

Procedures Manual

Issued August 2001

This compilation of procedural information is to assist in your position at the College. Although the manual contains much useful information, it cannot be comprehensive. Therefore, please feel free to contact whomever you believe on the college staff or faculty can be of assistance in answering your questions.

Douglas Brothers, Ph.D., Interim Dean of College

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GENERAL INFORMATION REGARDING STUDENTS

Information To Be Given To Students In All Courses – Course Syllabus

Each faculty member will be expected to give at least the following information to each of his or her classes on the first class meeting day of each semester:

1. Your name, the course number and title of the course.
2. The objectives of the course.
3. The teaching method to be used (lecture, lecture-discussion, dialogue, lecture-small group discussion, student centered, mixed, etc.). In other words, let the student know the pedagogical methods you intend to use in the course.
4. Your attendance requirement. The most recent edition of the *Benedictine College Catalog* states:

It is presumed that students attend every session of courses in which they are registered, in order that mastery of subject matter may be assisted by the instructor's leadership, class discussion and/or class projects.

Students may be allowed to make up missed work if the absence from class is because of sickness, school-related trips or unavoidable absence from the college. Sickness excuses are received by the individual instructors and the Associate Dean recognizes unavoidable absence excuses.

A limit of absence from class is determined in a general way for all lower-division courses in order to assist those students in the education process. Any student enrolled in courses numbered under 300 who is absent more than two times the number of weekly meetings assigned to a course may be withdrawn by his or her instructor. A grade of 'F' will be recorded if this occurs after the official withdrawal period. Absences from class on the day immediately before or after vacation count double.

Individual instructors have the right to limit absence in other courses providing statements of policy governing their classes are made known at the beginning of the course. The number of absences allowed cannot be set lower than two times the number of weekly meeting days assigned to a course and the penalty given must be withdrawal. A grade of 'F' will be recorded if this occurs after the official withdrawal period. Exceptions are for classes which meet once or twice weekly. The limit of absences for classes which meet once a week is two and for those which meet twice a week is four. **From 2001–2003 Catalog, page 35.**

5. The basic text or texts, and other course materials that will be used.
6. Any requirement of oral or written work (oral reports, book reviews, book reports, term paper themes, etc.).
7. The number of examinations during the semester (including the *required final examination*). Note that the Faculty Handbook, pp. 20–21, requires teachers to give more than one exam.
8. The basis on which grades will be determined.
9. Policy on learning disabled students.
10. Location of your office and your office hours.
11. Outline of the material to be covered in the course.

Each semester a copy of each class syllabus must be sent to your department chair and to the Dean of the College by no later than the 5th day of classes.

Contact with Students

One of the best ways to assure out-of-class contact with students is to post your office hours and be available at these times. If you wish to set aside time for class preparation do not include this time in your office hours schedule. If you know in advance that you will not be able to keep posted office hours, make sure your students are aware of this, and post a note on your office door.

Advice to Students

Faculty members should make sure they are accurate when giving advice to students concerning matters clearly indicated in the College catalog or in pronouncements from the various offices of the College. Such matters may include dropping courses, changing course sections, making up examinations, etc. Most student dealings with the Registrar's Office have deadline dates. If you do not know the deadline date in a particular instance please check with the Registrar before giving the requested advice. Some deadlines are published in the official College calendar while other time deadlines are in the College catalog.

Introduction of New Courses

New courses may be pilot tested using a 198 or 398 Special Topics designation number preceded by the appropriate two digit departmental code up to three times before they are required to be approved as regular catalog courses by the Academic Policies Committee.

Any new course seeking immediate integration into a department program, and to be listed in the next college catalog printed, must be approved by the Academic Policies Committee.

Absences from Class – Students

As stated in the Catalog, a student's absence from class necessitated by sickness, school-related trips or an emergency are allowable. However, students are expected to make up the work missed during these absences. All absences are included in the "two absence per credit hour" limitation except for extended student illness or extreme family emergencies. Teachers may ask for verification of student absences for any of the above reasons from the appropriate person, e.g., coach, nurse, doctor, another teacher.

Changes in Academic Programs

Significant changes in a program involving several courses, or the overall structure of the program or major must be approved by the Academic Policies Committee. The Board of Directors must approve additions or deletions of major programs.

If a student has three successive absences in a given class, this should be reported to the Registrar's Office and the Associate Dean. Students reaching the level of two absences per course credit hour may be withdrawn from the course by the instructor. Students may not be withdrawn from a class unless a written notice to this effect is supplied to the student and a duplicate notice is filed in the Office of the Registrar at the time the student is withdrawn.

Absences – Faculty

If a faculty member is unable to attend his or her class or any obligating college event as specified in his or her contract, the office of the Dean of the College must be notified as early as possible. Otherwise, faculty members are responsible for meeting the established college schedule.

Rescheduling

If classes, tests, laboratories, or study sessions are regularly scheduled other than at their scheduled time, students must be excused from these sessions for attendance at any all-college functions, such as a special Mass or Honors Banquet or another class.

The Tuesday–Thursday 3:50-5:05 p.m. time period is reserved for meetings. No other academic activities such as exams or study sessions are to be scheduled at these times. Students should not be required, or feel obliged, to attend or participate in academic activities at these times.

In no case may classes, tests, etc., be scheduled on Sundays, and in no case may the established schedule be changed without prior clearance from the Registrar. If you change your class time due to a field trip please notify the Registrar's Office in advance. Also, please check with the Registrar's Office before changing class locations.

If a student has three or more final exams scheduled for one day, the student may negotiate a time change with one of the instructors involved. If the individuals involved cannot find a mutually agreeable time, the Associate Dean will determine the course in which a change must be made.

Waiver of Requirement

A department chair may request the waiver of a departmentally required course for a student if a substantial reason exists for making an exception to a requirement in the student's major field. A department chair may also recommend the waiver of a general education requirement. Such a waiver is not lightly given and requires the approval of the Associate Dean. *You may duplicate the Request for Waiver form (Form 1) found in the*

Forms section of this manual if needed. The student must begin the waiver process with the chair of the department.

The Associate Dean will approve those classes which can be substituted for General Education requirements. The Associate Dean will require the chair of the department to approve any variation or substitution in classes to be applied toward a student's major.

Summer School

Each year many students elect to take one or more classes during the summer. It is very important for the college to have a record of who is taking classes at other colleges. For this reason we require that students pick up a Summer School Request form from the Associate Dean's office. The student should fill out and return the form to the Associate Dean as soon as possible, but definitely before beginning classes elsewhere.

The student will receive a form indicating that the college has approved this summer study. A copy of this is also sent to the school where the student plans to study, a copy sent to the student's advisor and another copy placed in the student's permanent file in the Office of the Registrar.

Please make sure that your advisees know that they must follow the above procedure to be assured that their summer school classes will transfer.

The Benedictine College Summer School Program on campus is under the direction of the Dean of the College. All arrangements, from the development and scheduling of classes, to the issuing of contracts to teachers and assignment of classrooms is done through this office.

INFORMATION FROM THE REGISTRAR'S OFFICE

Grading

At the end of the semester you will be required to assign one of the letter grades listed below to each of your students. The method used to assign letter grades is your prerogative, however, instructors are expected to use good judgment and fair methods in grading and to explain your grading procedures and scales clearly in the syllabus.

A	-	4.00	C-	-	1.70
B+	-	3.30	D	-	1.00
B	-	3.00	F	-	0.00
B-	-	2.70	I	-	0.00
C+	-	2.30	WF	-	0.00
C	-	2.00	WP	-	0.00

(There is no separate designation for A+ or A-; all A's are treated as 4.00. You may use these on the student's written grade forms but they will be counted as 4.00 on the student's official transcript.)

ALL GRADES MUST BE TURNED IN ON TIME BY THE DEADLINES SET BY THE REGISTRAR.

Pass/No Pass

Students must have permission from their department chair to take an exempt elective (a course not required for the major or a part of the general education requirements) on the Pass/No Pass system and are restricted to one per semester. A form (See Sample 1 in the Forms section.) must be filed at the Registrar's Office by **the end of the third week of class**. The decision may not be reversed. *The instructor submits a letter grade as usual*, then it is converted to P or NP by the Registrar.

Interim Grades (4-week)

Four-week Grades (D's and F's) are to be submitted by the Instructor *for Freshmen only* on the interim Grade Report form. This is a three-part form with one copy for the student, one for the advisor, and one for the registrar. Each instructor should give the student his or her copy. The other two copies of the form are turned into the Registrar's Office. Mid-term Grades of "D's" and "F's" for any student are to be submitted in the same way.

Mid-term Grades (Quarter)

Mid-term Grade Sheets are distributed by the Registrar's Office. Instructors submit grades for all students as well as the **Interim Grade Report** for each student receiving "D" and/or "F," the **original of which goes directly to the student** with two copies to the Registrar. (See Sample 2.) Progress notes should be written on the interim grade report slip. The Associate Dean includes a letter with the grades for those who receive a 'D' or 'F' grade in any course. A copy is sent to the student and his or her parents.

Semester Grades (Final)

Forms for reporting grades to the Registrar are distributed to instructors at least one week before exams are scheduled. Instructors are urged to check the names on the roster with their own grade books so that no name is omitted when grades are sent back to the Registrar. Where variable credit is given, make sure the credit is listed correctly. If grade forms are missing, please notify the office immediately.

Grade forms are to be returned to the Registrar's Office no later than the deadline indicated. They may be returned, however, as soon as grades are assigned. **It is important that the time schedule is observed in order to notify students of their**

academic standing before they return for the next term. Grade report forms are kept permanently on file and must be signed by the instructor.

The Incomplete Grade

Instructors may assign an "I" grade to a student at the end of the semester at the request of the student **only if the student has requested the extension of time *prior to final exams.***

The student is responsible for obtaining a contract form from the Registrar's office for the instructor's written approval (See Sample 3.), and to pay a fee unless the Associate Dean has previously waived the fee for a reason such as prolonged illness. The instructor should notify the student when the grade has been sent to the Registrar's Office. . The "I" grade must be removed by the *end of the semester* following the granting of the incomplete. (See Sample 4.) An "I" on a grade form that has not been contracted for will be converted to an "F" before the grades are processed.

Grade Changes

Once the semester grades have been processed, they are not subject to change unless a grade change form (See Sample 5.) available in the Registrar's Office has been filled out and signed by the instructor, Department Chair, and Associate Dean authorizing the change.

Satisfactory Academic Progress Requirements

The Higher Education Act of 1965 (34 CRT 668) requires all institutions of higher education to establish reasonable standards of satisfactory progress. Students who do not meet these standards are not eligible to receive federally funded financial aid. Benedictine College shall make these standards applicable to all federal, state, and institutional aid programs for the purpose of maintaining a consistent and reasonable financial aid policy.

Satisfactory Progress Standards:

1. Students must complete a reasonable number of credit hours toward a degree each academic year.
2. Students must maintain a minimum cumulative grade point average of 2.0.

Each student's progress will be measured annually at the end of each spring semester. Model for full-time students (based on 12 hours enrollment):

At end of Academic Year	Credits Earned	Cumulative G.P.A.
1	24	1.8
2	48	2.0

3	78	2.0
4	98	2.0
5	111	2.0

A full-time student is expected to complete a degree within six academic years. A half-time student is expected to complete a degree within twelve academic years.

Notification: The Financial Aid Office will notify students who are not in compliance with this policy by mailing the notice to the student's current permanent address on file with the Registrar's Office. It is the responsibility of the students to inform the Registrar's Office of their correct address at all times.

Reinstatement: Students will have their eligibility reinstated when they have reached the level of satisfactory progress required by this policy. Students may be reinstated by the completion of grades, correction of incorrect grades, by earning more than the required number of completed hours for a term or by approval through the appeal process. It is the student's responsibility to inform the Financial Aid Office of any changes or corrections.

Appeals: Students may appeal for reinstatement based on mitigating circumstances, which are supported by appropriate documentation. Appeals should also present evidence of academic improvement documented by grade reports, academic advisors, or special actions of the Benedictine Academic Review Board.

Appeals must be made in writing to the Financial Aid Office. The Financial Aid Office will provide a written decision to the student within two weeks after receipt of the appeal.

Academic Honesty

Benedictine College endorses the principle of academic honesty. Any academic dishonesty is contradictory to the purposes and welfare of both the student and the college. Verified instances of academic dishonesty will result in an 'F' or a zero grade for the academically dishonest exam or plagiarized paper and will be reported to the associate dean and the student's advisor. Additionally, depending upon the magnitude of the academic dishonesty, the student may receive a failing grade for the course and the student may even be suspended or is subject to suspension or dismissal from the college. (See Forms 2-4.)

Class Rosters (Preliminary)

Students who have preregistered will be listed on the instructor's preliminary class rosters at the opening of each term. Late registrants must show a computer printout copy of their schedule to be admitted to classes. If a student does not appear for class, please make inquiries at the Registrar's Office. Withdrawals not registered in the Registrar's Office will be given an "F" for the course. A student is withdrawn when the Registrar's Office sends the instructor notice that a student has canceled enrollment or

dropped a class. (See Sample 6.) The pre-registration change slip should be used until the first day of class. Please encourage the student to procure all signatures before submitting this to the Registrar's Office. Advisor signatures are always required.

If a student attends a section of a class different from the one he or she is registered for, do not automatically accept this change. A student must go through the drop/add procedure as for any class change. If an instructor initiates a change for a student into another section, the student must still follow the drop/add procedure. Or, if the instructor has a lengthy list of such changes, he or she may send the revised list to the Registrar and the changes will be made. No service fee.

Students officially enrolled for a class are added to the class rosters until the final calendar date to enroll. At the end of the final enrollment date indicated on the college calendar, an updated list will be sent to the instructor. The instructor should check the class list carefully and notify the Registrar's Office of any discrepancy.

A student may switch from Credit to Audit **within the first ten** weeks of the semester if he or she is passing the course at the time the change is requested and the course instructor approves. No refund of tuition will be made. (See Sample 7.)

Class Rosters (Final)

The final class lists are the official records of student attendance. No further *adds* may be made without the Associate Dean's permission. If there are any questions, please call the Registrar.

Withdrawals will be made in the usual way until the calendar date for withdrawal without a "W". After this date, *names are not deleted* but the student is assigned a "WP" or "WF" depending on the student's status at the time of withdrawal. These designations are given to each student who withdraws from class after the 25th class day of the semester. A student may withdraw from class up to seven days before the first scheduled FINAL EXAM begins. An administrative withdrawal initiated by an instructor after warning to the student will be honored without a service fee to the student. (See Sample 8.)

Class rosters may be issued for NO CREDIT lab sections using the same catalog course number as the associated course. Lab course grades are recorded as 'cr' (credit).

NOTE: The CLASS LIST is the most important printout in the Registrar's Office and so much depends on its accuracy: student directories, student schedules, class loads of instructors, department loads, part time/full time designations for students, total enrollment figures, credit hours by class, department and school, statistics required for state and government reports and for administrative offices on campus.

Petition for a Major and/or Minor

When a student petitions for a major, copies of the declaration are sent to the department chair with a copy of the student's current transcript. Advisors are urged to remind students to file a petition in the Registrar's Office as soon as a major is decided and **no later than** at the beginning of the Junior year.

Application for a Degree

Seniors must file an application for a degree the *semester prior to* the start of the semester during which all graduation requirements will be completed. Department Chairs are to certify that all requirements, both major and general, have been or will be completed before signing the form, which the student then brings to the Registrar. If a student indicates a minor, the signature of that Department Chair is also needed on the application. *There will be a late fee of \$100.00 assessed for applications made after the published deadline.*

Advisors

Advisors receive the grade reports of their advisees each grading period. These should be filed in their cumulative files.

Use of Registrar Office Records

If a copy of a student's record is needed by the advisor, the Registrar's Office will make an unofficial copy for the advisor. The Family Educational Rights and Privacy Act (FERPA) gives the student the right to know who has access to his or her record. No record so reproduced may be given to the student. **It is illegal to give such a copy to a third person. Any questions about FERPA may be directed to the Registrar or Assistant Registrar.**

Faculty may release items of directory information on any student unless that student has requested that those items not be released, at present there is only full release or no release at all. Directory information items include the following: student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, email address, dates of attendance, degrees and awards received, most recent educational institution attended. The release of any other information requires the written permission of the student. Faculty and staff of the institution that have legitimate educational interests may have access to non-directory student information without the student's permission if so required by the duties of their position. Faculty

and staff may have confidential, non-directory records or copies in their possession, at no time should they reproduce those records for any reason. The records should be destroyed when no longer needed.

Please note that the time between classes is primarily when students come to the Registrar's Office for help. If you need help at that time, please be patient. During that time you might want to e-mail your questions or requests.

You will find copies of most forms that you will need in connection with the Registrar's office in the "Forms" section of this manual. Please use these forms for uniformity and feel free to copy these forms—with the exception of the small drop/add form that is a triplicate and the interim grade slips, which are also triplicates. Drop/add and interim grade slips are available in the faculty lounge and Registrar's office as well as in faculty administrative assistants' offices.

Procedures Governing Independent Study Courses

1. An independent study course will be clearly innovative, experimental, exploratory or involved with advanced research. Normally, regular catalog courses will not be taught through independent study.
2. The design of the course will call for student initiative as well as faculty direction.
3. The basic course format will be as detailed as possible, with procedures, evaluation criteria and bibliography included.
4. Independent studies are open normally only to juniors and seniors.
5. Only students with at least a **2.5 G.P.A.** may register for an independent study.
6. Normally, independent studies will be offered for one to three hours' credit. **NO MORE THAN FOUR** independent study courses (totaling up to 12 credit hours) will be counted toward degree requirements.
7. A student will normally take only one independent study per semester.
8. No faculty member may monitor more than three different independent study courses in a given semester.
9. A student will register for an independent study course **BY THE FINAL DATE TO ENROLL** in a given semester or summer session.

See Contract for Independent Study (Form 5) and Independent Study Syllabus (Form 6).

Procedures Governing Internship Programs

Definition: An Internship is an educational work experience designed to complement the traditional liberal arts college program. The student learns about the work place outside the institution in a manner designed to integrate the classroom instruction with practical hands-on experience. This work experience is structured and controlled to relate to the student's major field of study and educational/career goals.

The program allows the student to earn 1–4 hours of credit each semester up to a maximum of 12 hours of credit as general electives. No more than four hours of internship credit can be used towards the 128 hours required for a degree. Placement and credits are approved by the student's faculty supervisor and department chair. All academic majors, credit allowed, ratio of hours worked to credit hours awarded, term papers/projects, midterm and final evaluation, grades, and student learning objectives are the responsibility of the faculty supervisor and Department Chair and must be compatible with existing departmental policies. These items must be discussed and approved before beginning work.

Objectives: Internship experiences are designed to accomplish two major goals:

1. Sound preparation of students for careers.
2. Integration of classroom theory with the development of practical skills in a given field.

Design: Internship experiences awarded credit:

1. Must be compatible with time demands of the student's regular academic course complement.
2. Must receive the approval of the Department Chair and the Associate Dean.
3. Must involve the Department Chair or his or her appointee as a cooperating supervisor.
4. Must indicate by means of the Learning Objective Agreement (See Form 7.), the objectives, activities and means of evaluation involved in the experience.
5. Require a written evaluation from the student, the immediate supervisor and Faculty Supervisor upon the completion of the experience before academic credit may be awarded.
6. May not exceed 4 credit hours to be counted toward the 128 hours required for graduation, though additional credits may be recorded on the transcript.
7. Will be offered under 397/497 in the appropriate department.
8. Will be offered only to full time students of at least junior standing who are making satisfactory progress.

Implementation:

A student wishing to complete an Internship experience will need to do the following:

- a. Obtain approval from the department chair.
- b. Complete the necessary paperwork and enroll with the registrar within two weeks after beginning the internship.
- c. Perform the specific procedures which are stated on the Procedure Checklist. (See Form 9.)

Evaluation: Internship experiences will be routinely evaluated according to measures determined by the Department Chair and faculty members of the department involved. The Associate Dean may request an evaluation of a specific internship at any time that it seems warranted.

Grades assigned for specific experiences will be finally determined by the Faculty Supervisor, and recorded on a standard grade roster.

General Instructions for Faculty Supervisors of Intern Students

1. Student will be informed of position openings or may seek employment opportunities on his or her own.
2. Student should check with his or her department chair for approval of any intern position (paid or unpaid).
3. Faculty will provide student with Learning Objective Agreement (LOA) and Job Description Forms. (See Forms 7 and 8.)
4. Student will have the employer complete the Job Description Form, then the student will meet with faculty supervisor to complete LOA. He or she is expected to comply with the guidelines set forth by the faculty supervisor and the employer. The designated number of hours for credit will be decided by the faculty supervisor.
5. Student must obtain all necessary signatures on the LOA and enroll for credit *within two weeks* of placement in a position. Faculty supervisor should encourage or assist students to comply with this deadline. Student will not be enrolled until they have filed the necessary forms with the Registrar.
6. Student must complete assignments given by supervisor in order to obtain credit. These are specified in the LOA.
7. Employers will receive an Evaluation Form (See Form 10.) for each Intern Student. This form will be mailed by the faculty supervisor, and the completed evaluation should be returned to the faculty supervisor before the end of the semester/summer.
8. In this manual you will find the Student Procedure Checklist (See Form 9.) for intern participants. This information is provided as a guide in working with the student.
9. The final grade is based on satisfactory completion of assignments and employer evaluations. The faculty supervisor should provide a copy of the completed Final Evaluation, including the final grade, to the Registrar. (See Form 11.)

Please duplicate Forms 7-11 as needed.

Faculty Evaluations

Student Evaluations: All tenured faculty must be evaluated by their students once a year, either fall or spring semester. All courses in that semester should be evaluated. All untenured and adjunct faculty members must be evaluated in all courses every semester. Student evaluation forms are made available in the faculty secretaries' offices and in the faculty lounge In the Administration Building.

Peer Evaluations: See Faculty Handbook for specifics on the use of the Classroom Peer Evaluation Form (Form 12). See Form 13 for department chairs requesting letters of support. For promotion and tenure, please use Form 14.

TEXTBOOK ADOPTION

Procedure

All textbook adoptions **MUST** be submitted on forms mailed to each faculty member by the College Campus Store thirty days prior to the due dates below. One form should be used for each class. It is the responsibility of the faculty member to make sure the text required is currently in print at the time the order is placed. Copies of "Books in Print" are available at the College Campus Store and in the library. E-mailed orders cannot be accepted by the College Campus Store. Please be sure to provide all relevant information on the forms, including the ISBN number of the textbook(s) requested. Once a book order is placed the order cannot be changed.

Timelines

- Orders for spring semester must be received by October 15.
- Orders for fall semester must be received by April 15.

Observing these timelines will, under normal circumstances, assure that the textbook(s) will be available to students at the start of each semester.

Students will benefit from these time lines, as the College Campus Store "Buy-Back" is held approximately two weeks after the April 15 deadline, and buy-back depends on whether or not a textbook has been adopted for the following semester.

Textbook Supply

Ordering the appropriate number of textbooks is contingent upon many factors, such as course enrollment, which is not final at the time of ordering, the sharing of textbooks by

students and sales of texts between students. Because of the expense of returning books, the College Campus Store is reluctant to over order textbooks.

To minimize shortages, when class enrollments exceed original expectations, please advise the College Campus Store at once. Likewise, please let the College Campus Store know if your enrollment is significantly lower than anticipated or the class has been cancelled.

Desk Copies

Publishers, *not Bookstores*, provide free desk copies of required texts and require that faculty request desk copies directly from them. Publisher information can be provided by the Campus Store. If you have not received your desk copy by the beginning of the semester, you must buy a copy.

Grade Books

Grade books may be obtained from the College Campus Store and charged to your department.

College Campus Store Charges

Faculty wishing to charge items to their department must supply their department account number for each transaction. The college campus store cannot allow charges unless the faculty member provides the department account number. Faculty may also send work-study students to charge items in the college campus store accompanied by a signed note with account number. Students must have a signed authorization each time they are sent to charge items for a faculty member.

Discount: Faculty and staff receive a 10% discount on any personal item purchased at the college campus store.

SERVICES AVAILABLE

Secretarial Assistance

Assistance is available to all faculty for secretarial work, copy coordination, and in-house distribution of information and materials. These are located as follows:

Administration Building, Rm. 313, Ext. 2571

Westerman Hall, Rm. 308, Ext. 2424

Bishop Fink, Rm. 206, Ext. 2385

Long-term projects such as handbooks, grant proposals, presentations, etc., which are time consuming and require special formatting need adequate advance notice. Top priority is given to teaching materials (e.g., syllabi, exams, handouts, etc.) and everyone is requested to *plan ahead* in order to allow sufficient time for secretaries to meet multiple obligations.

Photocopy Needs

The photocopy machines located in the library are primarily for library patrons and copying library materials. Photocopying of entire books is discouraged and may violate copyright laws. Copiers located in certain administrative offices should be used for copying materials associated with that office. Copying should be done by the person overseeing the copy facility whenever possible. Confidential copying should not be done by work-study students. Machines in Bishop Fink Hall and the Gym may be used for short runs, but longer jobs or special projects (programs, booklets, etc.) should be sent to the main copy center which is located in Westerman Hall. Charges for duplicating are allocated to respective departments by the use of a copy machine code that has to be entered into the machine before copies can be made; these can be obtained from your department chair or one of the copy room supervisors. Everyone is asked to please **PLAN AHEAD**.

FAX Machines

The college fax machines for general usage are located in the Library (367-6102) and in the Advancement Office (367-3673).

Work Study Assistants

Faculty members may file requests with the Director of Student Financial Aid for student assistants who will help them with special research, laboratories, or tasks relating to teaching. Such requests can be accommodated only insofar as the budget of the Student Work Program of the college allows.

Vans

The college has three vans that may be used for transportation of smaller groups of students (12-14) on a mileage fee basis of \$1.00 per mile with a restriction of 100 miles round trip. The telephone operator at the switchboard handles the reservations for the vans, keeps track of the paper work, and dispenses the keys. Van keys are to be returned to the switchboard operator. Some college groups (athletic teams) have priority rights on the usage. Therefore, it is wise to reserve the vans considerably in advance of the anticipated day of usage.

Enterprise Rent-A-Car

The college has made special arrangements with Enterprise Rent-a-Car to rent vehicles for use by faculty for field trips, conferences, etc. Please contact the Business Office for details on renting a car or contact Enterprise at 367-2929.

TELEPHONE USAGE

Telephone User Guide

Telephone services are provided by BC Telco. If you are having problems with the phone service, please call ext. 2405.

Originating a Call

Benedictine College number for all users: (913) 367-5340

Local calling: Dial 9 to obtain dial tone for an outside line, then dial local number.

College number: Dial 4 digit extension number.

Dial 0 to reach college switchboard

Emergency: Dial 9 <dial tone> 911 (give location for emergency). After an emergency call has been made, please NOTIFY THE COLLEGE SWITCHBOARD <dial 0> from 8:00 a.m. to 8:00 p.m., or when switchboard is closed, NOTIFY CAMPUS SECURITY at 9-360-2600.

Receiving a Call – Automated Attendant (AA)

The automated attendant will answer all calls coming into the college switchboard. If the caller has a touch-tone phone, they may enter the 4-digit extension as soon as the attendant answers; there is no need to listen to the message. If the caller does not know the 4-digit number, they can enter 0 for operator or 4111 for directory assistance. Individuals calling from a rotary phone are asked to wait for the operator to come on the line.

Long Distance Service

Better Calling Telco (a locally managed company) is the long distance provider chosen by the college. Faculty members will need to complete an application form to obtain a six-digit long distance authorization code. To obtain your authorization code you will need to contact the Business Office (ext. 2405).

Call transfer: Depress switch hook, dial third party extension, party answers, announce call, hang up - call is transferred

Automatic callback: While connected to a busy station HOOKFLASH to obtain dial tone, Dial 6 - you will be called back. When you answer your phone you will hear ringing as the call is placed to the station. Call is completed when the called party answers.

or

You may remain off-hook (if fast-busy indicates another camp-on, hang up and dial again). Your call will ring through when busy phone hangs up without your redialing.

To BEEP busy station: While camped onto busy station HOOKFLASH to obtain dial tone - Dial 6 (party hears beep), remain off hook. Call will ring when current party hangs up.

Forwarding all calls: To have all of your incoming calls ring at another phone, obtain dial tone - Dial *7 plus the call forward station number - your calls are forwarded. If you wish your station to ring before forwarding call - Dial *7, plus an extra digit. (e.g., dial 1 as the extra digit, 8 seconds of ring time at your phone before forwarding; dial 2, 16 seconds of ringing before forwarding, etc.) If no extra digit is dialed, the forward takes place immediately. To forward to switchboard operator dial *7 + 0.

To cancel call forward: Obtain dial tone, dial *7, forward canceled.

Call forwarding to voice mail: Call forwarding may also be used to forward calls to voice mail. Ex. <dial tone> *7 2111 3 sends all calls to voice mail after 3 rings. If you forget to put the 3 (or other number) to indicate rings your phone will not ring, but will go directly to voice mail.

Emergency Telephone Numbers

Student Nurse

The student nurse is located on the first floor of Ferrell Hall (ext. 2534).

Campus Security: 2255 or 9-360-2600

Off-Campus: 9-911 (then notify campus operator by dialing "O").

PURCHASING AND REQUISITIONING

Employees are strongly encouraged to purchase necessary equipment and office supplies through the college campus store.

If an employee finds it necessary to purchase materials from sources other than the college campus store, the following procedures shall apply:

- a. The faculty member making the request should call the Business Office, Ext. 2405 for a purchase order number. Please supply (1) the vendor name; (2) name of employee making request, and (3) the department and specific account number to be charged.
- b. The Business Office will assign a purchase order number over the phone. WRITE that number under the purchase order box (top, left of requisition form). Requisition forms can be obtained in the Business Office. Retain this form and attach it to the invoice after it arrives. Only purchase orders for Apple Computer, Best Buy and Mac Warehouse (or if required by vender) will be typed. Office Max orders will be transmitted from the Business Office.

- c. Call, mail or fax your order. For miscellaneous office supplies you are encouraged to use the services of the College Campus Store. An Office Max or Corporate Express catalog will be available in the faculty lounge and faculty secretaries' offices. Shipments are normally sent to and may be picked up in the college mailroom (Student Union). Wal-Mart Stores have gone to a credit card usage for charging. Several departments have access to these cards. A Wal-Mart credit card can also be signed out for usage in the Business Office. A requisition is required and the Wal-Mart charge receipt must be turned in to the Business Office at the same time the credit card is returned.
- d. When you receive the invoice, please verify the quantity billed and unit price for correctness. Indicate the department account number, "OK to pay," your name or initials and the date merchandise was received, and return the invoice and requisition to the business office for payment. (You may wish to make a copy for your files for future reference.)

Requests for repair of furniture or equipment should be sent to Operations on a Maintenance Request form or by email (bcmaint@benedictine.edu). Forms are available in the Operations Department.

Travel

Except for those persons who regularly travel as part of their job assignment, all faculty wishing to travel on their department budget must receive approval of the Faculty Development Committee. Arrange and/or request travel funds as follows:

- a. Obtain copies of the Travel Request form (See Form 15.) and submit the same to the Chair of the Faculty Development Committee. You will be notified regarding the status of your request.
- b. Disbursement of funds should be finalized by completing an Expense Form (See Form 16.) *with receipts attached* and submitting this form to the Dean of the College's Office at least two weeks in advance. (If a cash advance is needed for the trip it must be stated on the request. Likewise if the amount is a reimbursement it should be so noted along with the name of the person to whom reimbursement is to be made.)
- c. The completed forms will be sent to the Business Office for payment. Checks are processed on Wednesdays for distribution after Noon on Thursdays.

For those who travel as a regular part of his or her position, specific department travel guidelines may be in place and should be clarified with the department Chair. However, for anyone who receives a Cash Advance as part of any travel, please note the following guidelines:

- a. Cash Advances are processed weekly on Wednesdays and are available for pickup in the Business Office after Noon on Thursdays. All requests MUST be turned into the Business Office by 5:00 PM on Tuesdays for processing in the same week. Requests received later than Tuesday, will be processed with the following week's work.
- b. You are required (by internal accounting/audit procedures) to sign for the Cash Advance when it is picked up from the Business Office. Please do not send someone to pick the check up on your behalf.
- c. Receipts and any excess cash from a Cash Advance MUST be turned into the Business Office within thirty days after the disbursement date in order to maintain internal control.

Failure to acknowledge the above guidelines may affect your ability to obtain future Cash Advances. Any exceptions to these guidelines will need to be authorized by either the Controller or the Chief Financial Officer.

MAIL

Each faculty member has a mailbox either in the Faculty Lounge (Administration Building), Bishop Fink Hall, the Student Union, or the Gym.

Campus Mail

Mail is distributed daily, Monday through Friday, within the College at the designated mail areas in the Administration Building; Bishop Fink Hall; and the Student Union. This distribution includes campus mail among the various offices and departments as well as U.S. mail with a college address. Each faculty member and each administrator or administrative department has an individual mailbox in the designated area nearest his or her office. In the mailbox area there is also a place for campus mail and U.S. mail. The usual times for pick up from the mail areas is between 9:30 a.m. and 10:00 a.m., and 3:00 p.m.

Central Mailing

Mail is sorted and delivered from Central Mailing which is located in the Student Union. This area of service is responsible for the pickup and delivery of campus mail as well as U.S. mail addressed to or from the campus. You may direct questions regarding the mail to Ext. 2444. Their hours are Monday through Friday from 8:00 a.m.-4:00 p.m.

U.S. Mail

The following are times and places of mail pick-up to insure same day delivery to the downtown post office.

Outside Location

Monday through Saturday

Raven Roost 1:00 p.m.

Cafeteria 1:00 p.m.

Full-Service

The Campus Mailroom is a full-service post office. An employee may obtain all mailing supplies at the mailroom (e.g., stamps, envelopes). The mailroom also handles UPS, FedEx, and overnight mail. They will accept personal checks.

THE GENERAL STUDIES CENTER

The General Studies Center (GSC), located in the Benedictine College Library, is designed to accommodate the needs of the entire college community. Trained peer tutors work with students in an atmosphere conducive to learning that is both comfortable and productive. The writing lab, equipped with computers and a printer, may be used by anyone who is writing class reports, or simply writing for personal pleasure. There are spaces available for group study as well as for practicing oral presentations and viewing videos. (Instructional videos and resource books are available for use while visiting the center.) The GSC staff will monitor class tests as need be; professors can refer students to the center who need to make up a test or be provided with additional time in test-taking. All students are encouraged to take advantage of the many opportunities offered by this special service center.

The primary goal of the peer-tutoring program of the GSC is to support students at each stage of the learning process. Providing active support to students in their academic endeavors by encouraging ownership of the individual's learning experience is hoped to result in improved overall grade point averages, increased student retention, and timely graduation. The peer-tutoring program is focused on the achievement of all students whether or not they are at risk of failing or dropping out of school.

Peer-tutors in GSC are an integral part of providing assistance to students who are experiencing difficulty in their academic courses; they are also a part of the social and creative aspects involved in the learning process. The peer-tutor's job is to assist fellow students in content areas as well as basic study skill areas, including time management, textbook-reading, academic listening and note taking, in-class composition, research projects, and test preparation. In addition, by merit of their own experience, peer-tutors are able to listen, encourage, and stimulate the thinking of fellow students. Peer-tutors assist students in the writing process by facilitating brainstorming and providing a reader's response. Peer-tutors also give feedback on oral presentations. During both individual and group tutoring sessions a non-directive, student-centered approach is used in which students are encouraged to take responsibility for their own learning. Peer-tutors lead others to find answers in a collaborative way through asking questions, giving examples, and discussing possibilities.

For students to meet with a tutor, they may either walk-in to the GSC at their own convenience or call (ext. 2517) and make an appointment. Faculty are encouraged to refer a student for tutoring by filling out the referral form that will be made available to all faculty. The form is in triplicate and the student brings it to the GSC where the white copy goes to the student, the yellow copy to the referring faculty member and the pink copy remains in the GSC. (See Sample 9.)

SUMMARY OF BENEDICTINE COLLEGE LIBRARY PROCEDURES AND POLICIES

Book Orders

1. Procure order cards from the Library or your Department Chair.
2. Fill in complete information and have Department Chair sign all cards.
3. Return cards to the Library Director.
4. Orders will be placed within the week.
5. Individuals who placed the orders will be notified of the status of their orders via email.
6. Once the material has been catalogued, you will be notified of its availability for checkout.

Classroom Reservations

1. All Library classrooms are first scheduled with the Registrar's Office for the academic year.
2. Open time slots available after the initial schedule may be scheduled with the circulation clerk.
3. If special equipment is needed please contact the Library Director (2511) or the Circulation Clerk (2608).

Reserves

1. Items to be placed on reserve must be brought to the circulation clerk at the circulation desk in the Library.
2. Please allow one week for items to be placed on reserve.
3. Items placed on reserve may be checked via the Reserve Room link on the B.C. Online catalog, which can be accessed on the Library web page http://www.benedictine.edu/programs/lib_general.php3, or you may check the reserve binder located at the circulation desk.

Library Usage Classes

1. The Library has many electronic and print resources available to the faculty and students, however many do not know how to effectively use these resources, therefore the library provides instruction on these valuable resources to better prepare an individual in their quest for information.
2. These classes may be tailored to reflect a specific subject area.
3. Classes are available to all faculty and students on an individual or class setting.
4. Library usage classes may be presented either in the Library or in the classroom, whichever is most convenient to the professor.
5. To schedule a class and discuss your requirements please contact the Reference Librarian (2510).

Library Tours

1. The Reference Librarian is available for tours of the library's holdings in your department and/or through the holdings in the reference collection.
2. If you would like a tour of the library, please contact the Reference Librarian (ext. 2510).

Interlibrary Loan

1. Benedictine College is a member of several networks through which we borrow materials on interlibrary loan. These include the Kansas City Library Consortium, OCLC, KICNET, KANFAX and ATCHFAX. In both KANFAX and ATCHFAX interlibrary loan requests and articles are sent via fax.
2. Books and periodical articles not available at the Benedictine College Library may be requested from the Interlibrary Loan Librarian (ext. 2509). However, you must complete as fully as possible an interlibrary loan form obtainable at the Circulation Desk.

Government Documents

1. The Benedictine College Library has been a congressionally designated depository for government publications since 1965.
2. The Government Document collection—paper, microform, CD and video formats—is accessible through the Benedictine College on-line catalog.
3. The digital collection of federal government publications is accessible from the library's web page.
4. For assistance with government document research, needs, or usage classes, please contact the Government Documents Librarian (ext. 2513).

Special Collections

Books noted as "Storage" are available for use. Those noted as "Rare Book" or located in the Special Collection may be used in the Library. To obtain materials contact the Special Collections Librarian (ext. 2513). Twenty-four hours advance notice is necessary for obtaining these materials.

Library Staff

The Library staff is available to assist with any student or faculty library need. Please do not hesitate to ask for any assistance which would facilitate your library use.

Library Budgets

1. Library book budgets will be sent to each Department Chair at the beginning of the fall semester.
2. Information on the status of your book budget may be obtained from the Library Director (ext. 2511).

Audio-Visual Equipment

1. All reservations for A-V equipment must be made twenty-four hours in advance.
2. Reservations are made through the Library Director (ext. 2511) or circulation librarian (ext. 2608).
3. Reservations can be made Monday through Friday from 8:00 a.m. to 4:00 p.m.
4. Advance reservations may be made via email which indicates the projected dates.
5. Weekend reservations must be made by Friday at 4:00 p.m. and equipment must be returned by Monday at 8:00 a.m.
6. Equipment may be checked out for a period of twenty-four hours. Arrangements for an extension of time may be made provided that the equipment is not needed elsewhere.
7. Equipment reservations are taken on a first come/first served basis.
8. Departments are responsible for their own videotaping.

Use of Facilities

Faculty and their spouses have use of all Library facilities. All children of college faculty may also use the Library; those under 12 years of age must be accompanied by a parent or guardian.

USING THE COLLEGE FOOD SERVICE

Because of the time and paperwork involved, no individuals are permitted to charge at either of the food services: Cafeteria and Roost.

Groups Using the College Food Service

A. College sponsored groups: Purchase order is needed. If the group is to go through the cafeteria line, contact the cafeteria manager (367-5340, ext. 2594), forty-eight hours prior to the meal. Making these prior arrangements will eliminate any embarrassment at the door.

If the group wishes to use another form of service (sit-down dinner, picnic, etc.), The Cafe Director, 367-5340, ext. 2594, needs to be contacted at least seven days in advance.

No food is allowed to be brought into the cafeteria; it must all be purchased through The Cafe.

B. Other Groups:

1. Make reservations through the Cafe Director at least seven days in advance (two weeks for large functions).
2. Menu selection may be made with the Cafe Director from the Special Party Guide.
3. For a served function, a guaranteed number must be given seventy-two hours before the function. You will be held responsible for 100% of the number and the Cafe will be prepared to serve and seat five percent over the guaranteed number.
4. A rebate will be given for boarding students attending a served meal instead of the board meal; however, this will not cover the entire cost of the meal served. If the student should eat both meals, no rebate will be given.
5. If a class is making a field trip and, due to the trip, students will miss the regular meal, box lunches and/or dinners are available for boarding students. **A list of students and their I.D. numbers** must be provided at the time the reservations are made, forty-eight hours prior to pickup. If a student should not go on the trip and a meal has been prepared, the organization will be billed for that meal. Off-campus students will be billed at the regular rate for such lunches and/or dinners.

The Office of Student Affairs must give written approval for:

- a. Serving any alcoholic beverages in the cafeteria.
- b. Student planned picnics. Please make arrangements for picnics at least one week in advance. I.D.'s must be presented at the time designated by the Cafe Director.

For all intercollegiate varsity athletic teams (soccer, football, basketball, tennis, golf, volleyball, baseball, softball, track), the following will be provided:

- a. Early meals (pre-game only, not practice games).
- b. Sack lunches for road trips for meals missed at the cafeteria.
- c. Value Exchange can be used for late arrivals back to campus from Athletic events.

Before the season begins, the coaches (or Athletic Director) will provide a schedule of games and meals required for the food service director. **A list of the names of the players (once the final team rosters are determined) is also required.**

Charges

Campus groups will not be charged for room rental. However, a setup/cleanup fee may be charged to groups who need special services or who require use of the facility past normal hours (7:15 a.m. -7:00 p.m.)

Outside groups will be charged \$200.00 rental fee, with a six-hour maximum; \$25.00 will be charged for each hour over the six hours. There is \$100.00 non-refundable deposit required to reserve the date.

Reduced rates: Reduced rates are offered to faculty for meals in the college cafeteria. For current rates please call the cafeteria.

SERVICES PROVIDED BY THE DEAN OF STUDENTS

Housing

One of the four pillars of our mission is to be "residential." For two reasons, we believe the value of the residence hall system to be worthy of such acclaim. First, as a Benedictine institution, we inherit over 1500 years of tradition giving evidence to the value of community living. Second, we believe that living on campus strengthens the academic program by liberating the student from the mundane and time-consuming tasks of domestic life. Time is freed for scholarly and other more meaningful pursuits.

The housing program is administered by the Dean of Students Office. The Assistant Dean of Students for Housing is the general manager of the residence hall system. Students are housed primarily in double rooms. All residence halls are single gender with the exception of Ferrell Hall, which is co-ed, but single gender by floor.

All traditional age students are required to live on campus unless they have obtained permission by the Dean of Students to live off campus. Residential students are also

required to purchase a meal plan. Summer housing is offered to students. In addition, summer housing is also available to groups by previous arrangement.

Reserving Halls and Auditorium

The Library Seminar Room, Westerman Hall Auditorium, Mabee Theatre, O'Malley-McAllister Auditorium, the Heritage Room (Ferrell Hall), and the Moritz Conference Room may be reserved by faculty for occasional class-related activities. Classrooms may also be reserved for meetings when classes are not in session.

Semester Calendar of College Events

Special events of community-wide interest planned by faculty or staff members should be included on the semester calendar of college events and should be reported to the Dean of Students administrative assistant as soon as possible and no later than one month before the beginning of the semester in which the event is to take place. If you wish to hold the date so no other events take place on this same date, you must do so in writing.

Weekly News Bulletin

The Raven is published by the Office of Student Affairs as a weekly news bulletin. Faculty are encouraged to use this publication to announce special events such as guest lecturers, seminar meetings, club meetings, movies, field trips, etc. *The Raven* is published on Thursday of each week; the deadline for submitting copy to the secretary is **Noon on Tuesday**.

ID Cards

Faculty are encouraged to have their ID photographs and cards made during student registration. The ID may also be made during regular working hours in the Student Affairs Office.

Admission to College Athletic Events

A faculty or staff member with an ID card is admitted free to College athletic events. One member of that person's family may also be admitted free of charge while in the company of the faculty person holding the valid ID card.

Withdrawals

When a student withdraws from school, the Student Affairs Office will notify the pertinent administrative offices of the college. The Registrar's Office will then notify the faculty in whose classes the student is enrolled and the student's academic advisor.

Athletic Events

Faculty and one member of their family or one guest are admitted free to all athletic events at the college. Children of faculty under eighteen years of age are admitted free when accompanied by a parent.

Gym facilities, swimming pool, weight room, tennis courts

Free admission to the gym, swimming pool, weight room, and tennis courts is offered to faculty and their spouses when the facilities are open and supervised. Children of faculty are also admitted free to these facilities when accompanied by a parent. The schedule for the use of these facilities is determined by the Athletic Director and information regarding that schedule can be obtained by calling the director's office during the regular working day.

Other services provided by the Student Affairs Office include:

- Student Housing Assignments
- International Students
- Alcohol and Substance Abuse Education

ADMISSION INFORMATION

Who Must Apply for Admission to Benedictine?

All students of all ages who intend to pursue a degree at Benedictine College must apply for admission. *Non-degree students* taking less than a full course load are taken care of by the Registrar's Office. If there is doubt as to the proper office a prospect should contact, please refer him or her to Admission.

Names and Addresses of High Schools, Counselors, and Principals

Lists are available in the Admission Office. Please contact the Dean of Enrollment Management for more information.

Admission Literature

We welcome your assistance. If you need printed materials, please let us know. We will arrange for you to receive what you need. If you are requesting information for a student or high school, please inform us. We may be currently in contact with that person, and have already sent literature. In this case, a personal letter from you would be appropriate in lieu of the literature and it will be very effective.

Prospective Students

When a prospective student indicates an intended major or area of academic interest, the Admission Office will mail appropriate academic literature. Throughout the

recruiting season, each Department Chair will receive a computer printout of students who have expressed an interest in their specific department. The printout will contain the student's name, address, telephone number, high school and area of interest. We encourage each department make a personal phone call or write a personal letter to each student. Your interest in that student may make all the difference!

Probationary Acceptance

The Admission Committee may allow a limited number of students to be admitted on probation. These students do not meet the normal standards for admission to the college, but they do have a composite score of 15 or more on the American College Testing program assessment or 580 on the SAT. Students admitted on probation may be required to enroll in developmental courses to enhance their ability to succeed in college studies.

1. Prior to matriculation at Benedictine College, a student admitted on probation will receive a letter from the Dean of Enrollment Management outlining the requirements and general policies relating to his or her probationary status and enter into a contract to fulfill these policies.
2. A student admitted on probation will be assigned an academic advisor with whom he or she is expected to meet weekly.
3. A student admitted on probation may be required to enroll in such General Studies courses as the advisor deems necessary.
4. General Studies courses that are numbered below 100 will be credited as part of the course load and will count towards the grade point average, but will not be credited toward the total credit hours needed for graduation or satisfactory progress.
5. Normally a student will retain probationary status for two semesters. By above-average performance and with the recommendation of his or her advisor, a student may gain regular student status earlier.

How YOU can Help the Admission Office

Referring Prospective Students

If you know a student whom you believe would benefit from a Benedictine College education, please forward his/her name to the Admission Office. We would appreciate it if you could provide us with the student's name, address, telephone number, high school and year in school. Any other information you could provide, such as your relationship with the student, academic interests, etc. would be helpful. We welcome referrals.

Faculty Travel

If you are traveling on behalf of the College, please let us know before departure. We may be working with prospective students in the area you are traveling to and we would welcome any assistance you could provide. A visit to an area high school or phoning of local students are two ways you may choose to help.

Friends/Contacts

If you have any friends/contacts in high schools, junior colleges and/or community colleges that might prove beneficial for the Admission Office to utilize in our recruiting efforts, please forward the information to the Dean of Enrollment Management.

Graduates From Your Department

Prospective students and their parents want to know about our graduates. Please let us know what your graduates are doing. Storytelling is a very effective recruiting tool and we want to share your stories. Please forward any information you have on your graduates to the Admission Office.

Letters

We realize your schedules are full. The efficiency with which we respond to a prospect's requests can determine his/her overall impression of Benedictine. Please respond as quickly as possible to a request for correspondence from your office. We normally tell the prospect that a response will be forthcoming within a week to ten days.

Faculty Recognition

Please let us know of any accomplishments or recognition that you or your colleagues receive whether it be professional or nonprofessional. We are anxious to let the public know about the achievements of our faculty.

Campus Visitors

When we arrange campus visits for our prospective students, it helps if we can schedule a meeting with one of the members of the academic department in which they have expressed an interest. If no one is available in your department, please help us by recommending an appropriate faculty member for the student to visit with. If a potential student arranges their campus visit through an individual outside of Admission, please let the Admission Office know.

OFFICE OF INSTITUTIONAL ADVANCEMENT

The Office of Institutional Advancement provides fund raising (development), alumni relations and communications services for the College. Administration of the

department is provided by the Vice President for Institutional Advancement. Offices are located in Suite 200 of the Administration Building.

Development

The Development Office provides a variety of fund raising functions for the College. This includes efforts to raise annual unrestricted gifts (the Annual Fund), fund raising for endowment and special projects, development of grant proposals, corporate fund raising, and management of capital campaigns. The Development staff includes the Director of Development, the Director of Major and Planned Gifts, the Director of Special Events and several support staff.

Key issues in working with the Development Office include:

- The Development staff is responsible for coordinating any and all fund raising efforts on campus. Proposed fund raising projects must be coordinated through the Development Office.
- The Development staff works with faculty and administration to identify and prioritize campus fund raising needs. Annually, a master list of fund raising needs is developed for use by the Development staff in pursuing donors at all levels. Departmental needs should be submitted to the Development Office to ensure that they are included in this master list.
- The Director of Development develops general grant proposals annually for capital needs and special projects. In addition, the Director is available to assist faculty and staff in exploring grant options and developing proposals for academic projects. The Director can provide guidance on the best sources of grants, review proposals that have been written and provide information on the best strategies to secure a grant. The Director must be informed of the intent to submit a proposal of any kind on behalf of the College.
- To reach the Development Office, call extension 2414.

Alumni Relations

The Alumni Relations Office works closely with the Benedictine College Alumni Association to maintain ongoing relationships with all alumni/ae. This office also maintains the database of alumni records. The Director of Alumni Relations serves as a member of the Board of Directors of the Alumni Association and coordinates both on-campus alumni events and regional gatherings of alumni throughout the country. The Alumni Relations Office works closely with the Development Office and the Admission Office in developing and maintaining productive relationships with alumni to serve both the fund raising and student recruitment goals of the College.

Key issues in working with the Alumni Relations Office include:

- Faculty and staff can provide important support to this office by sharing information about alumni with whom they have relationships. Faculty/staff attendance at alumni events strengthens the relationships with alumni who are pleased to visit with their former teachers and mentors. Faculty and staff who are willing to participate in these activities should contact the Alumni Relations Office.
- The Alumni Relations Office can provide specific information regarding alumni as appropriate. To receive this information, a form must be submitted stating the nature of the information needed, the purpose of the request and other pertinent information. (See Form 17.)
- To reach the Alumni Relations Office, call extension 2414.

Communications

The Office of Institutional Advancement is also responsible for the College's internal and external communications. The Office of Communications offers a wide variety of services from an employee newsletter to assistance with publications. The Communications staff includes the Director of Communications and a Communications Coordinator.

The Communications Office is responsible for all media relations. Key issues regarding **External Communications** services include:

- Campus personnel should contact the Communications Office regarding newsworthy campus activities. A form for this purpose is available in the Communications Office. (See Form 18.) Pertinent information may also be sent by email (who, what, when, where, why and contact information.)
- Any faculty/staff member who is contacted by the media should immediately inform the Director of Communications at ext. 2428.
- All requests for media coverage must be submitted to the Office of Communications. Occasionally, faculty/staff may be asked to respond to media requests for interviews or further information.
- The Office of Communications has guidelines on correct logo usage as well as copies of the College logo, seal, and mascot. Proposed new logos or graphic representations must be submitted to the Office of Communications for approval.
- The Office of Communications provides assistance to all segments of the College in creating advertising, publications, brochures, flyers or other collateral information. The Office can review the project, help determine cost effective approaches and provide a limited amount of creative assistance.

The Communications Office also provides a variety of **Internal Communication** services for the College.

- On a weekly basis the office publishes e-newsletters for employees (FYI), students, alumni, and parents (Inside BC).
- To submit information for any of these newsletters send a written news item by campus email to the Communications Office. Information cannot be accepted over the telephone.
- All information must be received by Wednesday of that week to be included in the next publication.
- For the FYI newsletter, sale items will be accepted; however, services will not be listed.
- The Communications Office coordinates e-mail going to all employees, alumni and students. Each of these groups is coordinated on a list serve. Contact the Communications Office for the list serve addresses.
- To reach the Communications Office, call extension 2414.

GUIDELINES FOR SUBMISSION OF GRANT PROPOSALS

1. All grant proposals or prospective ideas must be discussed with the appropriate cabinet-level administrator. If a decision is made to pursue a grant, the Director of Development must be informed.
2. The Director of Development will provide support and assistance as appropriate in the development and submission of the proposal.
3. If the proposal involves commitment of college monies (e.g., matching funds, immediate or future impact on the general budget), the Business Office must be notified prior to the submission of the proposal. The appropriate cabinet-level administrators will keep the Budget Committee apprised of all other proposals.
4. If a grant proposal is funded, "enabling" documents must be submitted to the Business Office by the grantee. This document will include a copy of the letter of approval, a specific budget outline, and a timeline for all anticipated expenditures., as well as additional informational documents detailing record keeping/funding requirements.
5. In the case of an approved grant:

- a. The appropriate cabinet level administrator will oversee the activities of the grantee and, when appropriate, will approve requisitions.
- b. The grantee will abide by internal procedures established by the Business Office in order to meet accounting and auditing demands. These procedures will be provided by the Business Office upon receipt and review of the “enabling” documents.

MISCELLANEOUS INFORMATION

Payday

Faculty personnel under contract are paid the last working day of each month. Paychecks are distributed to the faculty mailboxes unless other written directions are given to the Coordinator of Payroll and Employee Benefits.

If you wish for someone (other than yourself) to pick up your check/deposit voucher, you will need to notify the Coordinator of Payroll and Benefits in writing (by e-mail or note delivered to the Business Office). Faculty members should be particularly cognizant of providing distribution desires for paydays when you will not be on campus or accessing your campus mailbox (i.e., term or summer breaks). If not provided alternative instructions, pay vouchers/checks will continue to be distributed via campus mailboxes during term breaks and throughout the summer months.

Direct Deposit

Direct deposit for your pay is available. If you are interested in using direct deposit rather than receiving a check, you will need to make an appointment with the Coordinator of Payroll and Benefits to complete the necessary documents. You will need to provide a voided check before the process can be completed (deposit tickets are not acceptable). Because of the required bank notifications, you will need to submit your paperwork at least ten days prior to the actual payday.

Posting Notices, Announcements, Meeting Dates, etc.

All notices posted by faculty members must be signed. Such notices may be posted in approved locations around campus, and in the Abbey and the Monastery with the approval from the proper authorities at these latter locations.

Parking Permits

Registration and free parking permits for use in designated parking areas are obtained from Maintenance/Operations. Fines for violations of regulations (a copy of such regulations may be obtained from Maintenance/Operations) are likewise handled there. Parking permits are needed for each new academic year and can be obtained in August of each year.

Faculty Meeting Agenda

Items may be placed on the faculty meeting agenda by contacting the Dean of the College or a member of the Dean's Council.

Guest Speakers

- a. If a stipend is to be given to the speaker during his or her visit, arrangements for this should be made with the Business Office a week in advance.
- b. If a department(s) is having a guest lecturer, it will arrange for such meals as are necessary. The meal(s) will be charged to the department.
- c. If lodging is to be arranged at the Abbey Guest House, the Guest Master should be contacted; the Coordinator for Guest Housing should be contacted if dormitory housing is desired.

SEXUAL HARASSMENT

Benedictine College is committed to maintaining an academic environment consistent with those moral and ethical values of the College. Each member of the College community is accepted as an autonomous individual and is treated civilly, without regard to his or her sex, or any other factor irrelevant to participation in the life of the College.

Benedictine College also embraces its Catholic heritage and values and its identity as the Discovery College dedicated to the pursuit of truth, knowledge, and free thought. However, every member of the College community must recognize that harassment (both sexual and non-sexual) compromises the integrity of the College, its tradition of religious and intellectual freedom, and the trust placed in its members. It is the intention of Benedictine College to take whatever actions it deems necessary to prevent and correct such behavior. This includes conducting faculty and staff training and the commitment of College resources (personnel, time and money) to the prevention of sexual harassment on campus.

SCOPE

This policy applies to all faculty and staff employees. Additionally, the College will promptly deal with any behavior violating this policy involving outside persons such as vendors and visitors to the campus.

POLICY

Definition of Sexual Harassment

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, request for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive education or work environment.

Sexual harassment by any member of the Benedictine College community is prohibited. This prohibition includes peer harassment. Sexual harassment by a faculty member, instructor, teaching assistant, College official or staff supervisor over an employee or student whom he or she has authority is particularly serious. It is also to be noted that sexual harassment by students of other students or of College employees will not be tolerated. All such conduct may create a intimidating, hostile, or offensive environment. Sexual harassment negatively affects morale, motivation, and job performance. It is inappropriate, offensive, and illegal, and it will not be tolerated.

Sexual harassment can take many forms. Some of these are obvious while others may be more subtle and indirect. Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer of reward or threats of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for complaint and disciplinary action. Other specific examples of inappropriate or illegal behavior include:

- Negative or offensive comments, jokes, or suggestions about another employee's gender or sexuality.
- Obscene or lewd sexual comments, jokes, suggestions, or innuendoes.
- Slang, names, or labels such as "honey," "sweetie," "boy," or "girl," that others find offensive.
- Talking about or calling attention to an employee's body or sexual characteristics in a negative or embarrassing way.
- Laughing at, ignoring, or not taking seriously an employee who experiences sexual harassment.
- Harassing those making charges of sexual harassment for causing the problems.
- Continuing certain behavior after a co-worker has objected to that behavior.
- Displaying nude or sexual pictures, cartoons, or calendars.

Consensual Relationships in the Instructional and Supervisorial Context

Romantic relationships that might be appropriate in other contexts may, in a collegiate atmosphere, create the appearance or fact of an abuse of power or undue advantage. Even though both parties may have consented at the outset to a romantic involvement, such consent does not eliminate the possibility of a subsequent charge of sexual harassment against the employee or supervisor.

No person who has instructional responsibilities (faculty, instructor, graduate assistant, adjunct, undergraduate assistant, tutor) shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in a course taught by the person with instructional responsibilities or whose academic work (including work as a teaching assistant, internship supervision, etc.) is being supervised by the person with instructional responsibilities.

No person (faculty, student, staff and/or administrator) shall have an amorous relationship (consensual or otherwise) with anyone with whom they have supervisory responsibility.

Consensual Relationships Outside the Instructional and Supervisory Context (A Cautionary Note)

Amorous relationships between and among members of the campus community occurring outside the instructional or supervisory context may lead to difficulties.

Persons in close personal relationships (including spousal) need to be aware of perceived or real conflicts of interest. These relationships which the parties view as consensual may appear to others to be exploitative. Further, in such situations (and others that cannot be anticipated), the parties may face serious conflicts of interest and should be careful to distance themselves from any decisions that may reward or penalize the other party involved. A member of the campus community who fails to withdraw from participation in activities or decisions that may reward or penalize the party with whom he or she has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the College community.

Responsibility

Individuals who are aware of or have experienced an incident of sexual harassment or sexual assault should promptly report the matter to one of the College officials designated to receive informal or formal grievances. (Please see pp. 38–41 of this manual.) A third party may also file a grievance under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of interfering with the third party's welfare, academic or work performance.

Retaliation

No employee, applicant for employment, student, or member of the public shall be subject to restraints, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment or sexual assault matter, to file a sexual harassment/sexual assault grievance, or to serve as a witness or a panel member in the investigation of a sexual harassment/sexual assault grievance. Acts of retaliation are a violation of this sexual harassment/sexual assault policy and will be investigated and adjudicated accordingly.

Malicious, False Accusations

A grievant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, suspension, dismissal, expulsion, or termination.

PROCEDURES

An initial course of action for any employee who feels that he or she is being sexually harassed is for that person to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner.

To encourage persons to come forward, the College provides several channels of communication, information, and both informal and formal grievance resolution procedures.

Information, Counseling/Advocacy

Any employee may seek advice, information or counseling on matters related to sexual harassment/sexual assault without having to lodge an informal or formal grievance. Persons who feel they are being harassed, or are uncertain as to whether what they are experiencing is sexual harassment/sexual assault, and/or desire information as to their options in dealing with sexual harassment/sexual assault are encouraged to talk with College resource persons as described in the next section.

Where to Go for Help

Staff

Staff desiring assistance or wishing to report sexually harassing behavior should contact his or her supervisor or, in instances where the employee does not feel comfortable notifying this person, then contact the person at the next highest level of supervision who will coordinate the investigation.

Faculty

Faculty desiring assistance or wishing to report sexually harassing behavior should contact the Dean of the College, or in instances where the employee does not feel comfortable notifying this resource person, then the next highest level of supervision.

Persons who feel they may have been subjected to sexual harassment are strongly encouraged to **promptly** contact a Benedictine College resource person as outlined above. The failure to raise such issues in a timely manner can impede the College's ability to resolve and/or investigate the issues. For example, witnesses may be unable to recall events due to the passage of time, witnesses may have gone on to other programs or employment, corroborating evidence may not be available, and/or intervening events may have occurred.

In addition to discussing the options available under the sexual harassment policy, the College resource person will also discuss with the person other relevant considerations such as:

1. the details of the informal and formal grievance process;
2. the issues involved;
3. possible resolutions;
4. provisions in the policy for protection of the grievant's interest (e.g., parameters of confidentiality; need for truthfulness by all parties; keeping the grievant fully informed of steps taken during the process; protection of the grievant and witnesses against retaliatory action);
5. provisions in the policy for protection of the interests of the accused (e.g., parameters of confidentiality; need for truthfulness by all parties, right to be notified of existence of any formal grievance; opportunity to respond to the grievant's allegations);
6. that use of an informal resolution method does not prevent the grievant from later deciding to use the formal method, nor does the use of any internal grievance method prevent the grievant from utilizing external grievance resolution resources.

Once the above information has been discussed with the person, the individual may then decide whether to:

- do nothing (rarely recommended);
- take personal action (such as a letter to the alleged harasser);
- request third-party informal resolution;
- request a formal investigation and resolution of the grievance.

When the person seeking assistance desires to utilize the informal or formal grievance resolution procedures, the College resource person (if not an informal/formal resolution official) will make the referral and establish an appointment with the appropriate College Informal or Formal Grievance resolution person as requested by the individual requiring assistance.

RESOLUTION PROCESS

Informal Grievance Resolution

The College resource person will refer informal grievances involving staff or faculty to the appropriate level of supervision of the alleged harasser.

The aim of the informal grievance resolution process is not to determine whether there was intent to harass but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level. Intent is not generally relevant to defense of sexual harassment behaviors.

No disciplinary action is taken in resolving informal grievances. Hence, informal grievance resolution procedures should not be used for serious cases of sexual harassment/sexual assault, nor should they be used when the alleged harasser has been the subject of a previous formal grievance.

Additionally, there is no requirement that the individual use informal procedures before filing a formal grievance, nor that the grievance be put into writing before informal resolution procedures are utilized. Likewise, the individual is free to withdraw from informal procedures altogether, file formally with the College, and/or file charges under federal and state law or use the courts.

In severe cases of sexual harassment/sexual assault or instances involving a repeat offender, the College will conduct a College-generated investigation if there is sufficient reason to believe that sexual harassment/sexual assault could have or does exist.

Some informal action that may be appropriate are the following:

1. Writing a confidential letter to the alleged harasser informing him/her of the negative behavior, the resulting impact on the writer, and what the writer wants next, usually "I want the behavior stopped," or "I want to be treated the way a student or fellow employee should be treated."
2. Asking that a workshop be conducted for the unit/division.
3. Asking that someone speak to the alleged offender.
4. Meeting with the alleged offender and a third party to explain the grievant's feelings and the College's policy.

Possible outcomes of an informal process include:

1. The grievance is resolved to the satisfaction of both parties.
2. Grievance not resolved: In cases where resolution of the grievance is not possible, the College resource person will advise the grievant of the option of filing a formal grievance within the College and the options outside the College that may be pursued, i.e., filing with the Kansas Commission on Civil Rights, EEOC, and/or the Office of Civil Rights.

Formal Grievance Resolution

The filing of a written grievance is required for the matter to be formally investigated and a determination made as to whether a violation of College policy prohibiting sexual harassment has occurred. Accordingly, formal grievances involving staff should be filed with the Chief Financial Officer and those involving faculty with the Dean of the College.

All formal investigating officials will conduct full, impartial, and timely investigations. Investigating officials will provide the respondent with a summary of the allegations, to which that individual will be required to respond in a timely manner. During the course of the investigation the formal investigating officials normally will interview the grievant, the respondent, and witnesses identified by each party. As previously indicated herein, to the extent possible, grievances will be handled confidentially, with the facts made available only to those who have a need to know for purposes of investigation, resolution, or legal compliance.

The specific issues to be investigated/reviewed include but are not limited to:

1. Whether the specific conduct has occurred and constitutes sexual harassment, the type(s) of conduct; frequency of occurrence; date(s) on which or time period over which the conduct has occurred; location of alleged occurrence and all factual circumstances upon which the grievance is based;
2. The specific relationship of the respondent to the grievant (e.g., professor-student, supervisor-employee, employee-student, etc.);
3. The effect of the respondent's conduct on the grievant, including any consequences that may be attributed to the conduct;
4. Whether the respondent is aware of the grievant's concerns;
5. Whether the department chair or supervisor is aware of the grievant's concerns;
6. The names of witnesses having factual knowledge of the circumstances surrounding the grievance;
7. Whether any prior steps were taken to resolve the grievance; and/or
8. Whether there are any additional resources that may be helpful to resolve the grievance.

The possible outcomes of a formal investigation are

1. a finding that there is a reasonable and credible basis for believing that it is more likely than not the alleged violation occurred; or
2. a finding that there is no reasonable and credible basis for believing that the alleged violation occurred; or
3. a finding that there is a reasonable and credible basis that it is more likely than not that other misconduct may have occurred.

This information and the formal investigating official's findings will be provided in a written report to the appropriate College official for further consideration and action.

Formal Sanctions

Sanctions imposed upon offenders shall be commensurate with the egregiousness of the conduct and adequate and sufficient to demonstrate the College's commitment to taking strong and effective measures to both remedy and prevent the conduct.

1. Decision to impose sanctions.

If after reviewing the investigative report, the appropriate College official concludes that there is a reasonable basis for believing that an alleged violation of the policy has occurred, and if a negotiated settlement of the grievance has not been achieved, formal sanctions will be imposed.

Appropriate sanctions may range from a written reprimand up to an including separation of the offending party from the College in accordance with established College procedures. Sanctions including serious discipline/termination of faculty will be imposed consistent with the requirements of the Faculty Handbook. In addition to the College disciplinary process, rape and other forms of sexual assault may be reported to law enforcement authorities for criminal prosecution. Use of the College procedures, or a lack thereof, does not preclude a grievant from filing charges under State criminal statutes. Both parties should be informed of the existence of their rights in other forums.

Appeals

Respondents desiring to appeal the decision may do so through the corresponding channel depending on the College community status of the respondent.

If the Respondent is a faculty member, appeals involving serious disciplinary sanctions shall be filed and processed under the Serious Discipline/Termination procedures set forth in the Faculty Handbook. All other appeals involving non-serious sanctions must be filed and reviewed in accordance with the Faculty Grievance Policy.

If the Respondent is a staff member, the Vice President overseeing Respondent's department or the President will consider the appeal. In cases where the Vice President or President prescribed the sanctions, then the President will consider the appeal. In cases where the Respondent is an officer of the College, the appeal will be filed with the Chair of the Board of Directors.

The following procedures will be applied in the case of staff appeals: Appeals will normally be considered only when new evidence which was not reasonably available at the time of the formal investigation becomes available or when an allegation of substantial procedural error on the part of the investigator or investigatory process is made, or on the grounds that the sanction was excessively severe. The appeal authority shall have the power to affirm, reverse, or modify the decision and/or the penalty imposed (but not increase), or to remand the matter to the College official imposing the sanction for further consideration. Appeals must be submitted in writing detailing the

specific reason(s) for the appeal within ten (10) working days from receipt of notice of the sanction.

The appeal must be submitted to the appeal authority which corresponds to the status of the respondent and must be filed within prescribed time frames. The appeal authority will provide a ruling generally within ten (10) working days from receipt of the appeal. The decision of the appeal authority is final.

EDUCATIONAL PROGRAMS

General

Education efforts are essential to the establishment of a campus environment that is as free as possible of sexual harassment and in which high standards of conduct in consensual relations are observed. There are at least four goals to be achieved through education: (a) notifying individuals of conduct that is prohibited; (b) ensuring that all persons are aware of their rights; (c) informing administrators about the proper way to address complaints of violations of this policy; and (d) helping educate the college community about the problems this policy addresses.

Preparation and Dissemination of Information

The Chief Financial Officer is charged with developing, coordinating, and disseminating this Sexual Harassment Policy for the College. Accordingly, the Chief Financial Officer will provide summaries of this publication to all current employees of the College community and to all those who join the community in the future.

A summary of this policy will be included in employee orientation materials and handbooks. In addition, copies of this policy will be made available on the Web, at appropriate campus centers, offices, and will be distributed in sexual harassment prevention training sessions.

Training/Education

Sexual harassment/sexual assault prevention training, workshops, and professional development seminars will be coordinated by the Chief Financial Officer.

SUBSTANCE ABUSE

Statement of Purpose

It is the belief of Benedictine College that all employees will strive to achieve our mission by working to maintain a drug free workplace in accordance with the Drug Free Workplace Act, Drug Free School and Communities Act and Benedictine College's Substance Abuse Policy.

Policy Statement

Employees will be tested for the presence of drugs and alcohol if there is reasonable cause or suspicion to believe that an employee has violated the standards of conduct set forth in this policy. Reasonable cause or suspicion will be documented and based on physical, behavioral, or performance indicators, including but not limited to errors, safety violations, significant occurrences and accidents or unusual patterns. It is the policy of the College to maintain an environment free from impairment from substance abuse by any of its employees. The College prohibits the unlawful manufacture, distribution, dispensation, possession, sale, or use of illicit drugs or alcohol in the workplace, on College property, or as part of College activities. All employees are expected to abide by these standards of conduct as a condition of employment. Employees violating the standards of conduct in this policy will be disciplined up to and including discharge.

Scope

This policy applies to all full-time, part-time and temporary staff and faculty of Benedictine College.

Definitions

Follow-up Testing. Required during the period covered by the Return to Work Agreement. Requires the employee to submit to drug and alcohol tests as requested without previous notice.

Positive Test. Drug test levels on both the screening test and the confirmatory test that are recognized as positive by the U.S. Department of Health and Human Services in its "Mandatory Guidelines for Federal Workplace Drug Testing Programs" or in a subsequently issued rule or regulation issued by the Agency. A "positive" alcohol test result shall mean .04 mg percent blood/alcohol level, which is the OSHA workplace violation standard. A result will not be reported as positive until a confirmatory test is made.

Reasonable Cause or Suspicion. Dependent on the facts of each situation, reasonable cause or suspicion is based on physical, behavioral, or performance indicators, including, but not limited to, unusual behavioral patterns, errors, safety violations, significant occurrences, accidents, safety risks to customers or co-workers and work-related incidents resulting in loss or damage to College property or bodily injury. Some employees, by virtue of their positions, may be subject to random drug or alcohol

testing. Applicants and employees are notified during the selection whether there is a possibility of random drug and alcohol testing associated with a position.

Return to Work Agreement. Letter signed by employee following a positive test result. This letter covers a period of no less than one year. It requires the employee to meet all recognized standards of performance, agree to submit to random and follow up testing without notice for a period of no less than one year, pay for the cost of the testing, and comply with all standards set forth in the College Substance Abuse Policy. The agreement also requires the employee to comply with all rehabilitative recommendations made by any treatment program or health care professional as designated or required by the College, agree that failure to follow these recommendations or refusal to participate in full, including follow up testing, will result in actions up to and including termination.

College Property. All tangible personal property and real property owned or controlled by Benedictine College, including, but not limited to, desks, lockers, computers, buildings, work areas, break area, parking lots, and College vehicles.

Procedure

The following procedures will be utilized when there is reasonable cause or suspicion to believe that an employee has violated the standards of conduct set forth in this policy.

1. Employee exhibits observable signs of substance abuse or is involved in an accident or other incident demonstrating a threat to a person's safety.
2. Department notifies the Division Head, the Chief Financial Officer, and/or the Dean of the College or Dean of Students then the school nurse.
3. Test site for Reasonable Cause testing will be at the Atchison Hospital Monday to Friday, 8:00 a.m. to 4:30 p.m. During off-hours, testing will be performed at the Emergency Room of the Atchison Hospital.
4. Specimen collection process will include a minimum of 10-panel urine drug screen, which will be obtained, and follow an intact chain of custody process. In addition, a separate alcohol test will be administered.
5. For all employees sent for Reasonable Suspicion testing, arrangements to satisfactorily transport the employee home should be made.
6. Failure to produce a specimen or comply with a request to do so will be treated in the same fashion as a positive test.
7. Employees with an initial negative test result will be returned to work immediately. The employee will be paid for all lost income, exclusive of overtime and differentials anticipated during the testing period.
8. Test results will be communicated to the representative Division Head and Chief Financial Officer.

9. The Division Head and Chief Financial Officer will communicate positive results to the employee, immediate supervisor and personnel who need to know in connection with their job duties and responsibilities.
10. A positive test will result at minimum in a Final Warning. As such, any further corrective action while on a Final Warning could result in discharge from Benedictine College.
11. The Division Head and Chief Financial Officer and the immediate supervisor will meet with the employee to discuss and complete the Return to Work Agreement letter. A Return to Work Agreement, which involves random testing, will be required for employees receiving a positive test.
12. Employees refusing to sign the agreement will be separated from employment with the College.
13. To return to work, employees must have a negative drug and/or alcohol screen, be evaluated and deemed to be in compliance with all recommendations by a treatment program or health care professional as designated or required by the College, and have signed a Return to Work Agreement. Employees will be financially responsible for treatment and counseling.
14. Employees with a positive test will be off work and not receive regular pay.
15. An employee off work due to a positive test result will be allowed to utilize accrued vacation and/or sick time as applicable. If an employee is in a non-pay status for greater than one month, the employee must contact the Personnel Director to continue medical insurance.
16. During this period, an employee may be eligible for a medical or personal leave under the College's leave policies. It is the employee's responsibility to apply for a medical or personal leave.
17. Employees who refuse to comply with requests to produce specimens for additional tests, fail to cooperate during the testing process, fail to consent to the release of test results to appropriate College representatives, or who tamper with specimens, will be subjected to actions up to and including immediate dismissal. Employees who receive a second positive test will be terminated from employment with the College.
18. An employee who voluntarily presents himself or herself to a supervisor, manager or administrator revealing a drug/alcohol problem will be referred to a treatment program or health care professional as designated or required by the College and required to comply with all requirements in the same manner as an employee who is referred as a result of a positive test result.
19. The College will take appropriate corrective action for drug or alcohol related incidents involving violations of other policies and standards of conduct.

Confidentiality

All testing will be performed in accordance with specific procedures which insure privacy, confidentiality, and integrity of test results. An employee will be notified of test results in a confidential manner. Only those College administrators or supervisors with

a business need-to-know will be informed of the test results and disciplinary action taken. Administration does have the obligation to report positive drug screens to the appropriate licensing/certifying boards as required by statute. Additionally, the College reserves the right, in its discretion, to report violations of this policy to law enforcement authorities. Any employee who is convicted under a criminal drug statute for a violation occurring in the workplace must notify their administrator within five (5) days of conviction. The College will notify any federal funding agency of the conviction of any employee working under a federal contract or grant within ten (10) days as required under the Drug Free Workplace Act.

Searches

The College reserves the right, with reasonable cause, to inspect the College's property under the control of any employee. Refusal to cooperate in the College's investigation or search of College property or an employee's personal property is grounds for disciplinary action, including termination, for insubordination.

Procedures Manual

2001–2002

Samples and Forms

Samples

Samples of various forms are provided in this manual. These forms should be obtained from the appropriate office and **not photocopied** from this manual. Please obtain these forms from the appropriate office. The Registrar's Office has forms 1 through 8. Forms 2 and 6 are available from your faculty secretary and in the administration building faculty lounge as well. Form 9 may be obtained from the General Studies Center.

Forms

Please photocopy these forms for your use as necessary.

Sample 1

REQUEST FOR PASS/NO PASS GRADE

A sophomore, junior or senior may, with permission of his or her department chair and advisor, choose to take an "exempt elective" on a pass/no pass basis. This course can be selected from the courses not included in the general educational requirements or in his/her major field.

This form must be filed with the Registrar by the end of the third week of class for a course to be considered on the Pass/No Pass basis. After this decision has been made, the student may not convert to the traditional grade. (Refer to College Catalog.)

I hereby request to enroll in _____
Course Number and Name

on the Pass/No Pass system for _____
Semester School Year

Student's Signature

Social Security Number

Signature of Chair of my
Major Department

Date _____
Signature of my Advisor

Sample 2

DO NOT DUPLICATE

BENEDICTINE COLLEGE

Week

INTERIM GRADE REPORT _____

Quarter

(date)

STUDENT _____

PROFESSOR _____

CLASS _____
(Course no.) (title)

GRADE _____ COMMENTS __

_____ STUDENT COPY

Sample 3

BENEDICTINE COLLEGE
APPROVAL FORM FOR SEMESTER GRADE OF INCOMPLETE

For _____
(Sem) (Year)

_____ SS # _____
(Name)

understanding he/she forfeits honors eligibility, has requested an extension of time to complete work in _____
(Course number and title)

The student has agreed to complete the work by _____ and to pay a \$20.00 fee at the Registrar's Office. _____
Signature of Instructor

\$20.00 fee paid _____
Date Date approved _____

Please return to Registrar

Sample 4

BENEDICTINE COLLEGE
SEMESTER GRADE REPORT FOR INCOMPLETE

Please record a grade of _____ for

(Name of Student)

in _____ which the student received
(Course No. & Title)

an "I" at the end of _____ semester, 20____

(Signature of instructor)

_____ (Date Recorded)

Sample 5

CHANGE OF TERM GRADE

DATE _____

Name of Student _____

Course Number and Title _____ Term: _____

Original Grade _____ Change to _____

Reason for Change: _____

Instructor's Signature _____ Department Chair's Signature _____

Approved by: _____
Associate Dean of the College

SUBMIT TO THE REGISTRAR WITH ALL THE ABOVE SIGNATURES.

Sample 6

DO NOT DUPLICATE

BENEDICTINE COLLEGE

Date _____ **SCHEDULE CHANGE**

S.S. No. _____ Fee \$5.00
(after first Friday of semester)

STUDENT

(Last) (First)

Add _____
Course Code Instructor's Signature
(after first Friday of semester)

Drop _____	_____
Course Code	Instructor's Signature (after first Friday of semester)
Advisor's Signature _____	

Sample 7

BENEDICTINE COLLEGE		Registrar's Office Atchison, Kansas 66002
Date _____		
<u>REQUEST TO CHANGE FROM CREDIT TO AUDIT</u>		
A student may switch from Credit to Audit within the first ten weeks of the semester if he or she is passing the course at the time the change is requested and the course instructor approves. No refund of tuition will be made. (Refer to College catalog.)		
Name: _____ wishes to switch from Credit to Audit for the following		
course _____		
No.	Title	
_____	Signature of Instructor	Signature of Student
_____	Signature of Advisor	Student's S.S. Number

Sample 8

BENEDICTINE COLLEGE TEACHER INITIATED WITHDRAWAL	
Please withdraw _____ (Student's Name)	
from _____ (Course Number and Title)	

Date student last attended class _

(Date)

(Instructor's Signature)

Sample 9

**The General Studies Center
Benedictine College Library
Student Referral Form**

Date Referred: _____ Faculty's Name: _____

Student's Name: _____ Course: _____

1. What assignment does this student need help with?

2. With what specific difficulty do you want he/she to receive assistance?

3. What amount of tutoring time do you anticipate would be beneficial to him/her?

Signature of Faculty member: _____

White copy: student
Yellow copy: faculty member
Pink copy: GSC

REQUEST FOR WAIVER

As Chair of the Department of ____

I am requesting a waiver of the following course for ____

Course Number: _____ Course Name: _____

The reason(s) for the request of waiver is (are):

Signature of Department Chair

Signature of Associate Dean of the College

NOTIFICATION OF INSTANCE OF ACADEMIC DISHONESTY

TO: Dean of the College

In my judgment, _____
has engaged in academic dishonesty by _____

The above-named student is enrolled in _____

which I am teaching this semester.

The appropriate consequence(s) for this act, in my judgment, is (are):

___ a grade of zero (0) for the specific exam in question.

___ a grade of zero (0) for the specific paper in question.

___ other (please specify):

It is my decision to take the action that is indicated above for this instance of academic dishonesty.

Signed: _____

Date: _____

C: Above named Student

OFFICIAL NOTIFICATION OF JUDGMENT OF ACADEMIC DISHONESTY

TO: _____

DATE: _____

Attached is the notification of an instance of academic dishonesty that has been filed with the office of the Dean of the College in your case by _____ for the alleged dishonest act in _____.

If you wish to appeal this decision, you may submit a request to the office of the Dean of the College that he/she appoints an ad hoc committee consisting of three faculty members, one of whom may be nominated by you. The official form for this appeal is available from the office of the Dean of the College and must be filed within ten days of the above date.

The recommendation of the ad hoc committee will be advisory and the committee will send its recommendation to the Dean for his/her decision. The Dean will notify you of the decision within ten days of receiving the ad hoc committee's report. You may further appeal the decision of the Dean of the College to the College President.

Signed: _____
Dean of the College

Form 4

APPEAL OF JUDGMENT OF ACADEMIC DISHONESTY

TO: Dean of the College

DATE: _____

I wish to appeal the judgment of academic dishonesty filed in your office by
_____ for my alleged dishonest act in
the course _____ .

Please activate the appeal process in my behalf. I understand that an ad hoc
advisory committee of three faculty will be appointed by you to hear my appeal
and to make a recommendation to you concerning my appeal. I also understand
that it is my right to nominate one of the faculty members and I wish to do so by
nominating _____ .

I understand, as well, that the Dean of the College will notify me of his or her
decision within ten days of receiving the recommendation of the ad hoc
committee and that I have the right of further appeal to the College President.

Signed _____

CONTRACT FOR INDEPENDENT STUDY

I hereby agree to enroll in _
Course Number Title

for ____ credit hours for _____ term, as per the attached syllabus.

Contract and attached syllabus **MUST BE COMPLETED** and have all signatures **BEFORE** the course can be registered in the Registrar's Office.

Student Signature

Student Social Security Number

Signature, Instructor

Signature, Department Chair

Signature, Associate Dean of the College

Signature, Advisor

Contract and attached syllabus **MUST BE COMPLETED** and have **ALL SIGNATURES** before the course can be registered in the Registrar's Office.

Date registered

INDEPENDENT STUDY SYLLABUS

_____ Semester 20__ 20__

1. Number and Course: __

2. Topic or Subject of Study: ____

Credit Hours: __

Student: _

Instructor: _____

3. Objectives:

4. Implementation: (procedures, texts, materials, etc.)

5. Typical number of meetings per week with instructor:

6. Evaluation:

Signature of Instructor

To be completed by Faculty Supervisor and Student within two weeks of start.

BENEDICTINE COLLEGE INTERNSHIP PROGRAM
LEARNING OBJECTIVE AGREEMENT

Student's Name: _____ SS # ____

Major: _____

Employer: _____ No. of work hours per week: ____

Jr. _____ Sr. _____ Course # _____ (397 or 497, paid; 379 or 479, unpaid)

Credit Hours to be awarded: _____ Semester of credit: _____
(Assigned by Faculty Supervisor)

A. **Learning Objectives:** List the specific learning objectives to be achieved by the Intern through the work experience. List what skills, concepts, operations, etc. the Intern is expected to learn.

B. **Evaluation of Learning:** Specify the methods by which the Intern's achievements shall be determined (reports, papers, projects, or presentations).

C. **Work Term and Completion Date:** Specify which semester(s) or time period the student will be engaged in the work experience, and state the deadline by which all relevant material must be completed.

We, the undersigned agree to enter into the Internship set forth as stated in items A through C in the above Learning Objective Agreement. As Student, I understand the work I must complete within designated time. As Employer, I understand the obligations of providing meaningful work as stated in the Job Description attached. As Faculty Supervisor, I understand the supervision involved of the Intern.

Student _____ Date ____

Employer _____ Date ____

Faculty Supervisor _____ Date ____

The above named student has permission to enroll for an Internship.

Department Chair _____ Date ____

Associate Dean of the College _____ Date ____

Financial Aid Director (if pertinent) _____ Date ____

Registrar _____

Date ____

BENEDICTINE COLLEGE INTERNSHIP PROGRAM
JOB DESCRIPTION

Employer ____

Address ____

City _____ State _____ Zip ____

Phone _____ Contact Person ____

1. Please give a brief description of your organization:

2. Title of Internship: ____

3. Period of Work: From _____ To .

4. Academic major preferred or required: ____

5. Special qualities or skills required:

6. Typical Work Assignment (Please specify duties):

7. Additional Comments: _

8. Starting Wage (hourly): _____

Date Due: _____

Form 9

**BENEDICTINE COLLEGE INTERNSHIP PROGRAM
PROCEDURE CHECKLIST FOR STUDENTS**

TO THE STUDENT: Please read carefully. Failure to proceed in the appropriate manner may prevent completion of credit.

- ____ 1. Check with your Department Chair for approval to accept an Internship for credit. An Internship must be related to your major or minor field of study.
- ____ 2. Pick up the Learning Objective Agreement and Job Description form from the Department Chair.
- ____ 3. Ask your employer to complete the Job Description form and return it to you. Make certain the dates when you will be employed are listed.
- ____ 4. With the Job Description form attached, meet with your Department Chair or Faculty Supervisor to complete the Learning Objective Agreement. He or she will determine how many hours of credit you will receive.
- ____ 5. Obtain the necessary signatures on the Learning Objective Agreement. A paid Internship may affect your financial aid/work study, so make sure you speak with a financial aid representative.
- ____ 6. After all signatures have been obtained, enroll for academic credit in the Registrar's Office. You will be enrolled in course numbers 397 or 497 for paid work experiences and in 379 and 479 for unpaid. During the summer session or when your credit hours exceed 18 hours, you will be required to pay tuition for the credit hours you receive from your Internship. Registration for Internship credit must occur within two weeks after your first day of work.
- ____ 7. Complete the required assignments as designated by your Department Chair/Faculty Supervisor and comply with the deadlines for completion of work.
- ____ 8. Evaluations will be sent to the employer. Their evaluations will weigh heavily in the determination of your grade.
- ____ 9. Your grade is finally determined by your Department Chair/Faculty Supervisor, based on assignments completed and employer evaluations.

___10. Remember, you are in a professional position and will be treated as such, so please, be prompt, efficient, and courteous. This employer could be a source of reference in the future, or may even be your future employer!

GOOD LUCK!

**BENEDICTINE COLLEGE INTERNSHIP PROGRAM EMPLOYER AND FACULTY
SUPERVISOR FINAL EVALUATION OF STUDENT PROGRESS**

Student _____ Course No. ____

Employer/Supervisor _____ Date _____

Faculty Supervisor _____ Date _____

Name of Business _____ Telephone: _____

EMPLOYER/SUPERVISOR: Please evaluate the student's performance in each of the following areas and return to the Faculty Supervisor (listed above), c/o Benedictine College, Atchison, KS 66002.

Item A:

	Excellent	Above Average	Average	Needs Improvement	N/A
1. General personal appearance					
2. Punctuality					
3. Follows instructions					
4. Enthusiasm					
5. Adaptability					
6. Initiative					
7. Dependability					
8. Follow-through					
9. Works well with others					
10. Accepts criticism					
11. Ambition					
12. Skills & knowledge acquisition					
13. Skills & knowledge application					
14. Confidentiality					
15. Quality of work					
16. Quantity of work					
17. Career potential					
18. Accuracy					
19. Neatness of work					

Item B: Please review the objectives previously established and give overall comments on how well the student has met those objectives. (Refer to Learning Objective Agreement.)

(OVER)

Item C: As an employer/supervisor, please suggest a letter grade (A, B, C, D, F) for the student's work experience portion of this Internship class.

Letter grade (circle): A B C D F

Signed: _____
(Employer/Supervisor)

INSTRUCTOR-SUPERVISOR USE ONLY

Overall final grade: _____ Hours of credit awarded: _____

Signed: _____
(Faculty Supervisor)

Student's Initials: _____

Record this grade on the official grade sheet provided by the Registrar and return grade sheet to the Registrar.

BENEDICTINE COLLEGE
FINAL REVIEW AND EVALUATION
INTERNSHIP WORK EXPERIENCE

Date Due _____

Student _____

Course No. _____

Employer/Supervisor _____

Faculty Supervisor _

Item A: On the basis of each of the objectives and related assignments you listed at the beginning of this, please tell how you feel you satisfied the requirements of this course.

Item B: Give comments regarding the on-the-job supervision you were given by your employer/supervisor.

Item C: Give comments on the assistance you received from your Faculty Supervisor.

Item D: What grade do you think you have earned? _____

Signed _____
(Student)

Date _____

**Classroom Peer
Evaluation Form**

Instructor _____ Evaluator __

Course Title _____ Course # _____ Date _____

LEARNING ENVIRONMENT: Comment on the general order and atmosphere in the classroom. This might include: beginning and ending on time; students and teacher having appropriate materials for the class; physical conditions conducive to learning; an established rapport between teacher and students that encouraged learning.

ATTITUDE OF INSTRUCTOR: Comment on the instructor's: enthusiasm for the subject; respect for the students and their ideas; patience with student questions and/or failure to immediately comprehend; ability to motivate the students to be interested in and wonder about the topic at hand.

ATTITUDE OF THE STUDENTS: Comment on the students' reaction to the instructor and course. Are they attentive, interested and involved, prepared, willing to contribute ideas and questions, and motivated to learn?

TEACHING METHODOLOGY: Comment on the following: the teacher is prepared and knowledgeable on the subject; the teacher appears to have a plan and is organized; the teacher speaks clearly and in a manner that is understandable both in vocabulary and tone; and the teacher asks questions or uses other techniques that invite student interaction and participation.

STRENGTH: Based on what you observed comment on what you felt were the greatest strengths of this instructor.

AREAS FOR FUTURE GROWTH: Make any suggestions you might have for growth and improvement for this instructor.

Signed:

Instructor

Evaluator

Benedictine College
Letter of Evaluation from Department Member

I hereby waive my right to access this letter in my Rank and Tenure file.
I **do not** waive my right to access this letter in my Rank and Tenure file.

(Applicant signature)

Evaluator: You may use this form for your response, or staple it to your evaluation.

**Application for Advancement
In Rank and/or Tenure**

Name Date: _

Major Teaching Field: Years at Benedictine College: ____

Present Academic Rank: Other College(s): ____

Age: _

DEGREES HELD:

Degree: Date Earned: Institution(s):

_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____

	Academic Rank	Promotion Date	Institution
Instructor	_____	_____	
Assistant Professor	_____	_____	
Associate Professor	_____	_____	
Professor	_____	_____	

Recent Workshops, Courses, Enrichment Programs:

Date Academic Area Institution

_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____

Participation on College Committees:

Year:

_____	_____
_____	_____
_____	_____



Current Memberships: Directorships, Trusteeships, Fellowships, Professional, Civic, Religious, Fraternal, Historical, Social

Highest Position Held

Recognitions, Commendations and Awards

Year

Participation in/Sponsorship of/Moderator of:

Student Programs, Organizations, Academic Societies, Athletic Events

Capacity

Grant Programs (Proposed, Written, Co-Sponsored, Received):

Institutional Programs:

Date:

Personal Academic Enrichment:

Date:

Advising Program:

Are you involved in general student advising program, i.e., in addition to major advisees? _____

Do you set up a time schedule for meetings with advisees on a weekly _____, monthly _____, semester _____, or a need basis _____?

Are your students as well as your advisees aware of your office hours _____, the location of your office _____, a telephone extension _____, at which you can be reached?

Published articles, books, papers:

Biographical and Professional listings:

Please attach: a letter of request for advanced rank and/or tenure; a letter of recommendation from the department chair; and a letter of recommendation from a faculty associate.

BENEDICTINE COLLEGE TRAVEL REQUEST FORM

Name: _____ Department _____

requests funding to travel to: _

for .
(conference, etc.)

Date and duration of travel: _____

Explain the purpose of your travel and attach supporting documents. (No more than three pages.)

	BUDGET REQUEST for	From Faculty Development Committee	For Other Sources
1.	Transportation		
2.	Lodging		
3.	Meals		
4.	Fees		
5.	Other		
	TOTAL		

Explanation of Budget Request:

1. ____

2. ____

3. ____

4. ____

5. ____

(Please note: the committee is hesitant to fund this column)

6. TOTAL: _

Department Chair _____

Date _____

Check here if you request an advance

Check here if no advance is needed.

TRAVEL EXPENSE FORM

TO: Benedictine College Account Number _____
 Business Office

Date of Travel: _____

DAILY EXPENSES							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Location							
Dates							
Motel							
Breakfast							
Lunch							
Dinner							
Tips							
Cab							
Fare or Mileage							
Parking							
Other:							
Daily Totals							

(Amt. rec'd. _____ Amt. ret'd. _____ Total Exp. _____)

Traveler: _____

Name of meeting or purpose of travel: _____

Supervisor (if applicable): _____

Budget Controller: _____

PLEASE ATTACH RECEIPTS TO THIS VOUCHER.

PROPOSED CATALOG COURSE

Department _____

Course Number _____

Course Title _____

Credit Hours _____

Contact hours per week _____

Course Description

Pre-requisites and/or co-requisites

Relation of proposed course to student, departmental and College-wide needs

Relation of proposed course to current faculty competence

Projection of new resources involved in the implementation of proposed course

Financial Resources

Personnel

Facilities and/or Equipment

Description of pilot-testing procedures and results, if proposed course was pilot-tested

Plan for faculty development in competencies required by proposed course

Other factors to be considered