Employee Handbook
Updated 10/5/11

WELCOME TO UNIVERSITY OF SAINT MARY!

The University of Saint Mary has always understood that our success as an institution is dependent on the many and varied efforts of our employees. It is you, our people—our staffers, our faculty, our coaches—that have made Saint Mary a regional leader in education.

To ensure the continued success of the Saint Mary mission, it's therefore imperative that all employees understand our policies and procedures.

This University of Saint Mary Employee Handbook is intended for all employees. I encourage you to use it to better understanding this institution and some of the many aspects of your employment with USM. If you have any questions, please do not hesitate to ask either your supervisor or any member of the administration.

My best wishes to you, and thank you for taking this first step in becoming a part of the USM community.

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Diane Steele, SCL, Ph.D.
President, University of Saint Mary

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I. ORGANIZATION OF THE UNIVERSITY

A. *THE UNIVERSITY*

1. HISTORY

The University of Saint Mary has its origins in the intrepid spirit of the pioneer Sisters of Charity who traveled to Leavenworth from Nashville, Tenn., in 1858. To this day, our university maintains the character of those sisters who came to serve the needs of the frontier people of Kansas through education and nursing.

Within days of their arrival, the sisters were teaching the boys and girls of the Leavenworth area. In 1859, they laid the foundations of our institution by opening the first boarding school for girls in downtown Leavenworth. Young women from Kansas, Missouri, and the territories that make up modern-day Colorado, New Mexico, Wyoming, and Utah, flocked to it, and the little boarding school quickly filled to its capacity.

By 1870, that school—named St. Mary's Academy—moved to its permanent home on a hilltop crowning a few hundred rolling acres south of Leavenworth. The academy flourished, and in 1923, the sisters established Saint Mary College, a junior college. The growth continued, and in 1932, Saint Mary College was a full, four-year institution and conferred its first bachelor’s degrees. The academy remained open until 1950. While the college admitted men to many of its programs during most of its history, it did not become residentially co-educational until 1988. Saint Mary College also offered a master's program in education between 1950 and 1970. It renewed that program in 1993.

Saint Mary became a full-fledged university on July 1, 2003, and that one-time boarding school is now a highly-respected co-educational university with classes taught at three Kansas City-area locations. USM currently offers 26 undergraduate programs, three online programs, and five graduate programs in business, education, and psychology. Work is underway on the university’s first doctorate program—the Doctor of Physical Therapy. The university now offers students a wide range of activities, including 12 men’s and women’s sports programs, cheerleading and dance, and a wealth of ministry and service options.

2. MISSION

Mission Statement

The University of Saint Mary educates students of diverse backgrounds to realize their God-given potential and prepares them for value-centered lives and careers that contribute to the well being of our global society.

Values Statement

The University of Saint Mary believes in the dignity of each person's capacity to learn, to relate, and to better our diverse world.
We value
- community
- respect
- justice and
- excellence.

Sponsorship

The University of Saint Mary is shaped by the educational mission of the Sisters of Charity of Leavenworth.

In all our ministries we see Christian education as one of the great acts of charity:
Serving others at the fullest points of their needs and ministering to their need
to know and come to the truth
to be opened to the good and the beautiful
to understand the past
to confront and help shape the future
to be called to justice
to be more fully and completely human and Christian.
(Constitution of the Sisters of Charity of Leavenworth)

The University of Saint Mary takes its distinctive quality from a tradition of commitment to baccalaureate and graduate education, which illumines and enlarges the mind and spirit and informs professional and moral actions; commitment to the Gospel and the person of Jesus Christ; and commitment to service. As a university, it takes its evolving shape from timely and thoughtful response to needs. Thus, it serves students of diverse ages, backgrounds, and religions in programs on and off campus.

The University of Saint Mary is informed by a liberal arts tradition. This statement reflects the longest and most distinguished tradition of American higher education. It represents a philosophy that life-long education is general and broad, rather than narrow and specialized. It is ultimately directed toward the good, the true, the beautiful; it is concerned with thought, understanding, judgment, and creativity. It frees us from ignorance, prejudice, and narrowness, and widens intellectual and spiritual horizons. It opens people to be, to act, to think, to work, to enjoy, and to create as more humane beings.

The University of Saint Mary holds also that a critical intelligence, depth, and breadth of learning, and liberating aspects of the humanities and sciences are more important than ever in the diverse, interdependent, global society of the 21st century. Thus, Saint Mary's concept of ***applied* liberal arts** embraces the rich history and meaning of the liberal arts while intentionally connecting learning to the real world in concrete and practical ways. In this way, the liberal arts combine with active, experiential learning and career preparation so that students may use talents, knowledge, competencies, and energies to make a positive contribution in the world.

Saint Mary is a Catholic university. The university is committed to the spiritual and moral values of the Judeo-Christian tradition, and in particular to the Gospel of Jesus Christ. In the spirit of the universal meaning of "catholic," Saint Mary welcomes students of all religious convictions and serves Roman Catholics as well as those of other creeds. Saint Mary holds that knowledge should not be separate from behavior, beliefs, and values; and that an education, which includes religious knowledge, has a profound influence on the development of the person.

The University of Saint Mary is a community. It is an academic community of students, faculty, and staff. As a community, the university strives both to teach and to be itself a model of what it teaches: of the humane, intellectual, and cultural values of a liberal education and of continuous learning and professional competence. As a community it proposes to reflect certain other ideals: religious conviction lived out in behavior; Christian social consciousness that calls for knowledge, responsibility, and world vision; and work that strives to better individual human lives as well as larger human systems. As a community, the University of Saint Mary seeks those human qualities that nurture growth, qualities such as friendliness, simplicity, and respect for the individual person.

3. UNIVERSITY LEARNING GOALS AND OUTCOMES

University of Saint Mary Learning Goals

Participation in this course will advance University of Saint Mary goals by enabling students to engage the following areas of investigation:

1. the values, histories, and interactions of social and political systems across global cultures, with emphasis on American democracy.
2. spirituality, faith, and wholeness of the human person, understanding interconnectedness of mind, heart, and hand.
3. ethical and moral dimensions of decisions and actions.

University of Saint Mary Learning Outcomes

Integrated throughout the areas of investigation the graduate student will:

1. Demonstrate ability to investigate and assess information to develop knowledge.
2. Demonstrate ability to use, integrate, analyze and interpret complex information and connect theory and practice to draw new and perceptive conclusions.
3. Demonstrate ability to evaluate information from disparate sources, to transform information into meaningful knowledge to solve or accept complex issues.
4. Demonstrate ability to use English language conventions accurately to construct coherent written and oral arguments.

4. BOARD OF TRUSTEES

University of Saint Mary is a not-for-profit corporation, organized and existing under the laws of the State of Kansas. The primary objective of the Corporation is to foster the management and operation of the University of Saint Mary. Members of University of Saint Mary are those persons who are members of the Board of Trustees of the Sisters of Charity of Leavenworth, Inc. Each member of the Corporation is qualified to vote on any issue that may properly come before any meeting of the members.

The Board of Trustees of University of Saint Mary is comprised of Sisters of Charity and lay members. They constitute the highest governing body of the university, responsible to the Members of the Corporation. Their responsibilities include, but are not limited to the following: further the mission and purpose of the Corporation by providing ongoing planning and periodic evaluation for the future; review personnel programs, activities, resources, and policies as they relate to the mission and purpose; oversee matters relating to the financial stability of the university and approve operating and capital budgets; evaluate the president of the university and, on the recommendation of the president, appoint the members of the administrative council and promote faculty in rank and tenure; approve personnel policies and programs, recommendations from the faculty through the president, and the formation of the other university groups.

EMPLOYEE POLICIES

II. EMPLOYEE POLICIES

The following provisions apply to all University of Saint Mary Employees.

A. *GENERAL UNIVERSITY PERSONNEL POLICIES*

1. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of University of Saint Mary (USM) to provide equal opportunity in employment to all employees and applicants for employment without regard to race or color, sex or gender, national origin or ancestry, disability or handicap, religion or creed, age, sexual orientation, marital status, past, present or future membership in the uniformed services including the Reserve and National Guard, citizenship or intending citizenship status. Equal employment opportunity includes, but is not limited to, hiring, training, promotion, transfer and discharge and discipline.

If you feel that you have a complaint or problem relating to equal opportunity in employment, you are encouraged to first use the Informal Procedures for Resolving Questions, Concerns or Complaints and then the Complaint Resolution and Open Door Policy. If for some reason, you feel that you cannot bring your complaint under these procedures, you may bring your complaint to any supervisor or member of USM administration with whom you feel you can discuss the situation.

Employees will not receive unfavorable treatment for presenting a complaint of equal opportunity in employment or for participating in an investigation or resolution of a complaint or problem of equal opportunity in employment. All complaints and problems will be considered confidential. Only those individuals involved in the complaint, including its investigation or resolution, will be provided information concerning the complaint.

2. SEXUAL HARASSMENT

Sexual harassment at USM is unacceptable conduct and will not be tolerated. The harassment can be made by a male or female, co-employee, administrator, faculty member, student or prospective student, relative of a student or prospective student, visitor or guest, vendor or any other person doing business with USM or any person with whom the employee comes into contact in the performance of their work.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment will be regarded as a violation of this policy when (1) submission to such conduct is made a term or condition of employment; (2) submission to or rejection of such conduct is used as the basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignments, or any other condition of employment; or (3) such conduct otherwise interferes with work performance or creates an intimidating, hostile or offensive working environment.

If you feel that you have a complaint or problem relating to sexual harassment, you are encouraged to first use the Informal Procedures for Resolving Questions, Concerns, or

Complaints and then the Complaint Resolution and Open Door Policy. If for some reason, you feel that you cannot bring your complaint under these procedures, you may bring your complaint to any supervisor or member of USM administration with whom you feel you can discuss the situation.

Employees will not receive unfavorable treatment for presenting a complaint of sexual harassment or for participating in an investigation or resolution of a complaint or problem of sexual harassment. All complaints or problems will be considered confidential. Only those individuals involved in the complaint, including its investigation or resolution, will be provided information concerning the complaint.

3. OTHER PROHIBITED HARASSMENT

Harassment because of a person's race or color, gender, national origin or ancestry, disability or handicap, age, sexual orientation, marital status, past, present or future membership in the uniformed services including the Reserve and National Guard, citizenship or intending citizenship status is prohibited at USM. The harasser can be any employee, administrator, faculty member, student or prospective student, relative of a student or prospective student, visitor or guest, vendor or any other person doing business with USM or with whom the employee comes into contact in the performance of their work.

If you feel that you have a complaint or problem relating to prohibited harassment, you are encouraged to first use the Informal Procedures for Resolving Questions, Concerns, or Complaints and then the Complaint Resolution and Open Door Policy. If for some reason, you feel that you cannot bring your complaint under these procedures, you may bring your complaint to any supervisor or member of USM administration with whom you feel you can discuss the situation.

Employees will not receive unfavorable treatment for presenting a complaint or problem of harassment or for participating in an investigation or resolution of a complaint or problem of harassment. All complaints and problems will be considered confidential. Only those individuals involved in the complaint, including its investigation or resolution, will be provided information concerning the complaint.

4. REASONABLE ACCOMMODATION

USM will reasonably accommodate an employee's known disability. Any employee may request a reasonable accommodation from their supervisor or the EEO Compliance Officer. All requests for reasonable accommodation will be kept confidential except that supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations. In addition, first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment. Government officials investigating compliance with applicable law shall be provided relevant information on request.

If you feel that you would like an accommodation, contact the EEO Compliance Officer.

If you feel you have a complaint related to reasonable accommodation, you are encouraged to use the Informal Procedure for Resolving Questions, Concerns, or

Complaints and then the Complaint Resolution and Open Door Policy. If for some reason you feel that you cannot bring your complaint under these procedures, you may bring your complaint to any supervisor or member of USM administration with whom you feel you can discuss the situation.

5. INFORMAL PROCEDURES FOR RESOLVING QUESTIONS, CONCERNS OR COMPLAINTS

a) Consultation with the EEO Compliance Officer

Consultation with the EEO Compliance officer is available to any employee who has a complaint or problem of equal opportunity in employment, employment discrimination, sexual harassment, other prohibited harassment or failure of reasonable accommodation against any employee, administrator, faculty member, student or prospective student, relative of a student or prospective student, visitor or guest, vendor or any other person doing business with USM or any person with whom the employee comes into contact in the performance of his or her work. USM encourages consultation with the EEO Compliance officer before bringing an informal or formal complaint. The EEO Compliance officer is appointed by the president, announced annually and published in the USM directory.

The purpose of consultation is to determine the nature of and appropriate means of addressing the perceived employment discrimination, sexual harassment, other prohibited discrimination or failure of reasonable accommodation. Informal consultation will afford an opportunity to clarify any perceived prohibited act, weigh and consider various solutions for resolving any perceived prohibited act and determine further steps, if any, to be taken. Often a confidential, open, and frank discussion with the EEO Compliance officer may resolve any question or concerns raised by the employee and enhance overall understanding of prohibited employment discrimination, sexual harassment, other prohibited harassment or reasonable accommodation.

Consultation relating to prohibited employment discrimination, sexual harassment, other harassment or reasonable accommodation will be held in confidence, unless the person bringing the complaint (“complainant”) requests otherwise.

The employee should present the complaint as promptly as possible after the alleged incident occurs and, whenever possible, within 15 working days of the events giving rise to the complaint. If the employee is not satisfied with the results of consultation, the employee should bring his or her complaint under the Informal Complaint Resolution Procedure within 15 working days of the conclusion of consultation with the EEO Compliance officer.

b) Informal Complaint Resolution Procedure

For informal resolution of a complaint of violation of the Equal Employment Opportunity Statement or the Sexual Harassment, Other Prohibited Harassment or Reasonable Accommodation policies, the person bringing the complaint ("complainant") must consent to be identified to the individual against whom the complaint is made (“respondent”). Complaints of employment discrimination are often particularly sensitive and all involved will respect strict confidentiality. To safeguard the privacy of all

individuals, dissemination of information will be limited only to those involved in the investigation and resolution of the complaint or otherwise with a need to know.

To initiate the Informal Complaint Resolution procedure, the complainant must submit a written statement to the EEO Compliance officer stating the nature of the complaint and identifying the respondent.

The EEO Compliance officer will inform the respondent of the allegations, provide the respondent with a copy of the written complaint and advise the respondent that USM will not tolerate any retaliatory action and any retaliatory action on the part of respondent against the complainant or any other involved in the investigation or resolution of the complaint may result in discipline.

The EEO Compliance officer will take whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both complainant and respondent. In instances where a fact-finding investigation is necessary, the EEO Compliance officer will conduct a prompt, thorough and impartial investigation.

In instances where the EEO Compliance officer determines harassment has occurred, informal resolution of the complaint will include immediate and appropriate corrective action.

If unsatisfied with informal resolution, the complainant may proceed as follows:

1. if the respondent is an employee, under the Complaint Resolution and Open Door policy in the Staff Policies section of this Employee Handbook.

2. if the respondent is a student, under the Disciplinary Charge(s) policy of the Student Handbook.

The EEO Compliance officer will, upon request, help the complainant determine the appropriate policy under which to proceed.

6. BUSINESS CONDUCT POLICY

In carrying out its tradition of commitment to education in a manner consistent with USM's Mission and Values, each employee and agent of USM has a responsibility to adhere to a high standard of individual and organizational ethical and legal business practices. The values of USM – Community, Respect, Justice, and Excellence -- impel us to live an individual and corporate ethical life. The Value of Respect directs us to implement cultures of respect in which honesty, fairness, and ethics play an integral role in the daily living out of the Mission. Excellence invites us to a high degree of quality in all that we do.

USM's Standards of Conduct are a practical extension of USM Values. They more fully articulate USM's expectations for how employees should conduct themselves to promote and protect the integrity of USM.

USM expects employees and agents to conduct the business affairs of USM in a manner consistent with the following principles:

1. **Conduct all activities in compliance with applicable laws and regulations**. These laws pertain to such areas as abuse, antitrust, employment discrimination, environmental fraud, false claims, lobbying and political activity, self-referral prohibitions and tax.

2. **Promote the highest standards of business ethics and integrity**. Employees must represent USM accurately and honestly and must not engage in any activity intended to defraud anyone of money, property, or services. Employees must act in good faith and in the best interest of USM.

3. **Maintain the confidentiality of student information and protect confidential and proprietary information about employees and the organization.**

4. **Conduct activities and relationships with others so as to avoid actual conflicts of interest, in appearance or fact**. If they do have conflicts, employees must make full disclosure and take appropriate action under the USM Conflicts of Interest Policy.

5. **Conduct business transactions with suppliers, contractors, vendors, and other third parties at arm's-length and free from offers or solicitation of gifts and favors, or other improper inducements**.

6. **Exercise responsible stewardship to preserve and protect USM assets by making productive and effective use of USM's resources**.

This document is accompanied by a reference guide that describes the principles and related standards in greater detail. This additional document covers a wide variety of circumstances and situations that employees encounter during the course of their work. Please use it as a reference whenever there are questions regarding appropriate business conduct.

a) Introduction to the Standards

This Employee Standards of Business Conduct document is a practical extension of our values. It more fully articulates USM's expectations for how we should conduct ourselves to promote and protect the integrity of our organization. *****The principles and standards outlined in this document have been adopted by the USM Board of Trustees.*****

There are six principles in this document, each with a series of standards. The principles define USM's policy, while the standards provide more specific guidance to employees. *****These standards apply to all employees as well as to certain non-employed positions identified by the Board of Trustees.***** USM expects employees to conduct the business and affairs of USM in a manner consistent with the principles and standards conveyed on the following pages:

As you read this Employee Standards of Business Conduct document, keep the following things in mind:

1. When the word USM is used throughout, it means University of Saint Mary and any of its Affiliates.

2. USM may modify, amend or alter the Employee Standards of Business Conduct without notice and will communicate changes as quickly as possible.

3. Nothing in this document is intended as -- or should be construed as -- providing any additional employment rights to employees or other persons.

4. Employees may be subject to discipline for violating these Employee Standards of Business Conduct according to USM's Employee Handbook.

This document covers a wide variety of circumstances and situations that you may find yourself in during the course of your work. Please review it carefully and use it as a reference whenever you have questions regarding appropriate business conduct. If you still have questions, call the USM vice president for finance and administrative services at (913) 758-4372.

b) Principle 1 – Legal Compliance

USM is committed to conduct all of its activities in compliance with applicable laws. The following standards are meant to guide employees in compliance. Employees are expected to comply with all applicable laws, use good judgment, and consult with their immediate supervisor when in doubt.

(1). Standard 1.1 – Discrimination

USM believes that fair and equitable treatment of employees, students, and others is critical in fulfilling its vision and goals.

It is USM's policy to enroll students without regard to race, color, creed, religion, national origin, sex, and marital status with regard to public assistance, disability, sexual orientation, age, or any other classification protected by law.

It is also USM's policy to recruit, hire, train, promote, assign, transfer, layoff, recall, and terminate employees based on their own abilities, achievements, experience, and conduct without regard to race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, age, or any other classification protected by law.

USM will not tolerate any form of harassment or discrimination. Each allegation will be promptly investigated in accordance with USM's Employee Handbook.

(2). Standard 1.2 – Fraud and Abuse

USM expects employees to refrain from conduct that may violate fraud and abuse laws. Such laws prohibit:

1. payments in exchange for the referral of students;

2. submitting false, fraudulent or misleading claims to the government or a third-party payor;

3. making false representations to any person or entity in order to gain or retain participation in a program or to obtain payment for any service.

(3). Standard 1.3 – Lobbying/Political Activity

USM expects its employees to not engage in activities which may jeopardize the tax-exempt status of USM, including certain lobbying and political activities.

1. Employees may not contribute any of USM's money or property, or the services of any USM director, officer or employee, to any political candidate, party, organization, committee or individual, in violation of any applicable law. Trustees, officers, and employees may personally participate in and contribute to political organizations or campaigns as individuals -- not as representatives of USM -- and they must use their own funds.

2. Where its experience may be helpful, USM may publicly offer recommendations concerning legislation or regulations being considered. In addition, it may analyze and take public positions on issues that have a relationship to the operations of USM when USM's experience contributes to the understanding of such issues.

3. USM has many contracts and dealings with governmental bodies and officials. All such contacts and transactions must be conducted in an honest and ethical manner. Any attempt to influence the decision-making process of government bodies or officials by improper offer of any benefit is absolutely prohibited. Any requests or demands by any government representative for any improper benefit should be immediately reported to the USM vice president for finance and administrative services.

(4). Standard 1.4 – Environmental

USM respects the environment and strives to conserve natural resources in managing and operating its businesses. USM employees are charged with using resources appropriately and efficiently; recycling where possible; disposing of all waste according to applicable laws and regulations; and working cooperatively with appropriate authorities to remedy any environmental contamination for which USM may be responsible. Questions regarding appropriate disposal and applicable laws and regulations are to be directed to the facilities director.

(5). Standards 1.5 – Tax

As a nonprofit entity, USM has a legal and ethical obligation to comply with applicable laws, to engage in activities to further its charitable purpose, and to ensure that its resources are used to further our stated mission rather than the private or personal interests of any individual. Consequently, USM and its employees must accurately report payments to appropriate taxing authorities, and file all tax and information returns according to applicable laws.

c) Principle 2

USM is committed to the highest standards of business ethics and integrity. Employees are charged with representing USM accurately and honestly, and refraining from any activity intended to defraud anyone of money, property or services.

The following standards provide guidance to help ensure that USM's business activities reflect high standards of business ethics and integrity. Employee conduct not specifically addressed by these standards must still be consistent with this principle. Questions regarding interpretation or application of this principle should be directed to your immediate supervisor.

(1). Standard 2.1 – Honest Communication

Employees are expected to communicate with candor and honesty in performing their job responsibilities and in dealing, when requested, with USM's attorneys and auditors. Employees must not make false or misleading statements to any student, person, or entity doing business with USM about other students, persons, or entities doing business or competing with USM, or about the products or services of USM or its competitors.

(2). Standard 2.2 – Misappropriation of Proprietary Information

USM employees must not steal or misappropriate confidential or proprietary information belonging to another person or entity. They also must not use any customer list, price list, contract, publication, document, computer program, information or product in violation of a third party's interest in such product. USM employees must not improperly copy documents or computer programs in violation of applicable copyright laws or licensing agreements. Employees must not use confidential business information obtained from competitors in violation of a covenant not to compete, prior employment agreements, or other contracts.

d) Principle 3 – Confidentiality

USM and its employees possess and have access to a broad variety of confidential, sensitive, and proprietary information. The inappropriate release of this information can be harmful to individuals, USM's business partners and USM itself. USM employees must actively protect and safeguard confidential, sensitive, and proprietary information.

(1). Standard 3.1 – Student Information

All USM employees must maintain the confidentiality of student information according to applicable laws and regulations. Employees must not reveal any personal or confidential information concerning students unless supported by the Family Educational Rights and Privacy Act (FERPA). If questions arise regarding any obligation to maintain the confidentiality of information or the appropriateness of releasing information, employees should seek guidance from the USM vice president for academic affairs.

(2). Standard 3.2 – Proprietary Information

Information, ideas and intellectual property assets of USM are important to the organization's success. Information pertaining to USM's competitive position or business strategies, payment and reimbursement information, and information relating to negotiations with employees or other organizations needs to be protected and shared only with employees who must know such information in order to perform their job responsibilities. Employees should exercise care to ensure that intellectual property, including patents, trademarks, copyrights and software, is maintained and managed to preserve and protect its value.

(3). Standard 3.3 – Personnel Actions/Decisions

Salary, benefit, and other personal information relating to employees must be treated as confidential according to the Employee Handbook.

e) Principle 4 – Conflicts of Interest

USM employees may not use their positions to profit personally or to assist others in profiting in any way at the expense of USM. All employees are expected to conduct their activities so as to avoid conflicts of interest and/or the appearance of conflicts.

Employees should fully disclose to their supervisors any actual or potential conflicts of interest. The USM Conflict of Interest Policy provides additional guidance in this area and specifically applies to USM trustees, officers, administrative staff members and employees having responsibilities in connection with the purchase of goods and services. To assure compliance with this principle, such employees are required to submit a Conflict of Interest Disclosure Statement to USM annually. Questions regarding if and how the USM Conflict of Interest Policy applies to you should be directed to your supervisor.

(1). Standard 4.1 – Examples of Conflicts

Following are specific examples of conflicts. The list is not complete, other transactions or arrangements may also constitute conflicts. However, a philosophical or professional difference of opinion does not constitute a conflict.

(i) Outside Interests and Activities

1. Holding, directly or indirectly, a material ownership or financial interest, or employment or management position in any outside concern from which USM purchases goods or services is considered a conflict of interest. This includes any material financial interest held by a member of the immediate family. The immediate family is defined as spouse, parents, children, spouses of children, brothers and sisters, or spouses of brothers and sisters of the employee. As a general rule, an ownership or financial interest is material if the interest exceeds five percent of the capitalization of the outside concern or five percent of the employee's net worth, whichever is less. USM may, following a review of the relevant facts, permit ownership interests which exceed these amounts if management concludes such ownership interests will not adversely impact USM's business interest or the judgment of the employee.

2. Competing, either directly or indirectly, with various education services, products or programs offered by USM.

3. Serving as a director or rendering managerial or consulting services to any outside concern that does business with or competes with the services offered by USM.

(ii) Gifts and Entertainment

Employees should not accept gifts, entertainment or other favors from any supplier, potential supplier or competitor of USM if it may be inferred that such action is intended

to influence -- or possibly will influence -- the employee in performing his or her duties to USM. Exceptions are items of nominal or minor value, or social entertainment unrelated to any particular transaction or activity of USM. For more information on this topic, refer to Principle 5, Section 5.1, entitled “Gifts and Gratuities.”

(iii) Inside Information

It is unacceptable to disclose or use information relating to the business of USM for the personal profit or advantage of an employee or his or her immediate family for any reason unrelated to performing corporate duties.

(2). Standard 4.2 – Services for Competitors/Suppliers

Employees must not perform work or render services for any competitor, supplier, or potential supplier of USM outside of the normal course of their employment with USM without approval of their respective Vice Presidents. Employees must not be directors, officers, or consultants of such organizations, and must make sure their names are not used in any way that would indicate a business connection with such organizations.

(3). Standard 4.3 – Participation on Outside Board of Directors

Employees are encouraged to participate actively in the civic and social affairs of their communities. This may include serving on the boards of directors of various civic or charitable organizations. When serving on such boards, employees should observe the following standards:

1. Employees must obtain approval from their supervisors prior to serving as members of the boards of directors of any organizations that may have interests that conflict with those of USM.

2. All fees and compensation paid to an employee other than reimbursement for expenses arising from board participation that are received for board services provided during normal work time must be paid directly to USM unless the employee took personal time off to perform the service. Alternative arrangements may be approved in advance on a case-by-case basis by USM’s president.

3. Any key employee must notify his or her supervisor prior to agreeing to serve on any Board of Trustees and must disclose all involvement in outside boards of directors in the annual Conflict of Interest Disclosure Statement.

4. USM retains the right to prohibit membership on any Board of Trustees where it believes membership conflicts with its best interests.

Questions regarding whether board participation may present a conflict of interest should be discussed with the USM vice president for finance and administrative services.

f) Principle 5 – Business Relationships

Business transactions with suppliers, contractors and other third parties must be free from offers or solicitation of gifts and favors or other improper inducements.

The following standards are intended to guide employees in their business relationships with suppliers, providers, contractors, third-party payors and government entities. It is USM's intent that this policy be construed broadly to avoid even the appearance of improper activity. If there is any doubt or concern about whether specific conduct or activities are ethical or appropriate, contact your respective vice president. Above all, employees should use common sense and good judgment in accepting or refusing gifts, gratuities and other inducements offered to or by USM's suppliers, contractors, and customers.

USM Affiliates or managers are free to establish stricter rules than outlined here relating to the acceptance of gifts, gratuities, or other items of value from suppliers.

(1). Standard 5.1 – Gifts and Gratuities

USM aims to preserve and protect its reputation and avoid even the appearance of impropriety. The following guidelines are designed to cover a wide variety of situations employees may encounter related to gifts and gratuities.

(i) Gifts from Students or Members

Employees are prohibited from soliciting money, personal gratuities or gifts from students and from accepting money, personal gratuities and gifts of more than a nominal value. If a student, member or other individual wishes to present a gift of money of more than nominal value, he or she should be referred to the Development Office.

(ii) Gifts Influencing Decision-making

Employees must not accept gifts, favors, services, entertainment, or other things of value to the extent that the acceptance influences -- or creates an impression of influencing -- decision-making. Similarly, USM prohibits its employees from offering or giving money, services, or other things of value with the expectation of influencing the judgment or decision-making process of any purchaser, supplier, customer, government official or other associate. Any such conduct must be reported immediately to the USM vice president for finance and administrative services.

(iii) Gifts from Existing Suppliers

Employees may retain gifts of a nominal value from suppliers. USM has defined "nominal" to mean anything valued at $50 or less. If an employee has any concern whether a gift should be accepted, the employee should ask his or her supervisor. To the extent possible, these gifts should be shared with co-workers. Employees must not accept excessive gifts or expensive meals or entertainment, nor may they solicit gifts -- other than gifts in support of USM's charitable activities -- from vendors, suppliers, contractors, or other persons.

(iv) Supplier-sponsored Entertainment

At a supplier's invitation, an employee may accept meals or refreshments at the supplier's expense. Occasional attendance at a local theater or sporting event, or similar entertainment at supplier expense may also be accepted. In most circumstances, a regular business representative of the supplier should be in attendance with the employee.

(2). Standard 5.2 – Workshops, Seminars and Training Sessions

Employees may attend local, supplier-sponsored workshops, seminars, and training sessions. Supplier-funded attendance at out-of-town seminars, workshops, and training sessions is permitted only with prior approval of an employee's manager.

(3). Standard 5.3 – Contracting

Employees may not use "insider" information for any business activity conducted by or on behalf of USM. All business relations with contractors must be at arm's length and must comply with USM policies and procedures. Employees must disclose personal relationships and business activities with contractor personnel that may be construed by an impartial observer as influencing the employee's performance of duties. Employees are responsible to obtain clarification from their managers on questionable issues which may arise and to comply with USM's Conflict of Interest Policy.

(4). Standard 5.4 – Business Inducements

USM employees may not offer, give, solicit, or receive any form of bribe or other improper payment.

Commissions, rebates, discounts, and allowances are customary and acceptable business inducements if they are approved by USM management and if they do not constitute illegal or unethical payments. Such payments must be reasonable in value, competitively justified, properly documented, and made to the business entity to which the original agreement or invoice was made or issued. These payments should not be made to individual employees or agents of business entities.

In addition, employees may provide gifts, entertainment and meals of nominal value to USM customers, current and prospective business partners and other persons when these activities have a legitimate business purpose, are reasonable, and are consistent with all applicable laws.

g) Principle 6 – Protection of Assets

Employees must preserve and protect USM's assets by making prudent and effective use of USM resources and properly and accurately reporting its financial condition.

The following standards state USM's expectations related to activities or behaviors that may have an impact on its financial health or that reflect a reasonable and appropriate use of its assets. Questions or concerns relating to this principle should be directed to the USM vice president for finance and administrative services.

(1). Standard 6.1 – Internal Control

USM has control standards and procedures to ensure that assets are protected and properly used, and that financial records and reports are accurate and reliable. All USM employees share responsibility for maintaining and complying with required internal controls.

(2). Standard 6.2 – Financial Reporting

All financial reports, accounting records, research reports, expense accounts, time sheets, and other documents must accurately and clearly represent the relevant facts or true nature of a transaction. Improper or fraudulent accounting, documentation, or financial reporting is contrary to USM's policy and may be illegal.

(3). Standard 6.3 – Honoraria

Employees are encouraged to participate as faculty and speakers at educational programs and functions related to their work at USM. However, any honoraria in excess of $50 must be turned over to USM unless the employee took time off to attend the program or that portion of the program for which the honoraria is paid. Alternative arrangements may be approved in advance on a case-by-case basis by a vice president. Employee expenses associated with participation will not be paid by USM without the approval of the employee's supervisor.

(4). Standard 6.4 – Travel and Entertainment

Travel and entertainment expenses should be consistent with the employee's job responsibilities and the organization's needs and resources. Employees should not have a financial loss or gain as a result of business travel and entertainment. Employees are expected to exercise reasonable judgment in using USM's assets and to spend them as carefully as they would their own. Employees must also comply with USM's policies relating to business travel and entertainment expenses.

(5). Standard 6.5 – Personal Use of Corporate Assets

USM assets should not be used for personal purposes unless approved in advance by the appropriate supervisor. All property of USM must be used and the business of the company conducted in a manner designed to further USM's interest rather than the personal interest of an individual employee. Employees are prohibited from unauthorized use or taking of USM's equipment, supplies, materials or services without a vice president's approval. Employees must obtain approval of the appropriate supervisor of USM before engaging in any activity on company time which will result in remuneration to the employee or to use USM's equipment, supplies, materials or services for personal or other purposes unrelated to their USM work.

7. SUBSTANCE ABUSE POLICY

a) Prohibition

(1). Illegal Drugs

USM prohibits all employees from using or being under the influence of any illegal drug or controlled substance or involved in the manufacture, distribution, dispensation, possession, sale, transfer or use of any illegal drug or controlled substance during working time, on any university or Sisters of Charity property, including the Leavenworth campus, the Johnson County site or any distance learning site, while using university equipment, including university vehicles, or while on university business. The term

“illegal drug” includes prescription and over-the-counter drugs that are obtained illegally or not used in conformity with the prescription or manufacturer's directions.

(2). Legal Drugs

USM prohibits all employees from using or being under the influence of any legal drug during working time, on any university or Sisters of Charity property, including the Leavenworth campus, the Overland Park Campus or any distance learning site, while using university equipment, including university vehicles, or while on university business to the extent such use or influence may affect (1) the safety of another employee, administrator, faculty member, student or prospective student, relative of a student or prospective student, visitor or guest, vendor or any other person doing business with USM or any person with whom the employee comes into contact in the performance of his or her work, (2) the employee's job performance, or (3) the safe or efficient operation of USM.

An employee under a doctor's direction to use a drug that could affect the employee's ability to work or impair the employee's work performance should notify his or her immediate supervisor only of the effect of any such drug on safety or work performance, but not the name of the drug or purpose for which the drug is taken. Where an employee fails to notify his or her supervisor of the potential effect of the drug, instances of safety or poor performance may subject the employee to discipline up to and including termination.

The term "legal drug" includes prescribed drugs and over-the-counter drugs that have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

(3). Alcoholic Beverages

USM prohibits all employees from using or being under the influence of alcohol on any university or Sisters of Charity property, including the Leavenworth campus, the Overland Park Campus or any distance learning site, while using university equipment, including university vehicles, or while on university business to the extent such use or influence may affect (1) the safety of another employee, administrator, faculty member, student or prospective student, relative of a student or prospective student, visitor or guest, vendor, or any other person doing business with USM or with whom the employee comes into contact in the performance of his or her work, (2) the employee's job performance, or (3) the safe or efficient operation of USM.

It is not prohibited for an employee to consume alcoholic beverages in reasonable quantities with prior permission of university administration in the following circumstances, if appropriate:

1. At social functions sponsored by USM where alcohol is served

2. During business dinners, or other events at which the employee is representing USM and alcohol is served; and

3. In special circumstances as may be permitted by administration. Grant of permission in any special circumstance is at the sole discretion of the administration.

Based on the judgment of the vice president for finance and administrative services regarding the circumstances of each case, an employee may be disciplined up to and including termination or referred to treatment for violation of USM's Substance Abuse policy.

b) Screening

An employee may be required to undergo a drug or alcohol screening if, in the judgment of the employee's supervisor, the employee is exhibiting articulable characteristics of prohibited drug or alcohol use. A drug or alcohol screening may also be required if the employee is involved in a work-related accident and USM has probable cause to believe the employee used, had possession of, or was impaired by drugs or alcohol while working. If the test results indicate the employee is under the influence of drugs or alcohol or has a drug or alcohol problem, the employee, at the sole discretion of USM, may be subject to discipline up to and including termination or referred for treatment. If the employee refuses to undergo a drug or alcohol screening or refuses treatment after identification of a drug or alcohol problem, the employee may be subject to discipline up to and including termination.

c) Reporting Convictions

Any employee working under a grant or contract with the Federal government, who is convicted of a criminal drug violation in the workplace, must notify USM within five (5) days of the conviction. USM will notify the government contracting officer within ten (10) days of receiving notice that the employee has been convicted of a criminal drug violation in the workplace. Based on the judgment of the vice president for finance and administrative services regarding the circumstances of each case, any employee convicted of a criminal drug violation in the workplace will be disciplined, up to and including discharge, or will be referred and required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

d) Medical Insurance

USM's medical insurance includes coverage of some treatment for drug and alcohol problems. We encourage employees to seek treatment when necessary.

e) Good Faith Effort

We believe that maintaining our workplace free of substance abuse is everyone's responsibility. We all must make a good faith effort to continue to maintain the quality of our workplace by carefully following this Substance Abuse policy.

B. *COMPENSATION POLICIES*

1. PAYDAYS

The pay periods for employees are the 1st through the 15th of the month and the 16th through the last day of the month.

Employees receive paychecks on the 15th and 30th of each month for the pay period ending on the 15th and 30th or 31st (last day) of that month. When a payday falls on a weekend or holiday, USM will make every effort to, but will not guarantee that it will, distribute paychecks on the Friday or last working day prior to the holiday. Paychecks will be given only to the employee, unless the employee signs a written request to release the check to another individual. Any individual authorized to take possession of the employee's paycheck must provide identification satisfactory to USM.

2. PAYCHECKS

The Business Office will distribute paychecks. Direct deposit of paychecks is offered to all employees. If you are employed off the main USM campus, checks will be mailed directly to the address on the W-4. Any address changes must be reported to the payroll-benefits coordinator.

3. PAYROLL DEDUCTIONS

Earnings and payroll deductions are shown on a voucher with the paycheck. Deductions required by law or authorized by the employee, in general, are as follows:

Required by Federal or State Law	**Authorized by Employee**
Federal Income Tax	Medical Insurance
State and Local Income Tax	Life and AD&D insurance
FICA	Dental Insurance
Wage Garnishments	Vision Insurance
As otherwise authorized by Law	Tax Deferred Annuity
	Credit Union
	By signed payroll deduction

Any questions about your paycheck should be directed to the payroll-benefits coordinator.

C. *BENEFITS*

1. MEDICAL INSURANCE

All full-time employees may participate in one of USM's medical insurance plans provided the employee is otherwise qualified and eligible to participate under the terms of the plan. An employee is generally not eligible until the first day of the month following the employee's hire date. USM pays a fixed portion of the employee's premium and the employee pays the remainder. Premiums are subject to change annually. Details and a

Summary Plan Description are available on request from the payroll-benefits coordinator.

a) Section 125 Premium Savings Plan

USM offers a Section 125 Premium Savings Plan to eligible employees who are otherwise qualified and eligible to participate under the terms of the medical insurance plan. In general, this plan permits the employees' medical, dental and vision insurance premiums to be paid with "before-tax" dollars and employee payments into the plan are deducted from the employee's gross pay before federal, state and social security taxes are calculated and deducted. Details and a Summary Plan Description are available on request from the payroll-benefits coordinator.

2. DENTAL INSURANCE

Full-time employees may participate in the dental insurance plan provided they are otherwise eligible and qualified under the terms of the plan. The employee is responsible for the full monthly premium for dental insurance and must sign a payroll deduction authorization form permitting USM to deduct the premium from the employee's paycheck. Premiums are subject to change annually. Details and a Summary Plan Description are available from the payroll-benefits coordinator upon request.

3. VISION INSURANCE

All full-time employees may participate in the vision insurance plan provided they are otherwise eligible and qualified under the terms of the plan. The employee is responsible for the full monthly premium for vision coverage and must sign a payroll deduction authorization form permitting USM to deduct the premium from the employee's paycheck. Premiums are subject to change annually. Details and a Summary Plan Description are available from the payroll-benefits coordinator upon request.

4. GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Group life and accidental death and dismemberment insurance is available to full-time employees in an amount equal to their annual salary provided they are otherwise eligible and qualified under the terms of the plan. Full-time employees may purchase dependent coverage and supplemental life insurance and accidental death and dismemberment insurance and part-time employees may purchase basic life and accidental death and dismemberment insurance, provided they are otherwise eligible and qualified under the terms of the plan. Details and a Summary Plan Description are available from the payroll-benefits coordinator upon request.

5. DISABILITY INSURANCE

USM provides long-term and short-term disability insurance to all full-time employees and part-time employees who work at least 20 hours per week, provided they are

otherwise eligible and qualified under the terms of the plan. Details and a Summary Plan Description are available on request from the payroll-benefits coordinator.

6. WORKERS COMPENSATION

USM is covered by the Kansas Workers Compensation Act. All injuries that occur on the job must be reported to the employee's supervisor and the payroll-benefits coordinator immediately.

7. PENSION AND ANNUITY PROGRAMS

All full-time non-exempt employees may participate in the defined benefit pension plan after completion of one year of continuous service provided they are otherwise eligible and qualified to participate under the terms of the plan. This plan is fully funded by USM. Details and a Summary Plan Description are available on request from the payroll-benefits coordinator.

Retirement annuities and supplemental retirement annuities by monthly contributions to TIAA-CREF (Teachers Insurance and Annuity Association University Retirement Equities Fund) are available to all employees who work at least 1,000 hours each year and who are otherwise eligible and qualified under the terms of the plan. In general, TIAA provides fixed dollar retirement annuities; CREF provides retirement benefits based on common stock investments.

After one year of continuous employment, eligible full-time exempt employees who participate in TIAA-CREF who contribute a part of their gross annual salary into their account with the fund, USM will contribute an equal amount up to 5% of the employee's annual salary. Participating employees must sign a payroll deduction authorization form permitting USM to deduct the payments from the semi-monthly paycheck.

Details and a Summary Plan Description of the TIAA-CREF plans are available on request from the payroll-benefits coordinator.

8. HOLIDAYS

The following holidays are recognized by USM: The offices of USM are closed and classes are not scheduled on holidays.

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday, or in some circumstances on a day most beneficial to both the employee and USM.

9. TUITION REMISSION

USM provides all or part of the cost of tuition for classes offered by USM to eligible individuals. Eligible individuals include full-time employees and part-time employees who work at least 1,000 hours per year for USM and spouses and dependent children of full-time employees and part-time employees who work at least 1,000 hours per year for USM. Full-time employees and part-time employees who work at least 1,000 hours are eligible for tuition remission after six months, or a full semester of continuous employment (whichever is less). Spouse and dependent children of employees are included after one year of continuous service. The Internal Revenue Service determines a child's dependent status and taxability of tuition remission. If a dependent receiving benefits under this policy ceases to meet the IRS definition of dependent, the benefit is withdrawn at the conclusion of the semester in which the dependent status ceases and the employee may be responsible for reimbursement for the tuition remission benefit for the semester in which eligibility ceases.

The tuition remission benefit is available each semester provided the participant satisfies all eligibility requirements. Each eligible individual must complete the Tuition Remission Benefit Official Approval Form and receive the required approvals each semester of participation to receive the tuition remission benefit. Forms are available from the payroll-benefits coordinator.

For full-time employees, spouses and dependents, the tuition remission benefit may change from time to time. Tuition remission benefits apply only to tuition charges, general or special fees are excluded. The tuition benefit is applicable to undergraduate, day, evening, weekend, summer, and graduate programs. Currently, the undergraduate tuition remission benefit is 100% of tuition less all approved institutional financial aid and non-institutional grants and scholarships. Part-time employees who work at least 1,000 hours per year are eligible to receive the benefit prorated based on the number of hours worked less all approved institutional financial aid and non-institutional tuition grants and scholarships.

For full-time employees, tuition remission benefits will be limited to the equivalent of 18 undergraduate and six (6) graduate credits each sixteen-week semester at 100% of tuition charges per individual. The tuition remission benefit for graduate study as described in the preceding sentence will, for regular part-time employees who work at least 1,000 hours per year, be prorated based on the number of hours worked. The value of the graduate tuition remission benefit is considered a TAXABLE FRINGE BENEFIT. According to IRS guidelines, the value of tuition remission (tuition costs for employee, spouse, and dependents) will be added to the employees W-2 and is subject to federal and state taxes.

Participants are required to work with the financial aid office and apply each semester for all federal and state tuition or scholarships for which they might be eligible as determined by USM's director of financial aid; and

(1). The tuition remission benefits is reduced by any tuition grant or scholarship received.

(2). Participants who do not apply for all federal and state tuition grants or scholarships for which they might be eligible as determined by USM's director of financial aid or who are ineligible for any state or federal tuition grant or scholarship because of a late application will be responsible for payment of the portion of the tuition which USM determines would have been available from a state or federal tuition grant or scholarship had the eligible individual timely applied.

(3). The amount of any tuition remission benefit received for graduate studies in excess of $5,250 per year will appear as wages earned on the employee's W-2 and is subject to tax pursuant to the Internal Revenue Code as interpreted by the Internal Revenue Service and courts of the United States.

(4). The tuition remission benefit is applicable to USM's undergraduate and graduate programs subject to the limitations stated in this policy.

(5). The tuition remission benefit covers regular tuition only and does not include any special fee-bearing educational activity. Participants are required to pay all admission fees, general fees, special fees, special charges such as those for private or group music lessons, overload charges, independent study, books, room and board, and other non-tuition fees.

(6). An employee must obtain written approval of his or her supervisor prior to enrolling and the class(es) should be taken outside of his or her regular work schedule.

(7). If an employee wishes to enroll in classes that meet during his or her regular work schedule, the employee must have the written approval of their supervisor. In addition, the employee and the supervisor must sign a written agreement, which details when the employee will be absent from work and how the lost time will be made up. This signed agreement must be filed in the vice president for finance and administrative services Office prior to the first class meeting.

(8). Tuition remission benefits during summer sessions are dependent upon individual course enrollment. The vice president for academic affairs will make the final determination on course enrollment.

(9). All students must meet USM admission requirements, maintain satisfactory academic standing, and abide by USM's rules of conduct and policies applicable to students.

(10). USM reserves the right to deny or remove a student from the tuition remission benefit program if USM determines in its discretion that such action is warranted, for example, the student is in default of a student loan or owes monies due USM.

USM participates in tuition remission benefit programs with a number of other universities under agreements with the Council of Independent Colleges. Participation in tuition remission benefits under these agreements is pursuant to the terms of the applicable agreement and at the discretion of USM and the university at which the student would like to enroll.

For additional information about tuition remission benefits at USM or another institution, see the payroll-benefits coordinator.

10. SPIRIT SHOP DISCOUNT

Employees receive a discount of 10% on purchases at the Spirit Shop. The Spirit Shop discount does not apply to sale items or to books.

11. ANCILLA CENTER DISCOUNT

Full-time employees receive a 10% discount off of childcare expenses through the Ancilla Center.

D. *ADMINISTRATIVE POLICIES*

1. Electronic Information Policy

a) This policy is designed to safeguard the information operations of the university and provide users on the USM network a satisfactory experience. The primary purpose of the USM information infrastructure is to further its education mission. The university expects its users, including students, faculty, staff and alumnae to comply with this policy and safeguard university information. Failure to do so may result in disciplinary action up to and including expulsion or termination. Questions regarding this policy should be directed to the director of information services, (913) 682-5151 x 6230.

b) This policy applies to anyone desiring to connect to the USM network.

c) USM provides an information infrastructure to support and further its education mission. This infrastructure includes the network and computing resources physically located in USM facilities, mobile devices and information services provided via the internet or other communication networks. Information Services may deny access to its information infrastructure to users and equipment that violate this policy, degrade network performance, and/or interfere with the operations of the university.

(1). Any user/computer that Information Services identifies as one that fails to comply with this policy or interferes with network performance will be denied network access.

(2). The university expects everyone on its network to honor its core values; community, respect, justice and excellence. Users must respect the rights of others and avoid personal attacks using defamatory, obscene, abusive, profane, threatening, or discriminatory language and/or graphics. If you are the object of such abuse please notify Information Services.

(3). If someone knowingly violates this policy, runs a prohibited application or device, or modifies their system configuration in a manner that interferes with other users on the USM network, network access will be denied and they will

need to go through the USM judicial process to get their network access re-instated. Current prohibited applications or devices:

1. Peer-to-peer (P2P) applications

2. Wireless Access Points

(4). The university discourages using its information resources for personal information and communications. All information on the university infrastructure is treated as university property. As such, personal communications and personal information stored on university resources are not private and confidential.

(5). Unless contracted to do so, sensitive university information, including passwords, personally identifiable information, social security numbers, credit card numbers, student grades, id numbers, and directory information is not to be stored on the internet or portable and/or removable media.

2. Social Media Policy

Social media uses web-based technologies to turn communication into interactive dialogues. The most popular forms of social media: Facebook, YouTube, and Twitter are fast becoming a main way to stay connected with friends and family, stay up-to-date on current events, and reach out to target audiences.

The initial wave of online communication—email, listservs, static websites—has given way to Web 2.0—the interactive web. At the forefront of that change sit social networking venues; places were individuals gather to publicly disseminate information.

The evolution of technology offers us a wealth of outlets with which we can communicate with our varied audiences: current students, parents, alums, prospective students, and the greater at-large community. Social media has an ever-growing role in that discourse. But despite the newness of the venue, these communiqués remain subject to the same rules and standards as all other existing forms of written, aural, and visual communication.

This Social Media Policy was designed to provide some sense of the standards of behavior the university expects of employees when using social media or networking sites through their **work-provided computers**, in **work-related activities**, or when **identifying yourself as an employee of USM**.

This document covers several kinds of online venues, including content-sharing sites such as Flickr or YouTube; personal and business blogging sites, powered by online tools such as WordPress; and social networking sites such as LinkedIn, Facebook, or My Space.

The university is in no way trying to dissuade employees from taking advantage of the opportunities presented by social networking and content-sharing sites.

a) Good Rules of Thumb for Online

(1). Understand that Email and the Internet are Not Private

As a rule, it's best to remember that email messages and internet use may be saved and reviewed by third parties, retrieved after "deletion" and, under some circumstances, be deemed to constitute official, authorized communications of USM. The university may monitor employees' usage of all email messages and internet access in order to evaluate employee productivity and monitor the quality of employee services in its continuing effort to provide a discrimination-free workplace and compliance with applicable federal and state laws.

Notwithstanding the above, limited incidental personal use of email and the internet is permissible so long as personal email and internet use does not interfere with job performance or violate any university policy. However, please remember that personal email messages and internet use, like university-related messages, may be accessed, monitored, deleted, or disclosed by university representatives and third parties. Therefore, you should assume that a personal message or internet use may be disclosed to, or read by, persons other than the original intended recipient.

(2). Understand the Rules

Remember that you can be held personally responsible and legally liable for anything you write or present online. Obey the law. Avoid attacking companies, competitors, or other individuals and retain a respectful tone. Keep in mind that the use of copyrighted materials; harassing, unsubstantiated, or derogatory statements; or intentional misrepresentations can result in disciplinary action.

Think twice before you post. Privacy does not exist online. If you wouldn't say it to a group of potential students, parents, donors, or university supporters, consider whether you should post in online. Think about the repercussions if a post becomes widely known, and how that post might reflect on you and the university. And remember that search engines can turn up such posts years later.

(3). University Policies

All university policies apply to all forms of public discourse, including social media such as Facebook or LinkedIn. Employees are liable for anything they post to a social media site.

USM has designated individuals who are authorized as official spokespeople. When communicating via social media, speak in the first person, and make it clear that any views you express are your own.

Unless you are a designated spokesperson, you should not, in any forum, comment about pending litigation or crisis related matters involving the university, its partners, or its competitors.

(4). Be Mindful of Privacy Rights

Never disclose confidential or proprietary information. Be mindful and compliant with all FERPA privacy regulations. For USM staff or faculty impacted by HIPAA regulations, including the nursing department, be mindful and compliant with all HIPAA privacy dictates.

(5). Be Respectful

Do not get involved in adversarial conversations online. Except for specific Social Media Campaigns, it is university policy not to respond to comments posted on online message boards. For example: a designated page administrator may reply to a poster on a USM Facebook page in a respectful manner. Getting into a flame war on a Yahoo forum group over USM is not permitted.

(6). University Data

You may not upload USM databases or other content information without university permission.

(7). Recommendations

USM prohibits current employees from posting recommendations on Social Networking Site for current or previous employees in respect to their current or previous job responsibilities.

b) Use of Social Media for Official University Purposes

In executing your job duties, you may be asked to—or find it beneficial to—participate in an official university social media effort (a Facebook page or group, a Twitter feed, a YouTube or Flickr account, etc.).

If you are using social media in an official capacity for USM, you should consult with the marketing department for a detailed guide and advice on best taking advantage of social media.

However, there are some quick rules to keep in mind:

(1). Always be Civil

Don’t argue. Don’t get drawn into debates. Be respectful in all ways. If you wouldn’t say it in person to the media, to a group of prospective students, or to university donors and supporters, it’s best to refrain from saying it online.

(2). Stick to What You Know

Avoid discussing university-related topics of which you do not have first-hand knowledge and understanding. Don’t make assumptions. If you need to answer such a question posed by a “fan” or “friend” of the university, consult

with a university expert before answering. **There is no definitive way to completely erase wrong information once it's been posted online.**

(3). Respect Privacy Rights

Be aware of all privacy rights, and do not divulge information that runs afoul of privacy guidelines.

(4). Use of University Images

In the social media realm, informal pictures can be just as beneficial as official, professionally-taken photos. Feel free to post informal shots, but, as noted above, please be mindful of student privacy rights. For official university shots consult marketing. Marketing should also be the primary resource for university logos or other similar material.

(5). Respect Copyrights

Understand how copyrights work in the digital theatre. Be cautious with the use of photos, images, video, etc. Marketing can provide guidance.

c) Personal Use of Social Media for Non-Official University Purposes

This section covers your use of social media when identifying yourself as an employee of USM, though not necessarily through official university channels. Personal Facebook pages where you discuss the university or personal blogs where you opine about the job are two examples.

Here, the guidelines are similar to those for employees who employ social media as a part of their job.

(1). Identify Yourself

Most industries frown on false or concealed representation. If you're speaking positively about the university, make sure you identify yourself and your position with USM.

(2). Take Responsibility for Your Opinions

If you're talking about the university, our partners, competitors, or issues related to USM business, be sure to note that your opinions are your own, and do not necessarily reflect those of the university or our policies.

(3). Do Not Use University Logos or Photos

Avoid using university logos or service marks on personal blogs or pages. You should also avoid using photographs taken by the university or taken professionally for the university. USM has limited use rights on professionally-taken photos. Those rights do not extend to private individuals acting on their own behalf.

(4). Stick to What You Know

Avoid discussion university-related topics of which you do not have first-hand knowledge and understanding. Don't make assumptions.

(5). Respect Privacy Rights

Depending on your position, you may have access to or knowledge of private and protected information. You may be held liable for personally disclosing any such information.

(6). Be Respectful

Don't argue. Don't get drawn into debates. Be respectful in all ways. As stated earlier, if you wouldn't say it in person to the media, to a group of prospective students, or to university donors and supporters, it's best to refrain from saying it online.

(7). Respect Copyrights

Understand how copyrights work in the digital theatre. Be cautious with the use of photos, images, video, etc. Marketing can provide guidance.

If you have any questions, please contact the director of public relations at (913) 758-6165.

3. MAIL

Mailboxes for internal mail and for incoming mail are located in the faculty/staff lounge. A drop box for outgoing mail is located in the Spirit Shop. Outgoing mail may also be dropped through the Spirit Shop mail slot located across the hall from the faculty/staff lounge.

4. TELEPHONE

Information about the campus telephone system and campus telephone directories are available on USM's computer network. Questions about telephones should be addressed to the maintenance department.

The telephone equipment is critical to USM's work. Personal telephone calls should be brief and limited to emergencies and unusual circumstances.

USM has several toll-free Kansas City lines that can be accessed by dialing 16. Dial either 16-913-xxx-xxxx (Kansas) or 16-816-xxx-xxxx (Missouri). For incoming calls from Kansas City the toll-free number is 772-0961.

5. ANNOUNCEMENTS AND INFORMATION

Announcements and information from USM administration are normally made through USM's email network. Copies of policies and forms are available on the computer network. General information may be posted on the bulletin board in the faculty/staff lounge.

6. WHISTLEBLOWER POLICY

USM is committed to providing all members of the University community, including students, faculty, staff, alumni, vendors, and guests with a safe and productive environment. If any member of the university community has reason to believe or reasonably suspect that the university or any of its agents is acting contrary to any applicable federal, state or local laws or regulations, or contrary to any established university policy, that person may report such action or activity without fear of reprisal or retaliation.

Any university employee with reasonable suspicion of such illegal or improper activity should notify their immediate supervisor. If the complaint involves the immediate supervisor, the employee should contact the vice president having authority over the employee's area. If the complaint involves the immediate supervisor and the vice president having authority over the employee's area, the employee should contact another vice president.

Any university student with reasonable suspicion of such illegal or improper activity should notify the dean of students. If the complaint involves the dean of students, the student should contact any vice president.

Any vendor, guest or alumni of the university, or any other interested person with reasonable suspicion of such illegal or improper activity should notify any vice president to register a complaint.

Investigation of all claims of improper activity shall be initiated by the person to whom the claim is reported and recommendation of any appropriate action will be made to the university president or board chair. All such allegations and any subsequent actions shall be logged and kept under seal in the university president's office.

University employees will not retaliate against those who file a complaint. Should retaliation actually occur, such act shall be considered a serious violation of university policy and will be dealt with accordingly. Encouraging others to retaliate is also a violation of this policy. Those who file fraudulent or bad faith complaints pursuant to this policy may be subject to disciplinary and/or legal action.

7. DRESS CODE AND HYGIENE

All employees are expected to present a businesslike appearance in dress, personal grooming, and hygiene. On university approved dress-down days, casual attire is acceptable.

8. INCLEMENT WEATHER

The faculty and administration at USM value class time and do not want to cancel classes without warrant.

When snow and ice make driving hazardous, an Outlook e-mail will be sent to all faculty, staff, and students to clarify if classes are cancelled or would be on a late start schedule. Additionally, a recorded telephone message can be heard by dialing extension 6300 on campus, 758-6300 in the local area, by calling the main phone line, 682-5151, or the Kansas City line at 913-772-0843, then press “7” to be transferred to the recorded message. Under ordinary circumstances we will post this email no later than 6 a.m. for campus day classes and 3 p.m. for evening classes.

All faculty, staff, and students are responsible to either read their Outlook e-mail or check the recorded message. The media will be contacted **only** if classes are cancelled.

Safety is the utmost concern for faculty, staff, and students. If classes are on a late start schedule then faculty and staff should report to work when they can do so safely but no later than 9:30 am. If it is unsafe for a staff member to come in by 9:30, he/she should contact their supervisor. If classes are cancelled, faculty and staff are **not** required to report for work.

If you do not hear an announcement, then classes will be held as regularly scheduled.

9. ETHICAL STANDARDS, PROPRIETARY INFORMATION AND CONFIDENTIAILITY

USM is committed to conducting its business activities with integrity, fairness and in accordance with high ethical standards and every employee is obligated to uphold these standards in performance of work and every activity related to work. If there is doubt whether an activity meets USM’s ethical standards or compromises USM's reputation, an employee should discuss the matter with his or her immediate supervisor, the immediate supervisor’s supervisor, or any administrator.

In the course of employment, each employee has access, uses, transmits, and takes possession of information and documents in hardcopy or electronic media and equipment and other property. The information, documents, equipment and other property which employees access, transmit, receive or use in the course of work is the property of USM and is for work-related purposes only. Information and documents are often very sensitive and must be held in the strictest confidence and are not to be divulged, shared, or otherwise used for any purpose other than in performance of work or as directed by the employee’s supervisors in performance of university-related work. No information, document, equipment or other property of USM may be used for personal purposes unless stated in this Employee Handbook or permitted, upon request, by your immediate supervisor.

10. EMPLOYMENT OF RELATIVES AND PERSONS IN SAME HOUSEHOLD

USM accepts and considers applications for employment from close relatives, such as parents, children, spouses or in-laws, and persons living in the same household as a current employee. USM, however, does not permit employees who are relatives or live in the same household to work under the direct or indirect supervision of each other or to occupy a position where one has influence over the other's employment, including such things as job duties or assignments, salary adjustment, advancement, promotion or discipline and discharge. In addition, employees who are relatives or live in the same household may not occupy positions that create the potential for unfair treatment of any other employee, a conflict of interest or undue influence of one over the other. This policy applies to all employees including direct supervisory relationships between faculty members and student employees. Requests for exceptions to this policy are brought to the vice president for finance and administrative services.

11. COPYRIGHT

Faculty are expected to be models of academic honesty especially as related to copyright regulations in the preparation and teaching of course materials. See Circular 21, www.copyright.gov\circs\circ21.pdf. Further information is available in USM's De Paul Library.

12. ID CARD

Faculty and staff ID cards are issued by the Student Services Office. The first card is free. If it is lost a replacement is available at the cost of $6. The ID card works as an access card to most doors that have a scanner box on them. The scanners are located on most doors of Maria Hall, Miege Hall, Library, Berchmans Hall, and Mead Hall exterior first floor. These doors are secured by the card access system each night and are open again in the morning. The following times are in effect most of the year:

Maria	6 a.m.	to	11 p.m.
Berchmans	6 a.m.	to	6 p.m.
Miege	6 a.m.	to	9:30 p.m.
Mead/Saint Mary	7 a.m.	to	6:30 p.m.
DePaul Library	7 a.m.	to	5 p.m.

The ID card will also be used to check books out of the library and to attend any athletic event on campus, with the exception of conference play-off games.

13. PARKING

Employees need to register vehicles that are parked on campus. Registration forms are available from the Business office. Return completed forms to the Business office. Employees are expected to observe parking regulations; a copy of these regulations is provided by the maintenance department.

14. DEPAUL LIBRARY

Library hours during the school year are 8 a.m. to 9 p.m. Monday through Thursday, 8 a.m. to 5 p.m. Friday, 11 a.m. to 4 p.m. Saturday and 2 p.m. to 9 p.m. Sunday. Summer hours are posted at the library entrance. De Paul Library has Special Collections located on second floor including the Lincoln collection, the Bible collection, the Shakespeare collection, and a collection of Hummel figurines. Tours of the Special collections can be arranged by contacting the head librarian.

15. SAFETY, SECURITY AND LOSS PREVENTION

Although not a guarantor of safety and security, USM has a detailed security plan to protect the premises from natural disaster, fire, unlawful entry, and theft. The details of this plan are available for review from the plant manager.

Employees are encouraged to assist USM in implementation of the plan and to take actions to prevent compromise of the plan. Tampering with or improper activation of any security or safety device may result in immediate separation. If you find property missing or damaged, report it to your supervisor immediately.

Respect for and protection of university property and employee personal property is everyone's concern. USM expects all employees to conduct themselves in a safe manner. Employees are urged to use good judgment and common sense in matters of safety, to observe any safety rules posted in various areas and to follow applicable federal and state safety regulations.

The campus security office is located on ground floor of Berchmans Hall. The office is staffed from 3 pm to 6 am. Security can be reached by calling x 6446, or by cell phone at 683-5201 or the beeper 651-1521. Employees are requested to lock their offices and close windows when leaving offices. If there is electronic equipment in a classroom, the room should be locked when leaving.

Copies of the campus security policy and of the emergency management policy are available on USM's computer network.

16. SMOKING

Employees are requested to confine smoking to designated smoking areas in order to meet safety regulations and also to preserve the good care of the buildings Smoking will not be permitted at the front entrance of any USM building. Smokers are requested to have consideration of nonsmoking members of the USM community, the Sisters of Charity, and guests and visitors of USM or the Sisters of Charity.

17. NO SOLICITATION – NO DISTRIBUTION

No employee shall solicit, collect for, or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in any working area at any time, or during his or her working time or during the working time of any employee or employees at whom such activity is directed.

Working area is defined as any place where work may be performed. This designation covers the workplace, even during non-working hours.

Any requests for exceptions to this policy must be presented in advance to the vice president for finance and administrative services and the decision of the vice president is final.

STAFF POLICIES

III.STAFF POLICIES

The following provisions apply to Staff members only.

A. *EMPLOYEE STATUS*

1. CLASSIFICATION OF EMPLOYEES

a) Employees are either Exempt or Non-Exempt

Exempt – Exempt employees are paid on a salary basis and are not eligible for overtime compensation.

Non-Exempt – Non-exempt employees are paid on an hourly basis and are eligible for overtime compensation.

You will be advised before starting work if you are exempt or non-exempt and if you will be paid on a salary or an hourly basis and the amount of your pay.

b) Employees are grouped into one of the following categories:

Full-time – A full-time employee is regularly scheduled to work at least 40 hours per week. Full-time employees are generally eligible for all benefits provided to administrative and support staff provided the employee is otherwise eligible and qualified under the terms of the benefit.

Part-time – A part-time employee is regularly scheduled to work at least 20 hours, but less than 40 hours per week, and works at least 1,000 hours per year. Part-time employees are generally eligible for certain benefits provided the employee is otherwise eligible and qualified under the terms of the benefit.

Temporary or Seasonal – A temporary or seasonal employee works less than 1,000 hours per year. Temporary or seasonal employees are not eligible to receive benefits.

When hired, you will be advised whether you are a full-time, part-time, temporary, or seasonal employee. Your supervisor will advise you of your schedule or hours of work when hired. Your schedule or hours of work may change from time to time. Your supervisor will advise you of any schedule changes.

c) Introductory Period of Employment

The first 90 days of employment will be considered your introductory period of employment. During this introductory period of employment, USM will train you on your job duties. At the end of your introductory period of employment or at any time before, you and USM will evaluate your suitability in your position and your continued employment.

Any significant absence during the first 90 days of employment will automatically extend the introductory period of employment by the length of the absence. If you or USM

determines that the introductory period does not allow sufficient time to thoroughly evaluate and make a fair assessment of your performance, the introductory period may be extended. Your supervisor will advise you if you will be considered a new employee in your introductory period for longer than 90 days and for how much longer your introductory period will last.

Participation in some benefits may be restricted during the introductory period of employment. In addition, employees are not eligible for paid absences during the introductory period of employment except for designated holidays. After your introductory period of employment, you will be able to participate in benefits for which you are eligible and qualified under the terms of the particular benefit retroactive to your date of hire unless a particular benefit provides otherwise. See applicable sections of this Handbook for information regarding each benefit.

If you change jobs within USM, for the first 90 days in your new job you will be considered a new employee in your introductory period of employment in the new job. Your benefits, however, will not change.

B. EMPLOYEE PERFORMANCE APPRAISALS

Performance appraisals may be given at any time during or at the conclusion of the introductory period of employment and annually thereafter. An appraisal may also be given at other times when deemed appropriate by USM. If you are to receive an appraisal more frequently than annually, USM will advise you.

Generally, the employee's supervisor will review the appraisal with the employee. Employees are required to sign the appraisal. Your signature on the appraisal does not mean you agree with the appraisal but only that you have read the appraisal. The employee may respond to the appraisal verbally and in writing and any written response will be attached to the appraisal.

C. WORKWEEK AND WORK SCHEDULES

1. WORKWEEK

The workweek commences on Monday morning and ends Sunday evening. In general, USM observes office hours from 8 a.m. to 4:30 p.m. Monday through Friday. The workweek for non-exempt employees at USM is 40 hours and the work day is one (1) eight and one-half (8 ½) hour shift consisting of eight (8) hours of work and one (1) unpaid 30 minute lunch period. Schedules may change from time to time as determined by the supervisor or person in charge of the area to meet the needs of USM. When hired, your supervisor will advise you of your work schedule and thereafter of any changes in your work schedule.

a) Lunch Period

The employee's supervisor schedules lunch periods. Generally, employees receive 30 minutes for a lunch period. Uninterrupted lunch periods of at least 30 minutes are unpaid except when the employee's supervisor restricts the use of that time or otherwise requires the employee to be available to begin work prior to the end of the lunch period.

Because administrative and academic support offices do not close operations for lunch periods during the academic year, August 15 through May 30, lunch periods are staggered between department employees in order for services to be continuously rendered between the hours of 8 a.m. to 4:30 p.m. Monday through Friday. One-person offices are covered through communications with other offices in the division. Student workers shall not cover staggered lunch periods.

b) Breaks

In certain departments, employees are permitted to take one (1) 15-minute break each morning and afternoon. When you are hired, your supervisor will advise you whether or not your department observes breaks. Breaks are scheduled at the discretion of the supervisor. Work breaks are paid time and may be restricted in any manner by the employee's supervisor depending on the needs of USM.

Break periods may not be accumulated for prolonged periods of time off and failure to return from break or lunch on time may be considered a violation of the Time and Attendance policy.

D. *COMPENSATION POLICIES*

1. TIME SHEETS AND TIME CARDS – NON-EXEMPT EMPLOYEES

Non-exempt employees complete either time sheets or time cards. When hired, your supervisor will advise you of whether you will use time sheets or time cards to record your time. Entries on the time sheets or time cards state the hours worked and monthly or bimonthly use of vacation, paid time off (PTO) and other leave time. Your supervisor must check the accuracy of, if necessary correct, and sign the time sheet prior to your submission of the time sheet to the payroll-benefits coordinator.

2. PROFESSIONAL TIME RECORDS - EXEMPT EMPLOYEES

Exempt employees complete professional time records. Professional time records are due in the Business Office by the 25th day of every month. All exempt employees up through the director level must have his or her supervisor check the accuracy of, if necessary correct, and sign the professional time record prior to its submission to the Business Office.

3. LATE TIME SHEETS, TIME CARDS OR PROFESSIONAL TIME RECORDS

The payroll-benefits coordinator maintains the time sheets, time cards and professional time records. To ensure timely processing and distribution of payroll checks, time sheets, time cards and professional time records must be submitted according to schedule. Failure to submit a time sheet, time card, or professional time record may result in a delay in processing your paycheck and may result in discipline.

4. OVERTIME POLICY

Overtime is paid to non-exempt employees at the rate of one and one-half times (1 ½) the employee's regular rate of pay for all hours worked in excess of 40 hours in any one workweek.

Paid leave time, for example, vacation, paid time off (PTO), bereavement, or any other paid time not worked, does not constitute hours worked for purposes of overtime pay. However, holidays recognized in the Holidays policy will constitute hours worked for the purpose of overtime pay.

5. BONUS TIME

Bonus time off from work may be granted to exempt employees when circumstances demand a significant number of work hours from an exempt employee in excess of their regular schedule. Whenever possible the employee's request for bonus time should be made to his or her supervisor prior to the event causing the significant number of work hours in excess of the regular schedule. If the supervisor approves the bonus time, the employee and the supervisor must agree in writing as to when and how much bonus time may be taken.

6. VACATION

a) Vacation is available to full-time employees who work 12 months per year. Full-time employees who are assigned to work ten (10) months per year do not accrue vacation. Vacation is determined by length of service and accrues as follows, unless otherwise specified by a contract of employment signed by the president:

Length of Service	Annual Accrual	How Accrued
1- 3 years	80 hours	6.68 hours per month
4-6 years	96 hours	8.00 hours per month
7-9 years	112 hours	9.33 hours per month
10-12 years	120 hours	10.00 hours per month
13-15 years	136 hours	11.34 hours per month
16+ years	160 hours	13.34 hours per month

b) New employees do not earn vacation during their introductory period of employment. Upon satisfactory completion of the introductory period, vacation otherwise earned is retroactive to the employee's first day of work.

c) Vacations must be scheduled with your immediate supervisor. To avoid conflicts with other employees' vacations and staffing problems during busy periods of the year, vacation should be scheduled with and approved by your immediate supervisor at least 30 days prior to the desired time of vacation.

d) When an authorized university holiday(s) falls within an employee's approved and scheduled vacation, the employee is charged vacation only for the actual vacation days and not the holiday(s).

e) Vacation is reported on the employee's time sheet or professional time record. The payroll-benefits coordinator keeps a permanent record of accrued and unused and used vacation. Compensation during vacation will be at the employee's pay rate in effect at the time vacation is taken.

f) Vacation does not accrue during a calendar month in which the employee is on any out-of-pay status for more than half of the employee's regular schedule. An employee remains in pay status if PTO or vacation is available and being used.

g) Vacation time is available for use at the time after it accrues and may not be taken in advance of accrual. All vacation time should be used within the fiscal year in which it accrues.

h) Employees may not accrue more than the maximum number of days per the schedule of maximum vacation balances set forth below. Once an employee's vacation balance reaches the maximum hours of vacation time per the schedule, the employee will cease accruing vacation until the employee's total number of accrued and unused vacation time falls below the maximum allowable based on the employees fiscal year of continuous employment.

Maximum vacation balances are as follows:

Annual Accrual Rate	Maximum Balance
80 hours	88 hours
96 hours	104 hours
112 hours	120 hours
120 hours	128 hours
136 hours	144 hours
160 hours	168 hours

7. PERSONAL DAY

All full-time employees who successfully complete their initial introductory period of employment are eligible for a one time personal day benefit equivalent to one (1) day or eight (8) hours of paid leave. The employee's personal day must be used in a full day or eight (8) hour increment and must be used within the fiscal year in which it is granted.

8. PAID TIME OFF

Paid time off (PTO) is meant to be used as time off for illness, emergencies, pressing personal business, or to care for an immediate family member who is ill. For purposes of this PTO policy, "immediate family member" includes the following: spouse, mother, father, or child. "Immediate family member" does not include a spouse from whom the employee is divorced or separated in law or fact, or the mother, father, or child of a spouse from whom the employee is divorced or separated in law or fact. In instances where PTO is taken in excess of three consecutive days for health-related reasons, USM may require a health care provider's certification verifying the illness and the employee's ability to return to work and perform the essential functions of the job.

USM is sensitive to the fact that some business (car registration, teacher conferences, vet appointments, etc.) can only be accomplished during the regular working day. We encourage our employees to manage their personal business to avoid use of PTO for personal business that can be performed outside of the work schedule and use PTO as intended.

a) Full-time employees earn PTO at the rate of one (1) day per month of service. Employees who are assigned to work ten (10) months or less per year earn PTO only for months of actual service. PTO is not earned during any calendar month in which the employee is not performing work and being paid.

b) An employee continues to earn PTO until his or her PTO balance reaches the maximum number of PTO days. The maximum amount of PTO for full-time employees is set forth in the schedule below. Once an employee's PTO balance reaches the maximum number of days, the employee will cease earning PTO until the employee's total number of earned and unused PTO days falls below the maximum allowable based on the employees full or time status and year of continuous employment.

Year of Continuous Employment	Employment status	Maximum amount of PTO
1 - 5 years	Full-Time	24 days
6 or more	Full-Time	30 days

c) Whenever possible PTO taken for "personal business" should be scheduled at least 48 hours in advance. An employee wishing to take PTO as a sick day must call in within 15 minutes of the time the employee is regularly scheduled to work and speak to his or her immediate supervisor. If the immediate supervisor is not available, the employee is to leave a message on the immediate supervisor's voicemail stating that he or she is taking PTO and leave a phone number where the employee can be contacted. If the immediate supervisor cannot be reached, the employee must leave a message with the vice president for finance and administrative services. If you will be absent from work because of illness for more than one (1) day, you may advise your immediate supervisor of the length of the anticipated leave and your expected date of return. If circumstances make it impracticable for you to contact USM as outlined above, report your absence

because of illness to your immediate supervisor at the earliest possible opportunity.

d) Compensation during PTO will be at the employee's pay rate in effect at the time leave is taken. When an authorized university holiday falls while an employee is on PTO, PTO is charged only for the actual days of PTO and not the holiday. Used PTO must be reported on a time sheet for non-exempt employees and on a professional time record for exempt employees. PTO is not paid in cash at anytime and is not paid on an employee's separation from USM.

e) PTO may not be taken during the introductory period of employment. PTO may not be used before it is earned. When illness occurs in excess of available PTO, the employee must charge the absence to accrued and unused vacation, if available. Otherwise, the absence must be approved as leave without pay. USM may require an employee to substitute PTO for Family Medical Leave.

f) Eligible employees may make a donation of PTO to another eligible employee. A PTO donation may be given only for the personal illness or injury of an eligible employee, or for an event causing undue hardship for an eligible employee and/or their family. The determination of such events will be made by the vice president for finance and administrative services. To be eligible to give or receive a PTO donation, an employee must have a minimum of two (2) years service time, according to their anniversary date. An employee receiving a donation must have exhausted their accrued PTO and vacation prior to receiving donations. An employee must provide estimated dates of absence to the Payroll-Benefits Coordinator at least five (5) days prior to the start of the absence to be eligible to receive a donation. Employees receiving a PTO donation(s) from another employee(s) may not be granted more donation time than the maximum they are allowed to accrue in one (1) year according to the PTO accrual schedule. Once an employee receives a PTO donation(s), they will not be eligible to receive additional PTO donation(s) for a period of two (2) years. An employee making a PTO donation may donate a maximum of twenty-four (24) hours from their PTO balance and may not donate their entire balance. An employee making a PTO donation must leave a minimum of ninety-six (96) hours in their PTO balance to ensure they are covered in case of unforeseen personal illness. All requests for PTO donations must be approved, in advance, by the vice for finance and administrative services.

E. *OTHER TYPES OF LEAVE*

1. LEAVE WITHOUT PAY

Leave without pay is defined as approved time off from work without pay. Leave without pay may be requested for medical or personal reasons that arise when an employee has exhausted all accrued and unused vacation or earned and unused PTO. Any leave taken during the employee's introductory period of employment is taken as leave without pay. A request for leave without pay is made in writing to the employee’s immediate supervisor stating the beginning and ending dates and the reason for the requested leave. Upon approval by the immediate supervisor, the written request is filed with the

vice president for finance and administrative services office. Vacation and PTO will not accrue while an employee is on any leave without pay.

2. LEAVE OF ABSENCE WITHOUT PAY

Any request for leave without pay for a period of more than 14 continuous days is classified as a leave of absence without pay. Full-time and part-time employees who work at least 1,000 hours per year may request a leave of absence without pay for medical or personal reasons which arise after an employee has exhausted all accrued and unused vacation and earned and unused PTO. The employee should submit the request in writing to his or her immediate supervisor, stating the beginning and ending dates and the reason for the requested leave.

a) A leave of absence without pay normally should not exceed three (3) months. In exceptional circumstances, however, an employee may request an additional period not to exceed another three (3) months to the vice president for finance and administrative services. Total leave will not be granted for more than six (6) months in any one calendar year.

b) Employees on a leave of absence without pay are expected to contact the vice president for finance and administrative services three (3) business days prior to the expiration of the leave of absence to confirm the date of their expected return and to be placed on the work schedule. An employee returning from a leave of absence without pay will be reinstated to the same position, if available, or another position provided the employee is qualified and can perform the essential functions of the other position. If the granted leave of absence without pay is because of an employee's health-related reasons, USM may require a health care provider's certification of the employee's ability to return to work and perform the essential functions of the job prior to the employee's return to work.

c) Failure to return to work upon the expiration of a leave of absence without pay will be considered a resignation of employment from USM.

d) During a leave of absence without pay and unless otherwise eligible, an employee may continue participation in all university insurance programs by making all or a portion of the monthly payments for premiums to the vice president for finance and administrative services. Prior to the leave, the vice president for finance and administrative services will advise you of the amount and schedule of payments for maintenance of benefits during the leave.

e) An employee or his or her spouse or dependent(s) are not eligible for tuition remission while the employee is on a leave of absence without pay except if the employee or his or her spouse or dependent is enrolled in tuition remission during the academic semester in which the leave of absence is taken, the tuition remission will continue for the duration of the academic semester.

f) While on a leave of absence without pay and upon return to work following a leave of absence without pay, the employee will retain his or her service date for, among other purposes, accrual of vacation.

3. BEREAVEMENT LEAVE

In the event of a death in the employee's immediate family, a full-time employee or part-time employee who works at least 1,000 hours per year may take up to three (3) working days, with pay, to handle family affairs and attend the funeral. For purposes of this Bereavement Leave policy, "immediate family" is defined as: father or father-in-law, mother or mother-in-law, sister or sister-in-law, brother or brother-in-law, spouse, grandparent, grandchild, son or son-in-law, and daughter or daughter-in-law. “Immediate family” does not include any relative of a spouse from whom the employee is divorced or separated in law or fact. USM may require proof of the death and of the employee’s relationship to the deceased.

4. FAMILY AND MEDICAL LEAVE ACT LEAVE

Eligible employees who have 12 months of service and worked at least 1,250 hours during the 12 months preceding the leave request are entitled to up to 12 weeks of unpaid leave in a fiscal year under the Family and Medical Leave Act ("FMLA") for: 1) the birth of a child, or placement of a child with you for adoption or foster care; 2) a serious health condition that makes you unable to perform the essential functions of your position; or 3) to care for your spouse, child or parent with a serious health condition.

If you are an eligible employee and want to take a leave of absence for any of the three (3) reasons described in this policy, notify your supervisor or the vice president for finance and administrative services as soon as the need for the leave becomes known. You will need to obtain the proper forms from vice president for finance and administrative services. You will need to complete the “FMLA Leave Request” form and have your Health Care Provider complete the “FMLA Leave Medical Certification” form and return both documents to the vice president for finance and administrative services for approval.

If you are an eligible employee, you may elect or USM may require the substitution of accrued and unused vacation, earned and unused PTO or an unused personal day for periods of unpaid Family and Medical Leave Act leave.

If you have any questions about Family and Medical Leave Act leave, contact the vice president for finance and administrative services.

5. HOLIDAYS

Full-time employees receive time off with pay at the employee’s rate of pay for each holiday recognized by USM. Employees who are assigned to work ten (10) months per year only receive holiday pay for the holidays that occur during the ten (10) month assignment.

The following holidays are recognized by USM:

New Year's Day	Independence Day	Day after Thanksgiving
Good Friday	Labor Day	Christmas Eve
Memorial Day	Thanksgiving Day	Christmas Day

a) If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday or in some circumstances on a day most beneficial to both the employee and USM.

b) Employees who do not report to work on the employee's last scheduled workday prior to the holiday or on his or her first scheduled workday immediately following the holiday, without prior approval, will not be paid for the holiday.

c) Employees may not elect compensation in lieu of taking time off for a holiday. If a non-exempt employee is requested to work on a holiday, the employee will be paid at their regular rate of pay plus pay for the holiday.

6. JURY DUTY AND COURT COMMITMENTS

a) USM provides a maximum of 5 days of leave with pay for full-time and part-time employees who work at least 1,000 hours per year who are called to court to serve in jury duty. When you receive notice to appear from the court, promptly notify your immediate supervisor. If chosen to serve, ask the court about the anticipated length of the service and advise your supervisor as soon as possible. If your jury duty only occupies a part of the day, you are not required to return to work for the portion of the day in which you are not occupied with jury duty.

To receive your regular pay during jury duty, you must provide the vice president for finance and administrative services with a copy of the notice to appear for jury duty and proof of your appearance. You must also provide USM with any money received for jury duty. Time paid for hours not worked under this Jury Duty policy will not be considered hours worked for purposes of overtime pay. Unused days for jury duty are not paid or carried forward to the next year.

b) Each full-time employee is permitted one (1) day off without pay per year for service for other court commitments. Service for other court commitments includes service for an appearance as a witness in deposition or in court but only when the employee is not a plaintiff or a defendant in the case. When you receive your notice to appear for deposition or in court, advise your immediate supervisor.

USM may request a copy of your notice to appear and proof of your appearance on request. If your service for a court commitment only occupies a part of the day, you are not required to return to work for the portion of the day in which you are not occupied with a court commitment. There is no pay for other court commitments and an unused day for court commitments is not paid or carried forward to the next year.

7. MILITARY LEAVE

USM provides leave of absence and reemployment rights to eligible employees who are members of or who enlist in the armed forces, including the National Guard, under applicable federal and state law.

If you receive military orders that will prevent you from reporting to work, or you intend to enlist, notify the vice president for finance and administrative services of your orders or enlistment as soon as practicable. The vice president for finance and administrative services will provide information on how to comply with required procedures to be eligible to participate in benefits associated with your military leave.

F. *ON LEAVING EMPLOYMENT*

USM recognizes that situations will arise when it becomes necessary to separate employment. The employment relationship can be separated voluntarily through resignation or involuntarily through termination or other decisions of USM.

1. RESIGNATION

USM requests that any employee who resigns or otherwise leaves USM voluntarily to give at least two (2) weeks notice in writing to his or her immediate supervisor. Failure to provide two (2) weeks notice may adversely affect an employee’s eligibility for rehire. After receiving notice of your resignation, USM will determine whether your presence at work is required and may choose to pay you for all or part of your notice period for which you are not required to be at work. Absent other arrangements, the employee's final paycheck will be available for pick up from the payroll-benefits coordinator on the next regular payday. The final paycheck will include all pay earned through the last day of work and any accrued and unused vacation less deductions authorized by law or the employee, including payroll deductions for failure to return university property.

2. LAYOFF

A layoff results from a reduction in the work force or an elimination of a job position. When USM concludes that a layoff is necessary, the position(s) and employee(s) to be laid off will be determined in accordance with the needs of USM. Severance may be paid to employees separated because of layoff at the discretion of USM.

3. RETURN OF PROPERTY

On separation, the equipment, property, and keys that an employee uses in the course of his or her work are to be returned to USM. In addition, all documents and information which the employee received and used in the course of work for USM, whether in hard copy or stored electronically, must be returned to USM on separation. All information received in the course of your work remains in confidence and may not be discussed absent permission of USM on or after separation.

4. EXIT INTERVIEW

Generally, each employee leaving employment with USM will have an exit interview with their immediate supervisor or the vice president for finance and administrative services prior to or upon the employee's last day of employment. The employee may return all university property at that time.

G. *TIME AND ATTENDANCE*

1. GENERAL POLICIES

Employees are expected to begin work on time as scheduled and work through your shift. If you are going to be absent or late, personally notify your immediate supervisor at least 15 minutes in advance of the start of your scheduled time of work. If the immediate supervisor is not available, leave a message on your immediate supervisor's voicemail stating that you will not be at work as scheduled and a telephone number where you can be contacted. If the immediate supervisor cannot be reached, you must leave a message with the vice president for finance and administrative services.

If you know that you will be absent for more than one (1) day, you may advise your immediate supervisor of the anticipated length of the absence and the date of your expected return, otherwise you must notify your immediate supervisor each day of the absence.

Failure to notify USM of an absence as described in this policy will be considered an absence without notice. Failure to report to work for three consecutive days or to report to work on your expected date of return following an absence of several days without personally notifying your immediate supervisor will be considered a resignation of your employment with USM.

DEFINITIONS

Absence:	Failure to appear at work as scheduled.
Tardy:	Failure to start work on time as scheduled.
Partial absence:	Being away from work during your schedule.
Leave Early:	Leaving work early.

H. *DISCIPLINE POLICY*

1. GENERAL POLICY

Discipline is intended to encourage an employee who has demonstrated unacceptable performance or misconduct to bring his or her performance or conduct to an acceptable level. Except for cases of serious misconduct that constitutes grounds for immediate dismissal, it is our general policy to take disciplinary action in the following order: verbal warning**,** written warning, suspension without pay, termination of employment.

a) Although no list is complete, examples of misconduct which may result in discipline less than discharge include, but are not limited to:

(1). Use of profane, obscene, or abusive language or gestures to any employee, administrator, faculty member, sister, student or prospective student, relative of a student or prospective student, visitor or guest, vendor or any other person doing business with USM, or any person with whom the employee comes into contact in the performance of his or her work.

(2). Misusing, unauthorized using or taking, vandalizing, damaging, or defacing any equipment, or other property of USM, the Sisters of Charity, or any employee, administrator, faculty member, sister, student or prospective student, relative of a student or prospective student, visitor or guest, vendor or any other person doing business with USM, or any person with whom the employee comes into contact in the performance of his or her work.

(3). Sleeping while on duty.

(4). Disrupting or interfering with the work of faculty, administrators, the Sisters of Charity, students, or other employees.

(5). Violating a safety rule or instruction or failing to report an accident or injury upon occurrence.

(6). Violating the No Solicitation -- No Distribution policy.

(7). Some instances of unsatisfactory performance, including but not limited to poor performance, unacceptable quality or quantity of work, carelessness, inattention to or negligence toward duties, or failure to follow work procedures.

(8). Violations of the smoking policy.

(9). Excessive, unnecessary, or unauthorized use of university supplies or equipment, including use of university supplies for personal purposes.

(10). Some violations of the Time and Attendance policy.

(11). Some violations of the Computer, E-mail and Internet policy.

(12). Loss or damage to university tools and equipment.

(13). Some violations of the Ethical Standards, Proprietary Information and Confidentiality Statement.

(14). Some violations of the Equal Employment Opportunity Statement or the Sexual Harassment, Other Prohibited Harassment or Reasonable Accommodation policies.

(15). Some violations of the Substance Abuse policy.

(16). Failure to turn in time sheet or time card in a timely manner or falsifying hours worked on a time sheet or time card.

b) Examples of misconduct which may result in immediate dismissal include, but are not limited to:

(1). Refusal to perform any assignment for which the employee is qualified, able and specifically directed to perform or other insubordination.

(2). Failure to perform job assignments in a satisfactory and appropriate manner.

(3). Abuse of any employee, administrator, faculty member, sister, student or prospective student, relative of a student or prospective student, visitor or guest, vendor or any other person doing business with USM, or any person with whom the employee comes into contact in the performance of his or her work.

(4). Fighting, provoking or instigating a fight, or assaulting or threatening to assault or fight with anyone while on duty, on university or Sisters of Charity premises including the Leavenworth Campus, the Wyandotte County site, the Overland Park Campus or any distance learning site, or while on university business.

(5). Negligence affecting the health or safety of any employee, administrator, faculty member, sister, student or prospective student, relative of a student or prospective student, visitor or guest, vendor or any other person doing business with USM, or any person with whom the employee comes into contact in the performance of his or her work.

(6). Violations of the Equal Employment Opportunity Statement or the Sexual Harassment, Other Prohibited Harassment or Reasonable Accommodation policies.

(7). Violations of the Substance Abuse policy.

(8). Theft of property of USM, the Sisters of Charity, or any employee, administrator, faculty member, sister, student or prospective student, relative of a student or prospective student, visitor or guest, vendor or any other person doing business with USM, or any person with whom the employee comes into contact in the performance of his or her work.

(9). Dishonesty, including such things as falsification of any university record including such records as an employment application, personnel record, time sheet, time record, or other university record.

(10). Bringing any firearm or weapon on to university or Sisters of Charity premises, including the Leavenworth campus, the Wyandotte site, the Johnson County site, or any distance learning site.

(11). Some violations of the Time and Attendance policy.

(12). Behavior that damages or impugns the reputation of USM or which interferes with the ability of USM to do its work.

(13). Hampering with or improperly activating any security or safety device or compromising USM's security plan.

I. *COMPLAINT RESOLUTION AND OPEN DOOR POLICY*

USM has an open door policy and any employee may speak with any supervisor or administrator about any job-related problem, complaint, concern, question, or interest he or she may have at any time. Members of supervision and the administration are interested in what you have to say and will make arrangements to speak with you on request.

Any problem, complaint or concern, no matter how small, should be addressed as soon after it arises as is practicable. Your supervisors and the administration will make every effort to discuss the problem with you also as soon as possible.

Problems requiring immediate attention or solutions should be addressed when they occur. Other problems that are better discussed privately and when time permits can be resolved through the complaint resolution steps set out below. To resolve problems, USM encourages you to use this procedure when possible.

Problems requiring immediate attention or solutions should be addressed when they occur. Other problems are better discussed privately and when time permits. To resolve problems, USM encourages you to use the following steps:

1. PROCEDURE FOR FILING A COMPLAINT

a) Discuss the problem, complaint, or concern with your immediate supervisor within five (5) working days after the matter arises. Your immediate supervisor will respond within three (3) working days.

b) If you feel the decision of your immediate supervisor does not satisfactorily resolve the matter, you should state your problem, complaint, or concern and the attempts you have made to resolve it in writing. Submit your complaint to the vice president for finance and administrative services within five (5) working days of the decision of your immediate supervisor. The vice president for finance and administrative services will notify you of the decision within five (5) working days.

c) If you feel this decision does not satisfactorily resolve the matter, you should submit your written complaint and a request for a hearing to the president of USM within ten (10) working days.

(1). The president will appoint a hearing panel of up to three (3) members consisting of the EEO Compliance officer and other members of the Saint Mary community. The president will designate one member as the chair of the panel. Supervisors who have already rendered a decision on the complaint will be ineligible to sit on the panel. The composition of the panel is at the discretion of the president and any party may challenge a panel member in writing to the president. The president’s decision on any challenge to a panel member is final. The president will notify panel members of their

service and upon their agreement to serve, will notify all parties of the membership of the panel.

(i) If the employee is complaining about anything other than violation of the “Equal Employment Opportunity Statement” or “Sexual Harassment” or “Harassment” policies, the employee may present any information for the panel’s consideration and USM may, through its designated representative, present any information in support of the action taken.

(ii) If the employee is complaining about violation of the “Equal Employment Opportunity Statement” or “Sexual Harassment” or “Harassment” policies, the complaining employee (“complainant”) will present all information to the chair of the panel within ten (10) working days of his or her request for hearing. Within ten (10) working days of receipt of the complainant’s information, the chair of the panel will deliver that information with the individual(s) against whom the complaint is alleged (“respondent”). Within ten (10) working days of delivery of complainant’s information, respondent will submit his or her information to the chair of the panel. Within ten (10) working days of receipt of the respondent’s information, the panel will deliver that information to the complainant and set a date for the hearing. At any time prior to ten (10) working days before the hearing, complainant or respondent may submit any additional information and the panel will deliver that information to all others. The chair will deliver all information to the panel members within seven (7) working days of the hearing.

(2). The chair of the panel in either case will conduct the hearing with discretion to control the hearing including such things as limitations on amount and manner of information presented and non-parties in attendance.

(3). At any hearing, and subject to the control of the chair of the panel, the complaining employee and USM’s designated representative (in cases under Step 3 paragraph a above) or complainant and respondent (in cases under Step 3 paragraph b above) may present any information including such things as a personal statement, the statement of any witness or other person with personal knowledge of the allegations of the complaint, or any document. Subject to the control of the chair, each party may ask questions of any person who presents information and may challenge any document presented. The hearing panel may ask questions of any party or other person presenting information.

(4). Any complaining employee, complainant or respondent may have one member of USMUSM community in attendance for assistance. If a party chooses to have one member of USM community in attendance for assistance, that person may not present information or address the panel, including making a statement on behalf of the party whom they are assisting.

(5). If any complaining employee, complainant, or respondent feels that he or she cannot personally present his or her information to the panel, that person can request permission from the chair of the panel to have a member of USM community present information on their behalf. The decision of the chair

regarding the choice of and the presentation of information by a member of USM community on behalf of a complaining employee, complainant, or respondent are final.

(6). The panel will present its finding and recommendations to the president who will either accept, reject, or modify the panel's recommendation as received and authorize enforcement. The president will notify the employee of the decision.

(7). An employee may request reconsideration of the president's decision within ten (10) working days of delivery and the decision of the president on reconsideration is final.

J. *PERSONNEL FILES*

USM maintains personnel files on all employees. It is important to keep records current because this information is used for tax withholding, administration of benefits, notification in case of emergency and other proper purposes. An employee should contact the vice president for finance and administrative services immediately if there is any change in the employee's home address, telephone number, tax withholdings, benefits, emergency contact person, or military status.

Access to personnel files is generally restricted to the vice president for finance and administrative services. Upon request and in the presence of a representative of USM, an employee may review his or her personnel file at reasonable times during business hours, but no copies of the file are permitted.

K. *RELEASE OF INFORMATION*

Except for records and information that USM is required to provide to government agencies, no information other than name, position, and dates of employment will be released to another unless the employee signs an authorization for release of information.

L. TRAVEL POLICY

1. BUSINESS TRAVEL

USM recognizes that employees may be required to travel in the performance of their work. USM reimburses legitimate, reasonable expenses incurred in the context of work-related travel as provided in this policy.

Traveling for business purposes should be scheduled with your immediate supervisor to ensure proper coverage of your workstation in your absence.

a) Before making any travel arrangement, an employee must prepare a travel expense projection, receive the appropriate vice-president's approval and file the approved travel expense projection with the Business Office.

b) Cash advances may be requested for up to 90% of the travel expense projection. Upon return, all employees must complete and file a travel expense form with the Business Office. Receipts must be presented for all items purchased in excess of $10. No reimbursement will be made for any expense item claimed in excess of $10 without a receipt. If expenses do not exceed the approved travel expense projection, no further approval is necessary. If expenses exceed the approved travel expense projection, approval must be received from your supervisor prior to reimbursement of claimed expense in excess of the approved travel projection.

c) Air travel is reimbursable only at coach rate at the lowest fare for a reasonable flight route subject to reasonable time constraints related to advance purchase. An employee may use their personal vehicle in accordance with the Use of Personal Vehicle policy in this Employee Handbook. When renting a vehicle for travel is more cost effective or otherwise beneficial to USM than the use of any other form of transportation, the employee's immediate supervisor may permit the employee to rent a vehicle.

d) Taxi and limousine service fares including standard 15% tips are allowable if no public transportation is available or reasonably convenient.

2. TRAVEL EXPENSES

The daily limit for out-of-town meal expense is $35, with an exception for travel to one of the ten (10) most populated cities when the daily limit will increase to $50. If you have a question relating to the ten (10) most populated cities, speak with the Business Office.

In travel to the Greater Kansas City area, the limit for meal expense is $10 per meal. An employee is limited to reimbursement for one (1) meal for a business day of eight (8) hours or less. Reimbursement for up to two meals per day may be permitted for business day travel to the Greater Kansas City area that is nine (9) hours or more. With advance approval of the immediate supervisor, an employee may, in furtherance of university-related business, pay for the meals of others.

When requesting reimbursement for any meal expense, identify the business purpose and if appropriate, the attendees and the subject matter discussed at the meal. Retain all receipts for meals; reimbursement for any meal will not be made absent a receipt.

Hotel arrangements must be made at reasonable rates, and if in connection with a conference, at the applicable conference rate of the hotel hosting the conference. When traveling overnight, one personal telephone call per day of short duration will be reimbursed. No other personal expense, including entertainment, will be reimbursed. No reimbursement will be made for hotel stays in the Greater Kansas City area absent extraordinary circumstances and approval of the vice president for finance and administrative services.

3. USE OF PERSONAL VEHICLES

USM carries Non-Ownership Automobile Liability insurance for employees who use their personal vehicles on university business. In the event of an accident, Non-Ownership Automobile Liability insurance only protects USM against automobile-related liability. Therefore, employees who use their personal vehicles for any university related business must provide evidence that they are otherwise carrying insurance satisfactory to USM and must maintain a current, valid driver's license as required by state law.

When USM permits an employee to use their personal vehicle in the performance of their duties for USM, USM will pay the employee a mileage allowance. This allowance will not exceed Internal Revenue Service guidelines for mileage.

FACULTY POLICIES

IV. FACULTY POLICIES

A. *FACULTY GOVERNANCE*

The faculty of USM is charged with recommending to the vice president for academic affairs on matters related to academic programs and curricula, academic policy, and faculty welfare. Faculty concerns may also be sent directly to the president as resolutions adopted by the faculty senate in ordinary or extraordinary meetings. The faculty exercises these responsibilities through the faculty senate, membership on standing academic committees and task forces as may be appointed on the recommendation of the vice president for academic affairs and faculty senate or directly by the president.

1. FACULTY SENATE

a) Membership

Faculty with at least a half-time appointment constitutes the membership of the faculty senate. Unless otherwise provided, the vice president for academic affairs or designee is a non-voting ex officio member of the faculty senate.

b) Meetings

The faculty senate meets once each month during the academic year to confer, deliberate, and vote on resolutions and recommendations involving curriculum, academic policy and faculty welfare. Faculty chair, in consultation with the vice president for academic affairs, may convene an extraordinary meeting in order to accomplish the academic work of USM in a timely manner.

c) Resolutions and Recommendations

The faculty senate elects the faculty chair and vice chair. The faculty chair forwards votes on resolutions and recommendations of the faculty senate, including results of elections recommending faculty appointments to committees, to the vice president for academic affairs.

d) Professional Staff

The faculty chair in consultation with the vice president for academic affairs may invite professional staff to participate in presentations and deliberations as requested.

2. OFFICERS OF THE FACULTY SENATE

a) Faculty Chair

The faculty chair serves as the chief officer of the faculty senate. The faculty chair:

(1). presides over meetings of the faculty senate;
(2). in consultation with the vice president for academic affairs, sets the agenda for the faculty senate;
(3). upon resolution or recommendation passed by the faculty senate, comments and recommends to the vice president for academic affairs on matters affecting the academic functions of USM, including programs and policies, faculty welfare and formation and membership on task forces as provided herein;
(4). on election by the faculty senate, recommends to the vice president for academic affairs on faculty membership on standing academic committees of USM;
(5). forwards in writing to the vice president for academic affairs all action taken by the faculty senate;
(6). facilitates communication by and between members of the faculty senate;
(7). appoints a parliamentarian;
(8). sits on the president's roundtable; and
(9). receives release time or a stipend, as determined by the president.

b) Vice Chair

The vice chair serves in an advisory capacity to the chair, performs duties as delegated by the chair and acts as chair in the absence of the chair.

c) Secretary

The secretary is appointed by the faculty chair or the faculty chair elect before the close of the spring semester for a one (1) year term beginning the next August 1 and may be changed thereafter only on simple majority vote of the faculty senate.

The secretary supervises all elections and votes of the faculty senate, takes minutes of meetings and maintains the minute book of the faculty senate.

The minutes of the faculty senate are filed in the office of the vice president for academic affairs.

d) Parliamentarian

The parliamentarian is appointed by the faculty chair or faculty chair elect before the close of the spring semester for a one (1) year term beginning the next August 1 and may be changed thereafter only on simple majority vote of the faculty senate.

Robert's Rules of Order, as most currently revised, shall be followed unless such rules are suspended.

3. ELECTION OF OFFICERS

The faculty senate elects the officers of the faculty senate by simple majority vote.

Elections are held at the April meeting of the faculty senate for terms beginning the next August 1.

Written notice requesting nominations will be presented to the members of the faculty senate two (2) weeks prior to the election.

Nominations, accompanied by supporting documentation, including rationale and the consent of the nominee, will be presented to the faculty chair one (1) week before the election.

Nominations will be forwarded to members of the faculty senate six (6) days before the election.

4. TERMS OF OFFICERS

The term of the faculty chair is one (1) year beginning August 1 following election. The faculty chair may be elected to one (1) additional consecutive term of one (1) year only and may not thereafter be elected faculty chair until a break in service of at least two (2) years.

The term of the vice chair is one (1) year beginning August 1 following election. The vice chair may be elected to one (1) additional consecutive term of one (1) year only and may not thereafter be elected vice chair until a break in service of at least two (2) years. At the conclusion of the vice chair's first or second term, the vice chair can be elected faculty chair.

The term of the secretary is one (1) year beginning August 1 following appointment. The secretary may be reappointed for one (1) additional consecutive term of one year after which s/he may not be reappointed secretary until a break in service of at least two (2) years.

5. QUORUM AND VOTE

A quorum consists of two-thirds (2/3) of the full membership of the faculty senate. A quorum is required to conduct any and all business of the faculty senate.

Each member of the faculty senate membership except the faculty chair is permitted one vote on each resolution or recommendation. The faculty chair, however, may vote in the event of a tie.

Voting is by show of hands or voice unless a member requests a vote by roll call or secret ballot.

Provided a quorum is present and in attendance at the meeting, a simple majority of members voting constitutes action by the faculty senate unless the faculty votes that a particular resolution or recommendation will be by a specified supermajority.

Absentee votes. The faculty chair, on written request submitted at least twenty-four (24) hours before any scheduled meeting, will permit vote by absentee ballot or by proxy; however, no absent member may be counted for purposes of quorum.

6. AGENDA AND NOTICE OF MEETINGS

The faculty chair in consultation with the vice president for academic affairs sets the agenda for all meetings of the faculty senate.

The faculty senate membership shall receive twenty-four (24) hours notice of the agenda for regular meetings by any reasonable means, including electronic mail.

The faculty chair shall call a special meeting at the written request of twenty-five percent of the membership which request shall specify the purpose of the special meeting. Such special meeting shall consider only the items specified at the written request. Notice of the time, place, and specific purpose of the special meeting shall be given to the membership of the faculty senate by any reasonable means including electronic mail, at least seven (7) days before the special meeting. This meeting must follow all procedures for a faculty senate meeting outlined in this document.

B. *STANDING ACADEMIC COMMITTEES*

1. GENERAL

Standing academic committees function to further the academic mission of USM.

Members of standing academic committees are accountable for maintaining professional standards in all substantive and procedural work of the committee(s) on which they serve including, among other things, exercising sound judgment in the interest of academics and USM, attendance, timely completion of committee assignments and active service as committee members.

Unless otherwise provided, recommendations of standing academic committees on issues within the charge of the committee shall be voted on by the faculty senate and the faculty chair shall transmit in writing to the vice president for academic affairs whether the recommendation is advanced or denied by the faculty senate.

Unless otherwise provided herein, the vice president for academic affairs or designee is an ex officio member of all standing academic committees.

2. MEMBERSHIP

Unless otherwise provide herein, members of standing academic committees are appointed by the president either on recommendation by the vice president for academic affairs after election by the faculty senate or directly by the president. If the committee description does not provide for election, all members will be appointed directly by the president.

3. ELECTIONS

Elections to standing academic committees are held at the April meeting of the faculty senate for terms beginning the next August 1.

Written notice requesting nominations for membership on standing academic committees will be presented to the members of the faculty senate two (2) weeks prior to the election.

Nominations for membership on standing academic committees with or without supporting documentation will be presented to the faculty chair one (1) week before the election.

Nominations for membership on standing academic committees will be forwarded to members of the faculty senate six (6) days before the election.

Where one (1) or more vacancies exist on a standing academic committee for which the faculty senate is permitted to elect members for recommendation, a vote for each such vacancy will be conducted seriatim until complete. If the faculty senate does not elect for recommendation all faculty members on a standing academic committee permitted to it, any vacancies resulting therefrom will be by presidential appointment in addition to any other presidential appointment as described herein.

Terms. Term limits are specific to each committee as outlined within this document.

Chairs. The vice president for academic affairs appoints chairs unless otherwise designated below.

4. APPRAISAL PROCESS FOR STANDING ACADEMIC COMMITTEES

Appraisal of the work of standing academic committees will follow a general rubric to be developed by the faculty senate. Committee chairs will be responsible for the completion of a simple performance appraisal of members of their standing academic committee at the end of the academic year or, if the faculty is being considered for tenure or promotion, during the academic year in which the faculty is being considered for tenure or promotion in time for inclusion of the appraisal in the review process. Members of standing academic committees will be encouraged to respond in writing to the appraisals of the standing academic committees on which they serve. These appraisals will be submitted to the vice president for academic affairs. All appraisals will be filed in the office of the vice president for academic affairs and will be used in decisions of tenure, rank and promotion.

5. COMMITTEES

a) Academic Affairs

The academic affairs committee seeks to extend the mission of USM through the development of undergraduate-level programs on the main campus. Academic affairs has such responsibilities including reviewing and coordinating recommended changes to the curriculum. The committee then makes a recommendation to the faculty senate for vote.

The faculty senate elects four (4) full-time faculty members for recommended appointment and two (2) full-time faculty members appointed directly by the president. Two (2) students may be elected by SGA for recommendation to the president for committee

service and, as appropriate, may provide input into curricular developments. Normally, the vice president for academic affairs serves as chair. All have voting privileges.

b) Assessment Committee.

The assessment committee is responsible for the coordination of the assessment requirements of USM. Normally, the associate dean for assessment chairs the committee.

Membership includes the vice president for academic affairs (voting), professional staff recommended for appointment by the vice president for academic affairs, two (2) full-time faculty members elected by the faculty senate for recommended appointment and two (2) full-time faculty members appointed directly by the president. All have voting privileges.

c) Curriculum Committee for Undergraduate Studies at the Center

The curriculum committee for Undergraduate Studies at the Center seeks to extend the mission of USM through the development of undergraduate-level programs at the Overland Park Campus. The curriculum committee has such responsibilities including reviewing and coordinating recommended changes to the curriculum. The committee then makes a recommendation to the faculty senate for vote.

d) Graduate Council

The graduate council seeks to extend the mission of USM through the development of master's level programs. The council has such responsibilities as development of policy, review and recommendation of graduate programs, and communications with university constituencies regarding such policies and programs. Normally, the vice president for academic affairs chairs the committee.

The membership on the graduate council will be as follows: representing departments with graduate programs, the chairpersons and the graduate coordinators; representing the faculty at large, with two-year terms each, two faculty members who ordinarily would not be from the departments with graduate programs, holding terminal degree designate in their academic disciplines - one elected by the faculty for recommended appointment and one appointed by the president of USM; ex-officios and the vice president for academic affairs. All members have voting privileges.

e) Experiential Learning

The experiential learning committee reviews and evaluates life experience profiles submitted by students requesting experiential learning credits. The committee determines the number of credits awarded.

Normally, the committee members are four full-time faculty members appointed directly by the president. The chair is appointed directly by the president and is a non-voting member. A representative of the department in which the student requests credit may be especially appointment by the president.

f) Teacher Education Committee

The teacher education committee (TEC) is appointed by the president. The TEC comprises representatives from the unit for professional education programs. The unit has the responsibility and authority to develop, administer, evaluate, and revise all professional education programs. TEC membership includes all full-time faculty in the education department, selected faculty from the secondary education areas, the coordinator for field experiences, and the education coordinator from the center. The chair of the education department, who is also the unit head and chair of the TEC, and the vice president for academic affairs serve as ex-officio members. The TEC deliberates and approves applications for admission to the Teacher Education Program and Student Teaching for the undergraduate programs. The TEC serves as the initiating body for policies and curricula in teacher education for undergraduate programs; and for the graduate programs through the appointed through the appointed representation of the unit head and the education graduate coordinator to the graduate council. The education unit/department chair takes policy and curricular decisions to the vice president for academic affairs, the academic affairs committee, or the graduate council as appropriate to governance procedures of USM.

6. TASK FORCES

The president may appoint and the faculty senate may recommend appointment of task forces for special assignment from time to time.

C. *OTHER COMMITTEES OUTSIDE THE SCOPE OF THE FACULTY SENATE*

1. ADMISSIONS

The admissions committee makes decisions on the admission of students whose credentials are in question. It also may consider policies, which strengthen the admissions program of USM. It refers its recommendations for policy change to the faculty senate and the administration.

The committee members are three ex-officio: the director of enrollment management, the vice president for academic affairs and the dean of students or their representatives. The president appoints three additional members representing faculty and staff. The director of enrollment management is the chair. All are voting members.

The president or vice president for academic affairs may appoint alternate faculty and staff outside the academic calendar. Four of the six members should be included for deliberations.

2. GRIEVANCE COMMITTEE

The grievance committee consists of five (5) members: three full-time tenured faculty members elected by the faculty, one faculty member chosen by the grievant, and one faculty member appointed by the president. All members must be USM employees. The elected members are elected in rotation for two years; an alternate is also elected for a

two-year term to serve in the event that one of the elected members is unavailable or ineligible. The grievant and the president each may reject the other's choice of committee member one time only and any other member chosen by the grievance committee or the president is not subject to rejection by the other absent a charge of bias or interest.

3. RANK AND TENURE COMMITTEE

a) Purpose

The rank and tenure committee recommends candidates for promotion in rank and award of tenure or both.

b) Membership

The rank and tenure committee consists as an entity separate from the faculty senate. The following are constraints on membership to the rank and tenure committee:

Membership is limited to current full-time faculty who hold the rank of assistant professor or above and who have at least three years service at USM.

All of the members must be tenured faculty members of USM.

The rank and tenure committee consists of five members. One member of the committee is appointed by the president. Four members are elected by the faculty-at-large. The committee elects the chair by majority vote of the full committee membership.

Members serve two-year terms unless filling a vacancy.

Terms are staggered so that at least two members are elected or appointed to the committee each year.

No one may serve more than four consecutive years on the committee.

No one may serve on the committee during the year in which he/she applies for promotion in rank.

4. ACADEMIC LEADERSHIP COUNCIL

The Academic Leadership Council comprises the department chairs and other faculty and administrative personnel appointed by the vice president for academic affairs. The ALC serves as an advisory council to the vice president for academic affairs.

A department chair is responsible for academic and administrative oversight of a department and for assuring that all aspects of its development and operation are in accord with the mission and objectives of USM. The president appoints a department chair for a term of no less than two years; the appointment is based upon the recommendation of the vice president for academic affairs, which is made after consultation with other members of the department.

As the chief academic officer of the department, the chair cooperates with other faculty in the department to develop and implement programs and curricula. The chair promotes faculty development by assisting in the recruitment and retention of qualified faculty, by encouraging participation in professional organizations and activities, and by encouraging and exemplifying good teaching and scholarship. The department chair is responsible for regular assessments of programs and faculty.

The chairperson is the department's spokesperson in internal and university matters. Some of the official duties include leading department meetings, cooperating with other departments and offices, budgeting, reporting, and record keeping. The chair is also responsible for maintaining relationships outside USM with such constituencies as alumni, professional associations, and prospective students.

The department chair reports to the vice president for academic affairs. Service as a department chair is compensated by a stipend and/or a reduced teaching load as determined by the vice president for academic affairs.

D. *FACULTY PERSONNEL POLICIES*

1. FACULTY APPOINTMENTS

Appointments to full-time positions on the faculty may be with or without tenure. Notice of whether a faculty appointment is with or without tenure is stated in the faculty contract.

a) Contracts

A formal contract, which includes the academic rank, salary, length of time of appointment, and any other specific provisions, will be entered into between a faculty member and USM at the time of appointment. The contract is ordinarily for one academic year. The president’s approval, upon the recommendation of the academic vice-president, is required for full-time faculty members to engage in graduate study, part-time teaching elsewhere, tutoring, consulting, and any other such activity that could interfere or conflict with the faculty member’s primary responsibility to USM during the time of contract or appointment.

b) Tenure-track Appointments

Ordinarily, appointments to full time positions on the faculty are made with the expectation that the faculty member will be eligible to apply for tenure when the requirements for tenure have been satisfied. Any exception to this will be specified in the faculty contract.

c) Non Tenure-track Appointments

Nontenure track appointments may take the following forms: renewable appointments or specified terminal appointments. Renewable appointments are usually for one year. Renewal is contingent upon satisfactory annual evaluation in accordance with the normal procedures for faculty evaluation. Specified terminal appointments are usually for

two or three years and are explicitly terminal with no opportunity for renewal and are stated in the faculty contract.

d) Adjunct Appointments

The president or the vice president for academic affairs appoints adjunct faculty as lecturers based on the needs of USM. The position does not lead to or count toward tenure or lead to promotion to the ranked faculty. Selection of adjunct faculty is consistent with the academic standards of USM. Adjunct faculty shall meet the requirements for instructor rank. In lieu of these requirements, experience and accomplishment appropriate to the field may be substituted. Lecturers have the same freedom and responsibility in the management of courses as other faculty. Adjunct faculty are expected to be available for a reasonable amount of time to counsel students regarding their course work via office hours or appointment.

Ordinarily staff will not be permitted to teach during regular working hours. Should an occasion arise that necessitates the use of a staff member to teach during regular working hours, the department chair should notify the vice president for academic affairs of the situation. The appropriate vice president will make the determination if the situation warrants the employment of the staff member as an adjunct instructor and in coordination with the person's supervisor further determine if that employment is compatible with the requirements of the staff office. Any staff member so employed must sign a written agreement with his/her supervisor that details when the employee will be absent from work and how the lost time will be made up. This signed agreement must be filed in the office of the vice president for finance and administrative services prior to the first class meeting.

A letter of agreement specifies the terms of the adjunct faculty's employment and responsibilities. Adjunct faculty are eligible to attend faculty meetings, department meetings, and social gatherings of the faculty sponsored by USM or the faculty.

e) Hiring Guidelines

These guidelines are norms for the hiring of full-time faculty with contracts of employment. Any variance from these guidelines is at the discretion of USM and not subject to challenge under applicable procedure stated in this handbook.

Hiring at USM is in conformity with Title VII, the Americans with Disabilities Act, the Kansas Act Against Discrimination, and other federal and state employment-related statutes applicable to USM. USM reserves and may exercise preference for a Catholic or a Sister of Charity of Leavenworth where permissible.

The president is responsible for the final decision to hire a faculty member. This decision will be made after consultation with the vice president for academic affairs.

The vice president for academic affairs will appoint a search committee of three to five persons, which will include the chair of the department and, where feasible, at least one faculty member recommended by the department for which the position is sought. At least one faculty member must be chosen from another department. The chair of the

committee will provide the committee members with the qualification criteria for the position.

The availability of the position will be announced in the appropriate media, such as the *Chronicle of Higher Education*, local and regional newspapers, and professional publications.

The chair of the department will be the chair of the search committee. Usually the office of the vice president for academic affairs receives and acknowledges the applications and maintains the file of applications received and acknowledgements of receipt. This file will be available to all members of the search committee.

The search committee will meet at a reasonable time after the search has closed, or as determined by the committee, to discuss the candidates.

After discussion and agreement, the search committee usually will recommend three candidates to be invited to the campus for interview. If it is not possible for a candidate to come to the campus, the search committee, with the approval of the vice president for academic affairs**,** will arrange for an alternate mode of interview. If a Sister of Charity of Leavenworth has applied and she is not selected by the search committee to be one of the candidates invited to the campus for an interview, she will be so advised.

Candidates who are invited for interview will spend at least one day on campus. During that time the candidate will meet with the search committee and the vice president for academic affairs, and, if possible, with the chair, the department, a representative group of students, and the president.

Following the campus visit of the last candidate, the search committee will give its recommendation to the vice president for academic affairs and, if requested by the vice president for academic affairs, rank the other candidates in order of their preference for hiring.

USM may include in an offer of employment for faculty and administrators a contribution toward the expense of relocation. The amount is negotiable.

f) Administrators as Faculty Members

The president and vice president for academic affairs**,** as well as administrators who were appointed from the faculty, may retain their academic rank as faculty.

The members of the administrative council who are ex-officio members of the faculty serve 12 month terms and may retain their academic rank and tenure but are not eligible for consideration for promotion in rank or tenure.

2. FACULTY RECORDS

a) Faculty Personnel Files

USM maintains personnel files on all employees. It is important to keep records current because this information is used for tax withholding, administration of benefits, notification in case of emergency and other proper purposes. An employee should contact the payroll-benefits coordinator immediately if there is any change in the employee's home address, telephone number, tax withholdings, benefits, emergency contact person, or military status.

Access to personnel files is generally restricted to the vice president for finance and administrative services office. Upon request and in the presence of a representative of USM, an employee may review his or her personnel file at reasonable times during business hours, but no copies of the file are permitted.

b) Release of Information

Except for records and information that USM is required to provide to government agencies, no information other than name, position and dates of employment will be released to another unless the employee signs an authorization for release of information.

3. EVALUATION OF THE FACULTY

a) Faculty Evaluations

Faculty are evaluated on a periodic basis through the following instruments of evaluation: self-evaluation, formative evaluation by department chairs, student evaluation of teaching, and advising evaluation by the faculty's advisee. Faculty are evaluated by department chairs who in turn are evaluated by the vice president for academic affairs. Nontenured faculty are evaluated annually and tenured faculty are evaluated every five years. The evaluation process begins with the faculty member's self-evaluation. The self-evaluation is turned in to the faculty member's department chair or other supervisor who then writes a separate formative evaluation of the faculty member. Evaluations are signed by both the supervisor and the faculty member. The purpose of the formative evaluation is to help faculty members improve as teachers and as members of USM faculty.

Student and advising evaluations are an opportunity for students to give feedback to the faculty. Ongoing feedback should be sought during the term of any course, with student evaluations required at the end of all courses. Advising evaluations are administered periodically through the vice president for academic affairs.

b) Teaching Portfolios

(1). Purpose

USM recognizes excellence in teaching as the most important attribute of a faculty member. USM also recognizes that it is also the responsibility of all faculty to maintain a program of ongoing professional growth including scholarship and research, professional

contribution and service, service to USM, and service to the community. The faculty teaching portfolio, which is maintained by each faculty, contains evidence of the faculty's performance in the areas of teaching, professional growth, professional contribution, and service to USM and the community.

(2). Contents and Longevity

The teaching portfolio should include the following types of information: evaluations, i.e., self-evaluations, department formative evaluations, student evaluations, and advising evaluations; evidence of teaching and advising effectiveness (see Table I); and evidence of professional growth, i.e., professional growth plans, end-of-year activity reports, and summative measures of professional growth.

Maintaining a teaching portfolio is an ongoing process. Information contained in the portfolio is used by the rank and tenure committee to evaluate teaching and advising effectiveness and to make recommendations for promotion in rank or tenure. Information maintained in the teaching portfolio should be timely. Information from the teaching portfolio may be requested and used in the formative evaluation by the department chairs.

(3). Evidence of Teaching and Advising Effectiveness

Table 1 shows a matrix which illustrates the types of supporting information that could be maintained in a teaching portfolio as evidence of teaching and advising effectiveness. Sufficient supporting information from each column of the matrix should be maintained to demonstrate effectiveness in each of the major areas.

(4). Evidence of Professional Growth

It is the responsibility of all faculty to maintain a program of ongoing professional growth. This process begins with the submission of a faculty growth plan. Usually, these plans are submitted at the end of the preceding academic year and include plans for summer and the following academic year. For nontenured faculty, the faculty growth plan is submitted annually for the next year. Faculty growth plans must be approved by the department chair or vice president for academic affairs. As evidence of professional growth, all faculty are expected to participate in the review process of the rank and tenure committee.

As evidence of professional growth, the following information should be maintained in the teaching portfolio: faculty growth plan, end-of-year activity reports, and summative measures of professional growth.

Table 1

Evidence of Teaching and Advising Effectiveness

Major Areas	Supporting Information produced solely by the faculty member	Supporting Information produced jointly by faculty members and others	Supporting Information produced solely by others
Knowledge of subject matter	Course syllabi with Bibliography Lecture notes Published or unpublished works Research Grant proposals Papers presented at Professional Meetings	Major graduate work Reviews of peer works Consulting work	Formative evaluations Student evaluations Summative measures Awards
Pedagogical techniques	Course syllabi Tests Assignments Lesson Plans Use of technology Innovative teaching Methods	Graded tests Graded assignments Grade distributions Video tape of class Participation in peer collaboration programs	Student evaluations Supervisor observations Formative evaluations Summative measures
Advising and out-of-class activities with students	Number of advisees and frequency of Meetings Tutoring activities	Students' advising plans Sponsorship of student activities Participation in student-sponsored activities	Advising evaluations Summative measures

c) Rank and Tenure Committee

(1). Purpose

The rank and tenure committee recommends candidates for promotion in rank and award of tenure or both.

(2). Membership

The rank and tenure committee consists as an entity separate from the faculty senate. The following are constraints on membership to the rank and tenure committee:

Membership is limited to current full-time faculty who hold the rank of assistant professor or above and who have at least three years service at USM.

All of the members must be tenured faculty members of USM.

The rank and tenure committee consists of five members. One member of the committee is appointed by the president. Four members are elected by the faculty-at-large. The committee elects the chair by majority vote of the full committee membership.

Members serve two-year terms unless filling a vacancy.

Terms are staggered so that at least two members are elected or appointed to the committee each year.

No one may serve more than four consecutive years on the committee.

No one may serve on the committee during the year in which he/she applies for promotion in rank.

(3). Recommending Promotions in Rank and Award of Tenure

In recommending candidates for promotion in rank or award of tenure, the committee examines applications and associated materials from qualified candidates seeking promotion or award of tenure. The committee ascertains whether or not the candidate is currently in compliance with the requirements of the particular rank or tenure for which the candidate has applied. In its deliberations, the committee may research and solicit additional information as it deems necessary in order to make its recommendations.

The committee shall adhere to the following timetable:

On or before September 1, the committee posts a letter to all full-and half-time faculty members referring them to the Employee Handbook for promotion and tenure criteria and guidelines.

No later than September 15, all candidates must notify the rank and tenure committee in writing of their intent to apply for promotion in rank or tenure. No later than September 20, the committee notifies the president's office of the names of the candidates requesting promotion in rank or tenure. These names will be posted with the following notification:

All members of USM community are reminded that they are free to submit letters and other materials to the rank and tenure committee on any candidate. All such information must be submitted in writing on or before October 15.

Candidates must submit their letter of application for promotion in rank or award of tenure and all supportive materials to the committee on rank and tenure on or before October 15.

During the period October 15 to December 1, the committee deliberates the merits and makes recommendations concerning each candidate. The teaching portfolio may be clarified through written inquiries between the committee and the candidate. The committee may gather appropriate information from USM community and other sources in order to corroborate information submitted by the candidates or any other person. All deliberations will be kept confidential. Upon the conclusion of deliberations, the committee will vote on each candidate.

On or before December 1, the committee submits its report, including recommendation on each candidate, and all application materials to the vice president for academic affairs. At the discretion of the vice president for academic affairs, he/she may meet with the rank and tenure committee to discuss the report, including recommendation on each candidate.

On or before December 15, the committee submits its report, including recommendation on each candidate and all application materials to the president. The vice president for academic affairs will submit a separate written recommendation. For each candidate, the report will also contain the vote of the committee, and a narrative summarizing the candidate's achievements since his/her last promotion in rank or commencement of employment at USM if this is the candidate's first promotion in each of the following areas:

(1). teaching effectiveness (see Table 1),
(2). service to USM including such things as leadership activities, course or program development, grant writing or administration, significant committee work within CMS, significant committee work outside CMS, sponsorship of student activities and similar service to USM,
(3). professional growth including such things as additional degrees conferred or formal studies, publications, summative measures of growth and similar measures of professional growth, and
(4). professional contribution including such things as presentations or attendance at professional meetings, active participation in professional societies, awards, commendations for professional work and similar measures of professional growth.

d) Promotion and Tenure

(1). Definition of Tenure

In general, tenure is a continuous faculty appointment at USM until resignation, retirement, or dismissal due to financial exigency or cause as specified in this handbook, declining enrollment in USM or in any department or unit thereof, or reduction or discontinuance of a program, department, or unit.

(2). Teaching Experience

The ranked teaching experience required for each faculty rank is detailed in this handbook.

One year of full-time, ranked teaching experience means that an individual has fulfilled the duties and responsibilities of a ranked faculty member for a complete academic year, i.e., two semesters of full-time service per year.

One year of full-time, ranked teaching experience at any regionally accredited college or university is equivalent to one year of full-time, ranked teaching at USM, with the provision that a stated minimum of full-time teaching service at USM is usually required before promotion to the next rank as described in this handbook.

(3). Half-Time Faculty

Since a half-time faculty member only carries half the teaching load of a full-time faculty member, half-time faculty are ordinarily expected to take twice the amount of time necessary for promotion to the next rank, i.e., eight additional years for promotion to associate professor, and six additional years for promotion to professor as full-time faculty. Half-time faculty are not eligible for tenure.

(4). Criteria for Promotion

(1) Teaching and Advising Effectiveness

USM recognizes that effective teaching is the most important attribute of a faculty member. It is also the most important criterion for promotion in rank or tenure. Effective teaching and advising is evaluated in the following major areas: knowledge and currency in one's teaching field, teaching abilities, advising and other out-of-class activities with students.

(2) Knowledge and Currency in One's Teaching Field

Effective teaching necessitates active involvement in the intellectual and scholarly developments of one's teaching field. Evidence of one's knowledge and currency in a teaching field includes, but is not limited to, the following:

Additional graduate education or other self-education or achievement; participation in professional organizations, meetings, and workshops; changes in course syllabi and textbooks to reflect current developments in the field; publication, invention, or artistic work; review of submissions to peer review journals of creative works; and research grants and projects.

Because appropriate research in one discipline may not be recognized as appropriate in another discipline, an individual faculty member's research, publication, or creative work should be evaluated in terms of quality, level of recognition among peers, and significance to the particular discipline.

(3) Teaching Abilities

The attributes and qualifications which should be considered and documented in assessing teaching effectiveness may include, among others, the following: demonstrated ability to organize subject matter and to present it clearly, logically, and imaginatively; demonstrated ability to relate one's subject to other areas of knowledge; demonstrated ability to provoke and broaden student interest in the subject matter and participation in the field of study; demonstrated ability to develop and utilize effective

teaching methods and strategies; and demonstrated possession of the attributes of integrity, enthusiasm, open-mindedness, and objectivity in teaching.

The evidence which should be considered and documented in assessing teaching effectiveness may include the following: course syllabi, samples of tests and assigned homework, samples of graded student work, end-of-course student evaluations, advising evaluations, classroom observations or video tapes, participation in peer collaboration activities, utilization of innovative teaching techniques, and student surveys or interviews.

(4) Advising and Other Out-of-Class Interactions with Students

Advising plays a significant role in the education of students. Evidence of one's advising abilities and out-of-class interactions with students may include the following: advising evaluations, number of advisees and frequency of meetings, sample students' advising plans, office hours, and sponsorship or participation in student activities.

(5) Ongoing Professional Growth, Including Professional Contribution and Service

To be vibrant and growing, a University must depend on the ongoing professional growth of its faculty. At all times, faculty members should maintain a high level of professional competence. To be eligible for promotion in rank, a candidate must demonstrate a major growth project, e.g., earning an additional degree, publishing a major work or other significant professional growth, on an annual basis. Evidence of professional service may include the following: active participation in the business of professional organizations, e.g., election or appointment to offices or committees; reading papers before learned societies; and service in the individual's professional area as a consultant or in a research capacity. Work completed since the last rank and tenure review will be required and considered by the rank and tenure committee in subsequent reviews.

(6) Service to USM

Faculty members are expected to participate in other operational concerns of the institution which include service in such areas as the following: service on department committees, attendance at department meetings, and participation in the decision making and curriculum development processes; service as a moderator of student activities; fulfillment of special assignments, e.g., administrative assignments such as recruitment, research for USM, or other similar service to USM; and service as a chair of a department or a committee, or as a director of a program. Evidence of one's service to USM is usually contained in the end-of-year activity report.

(7) Service to the Community

Faculty members should make their unique expertise available to others in their community or profession. Evidence of professional and community service may include the following: appointment in a scholarly capacity to a state or national post; service on local, state, or national boards; active participation in the business of professional organizations, e.g., election or appointment to offices or committees; service in the individual's professional area as a consultant or in a research capacity; service as a resource person; and lectures to community groups.

(8) Procedures for Promotion and Tenure

(1). Candidate Responsibilities

Nontenured faculty members are responsible for notifying the committee on rank and tenure when they are in the sixth year of full-time service or its equivalent or as stated in their contract of employment. Candidates for tenure are responsible for submitting to the rank and tenure committee the same documents as required for promotion in rank. On or before September 15, all candidates must notify the rank and tenure committee in writing of their intent to apply for promotion in rank or award of tenure. Candidates must submit their letter of application for promotion in rank or award of tenure and all supportive materials to the committee on rank and tenure on or before October 15.

The application for promotion in rank or award of tenure must contain, but is not limited to, the following: a letter of application outlining why the candidate should be promoted or awarded tenure; a letter from the department chair which includes a recommendation concerning the candidate's application; an up-dated curriculum vita; the candidate's teaching portfolio containing all evaluations, i.e., all self-evaluations, formative evaluations by department chairs, student evaluations, and advising evaluations since the last review by the rank and tenure committee; evidence of teaching and advising effectiveness; evidence of professional growth including professional contribution and service since the last rank and tenure review or since initial appointment if this is the candidate's first application for promotion or tenure; and evidence of service to USM and community since the last rank and tenure review or since initial appointment if this is the candidate's first application for promotion or tenure.

When a faculty member is eligible to apply for advancement in rank one year after application for tenure, the application for both advancement in rank and tenure may be made at the time the applicant applies for tenure.

(2). Rank and Tenure Committee Responsibilities

See Recommending Promotions in Rank and Tenure in Section II. D. 3. c) 3) above. (page 38.)

(3). Administrative Responsibilities

After reviewing the recommendation of the rank and tenure committee, the vice president for academic affairs makes his/her separate recommendation on each candidate. At his or her discretion, the vice president for academic affairs may meet with the rank and tenure committee to discuss any recommendation. The rank and tenure committee and the vice president for academic affairs forward their separate recommendations to the president as stated in this handbook.

The president determines what action to take on the recommendations received from the rank and tenure committee and the vice president for academic affairs, and, if appropriate, forwards his or her recommendation to the Board of Trustees for consideration at the first Board meeting of the new calendar year. The president communicates the final decision by the Board of Trustees in writing to the candidate no later than March 1.

(4). Reconsideration for Denial of Promotion in Rank or Award of Tenure

Grounds for reconsideration must include at least one of the following: institutional procedures not observed, error of fact at the time of application, bias on the part of the decision-makers, or violation of academic freedom, prohibited discrimination or other constitutional right. Any such appeal must be made prior to the first day of class in the contract year immediately following the contract year in which the initial decision was made.

For appeal of a reconsideration, the candidate uses the grievance procedures outlined in this handbook.

(5). Terminal Contract on Denial of Tenure

If tenure is not awarded by USM to a faculty member on a tenure track appointment prior to the beginning of his/her seventh year of continuous full-time service, the seventh year of employment will be the final year during which the faculty member is eligible for employment or employed at USM.

(6). Exceptions to Criteria for Rank and Tenure

Exceptions to the above criteria for promotion in rank or tenure may be made by the president after consultation with the vice president for academic affairs and the candidate's department chair, notice to the rank and tenure committee, and on approval of the Board of Trustees.

e) Post-tenure review

(1). Rationale

Tenure is earned and awarded as a sign of a faculty member's commitment to USM and its mission and, on the other hand, as a sign of USM's commitment to the faculty member. As such, tenure represents mutual trust and responsibility.
Recognizing that a tenured faculty member represents a potentially career-long commitment and acknowledging that both USM's and the faculty member's goals are ever-evolving, the faculty and administration view a regular post-tenure review process as a means, but not exclusively, to assure continual growth of USM's Mission. A post-tenure review calls a tenured faculty member to look at and renew the shared commitment in terms of his/her life-long career at USM.

Undergirding the post-tenure review process must be a strong and firm support of the Mission of USM as well as the important issue of academic freedom which constitutes the foundation of scholarship and teaching in all institutions of higher education. Undergirding the post-tenure review process is the foremost recognition that, in line with USM's Mission, the heart of USM is its students, their learning, and the assurance that they achieve such learning.

(2). Purposes

As part of continual evaluation on all levels of USM, a post-tenure review serves USM and its administration in the following ways:

- To restore a shared commitment to collegial management and improvement of USM;
- To affirm and reward outstanding performance and, conversely, to detect and respond to areas of weakness of performance;
- To identify new ways of harmonizing faculty interest with department/University needs;
- To assure internal and external accountability to students, faculty peers, USM, the Board of Trustees, and the public.

A post-tenure review serves a tenured faculty member in the following ways:

- To renew a shared commitment to personal and professional growth;
- To celebrate on-going professional development that also celebrates the viability of a life-long career at USM;
- To recognize and reward a tenured faculty member as he/she pursues advanced levels of teaching, scholarship, and service;
- To create a way for a tenured faculty member to serve as a model for USM community.

(3). Process

The post-tenure review will occur every five years to begin with the year following a faculty member's tenure award. (If this review comes within a year of promotion to professor, the application for promotion and the post-tenure review may be combined.)

Materials will be reviewed by the Rank and Tenure Committee in the spring semester of the year.

Materials from the tenured faculty member will be submitted to the committee by February 1 (materials will include a department chair review); the committee's recommendations will be submitted to the vice president for academic affairs by March 10 who will submit them to the president by April 15.

The committee will submit their written findings and recommendations to the vice president for academic affairs who reviews them and passes the committee's report and their own dean's report to the president.

The faculty member will meet with the vice president for academic affairs to discuss the findings of the reports. This discussion provides an opportunity to consider options for recognition and reward, and if there are recommendations for growth or improvement, a timeline will be mutually established.

The vice president for academic affairs will publicly acknowledge and celebrate the completion of such a review, perhaps making the person a "Scholar of Excellence" for the next year or the faculty member's giving a talk or being part of a panel on a subject of the scholar's choice. Given the financial situation of USM, if it is feasible, the tenured faculty may be given remuneration for the completion.

The vice president for academic affairs will inform the Board of Trustees that such review has occurred for faculty members in a given year.

(In the unusual circumstances where a review is deemed necessary by the department chair and/or vice president for academic affairs, they will confer with the faculty member and establish a review time out of the ordinary sequence.

For appeal for reconsideration of the findings or recommendations, the tenured faculty member will use the Grievance Procedure in *this Handbook.)*

(4). Evidence

The post-tenure review process reiterates USM's Mission to "educate[s] students of diverse backgrounds to realize their God-given potential and prepare[s] them for value-centered lives and careers that contribute to the well being of our global society." The post-tenure review process is initiated and undertaken in the spirit of USM's values of "community, respect, justice, and excellence."

The late educator Ernest L. Boyer said in one of his last interviews, "Excellence in education means excellence in teaching." This statement reiterated a theme developed and propounded for many years of his life as a scholar and educator, a theme simply stated as "the scholarship of teaching."

With excellence in teaching as the goal of USM, a faculty member undergoing a post-tenure review will give evidence of the ways he/she models and exercises excellence in his/her scholarly life and classroom. Materials for review should include:

- A letter or short essay reflecting on the faculty member's work in support of the university's mission.
- A list of the faculty member's activities in teaching, scholarship and service over the previous five years.
- A summary of student evaluations for the previous five years.
- Samples of scholarly and service activities.
- A letter from either the faculty member's department chair (if the faculty member is not a chair) or from another faculty colleague (if the faculty member being reviewed is a department chair).

f) Academic Ranks

(1). Initial Appointments

Full-time and half-time faculty members may receive initial appointments to any of the following ranks: instructor, assistant professor, associate professor, or professor. Initial appointments to the faculty are for a period of one academic year unless stated otherwise in the faculty contract. The president appoints full-time and half-time faculty and determines initial rank after consultation with the vice president for academic affairs and the chair of the department concerned. Exceptions to the criteria for rank and promotion may be made by the president at the time of initial appointment after consultation with the vice president for academic affairs and are stated in the faculty contract.

(2). Full-Time and Half-Time Ranked Faculty

(1). Instructor

An initial appointment to the rank of instructor is for one year and is renewable annually for up to five years. An instructor shall meet the criteria for advancement to the rank of assistant professor and award of tenure within six years or be separated from USM at the end of the seventh year.

The minimum requirement for initial appointment to the rank of instructor is a master's degree in the teaching field or its equivalent.

(2). Assistant Professor

The president may, at his/her discretion, initially appoint to the rank of assistant professor faculty holding appropriate academic credentials.

Candidates may apply for promotion in rank to assistant professor during their fourth year as an instructor. The requirements for promotion from instructor to assistant professor include the following: evidence of teaching and advising effectiveness; evidence of significant professional growth including professional contribution and service since initial appointment to the faculty; master's degree in the teaching field and a minimum of one year of course work beyond the master's, that is, additional graduate study of 18-24 semester hours or its academic equivalent or other professional work*; at least four years of full-time college ranked teaching experience at the rank of instructor; at least two years of full-time ranked teaching experience at USM; and continual service to USM through the Committee Management System.

*Other professional work including such things as foreign travel, creative work, or publication may be substituted for formal graduate study with written approval by the president, after consultation with the vice president for academic affairs and the department chair.

(3). Associate Professor

The president may, at his/her discretion, initially appoint to the rank of associate professor faculty holding appropriate academic credentials, if they have had at least four years of full-time ranked teaching experience or if they have held similar or higher ranks prior to joining the faculty of USM. Candidates may apply for promotion in rank to associate professor during their third year as an assistant professor unless otherwise stated in the faculty contract. When a faculty member is eligible to apply for advancement in rank one year after application for tenure, the application for both advancement in rank and tenure may be made at the time the applicant applies for tenure.

The requirements for promotion to associate professor are as follows: evidence of teaching and advising effectiveness; evidence of significant professional growth including professional contribution and service since last promotion in rank or since initial appointment as an assistant professor; master's degree in the teaching field and a minimum of two years of additional graduate study beyond the master's, that is, 36-48 graduate semester hours, or its academic equivalent, or other professional work*; at least seven years of full-time ranked teaching experience; at least three years of full-time

ranked teaching experience at the rank of assistant professor; at least two years of full-time ranked teaching experience at USM; and continual service to USM through and beyond the Committee Management System.

*Other professional work including such things as foreign travel, creative work, or publication may be substituted for formal graduate study with written approval by the president, after consultation with the vice president for academic affairs and the department chair.

(4). Professor

Initial appointments to the rank of professor are made only under unusual circumstances. The president, at his/her discretion and after consultation with the vice president for academic affairs, may only appoint faculty to the rank of professor who hold appropriate academic credentials and who have held the rank of professor prior to coming to USM. The initial contract period may be made for a number of years mutually agreed upon by the president and the faculty member.

Other candidates may apply for promotion in rank to professor during their third year as an associate professor. When a faculty member is eligible to apply for advancement in rank one year after application for tenure, the application for both advancement in rank and tenure may be made at the time the applicant applies for tenure.

The requirements for promotion to professor are as follows: evidence of teaching and advising effectiveness; evidence of significant professional growth including professional contribution and service since last promotion in rank or since initial appointment as an associate professor; an earned doctorate in the teaching field or the advanced academic degree that is customarily accepted as terminal in that discipline* plus a minimum of three years, that is, 54-72 graduate semester hours of study, or its academic equivalent, or other appropriate work**; at least ten years of full-time ranked teaching experience; at least three years of full-time teaching at the rank of associate professor; at least two years of full-time ranked teaching experience at USM; continual service to USM through and beyond the Committee Management System; and significant and ongoing service to the community within the last three years.

Faculty who hold advanced degrees other than earned doctorates should consult with the president for written acceptance of that degree by USM as the terminal degree. The president makes the decision after consultation with the vice president for academic affairs and the department chair.

**Other professional work including such things as foreign travel, creative work, research, or publication may be substituted for formal graduate study with written approval by the president, after consultation with the vice president for academic affairs and the department chair.

(5). Professor Emeritus/Emerita

This rank may be awarded to any member of the faculty in recognition of distinguished service to USM at the time of retirement from full-time duties as faculty or an administrator holding faculty rank. He/she shall have completed at least 15 years of cumulative full-time service at USM and have attained one of the three professorial ranks. No compensation accrues by virtue of this rank unless, by mutual written agreement, the faculty member is offered a temporary part-time position to teach or fulfill other duties at USM. In such cases, supplementary benefits, if any, will be set forth in the agreement.

(6). Visiting Professor

The president may also appoint individuals who hold or have held professorial rank at another institution of higher education as “Visiting Assistant Professor”, “Visiting Associate Professor”, or “Visiting Professor”. Such appointment is to teach at USM for a specified period of time. Any visiting professorship shall be agreed to in a signed written agreement between the visiting professor and the president. USM recognizes such academic standings and accords visiting professors the usual privileges of equivalently ranked faculty. Any supplementary benefits must be agreed upon prior to the appointment.

4. LEAVES

a) Sabbatical Leave

USM grants a sabbatical leave in order to provide opportunity for a faculty member to develop professionally through research or study and thereby enrich his/her teaching. All proposals should focus the full-time of the sabbatical leave clearly on that objective.

Each faculty member may apply for a sabbatical leave after seven years of continuous full-time ranked teaching service to USM.

The granting of a sabbatical leave is not automatic but is based upon the application by the faculty member including the faculty’s proposal for professional development, recommendations of the department chair and vice president for academic affairs, evaluation of service, the number of sabbatical candidates in any given year, the needs of the faculty’s department, and the needs and resources of USM.

A sabbatical leave will be granted for one-half of the academic year at full pay or one year at half pay. Each applicant must submit his/her request in writing to the department chair during the fall semester of the preceding year, setting forth his/her plan of research or study. On approval of the department chair, the faculty’s request will be submitted to the vice president for academic affairs and the president for action. The needs of the departments and the needs and resources of USM are determinative factors in consideration of the request. The decision of the president is final.

The applicant must submit in writing his/her intention to return to USM for at least one year following the sabbatical year. Faculty granted a sabbatical leave are obligated to

return to the service of USM for at least one academic year following the sabbatical and if the faculty does not return to USM for at least one academic year following the sabbatical, the faculty may be required to reimburse USM to the extent of the funding received during the sabbatical in direct proportion to the percentage of the year the faculty has not remained a member of the faculty of USM following the sabbatical and the faculty will sign an agreement to that effect.

Within 30 days after returning from sabbatical leave, a faculty member submits a concise written report to the president, with copies to the vice president for academic affairs and the department chair describing his or her professional development during the sabbatical and how that professional development will enrich his or her teaching. This report will become part of the faculty member's permanent file. Departments may require more extensive reports.

b) Special Leaves of Absence Without Pay

Leaves of absence without pay may be granted to a full-time faculty for completion of research, for formal study toward a higher degree, for scholarly writing, or for other personal or professional reasons. The faculty member formally requests such leave from the president in the fall of the preceding year after consultation with the department chair and the vice president for academic affairs. The decision of the president is final.

A faculty member with tenure, whose request for approved leave which necessitates him/her to stop teaching for a time, will be entitled to a leave of absence without compensation for the duration of his/her leave, up to one year without loss of tenure. In cases of compelling need, extensions may be allowed.

c) Sick Leave

In the event of illness of any full-time faculty member necessitating absence from class, the salary will be continued for one month. On the 31st day of absence due to injury or sickness, the policies regarding the disability benefit take effect. A fuller explanation of this insurance plan is available from the payroll and payroll-benefits coordinator. Sick leave may be substituted for FMLA leave.

d) Bereavement Leave

In the event of a death in the immediate family, faculty members may take a mutually agreed upon leave. He/she discusses the time with the department chair and the vice president for academic affairs. For purposes of this Bereavement Leave policy, "immediate family" is defined as: father or father-in-law, mother or mother-in-law, sister or sister-in-law, brother or brother-in-law, spouse, grandparent, grandchild, son or son-in-law, and daughter or daughter-in-law. “Immediate family” does not include any relative of a spouse from whom the employee is divorced or separated in law or fact. USM may require proof of the death and of the employee’s relationship to the deceased.

e) Family and Medical Leave Act Leave

Eligible employees who have 12 months of service and worked at least 1250 hours during the 12 months preceding the leave request are entitled to up to 12 weeks of

unpaid leave under the Family and Medical Leave Act ("FMLA") for: 1) the birth of a child, or placement of a child with you for adoption or foster care; 2) a serious health condition that makes you unable to perform the essential functions of your position; or 3) to care for your spouse, child or parent with a serious health condition.

If you are an eligible employee and want to take a leave of absence for any of the three (3) reasons described in this policy, notify your supervisor or the vice president for finance and administrative services as soon as the need for the leave becomes known. You will need to help the vice president for finance and administrative services complete the "Employer Response to Employee Request for Family or Medical Leave."

If you are an eligible employee, you may elect or USM may require the substitution of accrued and unused vacation, earned and unused PTO or an unused personal day for periods of unpaid Family and Medical Leave Act Leave.

If you have any question about Family and Medical Leave Act leave, contact the vice president for finance and administrative services.

f) Jury Duty And Court Commitments

USM provides a maximum of 5 days of leave with pay for full-time and half-time faculty who are called to court to serve in jury duty. When you receive notice to appear from the court, promptly notify your department chair. If chosen to serve, ask the court about the anticipated length of the service and advise your department chair as soon as possible.

To receive your regular pay during jury duty, you must provide the payroll-benefits coordinator with a copy of the notice to appear for jury duty and proof of your appearance. You must also provide USM with any money received for jury duty.

Each full-time faculty member is permitted one (1) day off without pay per year for service for other court commitments. Service for other court commitments includes service for an appearance as a witness in deposition or in court but only when the employee is not a plaintiff or a defendant in the case. When you receive your notice to appear for deposition or in court, advise your department chair. USM may request a copy of your notice to appear and proof of your appearance on request.

g) Military Leave

USM provides leave of absence and reemployment rights to eligible employees who are members of or who enlist in the armed forces, including the National Guard, under applicable federal and state law.

If you receive military orders that will prevent you from reporting to work, or you intend to enlist, notify the payroll-benefits coordinator of your orders or enlistment as soon as practicable. The payroll-benefits coordinator will provide information on how to comply with required procedures to be eligible to participate in benefits associated with your military leave.

5. TERMINATION

At times, it may be necessary for USM or the individual faculty member to sever their professional relationship. In order to protect the interest of both parties, the various types of severance, including non-reappointment, resignation, termination, and dismissal are defined here and the policies and procedures related to each category are set forth.

a) Resignation

Resignation is a severance action by which a faculty member severs his/her relationship with USM. A faculty member may resign at the end of an academic year provided he/she gives notice in writing at the earliest possible opportunity, but not later than April 1 or 30 days after receiving notification of the terms of his/her appointment for the coming year, whichever dates occurs later. The faculty member may request an extension of this time period in case of hardship or in a situation where he/she would otherwise be denied substantial professional advancement or other opportunity.

b) Retirement

In the best tradition of faculty responsibility, faculty members make decisions regarding retirement in consultation with the department chair and vice president for academic affairs, taking into account the best interests of their students, their colleagues, themselves, and USM.

c) Non-Reappointment

Since all initial, nontenured appointments to the faculty at USM are made with the understanding that both USM and the appointee will engage in a period of mutual evaluation prior to establishing a continuous association, a severance prerogative rests with both parties.

A nontenured faculty member may decide not to accept a renewal of his/her appointment. In such an event, he/she should give notice in writing at the earliest possible opportunity, but not later than April 1 or 30 days after receiving notification of the terms of appointment for the coming year, whichever date occurs later. In case of hardship, the faculty member may request an extension of this time period from the vice president for academic affairs.

The term “non-reappointment” means that USM has decided not to renew a nontenured appointment at the conclusion of its term. A major responsibility of USM is to recruit and retain the best-qualified faculty within its means; therefore, wide latitude, consistent with academic freedom and University procedures, is accorded USM administration in meeting this responsibility.

A decision not to reappoint a nontenured faculty member rests, in the final instance, with the president. Such decisions are made, however, in consultation with the vice president for academic affairs, who seeks advice from the faculty member’s department chair.

Notice of non-reappointment and termination of nontenure track appointments must be given in writing by the following dates: prior to April 15 of the first academic year of service if the initial appointment is not to be renewed and prior to March 15 of the second and following academic years of nontenured service if the appointment is not to be renewed.

Notice of non-reappointment is not necessarily dismissal for cause. If the faculty member wishes to know the reasons for his/her non-reappointment, the request should be made in writing to the president or vice president for academic affairs and USM will consider the request.

Reasons for non-reappointment may include, but are not limited to, the following: cancellation of, reduction of, discontinuance of, or change in a program, department or unit; declining enrollment; financial exigency; overstaffing; unprofessional behavior; lack of excellence in teaching; inadequate service to USM; insubordination or lack of cooperation; incongruence between interests of the faculty member and the educational goals of USM; and failure to be awarded tenure by the end of the sixth year of appointment in a tenure track position.

d) Termination of Tenured Appointment

Termination is a severance action by which USM terminates the services of a tenured faculty member and may be for such reasons as retirement, dismissal due to financial exigency, dismissal for cause, declining enrollment in USM or in any department or unit thereof, or reduction or discontinuance of a program, department, or unit.

(1). Financial Exigency

Financial exigency is defined as a condition of severe financial constraint evidenced by a series of net operating deficits. The Board of Trustees must officially declare that financial exigency exists. In operating under conditions of financial exigency, USM may redefine some of its programs, departments, or units and reallocate resources to ensure that its mission remains intact.

In considering how to respond to financial exigency, the continued viability of USM must be the primary goal. Recommendations for necessary program, department, or unit reduction(s) or discontinuance(s) will be the responsibility of the administration and will be based on consultation with the departments or units concerned. The final approval of such recommendations rests with the Board of Trustees.

USM administration is also responsible to recommend particular faculty and staff reductions. When such reductions are considered, the rights of senior faculty will be respected insofar as possible. Termination will be in reverse order to rank and seniority in rank unless the requirements and balance in a program, department, or unit dictate otherwise. In all cases, there will be due consideration of the essential needs to maintain a viable university with strong and viable academic programs.

(2). Changes in the Educational Program

Termination of a tenured faculty member may occur as a result of the formal discontinuance, change, or reduction of a program or department of instruction. The recommendation to change, reduce, or discontinue a program or department of instruction will be made by USM administration, with an advisory role of the faculty, and must be approved by the president and the Board of Trustees.

Although such factors as enrollment, faculty, costs, space, and availability of other resources will be taken into account in arriving at a recommendation, the final decision will be based upon educational considerations which reflect the long range judgment that the primary educational mission of USM will not be nullified by the change(s).

(3). General Procedures

Due notice to terminate tenured faculty for financial exigency or for changes in the educational program shall be given as early as possible based on the needs of USM.

When financial exigency or changes in the educational program necessitates termination of tenured faculty members, an effort will be made to find the faculty member another position within USM provided that the faculty member is qualified for the position and reassignment is acceptable to the academic or administrative unit, to continue their work elsewhere, or to otherwise reduce the impact of exigency on faculty members to the extent possible, including such things as changing the status of the faculty member from full to part-time if the faculty member is agreeable to such an arrangement.

If a tenured faculty member is terminated for reasons of financial exigency, the released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment to the position for which terminated and has been given at least one month within which to accept or decline the offer of appointment to that position.

(4). Dismissal

Dismissal is a severance action by which USM ends its professional relationship with a tenured faculty member for adequate cause.

Adequate cause for dismissal must be directly and substantially related to the fitness of the faculty member to continue in his/her professional capacity as a member of USM faculty.

Dismissal proceedings may be instituted for, but are not limited to, the following reasons: inability or unwillingness to further the aims of USM; insubordination; lack of cooperation; professional incompetence or negligence in performance of University-related responsibilities; continued neglect of individual or professional responsibilities and growth; gross personal or professional misconduct; serious violation of the rights and freedoms of fellow faculty members, administrators, or students; or conviction of felony directly related to the faculty member's fitness to practice his/her profession.

Because of the nature of dismissal, no fixed time can be specified for notice; however, such action is usually not taken without prior discussion of risk of dismissal with the faculty member.

The faculty member has a right to appeal the dismissal action to the grievance committee described at section I of Chapter III of this handbook. The faculty member may waive that right. Pending the recommendation of the rank and tenure committee, the faculty member may be suspended or assigned to other duties in lieu of suspension, if immediate harm to himself/herself or others is threatened by his/her continuance. Suspension may be with or without pay.

(5). Dismissal Procedures

A dismissal will be preceded by a statement of reasons, and the individual concerned will have the right to be heard initially by the grievance committee. Members of the committee who are biased or with an interest will be deemed disqualified and remove themselves from the case, either at the request of the party or on their own initiative.

Pending a final decision by the grievance committee, the faculty member may be suspended with or without pay or assigned to other duties in lieu of suspension at the discretion of the vice president for academic affairs. The grievance committee may recommend to the vice president for academic affairs that a suspension without pay be converted to a suspension with pay the decision of the vice president for academic affairs is final.

The grievance committee may hold joint pre-hearing meetings with the parties in order to narrow the issues, stipulate facts, provide for exchange of documentary or other information, and achieve such other appropriate pre-hearing objectives as will make the hearing effective and expeditious.

Service of notice of any hearing will be mailed or personally delivered at least 20 days prior to the hearing to the parties. The faculty member may waive a hearing and may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause for dismissal, the grievance committee will evaluate all available evidence and rest its recommendation upon the evidence in the record or order a hearing prior to making its findings of fact and conclusions.

A verbatim record of the hearing or hearings will not be taken.

The grievance committee may extend any deadline or continue any scheduled meeting or hearing to permit either party to investigate evidence to which a valid claim of surprise is made.

The administration will cooperate with the grievance committee in scheduling witnesses and making documents and other evidence available.

The faculty member and a designated member of the administration will present their respective cases by providing their own written or verbal statements, the written or verbal statements of others with knowledge, and documents. No party may have an attorney present at any hearing, but each may have a member of USM community

present for advice and support, however, such person will not be permitted to present information or make a statement on behalf of the faculty member or administration without the prior permission of the grievance committee. Both the faculty member and the administration will have the right to be present at any hearing, present evidence, ask questions of the other, and refute any evidence.

The hearing will be controlled by the grievance committee. The grievance committee will not be bound by formal rules of evidence or procedure and may consider any evidence presented or permit procedures which it decides will further resolve the case.

In findings of fact and the conclusions will be based in the record.
Except for announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative council will be avoided to the extent possible until the proceedings have been completed, including consideration, if applicable, by the Board of Trustees. The president and the faculty member will be notified of the committee's findings of fact and conclusions in writing. If the grievance committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend to the president with supporting reasons.

The president may reject the committee's findings of fact and conclusions and if so will notify the grievance committee and the faculty member and provide an opportunity for response.

The president may accept or reject the committee's report or parts thereof. If the president's decision is contrary to the conclusions or recommendations of the grievance committee, the faculty member may appeal to the executive *ad hoc* committee of the Board of Trustees. The appeal shall be filed with the secretary of the Board of Trustees within ten working days of the president's decision. The executive *ad hoc* committee, excluding the president, will review the case and make its decision at its next meeting. The executive *ad hoc* committee will advise the parties and the president of its decision. The decision of the executive *ad hoc* committee is final.

6. GRIEVANCE COMMITTEE AND PROCEDURES

a) Definitions

A grievance is defined as an alleged

- violation of academic freedom; or
- infringement of a contractual right; or
- unreasonable and/or unfair consideration at USM or department level pertaining to:
- annual faculty evaluation; or

denial of application for tenure or promotion in rank
The grievant may be any faculty member who alleges cause for a grievance. A grievance may be alleged against any employee or administrative officer of USM or against USM.

b) Grievance Committee Membership

The grievance committee consists of five (5) members: three full-time tenured faculty members elected by the faculty, one faculty member chosen by the grievant, and one faculty member appointed by the president. All members must be USM employees. The elected members are elected in rotation for two years; an alternate is also elected for a two-year term to serve in the event that one of the elected members is unavailable or ineligible. The grievant and the president each may reject the other's choice of committee member one time only and any other member chosen by the grievance committee or the president is not subject to rejection by the other absent a charge of bias or interest.

c) Procedures

If any faculty member alleges cause for grievance, it is his/her responsibility to discuss it with the appropriate persons, using the academic organizational chart of the Employee Handbook as a guide to proper channels of communication. During this informal process, if both the grievant and the person or academic or administrative department or unit at which the grievance is directed are agreeable, the parties may approach the president together in an attempt to resolve the grievance expeditiously and informally.

If the faculty member is not satisfied with informal expeditious discussion between the parties and the president, he/she may petition the faculty grievance committee for redress. The grievance shall be in writing and shall set forth in detail the nature and circumstances of the grievance including the permissible basis for bringing the grievance. The grievance shall state the specific section(s) of the faculty handbook alleged to have been violated, the person or persons who allegedly caused the alleged violation, and a requested remedy. The written grievance must be filed with the chair of the grievance committee within thirty (30) calendar days of the last day of informal, expeditious discussions between the parties and the president. Any and all expense incurred by the grievant in relation to a grievance shall be the responsibility of the grievant.

The committee chair may request written statements concerning the grievance from others with knowledge. Within ten working days of the filing of the grievance, an initial meeting of the grievance committee shall be called to review the grievance and any other information. The committee will meet together with both the grievant and the person at whom the grievance is directed to review its procedures and establish a schedule, including a time and date for the hearing.

The purpose of the hearing is to ensure that all parties involved in the grievance are provided an opportunity to be heard and that facts and issues pertaining to the grievance are clarified.

Within thirty (30) calendar days of the close of the hearing, the committee shall deliberate in private and report its findings and conclusions and any recommendations in writing to the grievant, the person or academic unit at which the grievance is directed, and the president. The grievance committee shall not establish policy or procedure and may not change any provision of this faculty handbook or a faculty contract. The deliberations of the grievance committee are confidential.

Within ten working days of receipt of the committee's findings, conclusions and recommendations, if any, the president shall decide and notify in writing the committee, the grievant, and the person or academic unit at which the grievance is directed of the final decision.

If the president's decision is contrary to the conclusions or recommendations of the grievance committee, and if in the judgment of the executive committee the president is, in the first instance, the cause of the grievance, the grievant may appeal to the executive *ad hoc* committee of the Board of Trustees within ten working days of notification of the president's decision on the grievance committee's recommendation. The executive committee, excluding the president, will review the matter and give a final decision on the grievance at its next meeting. The decision of the executive *ad hoc* committee of the Board of Trustees is final.

V. FACULTY RIGHTS AND RESPONSIBILITIES AND ACADEMIC REGULATIONS

A. *ACADEMIC FREEDOM*

USM honors and upholds the primary goals of Catholic higher education, those of intellectual, moral and spiritual growth. USM believes that the pursuit of truth is fundamental for the expanding of knowledge, the transmitting of wisdom, and the deepening of a faith informed and freely chosen. In affirmation of these principles, Saint Mary's statement on academic freedom is rooted in the Catholic intellectual tradition and consistent with the best spirit of a liberal education.

In accordance with the purposes of USM as expressed in its mission statement, the faculty, guided by habits of critical inquiry, is entitled to:

- freedom in teaching and discussing course subject matter in the classroom and in other academic settings in which the faculty participates as faculty of USM ; and

- freedom in scholarly research and publication.

USM faculty are also citizens, members of a learned profession, and members of this academic institution. When speaking or writing as citizens, faculty shall be free from institutional censorship or discipline. Faculty should remember, however, that the public may judge their profession and this institution by their statements. When speaking or writing as citizens, faculty should make every effort to communicate that they are not institutional spokespersons speaking for or on behalf of the institution.

B. *ACADEMIC HONESTY POLICY FOR STUDENTS*

Academic honesty is expected of all members of USM community. It is an essential component of higher education and is necessary for true academic growth. Christian tradition and professional excellence demand that truth be valued in all of our interactions. Justice requires that we possess the skills and learning that we profess to have. Academic honesty prohibits any form of cheating whether in or out of the classroom; the presenting of purchased or stolen papers, computer programs, reports, etc., as one's original work; failure to acknowledge the source of quotations, unique ideas, figures, tables, charts, and diagrams when these are used in papers, reports, or formal presentation; and falsification of information.

Academic honesty is the policy of USM. Academic dishonesty is prohibited by USM. Academic dishonesty includes, without limitation, any form of cheating whether in or out of the classroom; the presenting of purchased or stolen papers, computer programs, reports, or other written work as one's original work; failure to acknowledge the source of quotations, unique ideas, figures, tables, charts, and diagrams through academically acceptable attribution when these are used in papers, reports or formal presentations; falsification of information; and destruction, concealment or unauthorized modification of academic materials of USM, faculty, other student or any other person(s) for purposes of

self-gain or diminishing the academic work of another. Because standards of citation, attribution and use of materials may vary between academic disciplines or within various specialties within an academic discipline, these general definitions should be considered base levels of academic dishonesty. Individual faculty may define further academic honesty expectations in course syllabi appropriate to their academic discipline.

C. *INSTRUCTIONAL DUTIES*

1. ACADEMIC POLICY

As part of USM 's decision-making process and guided by its mission, the faculty has the principal responsibility to study, make recommendations, and approve academic policy related to admissions standards, curriculum and instruction, the general education program, degree and graduation requirements, and norms for faculty rank and tenure.

Academic policies are published in USM's undergraduate and graduate catalogs. Faculty should consult these publications for information regarding academic policies.

2. TEACHING AND ADVISING

Saint Mary faculty members serve as models of scholarship to their students. Their primary responsibility is to teach, and this includes formal and informal instruction in the classroom, studio, and laboratory; supervision of field work, independent study, and any other type of learning experience for which USM grants academic credit. As part of the normal teaching load, faculty members are expected to teach day, evening, and weekend courses in both on-campus and off-campus programs.

Closely allied with teaching duties is the responsibility for academic advising. As academic advisers, faculty serve their advisees and other students by being available for personal consultation during regularly scheduled hours (a minimum of five hours per week). Hours are scheduled at times convenient for students. All faculty members may be asked to participate in USM's orientation program for new students and to participate in registration.

3. ORIENTATION PROGRAM FOR THE FACULTY

New faculty attend orientation programs planned by the **vice for academic affairs** and department chairs. The vice president for academic affairs provides faculty members with an Employee Handbook and university catalogs.

All faculty have the responsibility to attend Faculty Institutes and University Days before the fall and spring terms and other University-sponsored professional development opportunities.

4. TEACHING LOAD

The normal teaching load for full-time faculty members is 24 credit hours per academic year. Adjustment in the load because of other university-assigned responsibilities may

be made by the vice president for academic affairs. The direction of student independent study is voluntary and not counted in the teaching load.

5. CLASS SCHEDULES

The schedule and classroom assignments are set each semester based on student needs, after consultation with department chairs, site directors, and faculty. Faculty members are responsible to review the schedule before it is finally printed. Thereafter, any change must be approved by the vice president for academic affairs who is ultimately responsible for the schedule of classes and classroom assignments. Each semester a period is designated in the day schedule for university meetings.

6. CLASS MEETINGS

Faculty members meet their classes at assigned class hours in assigned classrooms unless they change with the approval of the vice president for academic affairs.

7. CANCELLATION OF CLASSES/INSTRUCTOR ABSENCES

It is the policy of USM not to cancel regularly scheduled classes. However, when emergencies or other serious circumstances dictate, the vice president for academic affairs or a designee makes the decision and releases the information to the public. Cancellation of classes at a site other than the Leavenworth campus may be made by the president.

Instructors who must be absent from class meetings report the anticipated absence to the vice president for academic affairs and make arrangements with the department chair as soon as possible. Faculty are expected to be on the home campus or another teaching site throughout a major portion of the week. Absence for entire days is the exception, not the rule.

8. COURSE SYLLABI

Faculty prepare a course syllabus for each course taught in a semester. The syllabus follows the format approved by the faculty. Information regarding the format for the course syllabus is provided by the office of the vice president for academic affairs. A copy of each syllabus should be forwarded to the department chair and the vice president for academic affairs. Faculty are responsible to review and up-date course syllabi and to share this information with students early in the course.

9. SELECTION OF TEXTBOOKS

Faculty members are free to select texts appropriate to their courses and to department programs. Faculty consult with colleagues in the department as appropriate, considering longevity of use, total course cost to the students, and realistic expectations of material to be covered in the course. Some departments and programs may have a policy of adopting common texts for all sections of the same course.

10. TESTING AND GRADING

Testing depends upon the nature of the course, department policy, and the judgment of the individual faculty member. A final examination or the culmination of an ongoing assessment process is required. Four or five examination days are provided in the daytime schedule at the end of each semester for administering the traditional final examination or for concluding the ongoing assessment. Final examinations or assessments are given during the last scheduled class session of evening classes. Faculty give final course examinations or complete the assessment process only at the time scheduled. Written permission from the vice president for academic affairs is required for a requested change. Faculty file copies of final examinations/assessments with the department chair. Faculty should make final examination/assessment materials available for review and consultation with students within the first three weeks of the semester following the final examination period.

Grading is by letter, A, B, C, D, and F. The “Grading Systems” section of USM Undergraduate Catalog and the “Grading System and Policies” of the Graduate Catalog detail standards for letter grades, their grade point equivalencies, and use and limitation of the pass/fail option. At mid-term, the faculty report to the registrar grades for all freshmen and grades of other students who are receiving grades of D or F.

Faculty submit final grade reports to the registrar’s office on the semester grade sheets provided by that office, within a specified time after the final examination. Faculty may choose to use the symbols + or – to designate more clearly a student’s performance. This mark is determined by the instructor with reference to the weighting of term marks and examination marks.

11. INCOMPLETE GRADES

Instructors give a grade of “incomplete” only if the student’s work has been of satisfactory quality as officially reported but circumstances beyond the student’s control prevent completion of course requirements. Instructors or students do not use this option to extend the length of the course. Instructors who intend to submit a grade of “incomplete” contact the registrar for proper procedure and follow-through.

12. STUDENT EVALUATION OF COURSES

In order to promote open communications between students and faculty and to maintain high levels of instruction and student satisfaction, faculty in all courses allow students the opportunity for written course evaluations at mid-term. Faculty discuss the mid-term evaluations in light of the goals of the course and department with students in order to provide on-going assessment of the teaching/learning process. Final course evaluations, given at the end of the semester or term of the course, are confidential, kept in the office of the vice president for academic affairs and not distributed to faculty until after final grades are posted. The vice president for academic affairs and department chairs reserve the right to request results of final course evaluations.

13. ASSESSMENT

Faculty participate in the assessment activities of USM which has adopted an ongoing improvement model that dovetails with the Academic Quality Improvement Program (AQIP) of the Higher Learning Commission. These activities include syllabi development which requires alignment among university outcomes, course objectives, and student assignments (see syllabi requirements for more information), assessment of student learning in relation to course, program and university outcomes, self-assessment of faculty performance in relation to analysis of student performance, course evaluations, and ongoing improvement initiatives, program evaluation through annual individual and departmental reports and regular program reviews, and institutional self-study improvement efforts based upon the ongoing and systematic use of data based decision making. Institutional assessment activities are coordinated by the vice president for academic affairs.

14. PRIOR LEARNING CREDIT

USM awards credit for the Advanced Placement Program (AP), the College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES), the American College Testing Program Proficiency Examination (ACT PEP), and other ACE approved programs. Information regarding these programs is available from the office of the Registrar.

USM offers an Experiential Learning Assessment (ELA) program for learning not covered by the ACE Guides. Students complete a one-credit hour course in portfolio preparation and petition evaluation of that learning by completing a Life Experience Portfolio. The Committee on Life Experience evaluates the portfolio based on the Experiential Learning Portfolio Rubric. Information regarding this program is available from the Academic Resources Center.

15. STUDENT ATTENDANCE POLICY

Each instructor sets the attendance policy for each course taught and communicates it clearly to the student at the beginning of the semester. Such attendance policy recognizes the validity of required University-sponsored activities. Instructors should keep a record of student attendance and advise the vice president for academic affairs of frequent absences by any student. Records of student attendance are necessary for accurate reporting by the financial aid officer to the various agencies involved in financial support to students.

Faculty submit requests to the vice president for academic for a student’s absence to attend a conference, convention, or field trip. They also inform other faculty members of the student's absence.

D. *EDUCATIONAL RESPONSIBILITIES*

1. ACADEMIC CALENDAR

USM follows a two-semester academic year. The academic year begins and closes as announced on the academic calendar for each year. Faculty will be available as necessary for fall registration meetings specific to the various sites or tasks specific to particular departments. Opportunity to conduct study tours or to provide for practice and internships for students is available to faculty members during May and June. USM may offer a summer session at all sites; only faculty under contract for the summer session or specific courses are required to provide summer services.

2. CATALOGS

Faculty should be familiar with the Undergraduate and Graduate Catalogs regarding curriculum, degrees, degree requirements, majors, classification of students, grading system, courses, grade reports, probation and dismissal, attendance, withdrawals, honors, special programs, and courses of study.

Faculty discuss with their department chairs all department information contained in the Catalogs, and the chair consults with departments affected by proposed curricular changes. The vice president for academic affairs confers with the department chairs concerning academic material for the catalogs and approves copy for publication. Department chairs are responsible for informing faculty outside their departments of approved curriculum changes which go into effect between catalog publications.

3. ATTENDANCE AT COLLEGE FUNCTIONS, STUDENT-SPONSORED EVENTS, AND MEETINGS

Faculty attend the following official university functions: University Days, Fall Institute, Fall Convocation, Spring Institute, Spring Convocation, Baccalaureate Mass, and Commencement Ceremonies, and other days required by USM.

Faculty attend regular and special meetings of the faculty called by the president, USM assembly, faculty senate meetings, department meetings, meetings of assigned committees and task forces, workshops, and seminars pertaining to faculty or institutional development.

Faculty are encouraged to attend all-school events and to serve as sponsors for religious, department, special interest, and other organizations. Their presence contributes to student morale, to faculty-student rapport, and to a sense of community both on and off campus.

4. SERVICE ON COMMITTEES

Service on committees and work teams is an integral part of a faculty member’s obligation to USM and its students. Standing and adhoc committees of the faculty are described in the section on faculty governance.

5. REPORTING TO ADMINISTRATION

Faculty inform the department chair, the vice president for academic affairs, and the president of anything significant that affects their professional responsibilities to USM. Good judgment and confidentiality will be exercised in such cases.

Faculty respond promptly to requests from administrators for information and reports. They report directly and regularly each term to the registrar on course enrollments and student grades. The vice president for academic affairs collects other materials, including syllabi. Faculty who teach at sites other than the Leavenworth campus submit information to the vice president for academic affairs.

6. LIBRARY COLLECTION

Faculty members assume responsibility for assisting in the development of the library collection. Faculty accept primary responsibility for the selection of materials in their disciplines and cooperate with the librarian in weeding obsolete material.

E. *CO-CURRICULAR AND EXTRA-CURRICULAR RESPONSIBILITIES*

1. PROFESSIONAL GROWTH

As faculty of a university, each faculty member accepts responsibility to continue to develop as a liberally educated person and as an effective teacher; and USM has a responsibility to foster that growth. As professional persons, faculty cooperate with their colleagues and the administration to improve continually the total academic program and climate of USM.

The administration encourages faculty members to grow both personally and professionally by study, travel, research, creative activities, and participation in professional organizations.

2. MEMBERSHIP IN LEARNED SOCIETIES

Faculty are encouraged to hold membership and take an active part in societies of their fields of study. After planning with the department chair and other department faculty, faculty apply to the vice president for academic affairs for funding to attend professional meetings. Departments take into consideration matters of travel distances, costs, and absence from campus duties; relevance of meetings to the department; and the particular interests of each faculty member.

USM pays transportation, lodging, and a per diem cost at a rate determined annually for approved travel. Air travel should be tourist or economy class. Travel by car is reimbursed at a rate determined annually.

3. RECRUITMENT AND PUBLIC RELATIONS

Faculty may be asked to help with recruitment of prospective students in such activities as interviews, career days, open houses, student visitations, and phonathons. On occasion, faculty assist in hosting various groups and guests on campus.

USM encourages faculty, as professional persons, to contribute to the affairs of their communities in off-campus civic, religious, and cultural organizations.

F. *CONFIDENTIALITY*

1. PURPOSE

The purpose of this provision is to set out the guidelines governing the protection of privacy of student education records and to implement the Family Educational and Privacy Rights Act of 1974: (Buckley Amendment: Pub. Law 93-830, as amended), and implementing regulations.

2. DEFINITIONS. See 34 CFR § 99.3(b).

"Directory Information/Public Information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed and includes, but is not limited to, a student's name, address, telephone listing, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

"Eligible Student" means a student who has reached 18 years of age or is attending USM or another college.

"Education Records" are those records that are directly related to a student and are maintained by USM. Those records made available under the law include: student financial aid records, health records, disciplinary records, admissions file, placement credentials, SCAT, interest inventory and personality test results, personal and family background data, and academic records. The term does not include:

- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record and which are not accessible or revealed to any other person except a substitute for the maker of the record.

- Records of the law enforcement unit of USM.

In the case of persons who are employed by USM, records made and maintained in the normal course of business which relate exclusively to the individual in the individual's capacity as an employee where the records are not available for use for any other purpose; however, records relating to an individual in attendance at USM or who is employed as a result of his or her status as a student are education records.

All records on any college student which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his or her professional capacity, or assisting in a para-professional capacity, and which are made, maintained or used only in connection with treatment of the student, and are disclosed to individuals providing treatment, provided that the term “treatment” does not include remedial educational activities or activities that are part of the program or instruction at USM .

Records that only contain information about the individual after he or she is no longer a student at USM.

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

“Party” means an individual, agency, institution, or organization.

“Personally Identifiable Information” includes, but is not limited to, the following information: the name of the student, the name of the student’s parent or other family member, the address of the student or student’s family, a personal identifier such as the student’s social security number, a list of personal characteristics or other information that would make the student’s identity traceable.

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiches.

“Student” means any individual who is or has been in attendance at USM and on whom USM maintains education records.

3. NOTIFICATION

There will be annual notification to parents and eligible students currently in attendance at USM informing them of their rights relating to education records.

4. PERSONS RESPONSIBLE

The persons responsible for the custody of records include the director of financial aid, the dean of students, the director of enrollment management, and the registrar.

5. LIMITATION OF ACCESS

USM will not permit a student to inspect and review education records that are:

(1). financial records of the parents of the student or any information those records contain;

(2). confidential letters and confidential statements of recommendation which were placed in the education records of the student before January 1, 1975, as

long as the statements are used only for the purpose for which they were specifically intended;

(3). confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, if the student has signed a waiver of his or her right to inspect and review those letters and statements and the letters and statements are related to the student's admission to USM, application for employment, or receipt of an honor or honorary recognition.

6. ACCESS RIGHTS

The right of a parent or eligible student to inspect and review education records includes:

(1). the right to have an opportunity to inspect and review the student's education records at USM;

(2). the right to have USM comply with a request for access to education records within a reasonable period of time, but no more than 45 days after USM receives the request;

(3). the right to a response to a reasonable request for explanation and interpretation of the student's education records;

if the circumstances prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the right to have USM either provide a copy of the records requested, which may be at the expense of the student, or make other arrangements for the parent or eligible student to inspect and review the requested records, and;

if any material in the education records of the student includes information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

7. DESTRUCTION OF RECORDS

USM may destroy records if not otherwise precluded by law, provided that USM will not destroy any education record if there is an outstanding request to inspect and review the record.

8. AMENDING EDUCATION RECORDS

If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's privacy rights, he or she may ask USM to amend the records.

a) Informal Proceedings for Amending Education Records

USM official charged with custody of the records will attempt to settle informally any disputes with any student regarding the content of USM's education records within a reasonable time after receiving the request. If USM official decides not to amend the

education records as requested, it must inform the parent or eligible student of its decision and of their right to a hearing.

b) Formal Proceedings for Amending Education Records

A parent or eligible student may request a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The request for a hearing shall be submitted in writing to the president who will appoint a hearing officer or a hearing committee to conduct the hearing.

The hearing shall be conducted within a reasonable period of time following the request for the hearing. The parties shall be entitled to ten days prior written notice of the date, time and place of the hearing.

The hearing shall be conducted and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.

The parent or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the hearing. The parent or eligible student may be assisted or represented by one or more individuals of their own choice, including an attorney.

The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing, setting forth a summary of the evidence and the reasons for the decision. If, as a result of the hearing, USM decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and inform the parent or the eligible student of the amendment in writing. If, as a result of the hearing, USM decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record and/or setting forth any reasons for disagreeing with the decision of USM.

9. DIRECTORY INFORMATION

USM recognizes "Directory Information/Public Information" to mean the student's name, address, telephone listing, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. All students must inform the office of the registrar in writing before the end of the two-week period following the first day of classes if they wish that any or all of the information designated as directory information not be released without the student's prior consent.

10. GRADE REPORTS

Grades are accessible on e-Spire to all students once they are submitted to the registrar's office and have been entered into the computer system. Final grade reports are mailed to a student's home address only upon request.

Parents may request access to grades and other education records without the student's permission if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954. Request must be made in writing.

If any material or document in the education record of a student includes information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

11. REPRODUCTION OF RECORDS

Students may request copies of education records from the appropriate offices. Requests must be in writing and submitted by the eligible student or parent of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

The present policy of requests for transcripts is as follows: In-process transcripts will be copied at $1.00 per copy; other records and/or final transcripts will be processed at $3.00 per copy. Transcripts from high schools and other University s may be copied and disseminated at the request of the student. However, it is the policy of USM that copies of a record come directly from the issuing institution.

Written transcript-request forms and letters will be held in the registrar's office for no longer than one year.

Records which state for whom, when, where, and to whom transcripts have been sent will be kept in the office of the registrar for not more than three years.

Transcripts will not be sent to another institution without the written request of the student himself/herself.

The present policy on maintenance of student health records is to destroy all health records of anyone who is no longer enrolled as a student at USM. If a student transfers, he/she may request the health record.

12. PLACEMENT SERVICE POLICY

The Placement Service policy insures the student his/her rights regarding placement files as outlined by the Family Educational and Privacy Rights Act of 1974. Placement files are maintained for any senior or USM graduate who completes the necessary forms and pays the one-time $5 service fee.

A USM graduate, current senior, or a Sister of Charity may set up a placement file. The placement file consists of personal/educational data provided by the candidate and

letters of reference. A placement file is kept until the individual makes a written request for its destruction or until ten years have passed from its last updating.

Any individual's file may be up-dated by his/her written request for the removal of references, the addition of new references, or completion of new data. A candidate has the right to review letters of reference submitted to his/her file unless he/she elects to waive that right.

A candidate may choose to waive his/her right of access to references by signing a statement to that effect. This establishes a confidential file. Confidential references may be used to update a file.

Only references submitted by the candidate's written request will be included in the placement file. On request, a student may obtain the names of the individuals who provided the letters of reference.

A waiver of the right to review letters of reference may be revoked in writing. Such revocation is in respect to any action occurring after the revocation.

Placement files will be released only by written consent of the candidate. A candidate may give the placement director the authority to release his/her file at the director's discretion or at the written request of an employer. The candidate must sign a statement to this effect.

13. DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION WITHOUT CONSENT

USM may disclose personally identifiable information from an education record of a student without the written consent of the student if the disclosure is to the following:

(1). other school officials, including teachers within USM, whom USM has determined to have legitimate educational interests;

(2). officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll, upon condition that the student is notified of the transfer, receives a copy of the record if requested, and has an opportunity for a hearing to challenge the content of the record;

(3). authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education or an official employee of the Department of Education acting for the Secretary, or state and local educational authorities;

(4). in connection with financial aid for which the student has applied or which the student has received if the information is necessary for such purposes as to determine eligibility, amount, or conditions, or to enforce the terms and conditions of the aid;

(5). state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted before

November 19, 1974, if such reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released, or pursuant to state statute adopted after November 19, 1974;

(6). organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction, provided the study does not permit the personal identification of parents and students by individuals other than representatives of the organization and provided the information is destroyed when no longer needed for the purposes for which the study was conducted;

(7). accrediting organizations in order to carry out their accrediting function;

(8). parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954;

(9). in compliance with a judicial order or lawfully issued subpoena, upon condition that a reasonable effort is made to notify the parent or eligible student of the order or subpoena in advance of the compliance, unless the disclosure is in compliance with a federal grand jury subpoena or other subpoena issued for a law enforcement purpose where the court has ordered that the existence or the contents of the subpoena not be disclosed;

(10). appropriate parties in a health or safety emergency;

(11). others relating only to disclosure of information USM has designated as "directory information";

(12). the parent of a student who is not an eligible student or to the student;

(13). an alleged victim of any crime of violence, as defined in Section 16 of Title 18, United States Code, of the results of any disciplinary proceeding conducted by USM against the alleged perpetrator of that crime with respect to the crime.

14. CONTENT OF CONSENT

Where the consent of an eligible student is required for the release of education records, it shall be in writing, signed and dated by the student, and shall include a specification of the records that may be disclosed, the purpose of the disclosure, and the identity of the party or class of parties to whom the disclosure may be made.

Upon request, USM will provide the student with a copy of the records disclosed.

15. RELEASE OF INFORMATION FOR HEALTH OR SAFETY EMERGENCIES

USM may release personally identifiable information from an education record to appropriate parties in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a student or other individual. The factors which will be taken into account in determining whether the records may be released

under this section include the following: the seriousness of the threat to the health or safety of the student or other persons, the need for the records to meet the emergency, whether the persons to whom such records are released are in a position to deal with the emergency, and the extent to which time is of the essence in dealing with the emergency.

16. RECORDKEEPING CONCERNING REQUESTS AND DISCLOSURES

USM will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The record will indicate for each request or disclosure the parties who have requested or received personally identifiable information and the legitimate interest each party had in obtaining the information, except when the request was from or the disclosure was to the student, a university official, a party with written consent from the student, a party seeking directory information, or a party seeking or receiving records as directed by a federal grand jury or law enforcement subpoena where the court orders that the contents of the subpoena not be disclosed. This record will be maintained with the education records of the student as long as the records are maintained.

This record of requests and disclosures may be inspected by the parent or eligible student, the school official or his or her assistants who are responsible for the custody of records, and university officials and authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities for the purposes of auditing the recordkeeping procedures of USM.

17. TRANSFER OF INFORMATION BY THIRD PARTIES

USM should not release personal information about a student except on condition that the party to which the information is being transferred will not permit any other party to have access to the information without the written consent of the student. USM shall include, with any information released to a third party, a written statement which informs the party of the requirement that it may not be released without the written consent of the student.

G. *STUDENT-INITIATED ACADEMIC GRIEVANCE PROCEDURE*

1. REQUIRED INFORMAL APPEAL PROCESS REGARDING THE FINAL GRADE IN A COURSE OR ALLEGATION OF ACADEMIC DISHONESTY

Absent a grade based on constitutional violations or prohibited discrimination, the final grade in a course is within the sole judgment of the instructor. Allegations of academic dishonesty are handled in accord with the Academic Honesty Policy Statement and the procedures described below. In the event that a student disagrees with the final grade

assigned in a course, or disputes an allegation of academic dishonesty, the following informal procedure will be initiated by the student.

The student informs the instructor that the grade or academic honesty allegation is under dispute. If the dispute involves a final grade, the student must inform the instructor by the end of the drop/add period of the following spring/fall semester. It is recommended that the student do this as soon as possible after receiving the grade.

If the dispute involves an allegation of academic dishonesty, the student must inform the instructor within three days of instructor notification to the student of the allegation of academic dishonesty.

The student consults with the appropriate individuals at each of the three levels indicated below and seeks resolution on the lowest possible level.

1) Absent unusual circumstances, the student consults with the instructor who renders a decision and notifies the student personally or at the student's last address on file with USM within one calendar week of the consultation.

2) If the matter is not satisfactorily resolved with the instructor, the student consults with the department chair within one calendar week of the decision of the instructor and the department chair will notify the student personally or, if personal notice is not feasible, at the student's last known address of the instructor's decision within one calendar week of consultation. If the dispute is with the department chair who is the instructor, the student moves to step 3.
3) If the matter is not satisfactorily resolved in steps 1 or 2 above, the student may consult with the vice president for academic affairs within one week regarding a formal appeal process. The vice president for academic affairs will confer with the instructor, the student, and the chair to assure that informal process was followed and will then advise the student within one week as to the appropriate steps in initiating a formal appeal process, should the student desire to do so. <u>The role of the vice president at this juncture is to assure due process, not to deal with the substantive matters of the appeal.</u>

2. FORMAL APPEAL PROCESS REGARDING THE FINAL GRADE IN A COURSE OR ALLEGATION OF ACADEMIC DISHONESTY

a) Notice of Appeal

If the issue cannot be resolved informally, the student may file a formal appeal in writing with the supporting documentation within one calendar week of the notification by the vice president for academic affairs with a copy to the assigning instructor, and the assigning instructor may file a statement and any supporting materials within one week of the filing of the appeal with the vice president for academic affairs with a copy to the appealing student

b) Review Committee Membership

The review committee will be formed within one calendar week of the filing of a formal review of the final grade and will consist of three faculty members, to include the

department chair, if appropriate, a faculty member from a related discipline, and a faculty member from an unrelated discipline.

The student may choose one of the three review committee members in which case the student will identify his or her request for a committee member with the filing of the appeal and the vice president for academic affairs will appoint the remaining two members and appoint one of the members as chair. The chair controls all aspects of the review committee and its work and the instructor and the appealing student are to communicate on all matters through the chair or as the chair may direct.

c) Review Committee Role and Procedures

The role of the review committee is to ensure that good academic practice and adherence to USM policy was followed in the grade assignment or academic dishonesty allegation and in the review process. The role of the committee is to make judgment regarding the *manner* in which the instructor applies the criteria for grading or the allegation of academic dishonesty, taking into consideration such issues as fairness, consistency, and the communication of standards.

Although the committee may meet in private to form the agenda, review the materials submitted by the student and the instructor, to deliberate, and to decide its final recommendation(s), the student's and the instructor's presence are invited for the formal presentation of the appeal and to respond to questions from the committee. At any meeting at which the student and the instructor are present, each may be accompanied by a member of USM community for support and assistance; however, only the student or the instructor may speak on their own behalf, including asking and answering questions of the other and interacting with the review committee.
The committee must inform both the appealing student and the assigning instructor of its findings and recommendations and send these to the vice president for academic affairs for any action.

For grade appeal, the committee may return the matter to the instructor for reevaluation, recommend action or no action on the appeal, or in the case of a perceived constitutional violation, including a perceived violation of academic freedom or prohibited discrimination, submit a recommendation to the instructor and/or the administration to change the grade.

For academic honesty violation, the committee may return the matter to the instructor for re-evaluation, or recommend action or no action on the appeal. No action essentially upholds the instructor's decision.

The vice president for academic affairs will act on these findings and recommendations or return the matter to the review committee for further action and notify the appealing student and assigning instructor of his or her decision, including further appeal rights, if any. In acting on the findings and recommendations of the committee, the vice president for academic affairs also weighs issues of fairness, consistency, and communication of standards. For grade appeal, the decision of the vice president for academic affairs is final and may not be appealed.

In the case of academic dishonesty, should the final recommendation of the instructor and the committee be dismissal from USM, the case will be reviewed by the president

who consults with the vice president for academic affairs before making a final decision regarding dismissal.

d) Records

A record of formal appeals will be kept in the office of the vice president for academic affairs.

H. *BUSINESS TRAVEL*

USM encourages participation in meetings of professional organizations and recognizes that faculty may be required to travel for professional development. The vice president for academic affairs administers a fund to support faculty travel and professional development. USM reimburses legitimate, reasonable expenses incurred in the context of work-related travel as provided in this policy.

Application for faculty development funds may be made at any time, but faculty are encouraged to submit requests early in the academic year. Requests should include a description of the faculty development activity and an expense projection. Requests will be reviewed by the vice president for academic affairs after consultation with department chairs. The faculty member will be notified in writing whether the request is approved or not.

Cash advances may be requested for up to 90% of the travel expense projection. Upon return, all employees must complete and file a travel expense form with the Business Office. Receipts must be presented for all items purchased in excess of $10. No reimbursement will be made for any expense item claimed in excess of $10 without a receipt. If expenses do not exceed the approved travel expense projection, no further approval is necessary. If expenses exceed the approved travel expense projection, approval must be received from the vice president for academic affairs prior to reimbursement of claimed expense in excess of the approved travel projection.

Air travel is reimbursable only at coach rate at the lowest fare for a reasonable flight route subject to reasonable time constraints related to advance purchase. Automobile travel within the greater Kansas City area should be by use of one of USM's fleet of cars. With prior permission of the immediate supervisor, an employee may use his or her personal vehicle in accordance with the Use of Personal Vehicle policy in this handbook. When renting a vehicle for travel is more cost effective or otherwise beneficial to USM than the use of any other form of transportation, vice president for academic affairs may permit the employee to rent a vehicle.

Taxi and limousine service fares including standard 15% tips are allowable if no public transportation is available or reasonably convenient

USM encourages employees with questions regarding reimbursement of expenses to discuss them with the vice president for academic affairs prior to travel.

1. TRAVEL EXPENSES

The daily limit for out-of-town meal expense is $35, with an exception for travel to one of the ten (10) most populated cities when the daily limit will increase to $50. If you have a question relating to the ten (10) most populated cities, speak with the Business Office.

In travel to the Greater Kansas City area, the limit for meal expense is $10 per meal. An employee is limited to reimbursement for one (1) meal for a business day of eight (8) hours or less. Reimbursement for up to two meals per day may be permitted for business day travel to the Greater Kansas City area that is nine (9) hours or more. With advance approval of the immediate supervisor, an employee may, in furtherance of university-related business, pay for the meals of others.

When requesting reimbursement for any meal expense, identify the business purpose and if appropriate, the attendees and the subject matter discussed at the meal. Retain all receipts for meals; reimbursement for any meal will not be made absent a receipt.

Hotel arrangements must be made at reasonable rates, and if in connection with a conference, at the applicable conference rate of the hotel hosting the conference. When traveling overnight, one personal telephone call per day of short duration will be reimbursed. No other personal expense, including entertainment, will be reimbursed. No reimbursement will be made for hotel stays in the Greater Kansas City area absent extraordinary circumstances and approval of the vice president for academic affairs.

2. USE OF PERSONAL VEHICLES

USM does not permit use of personal vehicles for university business without the express permission of the employee’s immediate supervisor.

USM carries Non-Ownership Automobile Liability insurance for employees who use their personal vehicles on university business. In the event of an accident, Non-Ownership Automobile Liability insurance only protects USM against automobile-related liability. Therefore, employees who use their personal vehicles for any university related business must provide evidence that they are otherwise carrying insurance satisfactory to USM and must maintain a current, valid driver's license as required by state law.

When USM permits an employee to use their personal vehicle in the performance of their duties for USM, USM will pay the employee a mileage allowance. This allowance will not exceed Internal Revenue Service guidelines for mileage.

VI. ACKNOWLEDGMENT

The material contained in this USM Employee Handbook is for all employees. This Employee Handbook is for informational purposes and sets out some of the practices, policies, and procedures relating to personnel matters as well as other matters relating to USM. Read it carefully and completely. Because the employment practices, policies and procedures of USM can and will change from time to time, the information contained in this handbook also can and will change from time to time.

Because of court decisions in some states, however, it is necessary for us to make it clear that this USM Employee Handbook is not a contract of employment or part of a contract of employment with USM. No employee of USM has any contractual right to any matter set out in this Employee Handbook. All employees are employed at-will and either you or USM may terminate your employment with USM at any time with or without notice and with or without cause at any time unless you have a contract of employment signed by the president and approved by the Board of Trustees.

I acknowledge that I have received and read this USM Employee Handbook and that I have had the opportunity to discuss any matter contained in this handbook with my supervisor or members of the administration. I understand and acknowledge that this Employee Handbook is the property of USM.