic Field Trip Waiver Form. b) Travel that requires currently enrolled students, faculty, or academic staff to act as drivers shall be planned to reduce driving hazards, including but not limited to driving for long periods of time, in inclement weather, and/or during night-time hours. A driver who is a currently enrolled student, faculty, or academic staff shall drive no more than 10 hours in any 18-hour period. Trips requiring more than 10 hours of driving time to reach a point of destination shall require overnight lodging. There shall be no driving between the hours of 12 a.m. and 5 a.m. without prior approval of the appropriate Marywood official.
7. Overnight stays:
   a) Faculty and staff are prohibited from sharing sleeping accommodations, bathrooms, suites, or apartments with students.
   b) Sharing beds is discouraged. Where sharing is necessary because of financial considerations or limited lodging, sharing shall occur only with the students' prior consent. Trip Coordinators shall establish in advance with all students the appropriate sleeping accommodations if students will be sharing the same bed. Same-sex sleeping and bathroom accommodations are strongly encouraged.
   c) Students may request individual, private accommodations. An additional fee, paid by the student, may be required to accommodate such requests.
8. Prior notice of travel:
   a) Required domestic academic field trips must be clearly identified as such in the course syllabus or program literature and be distributed to students at the beginning of the term, if not sooner. Detailed information about date, time, locations, means of transportation, lodging (if required), and costs for which students are responsible (if any) shall be distributed to students at the beginning of the term unless otherwise approved by the appropriate Marywood official. The Trip Coordinator shall discuss expectations for behavior during the trip, relevant emergency preparedness information, and any risks associated with the travel at the start of term and reviewed within five business days before travel.
   b) Optional domestic academic field trips must be announced a minimum of five business days prior to the start of the travel, unless approved by the appropriate Marywood official. This announcement must include detailed information about date, time, locations, means of transportation, lodging (if required), and costs for which student(s) is responsible. Expectations for behavior during the trip, relevant emergency preparedness information, and any risks associated with the activity of the field trip shall be discussed before travel.
   c) Trip Coordinators shall inform students that any student who may need special accommodations including but not limited to food and lodging requirements shall speak with the Trip Coordinator and/or Office of Student Disability Services as soon as possible for information and assistance.
9. The following paragraphs shall be included in the course syllabus or program literature for required and/or optional travel:
   a) Students participating in travel are expected to conform to the same standards of behavior as published in the Student Handbook. A violation of the Student Handbook regulations or local, state, or federal law may result in disciplinary action or sanction by Marywood.
   b) Students who choose to travel to a destination early and /or remain at the destination after the planned activities are completed, or who separate from the group, do so at their own risk and assume all responsibility for their safety.
   c) Students who will travel may potentially need special accommodations; such students should speak as soon as possible with the course instructor and/or Office of Student Disability Services, (telephone number 570-348-6211, extension 2335) for information and assistance.

Procedures
Please refer to the Forms Page for the following:
Domestic Academic Field Trip Approval Form
Domestic Academic Student Travel Waiver Form
Non-Marywood Travel Waiver Form

2.75 EDUCATIONAL TRAINING AND ANIMAL RESEARCH

Policy Statement

For Investigators and Sponsors

Educational training in animal care and use is required for all researchers and faculty sponsors in projects with vertebrate and non-vertebrate animals. Evidence of completed training must be submitted with the research application to the Institutional Animal Care and Use Committee (IACUC).

Training requirements will adhere to current standards and regulations disseminated by the United States Department of Agriculture (USDA) and the Public Health Service (PHS). In addition, specific species training and training related to the specific research protocol is required by the University. Training resources will be identified by the Director of Research and Sponsored Programs and made accessible to all investigators.

For IACUC Members and IACUC Administrative Personnel

Educational training in animal research is required for members and administrative personnel of the Institutional Animal Care and Use Committee (IACUC). Training will be completed prior to the beginning of the appointment and annually. Training requirements will adhere to current standards and regulations disseminated by the United States Department of Agriculture (USDA) and the Public Health Service (PHS). Training resources will be identified by the Director of Research and Sponsored Programs and made accessible to all members and administrators.

2.76 EDUCATIONAL TRAINING IN HUMAN PARTICIPANTS PROTECTION FOR INVESTIGATORS

(Revision approved by the President of the University 11/14/2008)
(Non-substantive language changes approved by the President 5/16/2025)

Policy Statement

Educational training in human participants protection is required for all researchers and faculty sponsors involved in human subjects research. Training requirements will adhere to standards and regulations disseminated by the Office of Human Research Protections (OHRP) of the United States Department of Health & Human Services or required under the University's Federal Wide Assurance.

Definitions

Federal Wide Assurance (FWA) -- every institution engaged in human participants research supported or conducted by DHHS must obtain an assurance of compliance approved by the Office for Human Research Protections (OHRP). The regulations and standards change periodically. Marywood University's FWA covers all research involving human participants performed by the faculty, staff, or students in the University community

Procedures

Evidence of completed training must be submitted with the application to the IRB. Training requirements will adhere to the standards of the Office of Human Research Protections (OHRP). Training resources will be identified by the Vice President of Research and Sponsored and made accessible to all investigators.

2.77 EDUCATIONAL TRAINING IN HUMAN PARTICIPANTS PROTECTION FOR IRB MEMBERS AND IRB ADMINISTRATIVE PERSONNEL

(Revision approved by the President of the University 05/18/2006)
Non-substantive language changes approved by the President of the University 05/16/2025)

Policy Statement

Educational training in human participants protection is required for members and administrative personnel of the Institutional Review Board for the Protection of Human Participants (IRB and the Exempt Review Committee (ERC) Training will be completed prior to the beginning of the appointment and every three years thereafter. Training requirements will adhere to standards and regulations disseminated by the Office of Human Research Protections (OHRP) of the United States Department of Health & Human Services or required under the University's Federal Wide Assurance.

Definitions

For purposes of this policy, IRB administrative personnel include the signatory official and IRB administrative and IRB support personnel

Federal Wide Assurance (FWA) -- every institution engaged in human participants research supported or conducted by DHHS must obtain an assurance of compliance approved by the Office for Human Research Protections (OHRP). The regulations and standards change periodically. Marywood University's FWA covers all research involving human participants sponsored by the University.

Procedures

Marywood University uses the Collaborative Institutional Training Initiative (CITI) Program for all necessary research training, including for the use of Human Research Participants. Instructions can be found here: https://www.marywood.edu/academics/affairs/research/training/

2.78 EDUCATIONAL TRAINING IN RESPONSIBLE CONDUCT OF RESEARCH

(Revision approved by the President of the University 05/11/2018)
(Non-substantive language changes approved by the President of the University 05/16/2025)

Policy Statement:

Educational training in the Responsible Conduct of Research (RCR) is required for all Marywood researchers (faculty, staff, and students) who are involved in a project to be funded by a federal agency that requires such training. Training will meet the standards of the Public Health Service, National Science Foundation, National Institutes of Health, United States Department of Agriculture, and other applicable regulatory agencies. Required training is identified by Assistant Vice President of Research and Sponsored Programs Compliance and made accessible through the Institutional Review Board's website.

Evidence of completed Responsible Conduct of Research training must be submitted with research protocol applications to the Institutional Review Board (IRB), Exempt Review Board (ERB),. If the proposal does not require committee approval as above, then evidence of RCR training must be submitted to the Office of Research and Sponsored Programs before an externally or internally funded project can begin.

Definitions:

All researchers refer to those who are making application for any internal or external funding, even those who have no committee reporting requirements. In these cases, evidence of RCR training must be submitted to the Office of Research and Sponsored Programs before an internally or externally funded project can begin.

Responsible Conduct of Research training **includes instruction in the following core areas:**

- data acquisition, management, sharing and ownership
- mentor and trainee responsibilities
- peer review
- mentor and trainee responsibilities
- collaborative research
- publication practices and responsible authorship
- conflict of interest and commitment
- protection of human subjects
- animal welfare
- research misconduct

2.79 EMOTIONAL SUPPORT ANIMALS (ESA) IN UNIVERSITY HOUSING

(Revision approved by the President of the University 10/31/2019)
(Non-substantive language changes approved by the President 5/16/2025)

Policy Statement:

Marywood University (Marywood) is committed to compliance with the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 ("ADAAA"), the Fair Housing Act, and other applicable federal laws that prohibit discrimination on the basis of a disability. Marywood prohibits pets and other animals from living in University Housing with the exception of fish kept in a

tank no larger than ten (10) gallons. Marywood will consider an exception to this prohibition, however, if the request is reasonable and necessary due to a documented disability.

In order for a student to qualify to have a pet or animal live with them in University Housing, the student must demonstrate that:

1. The animal is necessary to afford the student an equal opportunity to use and enjoy a dwelling or participate in University Housing; and

2. There exists a relationship, or nexus, between the student's disability and the assistance the animal provides.

If both requirements are met, the University will consider a reasonable accommodation, on a case-by-case basis, to the "no pet" policy in University Housing unless doing so would impose an undue financial or administrative burden or would fundamentally alter the housing program.

No Emotional Support Animal may be kept in Marywood housing at any time prior to the individual student receiving written approval as a reasonable accommodation pursuant to this Policy.

Marywood reserves the right to amend this Policy as it deems necessary, with or without prior notice.

This Policy applies to all approved disability-related emotional support animals and their owners who live in the University Housing unless the nature of the documented disability of the owner precludes adherence to these guidelines and permission for variance from the guidelines has been granted.

This Policy applies only to ESAs; it does not apply to Service Animals as defined by the ADAAA.

Definitions:

a) Disability: As defined by the ADAAA, a disability is a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

b) Emotional Support Animal (ESA): An animal that provides emotional support that alleviates/ameliorates one or more identified symptoms or effects of a person's disability and/or provides emotional support to an individual with a disability-related need for such support. An identifiable and medically indicated relationship must exist between the individual's disability and the emotional support that the animal provides.

c) University Housing: Any facility owned or operated by Marywood University for the purpose of housing residential students.

d) Owner: The individual student who requested the accommodation and received written approval to bring the ESA into University Housing.

The Office of Student Disability Services (SDS): Collaborates with academic and non-academic departments, faculty members, and staff to ensure that students with disabilities have equal access to all University Housing, Programs and activities.

Procedures:

Procedures for Requesting Emotional Support Animal in University Housing

The procedure for requesting an Emotional Support Animal follows the general procedures set forth in the University Housing Reasonable Accommodation Policy and the requirements set forth below. To the extent the requirements and procedures in this Policy conflict with the University Housing Reasonable Accommodation Policy, this Policy shall control.

Criteria for Determining If Presence of the Emotional Support Animal is Reasonable

University Housing is unique in several aspects including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in certain residence halls. To ensure that the presence of an Emotional Support Animal is not an undue administrative burden or fundamental alteration of University Housing, Marywood reserves the right to assign an individual with an Emotional Support Animal to a single room without a roommate.

For all requests for an Emotional Support Animal, Student Disability Services shall nonetheless consult with Housing and Residence Life in making a determination on a case-by-case basis of whether the presence of an emotional support animal is reasonable. A request for an emotional support animal may be denied as unreasonable if the presence of the animal:

a) imposes an undue financial and/or administrative burden on the University;

b) fundamentally alters University Housing policies; and/or

c) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including University property.

Marywood may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in making housing assignments for individuals with Emotional Support Animals:

a) The size of the animal is too large for available assigned housing space;

b) The animal's presence would force another individual from individual housing (e.g. a student who suffers from serious allergies);

c) The animal's presence otherwise violates an individual's right to peace and quiet enjoyment;

d) The animal is not housebroken or is unable to live with others in a reasonable manner;

e) The animal's vaccinations are not complete and/or current;

f) The animal poses or has posed in the past a direct threat to the individual or others such as exhibiting aggressive behavior towards or injuring the individual or others; or

g) The animal causes or has caused excessive damage to Housing beyond reasonable wear and tear.

Marywood will not limit room assignments for individuals with Emotional Support Animals to any particular building or buildings because the individual needs an Emotional Support Animal due to a disability.

Access to University Facilities by Emotional Support Animals
Emotional Support Animals must be contained within the privately assigned individual living accommodations (e.g. room, suite, townhouse and/or apartment) except to the extent the individual is taking the animal out for natural relief. When an Emotional Support Animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Emotional Support Animals are not allowed in any University facilities other than University residence halls (e.g. dormitories, suites, townhouses, apartments, etc.) to which the individual is assigned.

Notwithstanding the restrictions set forth herein, the Emotional Support Animal must be properly housed and restrained or otherwise under the dominion and control of the Owner/Student at all times. No Owner shall permit the animal to be off leash or harness, not in a carrier, or running at large. If an animal is found running at large, the animal is subject to capture, confinement, and immediate removal from University Housing.
Individual's Responsibilities for Emotional Support Animal
If the University grants an individual's request to live with an Emotional Support Animal, the individual is solely responsible for the custody and care of the Emotional Support Animal and must meet the following requirements:

a) The Owner must abide by any and all city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual's responsibility to know and understand and to comply with these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.

b) The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, if provided, must use animal relief areas designated by Marywood.

c) The Owner is required to ensure the ESA is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Emotional Support Animal and/or discipline for the individual.

d) Marywood will not ask nor require an individual with a disability to pay a fee or surcharge for an approved Emotional Support Animal.

e) An individual with a disability may be charged for any damage caused by his/her Emotional Support Animal beyond reasonable wear and tear to the same extent that Marywood charges other individuals for damages beyond reasonable wear and tear.

f) An Owner's living accommodations may be inspected for fleas, ticks or other pests. If fleas, ticks or other pests are detected, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University shall have the right to bill the individual's account for unmet obligations under this provision.

g) The Owner must fully cooperate with University personnel with regard to meeting the terms of this Policy and developing procedures for care of the ESA (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).

h) Emotional Support Animals may not be left overnight in University Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence hall overnight or for a longer period of time, the Owner must take the Emotional Support Animal with him/her.

i) The Owner is responsible for ensuring that the Emotional Support Animal is contained, as appropriate, when the Owner is not present in the residence.

j) The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for other individuals residing in the residence.

k) The animal is allowed in University Housing only as long as necessary due to the Owner's disability. The Owner must notify the Office of Student Disability Services in writing if the Emotional Support Animal is no longer needed or is no longer living in the residence. To replace an Emotional Support Animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this Policy and the Reasonable Accommodation Policy when requesting a different animal.

l) Marywood personnel shall *not* be required to provide care or food for any Emotional Support Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether an animal shall be removed. The individual/student waives any liability on the part of emergency personnel with respect to the care of, injury to, or loss of the animal.

m) The individual must provide written consent for Student Disability Services to disclose information regarding the request for and presence of the Emotional Support Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

Removal of Emotional Support Animal
Marywood may require the individual to remove an ESA from University housing if:

a. the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;

b. the animal's presence results in a fundamental alteration of a University program;

c. the Owner does not comply with the Owner's Responsibilities set forth above; or

d. the animal or its presence creates an unmanageable disturbance or interference with the University community.

The University will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages such animal may cause. Removal of an ESA will be done in consultation with the Student Disability Services Director. The decision to remove an ESA may be appealed to Marywood University's /Section 504 Coordinator or designee following the procedure set forth in the Reasonable Accommodation Policy. The Owner will be afforded all rights of due process and appeal as outlined in that process.

Should the Emotional Support Animal be removed from the premises for any reason, the Owner /Student shall fulfill his/her housing obligations for the remainder of the University Housing contract.

Non-retaliation Provision

Marywood will not retaliate against any person because that individual/student has requested or received a reasonable accommodation in University Housing, including a request for an Emotional Support Animal.

2.80 FACULTY DEFINITON

The Faculty of the University consists of full-time, part-time, and special appointment members. Appointments to the Faculty are made by the President of the University. Promotion and/or tenure are granted to full-time faculty members by the President of the University in accord with the requirements of the policies of the University.

2.81 FACULTY SENATE

Policy Statement

The official faculty organization is the Faculty Senate. It functions as an advisory body – part of the University's structure – through which the faculty participate in the governance of the University. The Senate identifies the interests and preferences of the faculty about issues of significance to them and to other groups in the University community. In response to specific requests from the administration, it acts in an advisory capacity to the administration. It also initiates recommendations to the administration on behalf of the faculty. Generally, it represents the faculty's views on university-wide issues needing decisions and resolution by the administration.

2.82 GRADE APPEALS PROCESS

(Revision approved by the President of the University 04/10/2004)
(Non-substantive language changes approved by the President 5/16/2025)

Policy Statement

It is presumed that a faculty member assigns grades fairly and in accord with the grade plan included in the course outline distributed to students at the beginning of the course. However, when a student has evidence or believes that evidence exists that a final grade was assigned improperly, the University provides an equitable and orderly process for appeal.

Definitions

Course outline – the requirements of a course, including course goals and objectives, required readings and reports, testing dates and procedures, grading plans, and all other course expectations.
Final Grade – the grade assigned at the end of a course.

Procedures

The student requests assurance from the Registrar that no mechanical error was made in recording the grade. Marywood University will not be liable for unreported errors on student records.

The student speaks with the instructor of the course. Oftentimes the issue can be resolved satisfactorily at this level. If the student feels uncomfortable in approaching the instructor, a visit with the department chair/school director, or the appropriate academic dean if the chair is also the instructor, is another avenue to explore before initiating a formal grade appeal

A student who decides to file a formal grade appeal must submit the request in writing within sixty days of the date the grade is recorded by the Registrar. The necessary form and procedural guidelines are available from the academic dean of the college in which the course was offered.

2.83 INSTITUITONAL REVIEW OF RESEARCH INVOLVING HUMAN PARTCIPANTS

(Revision approved by the President of the University 10/21/2021)

Policy Statement

Ethical and policy issues in research involving human participants are grounded in Marywood University's self-imposed commitment to safeguard the rights and welfare of human participants in all research under its sponsorship and to serve as their protector on behalf of the community of persons of which the University is a part. The University seeks to comply with all federal regulations requiring the establishment and operation of an institutional review board for the protection of human participants (see University Standing Committee titled Institutional Review Board for the Protection of Human Participants).

Research by faculty, staff, or students of Marywood University involving human participants, conducted at Marywood University or under its sponsorship at another location, must comply with applicable policies, procedures and guidelines for the protection of human subjects.

All research that can be defined as "a systematic investigation designed to develop or contribute to generalizable knowledge" (45 CFR 46) must be reviewed and approved by the Institutional Review Board for the Protection of Human Participants (IRB) or submitted as an exemption request for review to the Marywood Exempt Review Committee (ERC). Procedures for establishing a College or Department Exempt Review Committee are available from the Office of Research and Sponsored Programs (ORSP). Research activities that are intended only to teach research methods to students may not require IRB/ERC review. Research course instructors should obtain *Guidelines for Student Research Activities* by contacting the Office of Research and Sponsored Programs (ORSP). The Director of Research Compliance assists with any questions regarding student research activities.

IRB/ERC review is also required of research carried out under the sponsorship of an institution other than Marywood University but which is performed on the premises of Marywood University, even if the research has already been approved by the IRB at the sponsoring institution or elsewhere. The IRB is to provide an independent determination concerning the safeguarding of the rights and welfare of individual research participants; whether the participants are placed at risk and, if risk is involved, whether

- the risks to the participant are so outweighed by the sum of the benefit to the participant and the importance of the knowledge to be gained as to warrant a decision to allow the participant to accept such risks;
- the rights and welfare of the participants are protected;
- informed consent will be obtained by adequate and appropriate means;
- the conduct of the activity will be reviewed at timely intervals.

Research covered by this policy, which has been approved by the IRB, may be subject to further review and approval or disapproval by officials of the institution. However, those officials may not approve the research if it has not been approved by the IRB or ERC.

Procedures

A booklet containing detailed definitions and procedures is available from the Marywood University Institutional Review Board for the Protection of Human Participants. Members of the faculty, administration, or staff of Marywood University who are considering becoming involved in such projects should obtain one from the Board. Students must seek the guidance of a faculty or staff sponsor familiar with the student and the proposed activity.

2.84 INVOLUNTARY LEAVE OF ABSENCE FOR STUDENTS

Policy Statement:

Marywood University is committed to creating a learning environment where all students can reach their full potential and excel. When a student is in distress or crisis and/or exhibiting concerning behaviors, the University remains dedicated to supporting that student while also preserving the safety and security of the University community, and ensuring proper functioning of the University. Generally, in these situations, Associate Vice President for the Student Experience or designee will convene the University's Behavioral Intervention Team to review the situation and make recommendations for next steps.

In situations where a student demonstrates behavior (1) that indicates the student is unable to or unwilling to carry out substantial self-care obligations, (2) where current medical knowledge and/or best available objective evidence indicates that the student poses a significant risk to the health or safety of others, (3) where the student poses an actual risk to their own safety not based on mere speculation, stereotypes, or generalizations about individuals with disabilities, (4) that poses a significant risk of damage to property, (5) that is disruptive to the normal educational processes of the University (including activities in University-owned housing), or (6) that renders him/her incapable of achieving academic goals, the University, after making an individualized assessment to determine whether there are reasonable accommodations that would permit the student to continue to participate in Marywood University's campus community, may request or require the student to take a leave of absence, or may impose conditions or restrictions designed to address the health or safety threat or disruption.

This policy outlines the individualized process that will be utilized when a student exhibits behavior that may necessitate an involuntary leave of absence from the University or other conditions or restrictions.

This policy is not intended to be disciplinary in nature, but to support the student and to maintain safety in the community. Situations may arise in which this Policy, the Code of Conduct, or other Marywood University policies are applicable, and in such cases the Associate Vice President for the Student Experience shall determine which policy or policies may be invoked.

Procedures:
The Associate Vice President for the Student Experience or designee is responsible for determining whether a student has engaged in behavior that triggers the application of this policy. In making decisions under this policy, the Associate Vice President for the Student Experience or designee will make an individualized assessment, which will include reviewing available documentation, reviewing results of psychological, psychiatric, or medical assessments, and consulting with other University representatives as appropriate and feasible under the circumstances.

To determine whether a leave of absence or another measure is appropriate, the Associate Vice President for the Student Experience or designee will:

- Review available incident reports and documentation of the student's behavior.
- Consult with other University staff/faculty, as may be appropriate and feasible, including representatives from the Student Health Services, Counseling and Student Development Center, Housing and Residential Life, the Office of Advising and Retention, Student Disability Services and other individuals or departments as appropriate. This consultation may be conducted at a Behavioral Intervention Team meeting.
- Review relevant medical documentation, as available.
- If appropriate, inform the student that they must meet with a University professional(s) selected by the Associate Vice President for the Student Experience (e.g., a physician, psychologist, or psychiatrist) within 24 hours for an assessment. The physician, psychologist and/or psychiatrist shall obtain written permission from the student to discuss his or her findings with the Dean and/or members of the BIT.
- Seek, if appropriate and feasible and/or if FERPA waiver has been filed in non-emergency situations, the cooperation and involvement of parents or guardians of the student.
- Utilize the information gathered to make an individualized assessment regarding the student's behavior and whether an involuntary leave of absence and/or any other administrative restrictions are necessary to address the health and safety concerns or ensure the proper functioning of University programs and services.
- Meet with the student, if feasible, to review the reasons why a leave of absence is being considered, and provide an opportunity for the student to respond and provide medical information and other relevant information.

Upon a determination that a leave is necessary, the Associate Vice President for the Student Experience or designee will offer the student the opportunity to voluntarily take a leave or, if deemed appropriate by the University, agree to other administrative restrictions or conditions in order to remain at the University.

In the event that the student is incapable of responding on his or her own behalf, or if the student elects not to respond to inquiries or directives of the University, the University reserves the right to either place the student on an involuntary leave and/or impose administrative restrictions as a condition of remaining at the University.

If a threat to health or safety presents an immediate risk of harm, the Associate Vice President for the Student Experience or designee may implement immediate administrative measures such as an interim suspension until the Associate Vice President for the Student Experience is able to review the matter and make a determination as described above.

When a student is placed on an involuntary leave of absence from the University or administrative restrictions are imposed, the student shall be provided with the following in writing:

- The reason(s) for this action;
- Information regarding the student's eligibility for any tuition and/or fee refund;
- Information regarding any impact this action may have upon the student's current grades and academic progress;

- Conditions which must be met prior to the student's request for re-enrollment as well as the earliest date at which the student may re-enroll providing all conditions are met. These conditions may include compliance with treatment plans, examination by independent or University health professionals, release of relevant medical records, interviews, a personal statement, and a demonstrated ability to meet the University's academic and conduct standards.
- Information regarding the student's presence on campus or use of University services/facilities;
- Results of non-compliance with the treatment recommendations for the student's academic future at Marywood University.

A student who has been placed on an involuntary leave of absence from the University or been subject to other restrictions or conditions may appeal this decision. The student must submit the appeal in writing within three (3) business days of notice of the involuntary leave of absence or other measure. The written appeal must state the reason(s) why the Associate Vice President for the Student Experience decision was unwarranted under the circumstances. The student must submit the appeal and the reasons supporting the appeal to the Vice-President of the Student Experience. The Vice-President's review may include a review of relevant documentation and consultation with University officials and the student to check compliance with the terms of this policy. The decision on the appeal will be communicated to the student within five (5) business days from the day the appeal was submitted, unless the circumstances require more time, in which case the student will be notified. During the appeal period and process, the student will remain on leave or subject to other imposed conditions.

If an appeal is denied, the decision is final and no further appeal is permitted. If the appeal is successful, the student must contact the Office of Retention and Advising to coordinate return from absence. (If a student believes that they have been discriminated against in connection with any University program or activity, they have the right to seek a review of such concerns under the *Nondiscrimination and Complaint Policy.)*

2.85 LEARNING MANAGEMENT SYSTEM

3 **(**Revision approved by the President of the University 05/14/2019)

Policy Statement:

This policy is intended to aid the Marywood academic community members in the development and use of course creation and delivery to maximize student learning by providing consistency and integrity to the student experience.

Members of the Marywood faculty who curate an online presence for their course(s) must utilize the designated Learning Management System (LMS) as their primary method of conveyance regardless of the modality in which the course is offered. If schools, departments, programs, and classes have a preferred platform that differs from the University-designated LMS, they may continue to use it provided the first access is through the university LMS.

Definitions:

Learning Management System refers to software that allows for the administration, development, delivery, documentation and account of educational programs and/or courses.

Designated LMS refers to the current learning management system endorsed by the University.

Procedures:

Teaching Online, Hybrid, or Supplemented Courses

Members of the Marywood faculty who curate an online presence for their course(s) must utilize the designated LMS as their primary method of conveyance regardless of the modality in which the course is offered.

All courses taught using a technological modality must utilize the University-designated LMS as their primary on-line teaching platform. Marywood faculty members are able to and are encouraged to utilize and implement additional third-party resources and materials that best support student learning. It is important that these resources and activities be curated by faculty and accessed through the designated LMS to promote academic excellence and a unified community.

Purchase of additional software, supplements, and/or materials

Prior to purchasing any additional software, supplements, and/or resources, departments should consult Educational Technology Services to determine if the designated LMS will provide the desired features or successfully work in tandem with the specified resources. Doing so will continue to support a unified academic community as well as ensure the effective use of currently owned assets and monetary resources.

2.86 NEW ACADEMIC PROGRAMS

(Revision approved by the President of the University 1997
(Non-substantive language changes approved by the President 5/16/2025)

Marywood University aims to provide challenging and values-based instructional programs for students in a diverse academic environment. A new academic program is established according to the following general guideline:

1. Discussion of a potential academic program at the departmental level.

2. Presentation of the Curriculum Proposal to the Undergraduate and/or Graduate Curriculum Committee.

3. Presentation of the Curriculum Proposal including a pro forma business plan, with the following signatures, to the Chief Academic Officer
   Department Chair/School Director and/or Program Director
   Appropriate Curriculum Committee Chair
   Dean of the appropriate College
   University Registrar

4. Presentation (if needed) by the Chief Academic Officer to the Academic Council and/or the President of the University.

5. Presentation by the Chief Academic Officer to the Academic Affairs Committee of the Board of Trustees.

6. Presentation by the Academic Affairs Committee of the Board of Trustees to the entire Board for formal action.

2.87 ORIENTATION OF NEW FACULTY

(Revision approved by the President of the University 10/21/2021)
(Non-substantive language changes approved by the President 5/16/2025)

Policy Statement

The amount of guidance given to new faculty depends upon previous years of teaching experience and the policy of the schools in which they are serving.

Advice and direction are provided by the dean(s) of the colleges to which new faculty are appointed and by the department chair/school director on use of course outlines, preparation of bibliographies, library holdings, written assignments, audio and visual aids, periodic examinations, and classroom procedures.

Probation is a period of service in which a faculty member has an opportunity to prove her/his worth and effectiveness to the institution before being either tenured or promoted. The institution has a right to assume not only that a prospective faculty member is competent in her/his field and a good teacher, but also that s/he will adjust satisfactorily to the particular situation existing on campus.

As a service of the Faculty Senate, each new faculty member may be appointed a mentor from the full-time teaching faculty to assist with this adjustment.

2.88 RESEARCH MISCONDUCT

(Revision approved by the President of the University 09/12/2023)
(Non-substantive language changes approved by the President 5/16/2025)

Policy Statement

The University, its employees, and its students often benefit from participation in research activities. The University does not wish to interfere with employees' or students' legitimate research interests and academic freedom. Employees and students, in turn, must ensure that their research activities are conducted in a responsible and ethical manner.
This policy sets forth procedures and guidelines that are to be followed in the reporting and investigation of alleged research misconduct. It is applicable to all employees, officers, agents, and students of Marywood University. It meets the institution's responsibilities under the Public Health Service (PHS) Policies on Research Misconduct, 42 CFR Part 93. However, it applies to all funded research projects regardless of funding source.

Definitions

Deciding Official (DO) - the institutional official who makes final determinations on allegations of research misconduct and any institutional administrative actions to be taken in response. The Deciding Official will not be the same individual as the Research Integrity Officer, and should have no direct prior involvement in the institution's inquiry, investigation, or allegation assessment procedures. A DO's appointment of an individual to assess allegations of research misconduct, or to serve on an inquiry or investigation committee, is not considered to be direct prior involvement. The Provost and Vice President for Academic Affairs is the DO for Marywood University.

Research Integrity Officer (RIO) - the institutional official responsible for

• assessing allegations of research misconduct to determine if they fall within the definition of research misconduct, are covered by 42 CFR Part 93, and warrant an inquiry on the basis that they are sufficiently credible and specific so that potential evidence of research misconduct may be identified;
• overseeing inquiries and investigations;
• the other responsibilities described in this policy.

The Assistant Vice President for Research is the RIO for Marywood University.

Research misconduct is fabrication, falsification, or plagiarism that is committed while proposing, performing or reviewing research or while reporting results. Research misconduct does not include honest error or differences of opinion.

• *Fabrication* - making up data or results and recording or reporting them
• *Falsification* - manipulating research materials, equipment, or processes, or changing or omitting data or results in such a way that, as a result, the research is not accurately represented in the research record
• *Plagiarism* - appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Procedures

Findings of Research Misconduct

A finding of research misconduct requires that

1. there be a significant departure from accepted practice of the relevant research community; and
2. the misconduct be committed intentionally, or knowingly, or recklessly; and
3. the allegation be proven by a preponderance of the evidence.

Review of Allegations of Research Misconduct

Marywood University and federal agencies are partners who share responsibility for the research process. While federal agencies retain the ultimate oversight authority for any federally funded research, Marywood University bears the primary responsibility for prevention and detection of research misconduct. This includes the inquiry, investigation, and adjudication of research misconduct allegations.

Reporting

1. Marywood employees must promptly report allegations of research misconduct to their supervisors or, if necessary, directly to the Research Integrity Officer.
2. Only the Research Integrity Officer is authorized to conduct an investigation.
3. Research Integrity Officer shall immediately notify the Deciding Officer when the allegation involves any of the following:

• threat to public health or safety;
• threat to Marywood University resources or interests;
• circumstance where research activities should be suspended;
• reasonable indication of possible violations of civil or criminal law;
• reasonable indication that federal action is required to protect the interests of those involved in the investigation;
• reasonable indication that steps need to be taken to safeguard evidence and protect the rights of those involved;
• situation where the research community or public should be informed.

Procedures

1. Upon receipt of an allegation of research misconduct, the Research Integrity Officer will
• conduct an investigation;
• take other appropriate action.
2. The Research Integrity Officer will report the results of investigations conducted or overseen to the Deciding Official for a determination of appropriate actions which may include
• appropriate steps to correct the research record;
• verbal and or written reprimand;
• imposition of procedures to ensure compliance with appropriate standards;
• suspension or termination of employment;
• reporting of results to the federal agency responsible for oversight;
• referral to law enforcement when criminal activity is involved.
3. Marywood University employees who are subjects of allegations will receive appropriate protections including
• review of allegations by objective individuals with appropriate expertise;
• timely investigation, adjudication, and appeal;
• confidentiality to the extent possible and consistent with a fair and thorough investigation;
• reasonable and practical efforts to protect or restore the reputation of persons alleged to have engaged in research misconduct but against whom no finding of research misconduct is made.

Marywood University employees may not retaliate in any way against complainants or witnesses. Individuals should immediately report any alleged or apparent retaliation to the Research Integrity Officer, who will review the matter and take appropriate action. See also Office of Research and Community Collaboration website http://www.marywood.edu/orcc/research

2.89 SEARCH PROCEDURES FOR FACULTY POSTIONS

Establishing that a position is available

A full-time faculty position becomes available at Marywood in two ways.

A new position may be requested by an academic department. The appropriate chairperson submits in writing a request for such an opening to the appropriate dean with relevant data and an explanation of the need. This must be done in the fall previous to the position's being filled.

With the request there should be serious consideration of the type of faculty position being requested. In departments with a high percentage of tenured faculty, alternative types of appointments must be investigated. Although the University is committed to having a core of tenured faculty in each department, 100% tenured faculty is not desirable.

These same procedures apply to the Library and the School of Social Work, although the respective directors are the initiating administrators.

When a full-time faculty member resigns or is not re-appointed, a department may not assume that the position will automatically be filled. Permission to replace a full-time faculty member must be requested. As described above, relevant data should be made available and the type of position being requested must be given serious consideration.

Academic deans will forward requests with their recommendations/priorities to the Vice President for Academic Affairs before December 1 for consideration for the next budget year. A late resignation or termination will of necessity be handled outside of this calendar.

Description of position

When an open position has been established, a search committee is constituted. Its first responsibility is to prepare a job description. This description is sent to the appropriate academic dean along with suggestions of appropriate journals/newspapers where the position might be posted. The address, requirements and costs for placing an ad in a discipline-specific journal should also be submitted. Upon approval of the academic dean, the advertisement will be placed by the Office of Academic Affairs.

Care must be taken to adhere to the principles of equal employment opportunity and affirmative action, and efforts must be made to seek qualified minority candidates. An initial meeting of the search committee with the University's Affirmative Action Officer is required so that these responsibilities can be fulfilled properly. The search committee must send each applicant a Data Collection

Form. These will be collected by the Affirmative Action Officer, and information on the composition of the pool will then be disseminated to the search committee.

Screening the applicants

When several candidates have been agreed upon by the search committee, conference calls with the candidates should be arranged to discuss the University, the department's needs, the kind of candidate being pursued, and other parameters of the position. This first interview and a check of references are prerequisite to bringing a candidate to campus. After the initial phone interview and reference checks, the committee should rank the applicants.

For each open position, **two** candidates may be brought to campus for interviews, after receiving approval of the appropriate academic dean. The complete set of applications received with the two top choices indicating the reasons for the choices are submitted to the dean.

A typical interview should include a meeting with the search committee, a tour of the University, a teaching presentation, and meetings with the chair and dean. Administrators should receive hiring materials, including the application and resume, several days before the candidate is coming to campus. During the interview day, candidates should receive copies of the Faculty Handbook and be introduced to the University's mission statement and goals. If the department wishes to pursue the candidate further, it will be necessary for the candidate to prepare for the Vice President for Academic Affairs a statement on the congruence of his or her professional goals with those of the University.

The Office of the Vice President for Academic Affairs has a hiring budget. It underwrites the travel expenses for two interviews and hotel expenses for the candidates. The budget cannot underwrite meals for large departmental groups. The meeting with the search committee should be a meeting, not a meal. One or two departmental representatives may accompany a candidate to lunch or dinner.

Interviews may be arranged by compressed video. Faculty may find it timesaving to use this technology for dealing with candidates. Then the top choice may be brought to campus for verification. If the individual is all that was expected, an offer will be made. This is an alternative that allows faculty to interview several candidates at less cost than bringing two candidates to campus. To arrange interviews by compressed video, contact the Coordinator of Distance Education Support.

Conclusion

The Vice President for Academic Affairs interviews by phone the candidates recommended by both the department faculty and the academic dean before deciding to make a formal offer. When all are in agreement on the choice, the Vice President will write a letter to the candidate offering the position and stating clearly the terms previously discussed. Chairpersons will be kept informed of the state of negotiations until an agreement is reached.

When the offer is accepted, a formal agreement will be prepared and sent to the new faculty member from the President of the University. Then it is the responsibility of the chair of the search committee to inform all other candidates that the search is closed.

2.90 STATEMENT OF RESPONSIBILTY RE CONFIDENTIALITY OF STUDENT RECORDS

(Revision approved by the President of the University 11/30/90)
(Non-substantive language changes approved by the President 5/16/2025)

Policy Statement

All persons who are employed at Marywood University are governed by the same institutional policy regarding confidentiality and security of students' records. The Marywood University policy is consistent with the Family Education Rights and Privacy Act of 1974 as amended. The underlying premise of the law is that a student's records are confidential, and information contained therein should not be released to persons who are not authorized to view them.

Those persons who are authorized to access students' records guard against accidental or willful disclosure of confidential information through conversations outside the office, conversations within the office that might be overheard, and improper disposal of documents and reports. Passwords that permit access to data contained in the computerized Student System are kept in a secured place. Similarly, computers are protected from unauthorized access by signing off when stations are left unattended, and confidential information displayed on computers are protected from inappropriate view.

All rights with respect to a student's record belong to the student. Confidential information may be released by the University to a third party only with the student's written permission, and the University is obliged by law to retain the signed consent permanently.

Definitions

A student record is defined as any information or data recorded in any medium, including hard copy, film, and electronics, concerning any individual who is or has been in attendance at the University.

Procedures

Requests from third parties for confidential education records are referred to the Office of Academic Records. Questions concerning the interpretation of the above statement or Marywood University's Family Educational Rights and Privacy policy should be referred to the Registrar of the University.

2.91 **STUDENT ACADEMIC GRIEVANCE**
(Revision approved by the President of the University 104/24/2004)
(Non-substantive language changes approved by the President 5/16/2025)

Policy Statement

Marywood University recognizes the need to assure students a prompt, impartial and fair hearing of their grievances related to academic matters. A student who feels that s/he has been treated unfairly or unjustly by instructional staff, chair or dean with regard to an academic matter has a right to grieve according to approved procedures available in deans' offices. Note: The University's current *Title IX Policy* and *Grade Appeals Policy* supersede this Student Academic Grievance policy.

Definitions

Academic matter – that which could affect academic standing or progress in a particular program.

Procedures

The student must approach the instructor, chair, dean, or other institutional officer directly involved with the alleged problem. Oftentimes the matter can be resolved equitably at this level. If the student feels uncomfortable in approaching the person directly involved with the dispute, s/he has the option of progressing successively up the chain of the organizational structure in which the problem originated.

The final stage of informal resolution of grievances is the academic dean of the college or the appropriate institutional officer.

A student who decides to file a formal grievance must submit the request in writing. This is ordinarily done within thirty working days of the date an alleged incident occurred or a problem began. The necessary form and procedural guidelines are available from the academic dean of the college where the alleged problem occurred.

2.92 **VISITING SCIENTIST**
(Revision approved by the President of the University 10/12/2011)
(Non-substantive language changes approved by the President 5/16/2025)

Policy Statement

Marywood University faculty members are encouraged to seek collaboration opportunities with scientists, researchers, colleagues, and students affiliated with other academic institutions.

In order to facilitate these interactions, while protecting Marywood University's rights, this policy permits:

- Faculty members to engage in on-campus, hands-on open research collaboration with other professionals in the community
- Faculty members to have interchange of information
- Faculty members to provide training and educational opportunities to students

In addition, this policy protects:

- Marywood University's existing or potential intellectual property rights

- Marywood University's various contractual obligations

This policy will:

- Provide a mechanism for hands-on instruction and/or research collaboration capability using Marywood University faculty members, resources, and facilities, to individuals who are not members of the Marywood University community
- Provide safeguards to ensure compliance with Marywood University policies and procedures
- Provide safeguards to ensure compliance with Marywood University contractual obligations to sponsors
- Provide safeguards for Marywood University to retain original copies of laboratory notebooks
- Provide safeguards for Marywood University to require the visiting scientist to submit any reports or other outstanding documents prior to leaving Marywood University to the appropriate designated Marywood University individual

Definition

A visiting scientist is defined as anyone who will be working, training, or observing in a Marywood University laboratory and/or facility, and who is not subject to or covered as a Marywood University employee or student. A visiting scientist is someone who will have on-going, hands-on access to Marywood University facilities and resources that are not otherwise available to the public and whose work might be subject to IRB approval.

Procedure

All visiting scientists are precluded from commencing any work at Marywood University until a fully-executed Visiting Scientist Agreement is obtained. Marywood University faculty members must require that a potential visiting scientist complete and submit a Visiting Scientist Agreement Form. The Visiting Scientist Agreement Form must be duly executed by all parties prior to arrival of the visiting scientist at Marywood University. If the visiting scientist will be representing an academic institution, company, or organization, or if his/her activities as a visiting scientist will be subject to employment or contractual requirements at his/her academic institution, company, or organization, the Visiting Scientist Agreement must be co-signed by the appropriate individual who is authorized to execute agreements on behalf of and bind the outside academic institution, company, or organization.

Prior to beginning research, the Visiting Scientist must complete mandatory Responsible Conduct of Research on-line training. When creating an account, individuals must associate with Marywood University in order that the Office of Research and Sponsored Programs may verify the training completion. This training may be completed on one of the following websites: www.citiprogram.org or www.responsibleresearch.org.

The Marywood University faculty member who will host the visiting scientist is responsible for having the Visiting Scientist Agreement Form signed prior to the visit. The Marywood University faculty member will complete the Visiting Scientist Agreement Questionnaire and forward the signed Visiting Scientist Agreement Form and the Visiting Scientist Agreement Questionnaire to the Office of Research and Sponsored Programs for review.

The Office of Research and Sponsored Programs reserves the right to request additional information or clarification of the information provided in order to complete the review. If changes to the agreement are requested by the visiting scientist or the visiting scientist's academic institution, company, or organization, or if changes are deemed necessary by the Office of Research and Sponsored Programs, the Office of Research and Sponsored Programs will negotiate the changes with the visiting scientist (for agreements with individuals) or with the outside entity (for visiting scientists representing an academic institution, company, or organization).

The Office of Research and Sponsored Programs will provide a fully executed Visiting Scientist Agreement to the Marywood University faculty member.

2.93 Regular and Substantive Interaction Policy

(Approved by the President of the University as of May 22, 2025)

Policy Statement

As faculty members, our commitment to online learning is grounded in the belief that education should extend beyond physical boundaries, providing accessible and engaging opportunities for all learners. The purpose of online curriculum courses with a commitment to Regular and Substantive Interaction (RSI) is to distinguish distance education from correspondence education and to elevate the quality of the online learning experience. RSI is driven by the following

principles:

Engagement: Interactions encourage active engagement with course materials, fostering a deeper understanding and application of concepts.

Community Building: Interactions foster a sense of community among learners, promoting collaboration, shared learning experiences, and the opportunity to develop a supportive network.

Instructor Guidance: Consistent interaction ensures learners receive timely guidance and feedback from experienced instructors, enhancing the overall quality of the learning experience.

Personalized Learning: Interactions foster opportunities for tailored learning experiences, empowering students by addressing their individual needs, interests, and learning styles.

By ensuring regular and substantive interactions, faculty members aim to enhance the educational benefits traditionally associated with in-person instruction. The integration of RSI establishes a robust online community that promotes engagement, collaboration, and contributes to effective learning outcomes. Additionally, clarity in defining "RSI" ensures educational activities embrace direct instruction, assessment and feedback, information provision, and facilitation of discussions, aligning with accreditor standards. Together, faculty members shape a dynamic and comprehensive online learning environment which enriches student experiences and opens doors to a world of knowledge, collaboration, and personal growth.

Definitions:
Online curriculum courses emphasizing Regular and Substantive Interaction (RSI) in the context of distance education are educational programs delivered through appropriate learning management systems, where the learning experience is characterized by four critical factors.

First, the delivery of distance education must adhere to suitable online platforms, as identified in Marywood's Learning Management System (LMS) policy, ensuring an effective and engaging digital environment.

Second, faculty members engaged in distance education must meet accreditor requirements for proficiency in the subject matter, ensuring the quality of instruction.

Third, the learning environment should provide scheduled and predictable opportunities for instructor-student interaction, promoting a structured and supportive educational experience.

Lastly, faculty members must be responsive to students' requests for support, creating an environment where learners feel heard and guided throughout their educational journey. This policy applies to all instructors who teach any online course in a synchronous or asynchronous format. For clarification, a hybrid or hyflex (Marywood has used the term Hybridge) course will only be included in this policy if the course is in person for 26% or more of the time, utilizing direct instruction.

Procedures:
Instructors must
1. Utilize the Marywood designated LMS for their course;
2. Include in their course syllabus two forms of regular substantive interaction they will use.
    a. There should be at least two forms of substantive interaction, possibilities include direct instruction, assessment feedback, information provision, response to content-related queries, or facilitation of group discussions. These interactions contribute to the depth and richness of the learning experience; and
3. Full time faculty include in their FARs: the two forms of substantive interaction that were used in each course.

Accountability/Assessment
• Department or program leadership (directors, chairs, coordinators, etc.) will ensure that instructors include the required RSI information in their FARs and course syllabi.
• Course evaluations will collect data about the use of RSI in each online course.
• The Online Curriculum Committee will review any individual RSI strategy if instructors

are unsure if it meets the RSI definition.

This policy meets requirements set forth by the Department of Education.

2.94 **Copyright Compliance and Peer to Peer File Sharing Policy**
(Approved by the President of the University as of May 22, 2025)

I. Policy Statement

Any individual using the Marywood University network is required to comply with all copyright laws and regulations of the United States, and the University's copyright and peer-to-peer (P2P) file sharing regulations as described in this policy.

II. **Reason for Policy:**

Marywood University fully complies with copyright laws and regulations, and regulates the use of peer-to-peer (p2p) file sharing activities on its network, which can be illegal.

III. Entities Affected:

This policy governs all users of Marywood University information technology resources machine or device (17 U.S.C. § 102). Copyright exists from the moment of creation of the work. Copyright protects the expression of an idea, but not an idea itself. Works of authorship include the following categories:

IV: Definitions:

Copyright: Under federal copyright law, copyright protection covers original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device (17 U.S.C. § 102). Copyright exists from the moment of creation of the work. Copyright protects the expression of an idea, but not an idea itself. Works of authorship include the following categories:

a. literary works, such as books, journal articles, text books, laboratory manuals, lectures, computer programs, monographs, glossaries, bibliographies, study guides, syllabi, work papers, unpublished scripts, lectures, and programmed instruction materials;
b. musical works, including any accompanying words;
c. dramatic works, including any accompanying music, live video and audio broadcasts;
d. pantomimes and choreographic works;
e. pictorial, graphic, and sculptural works, including works of fine, graphic, and applied art, photographs, prints, slides, charts, transparencies and other visual aids;
f. motion pictures and other audiovisual works, such as films, videotapes, videodiscs and multimedia works;
g. sound recordings, such as audiotapes, audio cassettes, phonorecords and compact discs; and
h. architectural works.

File Sharing: The practice of distributing or providing access to digitally stored information, such as computer programs, multi-media (audio, video), documents, or electronic books is known as File Sharing. It may be implemented through a variety of storage, transmission, and distribution models and common methods of file sharing incorporate manual sharing using removable media, centralized computer file server installations on computer networks, World Wide Web- based hyperlinked documents, and the use of distributed peer-to-peer (P2P) networking.

Peer-to-Peer (P2P): P2P technology enables millions of computer users around the world to find and trade digital files with each other. By using a P2P computer program, a user can scan the hard drives of millions of people and instantly acquire (download) content with the click of a mouse. At the same time, that user can enable the millions of people on the P2P network to copy the contents of their hard drive. Unlike email or instant messaging, P2P enables the transfer of billions of files among millions of people without knowledge of identity or even location. It is, essentially, a massive listing and public warehouse of digital content.

While P2P technology itself can be used for legitimate purposes, the predominant – indeed, almost exclusive – use of P2P networks has been to trade copyrighted music, movies, pictures and software. From a legal standpoint, this activity violates copyright holders' exclusive rights to copy and distribute their works.

V. Responsibilities:
As an academic institution, Marywood University respects creative expression and academic research. However, both academic and recreational accessing of information must follow all copyright regulations, including Article 1 of the U.S. Constitution and Title 17 of the United States Code (otherwise known as the Copyright Act), the Digital Millennium Copyright Act (DMCA), and this Marywood University policy.

If copyright infringement is found to have occurred through technological means, enforcement of the DMCA does not require the finding of any evidence of intent in order to find liability. Colleges and universities can be subpoenaed to identify infringers within their networks. Marywood University will comply with any court ordered requests it may receive seeking such information.

Notes:

1. Individuals using the network must comply with all copyright laws and policies when accessing or downloading copyrighted content.

2. If and when a copyright infringement notice is received, the University will follow the disciplinary procedures outlined in this policy (See: Procedures, section VI).

VI. Procedures:
In order to prevent and stop illegal downloading activity at Marywood University and protect the networks, the University has established polices regarding firewalls, network security, and bandwidth management. The purpose of these policies is to limit or block traffic which can negatively affect the network, giving priority to the traffic which supports the attainment of the University mission. Steps to educate users within the network about the nature of peer-to- peer file sharing violations and other copyright infringement activities will form a central part of the enforcement of this policy. These procedures will be reviewed and modified in accordance with changing legislation. Individuals who are in violation of copyright law will be subject to disciplinary action, which may include written warnings and suspension of network access. If violations are discovered within the University's networks, the University will take steps to investigate the activity, provide education regarding the offense, and impose sanctions on network activity, if warranted. Violations will be dealt with under the tenets of the University's Acceptable Use of Information Technology Resources Policy, the Code of Conduct, Student Code of Conduct and/or Academic Honesty Policy, as applicable. When the University receives a notice of claimed copyright infringement, which includes relevant information necessary to verify and process the claim, the notice is processed through the University's DMCA response protocol, which follows: Digital Millennium Copyright Act (DMCA) Copyright Violation Notice Response Protocol

In the event that Marywood University receives a valid DMCA violation notice regarding a University-owned IP address that is allocated to a valid client network, the following response protocol is

followed:
General Procedures:
1. The IP address and time stamp listed in the DMCA notice is compared against University system logs in order to identify:
   a. The potential validity of the claim, based solely upon network traffic audit logs.
   b. The device utilizing the indicated IP address at the specified time stamp.
   c. The username used to authenticate the identified device to the campus network.
2. The University's Information Technology Department will suspend the accused individual's network access and send an email notification of the suspension to the User Support Service and the Network Operations Group. The original infringement notice is included in this notification.
3. The Information Technology Department replies to the infringement notification, confirming that network access has been revoked. This reply is copied to the Network Operations Group, the University's Chief Information Officer, and the Vice President of Operations.
University Community Members (Student, Staff, Faculty and Guests):
A.) In addition to the general procedures defined above, the University will follow these procedures for university faculty members, staff, and students:
   1. A member of the Information Technology staff schedules an appointment with the accused individual.

2. The staff member meeting with the individual prepares two paper copies of the infringement notice prior to the meeting.
3. At the meeting, the staff member presents the individual with one copy of the infringement notice and instructs him/her to retain it for their personal records. The staff member asks the individual to sign and date the second notice, and returns for purposes of record retention the original signed copy to the Information Technology Department and a copy of the original to the University's Human Resources office for record retention.
4. The staff member explains to the individual what it is that he/she are accused of, and where the accusation originated from.
5. The staff member directs the individual to available copyright education resources, including the University's Copyright Compliance and Peer-to-Peer File Sharing Policy.
6. The staff member informs the individual that his/her identity has not been disclosed to the complainant and that the University can only release this information in response to a properly issued subpoena.
7. The staff member informs the individual that they may either:
a. Deny the complainant's accusation – at which point the infringement claim becomes a legal matter between the individual and the complainant. The suspension of network access will remain until claim resolution.
b. Remove the infringing content and thereby regain network access. This does not guarantee that the complainant will not seek damages for the infringement.
B.) In all cases, the staff member educates the individual about our three-tiered violation process and the remedies involved for repeat offenses.
Procedures and sanctions for DMCA and peer-to-peer file sharing related violations are specified within a three-tiered structure for students.

On a first offense, the individual student must contact the Information Technology Department and indicate that he/she has removed the offending application, content, and/or malware from his/her networked device. Network access may then be re-enabled for that device. The Information Technology Department staff may reserve the right to verify the removal prior to re-enabling network access.
In the case of a second offense, the individual student must contact the Information Technology Department and indicate that he/she has removed the offending application, content, and/or malware from his/her networked device. Network access may then be re-enabled for that device. Information Technology staff may reserve the right to verify the removal prior to re-enabling network access.
In the case of a third offense the Information Technology Department will refer the individual student to the Vice President of the Office of Student Experience for adjudication of the alleged policy violations. The Vice President or designee will determine the appropriate sanctions and whether network access privileges should be restored to the individual.

C.) For the purposes of this policy, individual students committing less than three offenses within an academic year will be considered as having no prior offenses at the beginning of the following academic year, provided the offenses are resolved by the close of that academic year.
D.) Violations by faculty and staff will be referred to the appropriate academic Dean, administrative supervisor or department head.
University Guests, Contractors and other Third Parties:
A.) In addition to the general procedures defined above, the following procedure will be followed for University Guests:
1. If the accused is a university guest attending an approved conference or event, the Information Technology Department will:
a. Notify the Vice President of Operations of the complaint and obtain the contact information for the conference or event chaperone(s).
b. Electronically forward the notice to the chaperone(s), including the network account of the accused (if known) and the nature of the complaint.
c. Inform the conference or event chaperone(s) that the identity of the accused has not been disclosed to the complainant and that this information can be released only in response to a properly issued subpoena.
d. Suspend the accused's network access for the duration of their conference or event.

2. For all other University Guests, Contractors of Third Parties, the Information Technology Department will:
a. Attempt to contact the accused and/or University sponsor, if known.
b. If the accused or University sponsor is identified, the Information Technology Department will electronically forward the notice to the accused.
c. Suspend the accused's network access until it can reasonably be determined by the Chief Information Officer, in consultation with University Administration, that network access should be restored.
VII. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (17

U.S.C. §106). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without

authority constitutes an infringement.
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion,

also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.
For more information, please see the web site of the U.S. Copyright Office at http://www.copyright.gov/, especially their FAQ's at www.copyright.gov/help.

2.95 Records Management and Archives Policy

(Approved by the President of the University as of May 22, 2025)

Policy Statement:

1.Purpose

The purpose of this policy is to establish decentralized guidelines and procedures for the effective management of records and archives at Marywood University. This policy seeks to ensure that records are properly maintained, preserved, and accessible in accordance with legal and regulatory requirements, while also supporting the university's operational and strategic objectives.

2. Scope

This policy applies to all records, regardless of format or medium, created, received, maintained, or used by Marywood University, its employees, students, alumni, and donors. It encompasses both physical and electronic records and extends to the management of archives

3. Procedures:

Specific Departments of Impact: The university must comply with legal laws, rules and regulations concerning the retention of records. These laws, rules, and regulations are different for areas of the university, dependent upon the area's purpose, and accreditation(s).

Departments commonly subject to legal retention requirements include:

- **Human Resources (HR) Department**: HR departments are usually required to retain records related to Title IX investigations, employee hiring, employment contracts, payroll records, performance evaluations, disciplinary actions, and termination documentation. These records are often subject to various federal, state, and local employment laws and regulations.
- **Admissions Office**: Admission Offices must comply with applicable federal regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Higher Education Act (HEA). These laws govern the privacy and security of student records and may stipulate specific retention periods for admission-related documents.
- **The Office for the Student Experience:** The Associate Vice President for the Student Experience may need to retain a variety of documents related to student affairs, disciplinary matters, student services, and other administrative functions.
- **University Advancement:** University Advancement offices at universities typically handle fundraising, alumni relations, donor stewardship, and other development activities. Document retention requirements for such offices are crucial for maintaining transparency, accountability, and compliance with legal and ethical standards.

● Registrar's Office: The Registrar's Office typically maintains records related to student admissions, enrollment, academic transcripts, course registrations, and graduation certifications. These records may be subject to federal laws such as the Family Educational Rights and Privacy Act (FERPA), which governs the privacy of student education records.

● **Financial Aid Office:** The Financial Aid Office is responsible for maintaining records related to student financial aid applications, awards, disbursements, and loan agreements. These records are often subject to federal regulations such as the Higher Education Act and may also have specific retention requirements outlined by other federal and state laws and regulations.

• **Fiscal Services Office**: Office maintains financial records, including budgets, financial statements, invoices, contracts, insurance policies, procurement documents, and student account records. These records are subject to various financial regulations and may need to be retained for auditing and compliance purposes.

• **Health Services,** Counseling and Student Development Center/Counseling Center/Speech, Language Pathology Clinics: Departments providing health services or counseling to students may have legal requirements to retain records related to medical treatments, counseling sessions, health insurance, and confidentiality agreements. These records are subject to laws such as the Health Insurance Portability and Accountability Act (HIPAA) and state privacy laws.

• **Campus Safety:** Public safety or security departments may be required to retain records related to incident reports, crime logs, security camera footage, and investigations. These records are often subject to laws such as the Clery Act, which requires colleges and universities to disclose campus crime statistics and security policies:

• **Academic Affairs, Academic Departments/Faculty Offices:** Academic Affairs, academic departments and faculty offices may retain records related to accreditation, curriculum development, research projects, academic publications, faculty evaluations, and art collections. These records may be subject to institutional policies as well as professional standards and accreditation requirements.

It is essential for university departments to be knowledgeable regarding the specific legal requirements applicable to their department's records and to establish comprehensive records management procedures to ensure compliance with these obligations and this policy.

4. Responsibilities

● **Central Records Management Officer (RMO):** The Central RMO designated by the Vice President for Finance and Administration is responsible for establishing overarching

● **Policies, procedures, and guidelines for records management and archives.** These policies and guidelines will provide guidance, support, and oversight to decentralized units and ensure compliance with legal and regulatory requirements.

● **Decentralized Units:** Each department or unit within the university is responsible for implementing and managing records and archives within their respective areas. Department heads or designated records managers are responsible for ensuring compliance with this policy and coordinating with the Central RMO as needed.

● **Records Custodians:** Records custodians within decentralized units are responsible for the day-to-day management of records, including classification, organization, storage, and disposal, in accordance with established procedures and guidelines.

● **Information Technology (IT) Department:** The IT department provides technical support and resources for the management of electronic records, including storage, backup, and security measures, in coordination with decentralized units. The university's IT Department must also ensure the security and privacy of stored documents, particularly those containing sensitive personal information. This requirement includes implementing safeguards against unauthorized access, data breaches, and other security risks.

5. Record Lifecycle Management

The management of records at Marywood University follows a decentralized lifecycle approach, with decentralized units responsible for the following stages:

● **Creation and Receipt:** Decentralized units ensure that records are created or received in the course of university activities, capturing necessary metadata associated with each record.

● **Classification and Organization:** Records are classified according to their content and importance within decentralized units, with appropriate retention and disposal schedules applied.

● **Storage and Security**: Decentralized units are responsible for storing records in secure facilities or electronic systems with appropriate access controls, backed up by support from the IT department.

● **Retention and Disposal: Decentralized** units adhere to the university's retention schedule, disposing of records securely at the end of their retention period in accordance with established procedure.

6. Archives Management

Decentralized units collaborate with the Central RMO to manage archives, with responsibilities including:

• **Appraisal and Selection:** Decentralized units identify records with archival value and collaborate with the Central RMO in selecting materials for long term preservation.
• **Arrangement and Description:** Decentralized units assist in arranging and describing archives, ensuring adherence to generally accepted professional archival standards.
• **Preservation and Conservation:** Decentralized units contribute to the preservation and conservation of archives, following guidelines provided by the Central RMO.
• **Access and Use**: Decentralized units coordinate with the Central RMO to provide authorized users with access to archives in accordance with applicable policies and procedures.

7. Compliance and Monitoring

Decentralized units are responsible for ensuring compliance with this policy within their respective areas, with the Central RMO providing oversight and support. The Central RMO must conduct periodic audits and reviews to ensure adherence to policy requirements.

8. Policy Review and Revision
The Central RMO review this policy periodically in collaboration with decentralized units to ensure its effectiveness and relevance.

9.Policy Communication and Training
All employees will be provided with a copy of this policy and any related procedures. Training and awareness programs will be conducted to ensure understanding and compliance with this policy and associated practices within decentralized units.

10. Decentralized Policy Requirements
Each Decentralized Unit's internal policy must address the following items:

● Record Classification and Retention Periods: Specific document definitions and retention requirements.

○ Strongly recommended to include the legislative or regulatory resource that requires retention of the documents.

11. Document Control

This Records Management and Archives Policy is effective upon approval by the President of the University and supersedes any previous policies or guidelines on the subject matter. Within 90 days of approval of this policy, all departments must submit their retention schedule.

12. Records Retention Schedule

This Policy sets forth procedures to manage the retention and disposal of these Records, and is intended to ensure that the University:
• meets legal standards;
• properly manages the use of electronic and physical storage space;
• preserves the history of the University;
• disposes of outdated Records. No one person or unit can be directly responsible for all University Records. Therefore, every office or department managing University records is responsible for:
• Implementing records management practices consistent with this Policy.
• Educating staff in the Records management practices.
• Preserving Records as required under this Policy.
• Properly disposing of Inactive Records at the end of the applicable retention period.
• Protecting Records against misuse, misplacement, damage, destruction, or theft.
• Monitoring compliance with this Policy. University Records are the property of the University and not of the officers, faculty members, or employees who create them or to whom they are entrusted.

14. Definitions

- Records: Any recorded information, regardless of physical form or characteristics, created or received by Marywood University in the course of its operations.
- Archives: Records that have been identified as having permanent historical, administrative, or legal value and are selected for long-term preservation and access.