This Handbook contains facts, policies, and procedures of special interest to faculty. It supplements the College Catalogue; the contents of both should be familiar to all faculty. A link to an electronic version of the complete Handbook, including these changes, can be found at http://www.allegheny.edu/administration/dean/handbook.php.

Other sources of information are the College Directory, the Compass (student handbook), the Inside Allegheny web page, WebAdvisor, the Campus, the on-line College calendar, and the Alumni Magazine. Freshmen picture books and senior yearbooks (The Kaldron) are also available.
Contents

Section 1: Introduction ........................................................................................................................................... 9
  1.1 Allegheny College Mission Statement ................................................................................................. 9
  1.2 History .................................................................................................................................................... 9
  1.3 Allegheny Organization .......................................................................................................................... 10

Section 2: Organization of the Faculty .............................................................................................................. 11
  2.1 Faculty Meetings ....................................................................................................................................... 11
  2.2 Faculty Moderator ..................................................................................................................................... 11
  2.3 Secretary of the Faculty .......................................................................................................................... 12
  2.4 Faculty Council ........................................................................................................................................ 12
  2.5 Standing Committees .............................................................................................................................. 12
  2.6 Department Chairpersons: Responsibilities ......................................................................................... 13

Section 3: Standing Committees of the Faculty ............................................................................................... 16
  3.1 General Rules .......................................................................................................................................... 16
  3.2 Academic Integrity Board ....................................................................................................................... 18
  3.3 Academic Standards ............................................................................................................................... 18
  3.4 Academic Support .................................................................................................................................... 20
  3.5 Animal Research ..................................................................................................................................... 21
  3.6 Assessment Committee .......................................................................................................................... 23
  3.7 Campus Life ............................................................................................................................................ 24
  3.8 Curriculum .............................................................................................................................................. 25
  3.9 Diversity and Gender Equity ................................................................................................................... 26
  3.10 Faculty Council ...................................................................................................................................... 27
  3.11 Faculty Review ...................................................................................................................................... 29
  3.12 Health Professions Advisory ................................................................................................................ 30
  3.13 Institutional Review .............................................................................................................................. 31
  3.14 Public Events ....................................................................................................................................... 33

Section 4: Standing Committees of the College ............................................................................................... 35
  4.1 Administrative Executive Committee .................................................................................................... 35
  4.2 Discriminatory and Sexual Harassment ................................................................................................. 35
  4.3 Finance and Facilities ............................................................................................................................ 37
  4.4 Library and Information Technology .................................................................................................... 38
  4.5 Administrative Advisory ....................................................................................................................... 40
  4.6 Staff Advisory ........................................................................................................................................ 40

Section 5: Faculty Appointments ..................................................................................................................... 41
  5.1 Guidelines for Recruiting Full-Time Faculty ......................................................................................... 41
CONTENTS

5.2 Faculty Appointments .............................................................................................................. 50
   Introduction ................................................................................................................................. 50
   Standards ..................................................................................................................................... 51
   Criteria for Evaluation ................................................................................................................. 52
   Criteria: Teaching ......................................................................................................................... 52
   Criteria: Research ......................................................................................................................... 54
   Criteria: Maintaining a Learning Community ............................................................................... 55
   Teaching and Research in More Than One Field ........................................................................ 55
   Progression of Full-Time, Tenure-Track Faculty Appointments ............................................... 56
   The Second Appointment ............................................................................................................ 57
   The Pretenure Appointment ......................................................................................................... 58
   The Fifth and Sixth Years of Service ............................................................................................ 59
   Tenure .......................................................................................................................................... 60
   Appeal Procedures ....................................................................................................................... 63
   Early Tenure Decisions ............................................................................................................... 64
   Linkage of Tenure and Promotion .............................................................................................. 64
   Review of Tenured Faculty ......................................................................................................... 64
   Termination for Cause ................................................................................................................. 65
5.3 Guidelines for Promotion to Professor .................................................................................. 68
5.4 Joint Appointments Between a Department and a Program ................................................ 70
5.5 Named Professorships ........................................................................................................... 70
5.6 Lecturer Position .................................................................................................................... 72

Section 6: Employee Benefits .................................................................................................... 74

6.1 Introduction ............................................................................................................................. 74
6.2 Eligibility for Benefits ............................................................................................................. 74
6.3 Group Insurances .................................................................................................................... 74
6.4 Voluntary Insurance Offerings .............................................................................................. 76
6.5 Section 125 Spending Accounts ............................................................................................ 76
6.6 Tuition Benefits ....................................................................................................................... 76
6.7 Retirement Plan ....................................................................................................................... 78
6.8 Retiree Benefits ....................................................................................................................... 79
6.9 Emeritus/Emerita Status for Faculty ...................................................................................... 79
6.10 Leaves of Absence .................................................................................................................. 79
6.11 Statutory Benefits .................................................................................................................. 80
6.12 Facilities and Services ........................................................................................................... 81
6.13 Domestic Partner Benefits Policy ........................................................................................ 81
Section 7: Faculty Support Services ................................................................................. 85
  7.1 Faculty Travel ....................................................................................................................... 85
  7.2 Media Services ....................................................................................................................... 86
  7.3 Pelletier Library ..................................................................................................................... 87
  7.4 Printing Services .................................................................................................................... 89
  7.5 Student Assistants ............................................................................................................... 90
  7.6 Pre-Tenure and Sabbatical Leaves ....................................................................................... 90
  7.7 Guidelines for Grants and Sabbatic Leave ............................................................................. 91
Section 8: Academic Regulations ......................................................................................... 96
  8.1 Academic Advising at Allegheny College .......................................................................... 96
  8.2 Academic Honor System ...................................................................................................... 97
  8.3 Academic Schedules .......................................................................................................... 98
  8.4 Course Size ......................................................................................................................... 98
  8.5 Commencement ................................................................................................................... 99
  8.6 The Academic Calendar ...................................................................................................... 101
  8.7 Student Course Loads: Add/Drop Period ............................................................................ 102
  8.8 Student Withdrawals ......................................................................................................... 102
  8.9 Academic Costume .......................................................................................................... 103
Section 9: Instructional Policies .......................................................................................... 104
  9.1 Class Attendance Policy .................................................................................................... 104
  9.2 Tests, Papers, and Examinations ......................................................................................... 105
  9.3 Final Examination Guidelines and Rationale ...................................................................... 106
  9.4 Grade Reports .................................................................................................................... 108
  9.5 Faculty Office Hours ........................................................................................................... 109
  9.6 Copyright Policy ................................................................................................................ 109
    General Policy ...................................................................................................................... 109
    Fair Use and Higher Education .......................................................................................... 110
    Classroom Technology Use ............................................................................................... 111
Section 10: Honors and Awards ......................................................................................... 112
  10.1 Honorary Degrees ............................................................................................................. 112
  10.2 Phi Beta Kappa ................................................................................................................. 112
  10.3 Teaching Awards .............................................................................................................. 113
Section 11: General College Policies ................................................................................... 114
  11.1 Access to Records ............................................................................................................. 114
    Student Records ................................................................................................................... 114
    Alumni Records .................................................................................................................. 114
CONTENTS

Policy on the Privacy of Student Records ................................................................. 115
11.2 Statement of Community ..................................................................................... 119
11.3 Discriminatory and Sexual Harassment Policy ................................................... 119
   Part I. Introduction ................................................................................................. 119
   Part II. Discriminatory Harassment ....................................................................... 120
   Part III. What to do if you are the Victim of Discriminatory Harassment .......... 120
   Part IV. Sexual Harassment and Assault ............................................................... 122
   Part V. What to do if you are the Victim of Sexual Harassment or Assault ....... 124
   Part VI. Consensual Relationships ...................................................................... 127
   Part VII. Procedure for Handling Complaints ....................................................... 127
   Support and Available Resources ........................................................................ 129
   POLICY REVIEW ................................................................................................... 130
11.4 Statement of Principles Regarding Research on Human Participants ................ 131
11.5 Policy for Dealing with Possible Misconduct in Scientific Research Under External
    Grant or Contract Funding ..................................................................................... 132
11.6 Students with Disabilities .................................................................................... 133
11.7 Guidelines And Procedures Regarding Disability Accommodation For Students .. 133
11.8 Equal Employment Opportunity ........................................................................ 135
11.9 Allegheny College Student Conduct System ..................................................... 136
   Article I: Purpose ................................................................................................. 136
   Article II: College Authority .................................................................................. 137
   Article III: Academic Conduct ............................................................................. 138
   Article IV: Non-Academic Conduct ...................................................................... 141
   Article V: Organizational Conduct ...................................................................... 145
   Article VI: Sanctions ............................................................................................. 146
   Article VII: Disciplinary Records ......................................................................... 147
   Article VIII: Interpretation and Revision ............................................................... 147
11.10 Travel Policy ...................................................................................................... 148
    Automobile Usage Policy ..................................................................................... 148
    Automobile Usage Guidelines ............................................................................. 148
    Travel Expense Policy .......................................................................................... 149
    Travel Expense Guidelines .................................................................................. 149
11.11 Nepotism ............................................................................................................ 152
11.12 Consensual Relationships .................................................................................. 153
11.13 Employee Consulting .......................................................................................... 153
11.14 Solicitations and Fund Raising ............................................................................ 154
11.15 Campus Solicitation Policy ................................................................................ 154
<table>
<thead>
<tr>
<th>Section 12: Communication</th>
<th>163</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1 Telephone System</td>
<td>163</td>
</tr>
<tr>
<td>12.2 Electronic Mail and Internet Access</td>
<td>163</td>
</tr>
<tr>
<td>12.3 Inside News Weekly</td>
<td>164</td>
</tr>
<tr>
<td>Section 13: Employee Safety</td>
<td>165</td>
</tr>
<tr>
<td>13.1 On-Campus Emergencies</td>
<td>165</td>
</tr>
<tr>
<td>13.2 Accident Reporting</td>
<td>165</td>
</tr>
<tr>
<td>13.3 Substance Abuse Policy</td>
<td>166</td>
</tr>
<tr>
<td>13.4 Smoke-Free Workplace</td>
<td>166</td>
</tr>
<tr>
<td>13.5 Visitors in the Workplace</td>
<td>166</td>
</tr>
<tr>
<td>Appendix A: Organizational Charts</td>
<td>167</td>
</tr>
<tr>
<td>Appendix B: Academic Calendars</td>
<td>169</td>
</tr>
<tr>
<td>Appendix C: Guidelines for Classroom Copying</td>
<td>172</td>
</tr>
<tr>
<td>I. Single Copying for Teachers</td>
<td>172</td>
</tr>
<tr>
<td>II. Multiple Copies For Classroom</td>
<td>173</td>
</tr>
<tr>
<td>Definitions</td>
<td>173</td>
</tr>
<tr>
<td>III. Prohibitions As To I And II Above</td>
<td>174</td>
</tr>
<tr>
<td>Copyright Law of the United States of America</td>
<td>175</td>
</tr>
<tr>
<td>Determining Public Domain</td>
<td>176</td>
</tr>
<tr>
<td>When Works Pass into the Public Domain</td>
<td>178</td>
</tr>
<tr>
<td>Appendix D: Leave Policies</td>
<td>179</td>
</tr>
</tbody>
</table>
A. Salary Continuation and Short-Term Disability Leave Policy ............................................. 179
B. Unpaid Leaves of Absence ........................................................................................................ 180
C. Other Paid Leaves of Absence ............................................................................................... 181
D. Occupational Illness/Injuries – Workers Compensation .................................................... 181
E. Long-Term Disability Insurance Benefit .............................................................................. 181
F. Family and Medical Leave Policy ........................................................................................ 182

Appendix E: Dug-Free Policy .................................................................................................... 187

  Standards of Conduct Related to Drugs and Alcohol ............................................................... 187
  Legal Sanctions ....................................................................................................................... 188
  Health Risks Associated with Alcohol and Other Drugs ....................................................... 190
  Long-Term Health Risks and Other Medical Problems ......................................................... 192
  Where To Go For Help or More Information ......................................................................... 196
Section 1

Introduction

1.1 Allegheny College Mission Statement

Allegheny’s undergraduate residential education prepares young adults for successful, meaningful lives by promoting students’ intellectual, moral, and social development and encouraging personal and civic responsibility. Allegheny’s faculty and staff combine high academic standards and a commitment to the exchange of knowledge with a supportive approach to learning. Graduates are equipped to think critically and creatively, write clearly, speak persuasively, and meet challenges in a diverse, interconnected world.

(Revised Spring, 2004)

1.2 History

Allegheny College was founded in 1815, and Timothy Alden, a Harvard graduate, was named its first president. Initially, classes were held in Meadville’s log courthouse and in Alden’s home. Within half a dozen years, however, Alden had succeeded in attracting sufficient funds to begin building a campus, having traveled throughout the eastern states seeking support for a planned library and classroom building. John Adams headed the subscription list of donors from New England.

The most significant donations were the fine private libraries of Dr. William Bentley, Judge James Winthrop, and Isaiah Thomas. The 1823 library catalog lists some 8,000 titles, a number of them unique today, making this collection one of the finest held by any of the early colleges.

The need to properly house the library led to the construction of Bentley Hall in the 1820s, today a leading example of early American architecture. Designed by Alden, this structure still crowns the hill on which the campus is located. If you are interested in learning more about College history, you might find the following publications of interest. All are available in Pelletier Library.

SECTION 1: INTRODUCTION


1.3 Allegheny Organization

Allegheny College is organized into six divisions: Academic Affairs, Finance/Administration, Development, Public Affairs, Student Affairs, and Admissions. Each division is headed by a Vice President, Dean, or Director. These six officers, the Chaplain and Campus Pastor, and the Secretary of the College all report to the President of the College. An organizational chart of the College is attached as Appendix A to this *Handbook*. 
Section 2

Organization of the Faculty

2.1 Faculty Meetings

The first meeting in the fall is typically held on the first Friday of classes; later meetings, four or five a semester, are held on Fridays at 4:10 p.m. The last meeting of the year is held on the Friday morning preceding Commencement. There are also occasional evening discussion meetings. All faculty members are expected to be present at all sittings. Part time faculty may attend faculty meetings but may not vote.

Minutes of faculty meetings are placed on the web a few days after each session. If not amended at the next sitting of the Faculty, they are considered approved. Items of major import must be read at two separate sittings.

2.2 Faculty Moderator

The Moderator of the Faculty will be a faculty member elected by a vote of the Faculty for a three-year term. The Moderator will preside at all faculty meetings. All full-time faculty members are eligible to serve as Moderator.

The election procedure will make use of an approval voting method as follows: In the first round voters will be presented with a list of eligible faculty. They may vote for any number of candidates. Based on the results of the initial round of voting, a final ballot listing three names will be prepared. Again, Faculty will be directed to vote for as many of the candidates as they wish.

The Moderator will be responsible for working with chairs of the standing committees, the President, and other administrators to determine and distribute in a timely fashion the agenda for each meeting. The Moderator will accept faculty requests made prior to each meeting to speak on any agenda item, and will actively solicit participation in the debate of faculty who possess the expertise and points of view which he or she believes will enrich the quality of the discussion. All remarks made during debate will be addressed to the Moderator.

The Moderator will have sole responsibility for recognizing speakers and otherwise managing debate. Committee chairs and others introducing proposals for faculty consideration will have no role in recognizing speakers, although members of the committee responsible for the
measure being discussed will normally be given preference by the Moderator when they request the floor.

2.3 Secretary of the Faculty

The Secretary of the Faculty will be a Faculty member nominated by the Faculty Council and elected by the Faculty. In nominating a Secretary, the Council will take into account seniority and/or record of contribution to the College.

The Secretary represents the Faculty at the Commencement Ceremony by participating in the awarding of degrees and affixing his/her signature to all diplomas. For meetings of the Faculty, the Secretary advises the Moderator in setting the yearly schedule; solicits items of business for each meeting, creates the agenda in consultation with the Moderator, and calls all meetings through advance distribution of the agenda; provides for the distribution of handouts and attachments relevant to the agenda (and the retrieval of unused copies) as necessary; serves as Parliamentarian of the Faculty by ruling on matters relevant to faculty tradition and the order of debate; records the proceedings of each meeting (except executive sessions) in the form of Minutes, posts them along with relevant attachments on the College’s website or at the appropriate venue and signs and deposits an official copy for each meeting in the College archives.

(Fall, 2002)

2.4 Faculty Council

The Faculty Council is an elected committee with the functions to advise the President and the Dean of the College in the development of general college policies, advise the President on Honorary Degrees, serve as the Committee on Committees, and consider and deal appropriately with issues brought to it by any member of the college community. See section 3.10 for the complete charge and description of Faculty Council.

2.5 Standing Committees

Allegheny College is distinguished by its commitment to shared governance. This commitment rests upon three principles.

We are a community dedicated to a common project: engaging with our students in a liberal education.

We believe that this common project is best advanced when we draw upon the broad competencies of all members of our community.

We think that the general direction of the college should be determined by democratic practices and habits.

The commitment to shared governance imposes certain responsibilities and burdens on members of the Allegheny community. It also conveys great benefits. Among the most important are faculty leadership and participation in shaping our common future. The committee system is the principal means through which we realize this commitment.
Faculty members of standing committees are either faculty-elected positions (Faculty Review, Faculty Council) or are appointments that are nominated by Faculty Council and approved by the faculty (Academic Standards; Academic Support; Animal Research; Campus Life; Academic Integrity Board; Curriculum; Diversity and Gender Equity; Finance and Facilities; Institutional Review Board; Library and Information Technology; Discriminatory and Sexual Harassment; Health Professions; Public Events). Student members are appointed by the Student Government from a list of student applicants. Faculty members usually are not asked to serve on committees during their first two years at the College, but are expected to be available thereafter. A current list of committees and their personnel may be found in the College Catalogue.

(Spring, 2007; Revised Spring, 2009)

2.6 Department Chairpersons: Responsibilities

For the purposes of this discussion the word ‘department’ refers to an academic department or program that oversees a curriculum of study taken by students as a major.

The Chair of a department is the chief academic and administrative officer for that department and is accountable directly to the Dean of the College. (S)he is responsible for the proper functioning of the department/program with respect to curriculum, facilities, budgets, hiring, faculty development, student concerns, and engagement in the broader community.

The Dean of the College, following consultation with all continuing full time faculty in the department, appoints the Chair for a four-year term, which may be renewed for up to one additional four-year term. Selection criteria include: experience in leadership positions; the point in a person’s career with respect to sabbaticals, research plans, etc; placement of sabbaticals within the department; and tenure status—under normal circumstances only tenured faculty will be asked to serve as Chair of a department. Chairpersons serve at the pleasure of the Dean, who will evaluate the Chair’s work regularly, and assist when appropriate. Near the end of the first four-year term the Dean, after meeting with continuing full time faculty, will determine if reappointment is mutually desirable.

Under ordinary circumstances, the Chair is relieved of one course per year as compensation for Chair duties and responsibilities. In rare cases, this allowance may increase, at the discretion of the Dean of the College and based upon a discussion between the Dean and department Chair, up to a maximum of two courses per year. Factors to be considered for increasing the course allowance include departmental size, sabbatical leaves, departmental searches, personnel matters, or other issues that may result in large departmental time demands placed upon the Chair. If circumstances prohibit a Chair from taking a course reduction, a stipend can be negotiated.

Outlined below is a list of the specific duties of the department Chairperson. This list is meant to provide direction in administering the responsibilities of this position, which may vary somewhat from department to department. Departments should maintain a list of specific job duties to ensure the smooth operation of departmental business.

Leadership: The Chair is responsible for fostering a climate of respect, collegiality, and interaction within and among departments so that student learning, faculty development, and programmatic and interdisciplinary successes are fostered and encouraged. Facilitating an
ongoing program for long-range planning and innovation, including curriculum, within the department is also the Chair’s responsibility. This plan should reflect balance between departmental goals/mission/needs and those of the college.

**Departmental Representative and Liaison:** The Chair acts as the spokesperson in all official transactions with department members, as well as with other members of the college and community-at-large (off-campus contacts). (s)he oversees department policies and practices, guides planning, and serves as the “certifying officer” of the department on official matters. The Chair also facilitates communication with other academic departments and programs where concerted efforts would be of mutual benefit.

**Personnel:** The Chair has oversight responsibility for department staff, including secretaries, technicians, program assistants, and all other personnel whose duty lies within the department. The Chair is the first point of contact and has primary responsibility for mediating conflicts among department staff as well as handling student and parental concerns or complaints. The Chair has principal responsibility for all department personnel searches and serves as the chief coordinator for recruitment into the department; (s)he may delegate this responsibility where appropriate. The Chair should work closely with new faculty to ensure proper orientation to departmental policies. First-year faculty should not be expected to provide academic advising for students or serve as a first reader on senior projects. Exceptions may be made for the senior project, in consultation with the Chair and the Dean. A first-year faculty member may be asked to serve as second or third reader on a small number of senior projects.

**Faculty Development and Evaluation:** The chair ensures that the faculty are aware of the department’s expectations and that each faculty member’s own expectations and concerns are addressed when appropriate. Chairs provide opportunities for ongoing conversation with department colleagues about their professional responsibilities and development and shall hold such conversations with tenure-track faculty members annually. The chair will coordinate all departmental evaluations; and when the college considers faculty for promotion or tenure, the chair (with contributions from other faculty members as appropriate) will be the primary author of department faculty evaluations.

**Departmental Meetings:** Chairs are responsible for calling regular department meetings; a minimum of three meetings per semester is required. The Chair insures that agendas are made available to department members and that department business is recorded as appropriate.

**Course Scheduling:** The Chairperson is responsible for organizing class schedules, subject to approval by the Dean of the College. Although the task of actually coordinating schedules may be delegated, untenured faculty members should not be asked to perform this task. It is the Chair’s right to ensure that scheduling burdens are equitably shared by department members, who must be aware that it may be necessary to teach a five-day schedule one semester per year.

**Certifying Minors and Transfer Credit Approval:** It is the Chair’s responsibility to certify that requirements for minors have been met and to approve credit for transfer and off-campus
courses. Although the task of certifying minors may be delegated, primary oversight belongs to the Chair.

**Physical Operations:** The Chair is responsible for the general management and oversight of departmental facilities, including office-classroom-lab-studio space and equipment. The Chair should be aware of department needs with respect to facilities, and represent those needs to the administration.

**Budget:** The Chair is responsible for planning and maintaining the department operations budget.

*(Spring, 2002; Revised Spring, 2004)*
Section 3

Standing Committees of the Faculty

Faculty members of standing committees are either faculty-elected positions (Faculty Review, Faculty Council) or are appointments that are nominated by Faculty Council and approved by the faculty (Academic Standards, Academic Support, Animal Research, Campus Life, College Judicial Board, Curriculum, Finance and Facilities, Institutional Review, Library and Information Technology, Discriminatory and Sexual Harassment, Health Professions, Public Events). Student members are appointed by the Student Government from a list of student applicants. Faculty members usually are not asked to serve on committees during their first two years at the College, but are expected to be available thereafter. A current list of committees and their personnel may be found in the College Catalogue.

3.1 General Rules

1. The Faculty Council will serve as the “Committee on Committees” and will nominate for Faculty consideration and election persons eligible to fill vacancies on the Standing Committees. Faculty members who have completed at least two years of teaching may be considered eligible for service on a Standing Committee. Faculty in their second year of service will not normally be asked to serve on Standing Committees.

2. Faculty members will normally serve three-year terms on committees. Faculty completing three consecutive years of service on either appointed or elected committees (Faculty Review Committee, Faculty Council) will not normally be appointed to a committee for two years. Committee service on appointed committees will not affect eligibility for elected committee positions (Faculty Council, Faculty Review). Members of an elected committee are ineligible for service on another elected committee and may not appear on any ballot for committee election. Persons serving a full term on an elected committee (Faculty Review Committee, Faculty Council) shall be ineligible for re-election for three years following the expiration of their terms.

3. Elections for elected committees (Faculty Council and Faculty Review) shall be conducted by Faculty Council using an approval voting procedure described as follows: In the first round voters will be presented with a list of eligible faculty one
SECTION 3: STANDING COMMITTEES OF THE FACULTY

week prior to the faculty meeting at which the first round of voting is conducted. At the designated faculty meeting, faculty may vote for any number of candidates. Based on the results of the initial round of voting, a final ballot (listing double the number of names to fill the vacancies) will then be mailed to all eligible voters. The second round of voting will close no earlier than one week after final ballots have been mailed.

4. When not specified, faculty membership on standing committees should, wherever possible, reflect affiliation with all academic divisions of the College.

5. Students will normally serve two-year terms on committees, but seniors will not be excluded from consideration for committee vacancies.

6. No faculty member may serve simultaneously on more than one standing committee.

7. When a faculty member resigns from a committee, the chair of the committee and the chair of Faculty Council should be notified in writing. In the event that a member of an elected committee cannot complete his/her term and that time constraints make a new election infeasible, Faculty Council will revisit the voting results from the most recent appropriate election to identify the next eligible faculty member with the highest number of votes and will ask that person to serve the remainder of the vacated term.

8. Exceptional matters that any committee wishes to call to the attention of the President and/or the Faculty should be brought to the Faculty Council.

9. All committees, except the Faculty Review Committee, will hear and consider related issues brought to them by any member of the college community.

10. All committees are responsible for periodically reviewing and updating the charge for their committee. Any changes will be brought to Faculty Council for review and presentation for a vote of the Faculty.

11. Unless otherwise stated, the reporting frequency and procedures are:

   (a) An agenda will be established for each meeting and distributed to Committee members in advance of the meeting.

   (b) The Committee will appoint a Secretary who will keep minutes of the meeting. Minutes will be sent electronically to the Associate Dean’s Office Secretary to be posted on the committee web site for distribution to the college community.

   (c) An annual report will be filed with Faculty Council at the end of the academic year.

(Revised Spring 2007)
3.2 Academic Integrity Board

The Academic Integrity Board is the hearing board for all cases of alleged violations of the Honor Code. A full description of the Allegheny Student Conduct System is found in section 11.9.

1. Functions

(a) To convene a hearing board consisting of three faculty and three students when Honor Code violations are brought to the committee from the Honor committee.

(b) To conduct a hearing for each alleged Honor Code violation according to the procedures outlined in the Allegheny College Student Conduct System, Article III, section 4.

2. Membership, Membership Selection, Terms of Office and Chairperson Selection.

(a) The Committee will be composed of the following:

i. Five full-time faculty members nominated by Faculty Council and elected by the Faculty for three-year staggered terms. Faculty substitutes are appointed by faculty council in the event that there are not enough board members present to conduct a hearing.

ii. Eight full-time students appointed by Allegheny Student Government and approved by a two-thirds vote of the ASG Senate. The ASG President, Vice-President, and members of the Honor Committee are not eligible to serve on the board. Additionally, student members who are on Probation during the time of service will not be eligible to serve as a member of the board.

iii. The Assistant to the Dean of Students.

(b) The chairperson will be elected from among the faculty members of the board to serve for one year. If unable to serve for a particular AIB hearing, the chairperson appoints a substitute chairperson from among the faculty members.

(c) The Assistant to the Dean of Students coordinates the administrative functions of the Academic Integrity Board.

(Revised Spring 2008)

3.3 Academic Standards

1. Functions

The principal function of this committee is to make certain that students meet the academic requirements established by the faculty. The Committee’s specific responsibilities are:

(a) To recommend to the Faculty grade standards students are expected to satisfy and consequences for not doing so.
SECTION 3: STANDING COMMITTEES OF THE FACULTY

(b) To consider the cases of students eligible for dismissal and to determine which will be dismissed and which will be allowed to register for another semester. The Committee will report the results of these decisions to the Faculty.

(c) To consider petitions for readmission from students who have been dismissed and make a favorable or unfavorable decision in each case.

(d) To recommend to the Faculty the policies and procedures for dropping a course without grade penalty.

(e) To establish a Dean’s Exemption Committee to consider and decide upon requests from students for exemption from College academic regulations.

(f) To recommend to the Faculty standards for the awarding of Latin Honors.

(g) To serve, in conjunction with the office of the Dean of Students, as a review board in the selection of student recipients of various College awards for superior performance in scholarship and general merit.

(h) To provide advice and support to the Dean of Students and the Dean of the College in implementing the above responsibilities.

2. Membership, Membership Selection, Terms of Office and Chairperson Selection

(a) The Committee will be composed of the following:

   i. Four faculty members nominated by the Faculty Council and elected by the Faculty for three-year, staggered terms with no more than two members in any academic division;
   ii. Four students appointed by the Allegheny Student Government each year for up to a two-year term with no more than two majors (or prospective majors) in any academic division;
   iii. The Dean of Students, the Dean of the College or a designated representative, and the Associate Deans of Students as ex officio, voting members;
   iv. The Registrar, the Director of the Counseling Center, the Allegheny Student Government Director of Educational Affairs, and other non-voting consultants as determined by the Committee.

(b) Student members will not attend or participate in any meeting where the academic record or performance of an individual student is discussed.

(c) In cases of academic dismissal and readmission, only the four faculty members of the Academic Standards and Awards Committee vote. If one of the four faculty members is unable to be present for a vote, a vote by the Dean of the College or Associate Dean of the College may be substituted.

(d) The Chairpersons will be a Faculty member selected by the Committee for a two-year term and the Dean of Students.
SECTION 3: STANDING COMMITTEES OF THE FACULTY

3. Dean’s Exemption Committee

A special subcommittee of the Academic Standards and Awards Committee is empowered by faculty to adjust a student’s academic program and requirements. Normally this subcommittee deals with waivers of regulations; its decisions are individual and are not considered as establishing precedent. The Committee is chaired by the Dean of the College or a designated representative. Voting members include the Chair, the Dean of Students or a designated representative, and at least two faculty members from the Academic Standards and Awards Committee. Non-voting consultants may be included as appropriate.

(Revised Spring 2007)

3.4 Academic Support

Allegheny College must have talented faculty members who remain vital and current both as teachers and as scholars. To this end, the College provides a variety of resources to support faculty in their teaching and professional development. The Academic Support Committee is concerned with providing access to both on and off-campus resources for teaching, learning and research.

1. Functions

Faculty representatives and the Dean of the College work together to maintain a forum for discussion of academic support issues: enhancement of teaching and scholarship, information resources and information technology. The Committee’s functions are:

(a) To consider faculty applications for grants to support teaching and scholarship, and to award funding where possible and appropriate.

(b) To advise the Dean of the College on faculty development issues including applications for sabbatic leaves and the budget to support such initiatives.

(c) To support and encourage on-campus programs dealing with teaching and other aspects of academic professional development.

2. Membership, Membership Selection, Terms of Office, and Chairperson Selection

(a) The Committee will be composed of the following:

i. Four members of the Faculty nominated by Faculty Council and elected by the Faculty for three-year staggered terms, with at least one member from each academic division.

ii. The Associate Dean of the College, the Librarian and the Director of Academic Computing as ex officio, voting members;

iii. Six students selected by the Allegheny Student Government to serve two-year staggered terms. The students will be excused from meetings devoted exclusively to the review of faculty application for grants or sabbatical leave.
iv. Application for sabbatic leave and requests for faculty funding will be considered in a subcommittee consisting of the Associate Dean of the College and the five faculty members of the Academic Support Committee.

(b) The Chairperson will be an elected faculty member chosen by the Committee for a one-year term.

(Revised Spring 2007)

3.5 Animal Research

1. Functions

The principal function of the Animal Research Committee (ARC) is to insure the welfare of animals used in teaching and research that originates at the College. The Committee conducts initial and continuing review of all research and classroom projects involving animals carried out by members of the college community. The ARC reviews research proposals initiated by faculty members in connection with their respective academic pursuits.

(a) The specific responsibilities of the ARC are:

i. To conduct both initial and continuing review of all research and classroom projects carried out by faculty and students in connection with their normal academic pursuits;

ii. To provide such review and certification of research and classroom projects as requested by appropriate outside agencies, including state and federal governments;

iii. To review alleged violations of the Statement of Principles Regarding Research of animals or established professional codes when such a review is requested; if in the judgement of the ARC a violation has occurred, it will be reported, in the case of faculty, to the Dean of the College and, in the case of students, to the College Judicial Board. Appeal in each case follows established procedures;

iv. To conduct a continuing review of state and federal guidelines regarding the care and use of animals in research;

v. To conduct a continuing review of all research guidelines published by various academic disciplines involved in non-human research;

vi. To establish and publish College procedures that will govern the initial approval and subsequent review of all research and classroom projects with animals.

(b) Projects to be reviewed by the ARC include those:

i. Involving animals to be conducted in the classrooms or laboratories of the College;

ii. To be submitted for funding for outside agencies, if required by that agency;

iii. For which any member of the college community requests a review.
SECTION 3: STANDING COMMITTEES OF THE FACULTY

2. Procedures for submitting proposals for review

   (a) Approval must be secured in writing before the purchase or acquisition of subjects may begin, or, in the case of those projects employing animals bred on-site, before the experimenter may begin any procedures. The information about a proposed study should be submitted to the ARC at least one month prior to the anticipated beginning of the project so as to insure time for review.

   (b) Research proposals should be submitted using the ARC Review Forms. These Forms are available from the Chair and members of the ARC.

   (c) Changes in the research topic, subject or procedure must be approved in advance by the ARC.

   (d) When the ARC has examined a proposal, copies of the evaluation will be sent to key participants (i.e., student, faculty adviser, research supervisor, etc.) This procedure will be followed in cases where permission is given to proceed (perhaps with recommendations for improving the procedure) as well as in those cases where additional information is required. No project may begin until written notice from the ARC is received.

   (e) Projects will normally be reviewed during the regularly scheduled meetings of the ARC. Special meetings may be called by the Chairperson on an “as-needed” basis. All actions of the ARC will be by majority vote by those present.

   (f) The ARC will provide additional reports as required by state and federal regulations.


   (a) The ARC will be composed of the following:

      i. two faculty members nominated by Faculty Council, approved by the faculty, and appointed by the President for three-year, staggered terms and including one faculty member who is engaged in animal research and one faculty member who is not a practicing scientist and does not use animals in teaching or research;
      ii. the College’s principle animal caretaker, appointed by the President;
      iii. one member of the Meadville community, appointed by the President, who does not use laboratory animals in any way and whose only affiliation with the College is membership on the ARC;
      iv. a licensed veterinarian appointed by the President.

   (b) The Chairperson will be one of the faculty members elected by the ARC.

(Revised Spring 2007)
3.6 Assessment Committee

1. Functions

The principal functions of the Assessment Committee are to monitor progress on the college’s assessment of student learning, to work with the Administration, including the Office of Institutional Research, on the prioritization of academic assessment-related data collection and survey information, to facilitate communication between campus constituencies about assessment initiatives, and to make recommendations to the Dean of the College regarding assessment plans and projects.

The specific responsibilities of the Assessment Committee are:

(a) To assist in the prioritization of assessment data collection.

(b) To consult with the Administration on college survey instruments, identifying areas of importance for institutional inquiry.

(c) To communicate assessment findings to faculty, administrators and students for the purpose of improving learning outcomes.

(d) To work with the Administration to identify priorities for situating Allegheny’s assessment practices and results with respect to relevant comparison groups and information.

(e) To formulate recommendations to the Dean and Associate Dean of the College on assessment initiatives, including the Middle States institutional review process.

(f) To work with the Administration to ensure that faculty undergoing departmental self-studies, or other academic assessment exercises, have access to the best available assessment resources.

(g) To assist in the institutional review process by the Middle States Commission on Higher Education.

2. Reporting Frequency and Procedure

(a) Meetings of the Committee will normally be open to all members of the College Community. An agenda will be established for each meeting, distributed to Committee members, and made available to members of the College community in advance of the meeting.

(b) The Committee will report periodically to the Dean of the College.

(c) An annual report in the form of an Executive Summary will be filed with the Faculty Council and the Administrative Executive Committee; it will also be deposited in the College Library.
SECTION 3: STANDING COMMITTEES OF THE FACULTY

3. Membership, Membership Selection, Terms of Office and Chairperson Selection

(a) The Committee will be chaired by a faculty member selected by the Committee for a one-year term who will determine an agenda in consultation with the Associate Dean of the College and the Director of Institutional Research.

(b) The Committee membership, selected to represent broadly the campus community, will be composed of the following voting members:

i. The Associate Dean of the College;
ii. The Director of Institutional Research;
iii. Three faculty members, one from each division, nominated by the Faculty Council and elected by the faculty for three-year staggered terms;
iv. Institutional consultants, retained by the Dean of the College, who regularly advise on assessment matters will serve as non-voting members.

(Approved April, 2008)
(Revised Spring, 2009)

3.7 Campus Life

1. Functions

The Campus Life Committee provides advice and consultation on the quality of campus life and the nature of student involvement in out-of-class activities. All members of the community may raise issues for the Committee’s consideration, but the Committee will pay particular attention to matters related to the residential college experience, intercollegiate athletics, religious life, experiential learning, admissions, and student activities. The Committee will formulate and recommend policy as appropriate on these and other questions related to the nature and quality of life on campus.

(a) To provide consultation and advice on: student affairs programs, student government, intercollegiate athletics and the intramural and club sports programs, religious life activities and programming, and the Public Events program;

(b) To represent the faculty on the Community Standards Board;

2. Membership

(a) The Committee will be composed of the following:

i. Two faculty members, one man and one woman, nominated by the Faculty Council and approved by faculty vote to serve three-year, staggered terms;
ii. The faculty members of the Committee will serve as the faculty representatives on the Community Standards Board; and serve as the Faculty Athletic Representatives (FARs).
iii. The Allegheny Student Government, Director of Student Affairs and five other students selected at-large and appointed by the student government, making every effort to ensure representation of many facets of student life, including (but not limited to) athletics, religious life, cultural activities, residence life, social, service, and governance activities;
iv. The Dean of Students, Chaplain, Director of Athletics, and Director of Residence Life (or their substitutes if they are unable to attend), and one staff representative appointed by the Staff Advisory Committee as ex officio, voting members.

(b) The Chairperson will be a faculty member selected by the Committee. The Dean of Students will serve as co-chair to assist with administrative matters and to stand in for the chair as needed.

(c) The Committee will consult with the Associate Dean of Students for Experiential Learning; the Directors of Admissions, Diversity Affairs, and Events; student organization representatives; and other community members as needed.

(d) Committee meetings will be open to all members of the community.

(Revised Spring 2008)

3.8 Curriculum

Many matters pertaining to the academic operation of the College, including the calendar, curriculum, and introduction of new courses and programs are reviewed by the Curriculum Committee, jointly chaired by a faculty member and the Dean of the College. Major proposals, including new courses and curricular changes, designed to be acted upon within a given academic year, will be presented to the committee by the end of October of that year.

1. Functions

The principal function of this Committee is to consider and formulate the College’s educational priorities and educational goals, and to recommend ways and means by which these priorities and goals should be reflected in the academic program. The Committee’s specific responsibilities are:

(a) To consider and recommend the degrees to be awarded by the College and the requirements for these degrees;

(b) To formulate criteria and consider requests for new major, minor, and other academic programs, for recommendation to the faculty;

(c) To consider, evaluate, and approve Student-Designed programs;

(d) To consider, evaluate, and recommend proposals for cooperative programs with other institutions;

(e) To consider, evaluate, and recommend proposals to add, delete and alter college courses;
(f) To recommend to the Faculty the Academic Calendar;

(g) To review the curriculum periodically and systematically, with Committee decisions and recommendations subject to Faculty approval;

(h) To provide advice and support to the Dean of the College in implementing the above responsibilities;

2. Membership, Membership Selection, Terms of Office and Chairperson Selection

(a) The Committee will be composed of the following:

i. Five faculty members nominated by the Faculty Council and elected by the Faculty for three-year, staggered terms, and no more than two faculty in the same academic division;

ii. Six students appointed by the Allegheny Student Government for two-year terms;

iii. The Dean of the College and the Registrar as ex officio, voting members;

iv. The Director of the Library as ex officio, non-voting member;

v. The Associate Dean of the College and the ASG Director of Educational Affairs as Consultants to the Committee.

(b) The Chairpersons will be a faculty member selected by the Committee for a two-year term and the Dean of the College.

(Revised Spring 2007)

3.9 Diversity and Gender Equity

The principal functions of the Diversity and Gender Equity (DGE) Committee are to monitor progress on improving faculty diversity (on the basis of race, gender, religion, and sexual orientation) at Allegheny, to advance and increase awareness of gender equity and other forms of diversity at Allegheny, to facilitate communication and discussion among members of the campus community on issues of diversity, to serve as a consultant for the Dean of the College on diversity and gender equity issues, to make policy recommendations to Faculty Council and to deliver its findings and recommendations every other year as the “Biennial Report on the Status of Faculty Diversity and Gender Equity.”

1. Functions

The specific responsibilities of the DGE Committee are:

(a) To collect and summarize data on hiring, retention, and promotion of faculty at Allegheny by race, gender, religion, and sexual orientation.

(b) To gather comparable available data from the College’s standard comparison group.

(c) To evaluate progress toward diversity and gender equity goals established by the Report of the Presidential Commission on the Status of Women Faculty at
Allegeny College (March 2006), the Board of Trustees Diversity Task Force, and other relevant baseline measures.

(d) To initiate projects to advance diversity goals in consultation with appropriate staff, administrative offices, and other standing committees of the College or Faculty.

(e) To make policy recommendations to Faculty Council, the Dean of the College, and the Board of Trustees on issues related to diversity and gender equity.

(f) To serve as faculty members on the Board of Trustees Diversity Task Force.

2. Reporting Frequency and Procedure

The DGE Committee’s activities and findings will be communicated to the Faculty through:

(a) The "Biennial Report on the Status of Faculty Diversity and Gender Equity" delivered in the spring of odd-numbered years.

(b) An interim report in the spring of even-numbered years.

(c) Other updates and memoranda as appropriate.

3. Membership, Membership Selection, Terms of Office and Chairperson Selection

(a) The Gender Equity and Diversity Committee will be composed of the following:

i. Four faculty members nominated by the Faculty Council and approved by the Faculty for three-year, staggered terms with each of the three academic divisions represented. Attempts should be made to include tenured faculty, untenured faculty, and faculty who are members of under-represented groups.

ii. The Associate Dean of the College as an ex officio, non-voting member.

(b) The Chairperson will be a faculty member selected by the Committee for a one-year term.

(Revised Spring 2008)

3.10 Faculty Council

The functions of the Faculty Council are to advise the President and the Dean of the College in the development of general college policies, advise the President on Honorary Degrees, serve as the Committee on Committees, and consider and deal appropriately with issues brought to it by any member of the college community.

1. Functions

The specific functions of the Faculty Council are:
SECTION 3: STANDING COMMITTEES OF THE FACULTY

(a) To advise the President or Dean of the College concerning the development of the College’s educational and administrative policies, including policies and procedures for tenure and promotion.

(b) To provide a forum for the discussion of specific issues brought by any member of the college community, to bring to the attention of the Faculty or Administration matters for implementation or decision, and to consider motions submitted by any member of the faculty. After appropriate deliberations, Council may present such motions to the Faculty with or without endorsement or may choose not to present them at all. In all cases, Council has the obligation to advise the originator of a motion about Council’s position. This clause does not abrogate the right of faculty members who make motions from the floor at faculty meetings.

(c) To advise the President of the College and the Dean of the College with respect to staffing.

(d) To recommend changes in the committee structure to the Faculty.

(e) To appoint ad hoc committees and to inform the Faculty of the responsibility and personnel of these committees.

(f) To nominate faculty for membership to the Standing Committees.

(g) To inform the trustees annually about matters of faculty concern.

(h) To accept and file annual reports from all Faculty Committees.

(i) To advise the President on honorary degrees. A subcommittee of the elected members of Council will convene with students, and the Director of Alumni Affairs to provide advice to the President.

2. Reporting Frequency and Procedures

(a) Either the President of the College or the Chairperson of the Faculty Council may convene Council.

(b) An agenda will be established for each meeting and distributed to Council members in advance of the meeting.

(c) The Council will appoint a Secretary who will keep minutes of the meetings; after approval the minutes will be distributed to the faculty and administration.

(d) The Council will request a place on the agenda of each Faculty Meeting to bring to the Faculty for deliberation issues of special concern.

(e) The Council will issue at least one oral or written report of its activities to the Faculty during each of the two semesters of the academic year.

(f) An annual report of Council will be placed in the College Library at the end of each academic year.
3. Membership, Membership Selection, Terms of Office and Chairperson Selection

(a) The Council will be composed of the following:

i. The President and the Dean of the College, as ex officio non-voting members;

ii. Seven members elected from and by the College Faculty for three-year, staggered terms. Any full-time faculty member, so listed in the College Catalogue or so designated by the Council, who has completed two years of service at Allegheny is eligible for election. However, no one serving for a three-year term shall be eligible for re-election until three years have expired after the completion of the term for which the person was elected. Members of the Faculty Review Committee are also ineligible for service on the Faculty Council and may not appear on any ballot for election to the Council.

(b) The Chairperson will be an elected member of the Council selected by the Council for a one-year term.

(Revised Spring, 2004)

3.11 Faculty Review

The function of the Faculty Review Committee is to make recommendations to the President in matters of tenure, promotion and three-year appointments in accordance with the faculty appointment guidelines and promotion guidelines approved by the Faculty and the Board of Trustees.

1. Functions

The Committee’s specific responsibilities are:

(a) To administer, through the Office of the Dean of the College, the process by which faculty are considered for tenure, three-year appointment, and promotion;

(b) To consider evidence submitted by departments and other sources that bears on the qualifications of faculty who have been nominated or are otherwise eligible for tenure, three-year appointment, and promotion;

(c) To recommend to the President, through a formal vote of the elected members, appropriate action on each eligible candidate.

2. Reporting Frequency and Procedure

(a) The Committee Chair, in consultation with the Dean of the College and other Committee members, will determine the time, place, and agenda of each meeting.

(b) The Committee will select a Secretary who will advise members of impending meetings and who will count the number of votes cast in support of and in
opposition to recommendations made to the President. The Dean of the College records the vote.

(c) Meetings of the Committee will be held in closed session.

3. Membership, Membership Selection, Terms of Office and Chairperson Selection

(a) The Committee will be composed of the following:

i. The Dean of the College, an ex officio, non-voting member;
ii. Six tenured faculty members, two from each division but with no more than one member from any one department, elected by full-time faculty.

(b) Faculty members on the Committee shall select the Chairperson from among themselves for a one-year term.

(Revised Spring, 2007)

3.12 Health Professions Advisory

The principal functions of this committee are to help students prepare for post-graduate education in professional health and to obtain information concerning careers in this area.

1. Functions

The Committee’s specific responsibilities are:

(a) To counsel students concerning career opportunities in the health field;

(b) To advise students about undergraduate liberal arts curricula suitable for graduate health education;

(c) To assist students compile dossiers and obtain graduate placement;

(d) To plan, arrange, and supervise public lectures, symposia, visits by scholars and practitioners, and other programs designed to introduce students to the opportunities and requirements of prospective graduate health fields;

(e) To represent Allegheny College at appropriate professional institutions and association meetings;

(f) To provide counsel, guidance and support to the Director of The Counseling Center and the Director of Career Services;

2. Reporting Frequency and Procedure

The Committee will issue at least one written or oral report to the Faculty each year summarizing its activities, decisions and degree of student success in obtaining post-graduate placement.
3. Membership, Membership Selection, Terms of Office and Chairperson Selection

(a) The Committee will be composed of the following:

i. Four faculty members, drawn from appropriate departments and nominated by the Faculty Council for three-year, staggered terms;
ii. Four students elected for two-year, staggered terms, from and by the Allegheny students participating in the Pre-Health program;
iii. The Health Professionals Advisor—appointed by the President—will be an ex officio, voting member;
iv. The Associate Dean of the College will be an ex officio, non-voting member.

(b) One Co-Chairperson will be a faculty member and official member of the Committee selected by the Committee for a two-year term. The Health Professions Advisor will serve as the other Co-Chairperson to the Committee.

(Revised Spring, 2007)

3.13 Institutional Review

The principal function of the Institutional Review Board is to safeguard the rights and welfare of the subjects taking part in research activities originating in the College. The IRB conducts both initial and continuing review of all research and classroom projects involving human subjects carried out by members of the college community.

1. Functions

(a) The specific responsibilities of the IRB are:

i. To conduct both initial and continuing review of all research and classroom projects carried out by faculty and students in connection with their normal academic pursuits;
ii. To provide such review and certification of research and classroom projects as requested by outside agencies, including the state and federal governments;
iii. To review alleged violations of the Statement of Principles Regarding Research on Human Participants or established professional codes when such review is requested; if in the judgment of the Board a violation has occurred, it will be reported, in the case of faculty, to the Dean of the College and, in the case of students, to the Academic Integrity Board. Appeal in each case follows established procedures;
iv. To conduct a continuing review of current state and federal regulations regarding the protection of human participants in research projects;
v. To conduct a continuing review of all research guidelines published by various academic disciplines;
v. To establish and publish College procedures that will govern the initial approval and subsequent review of all research and classroom projects with human subjects;
vii. To make decisions on appeals made to the Board by department review committees.

(b) Projects to be reviewed by the IRB include those:

i. From departments with no review committee;
ii. To be submitted for funding to outside agencies, if required by that agency;
iii. Involving off-campus participants;
iv. For which any member of the college community requests a review;
v. From departmental committees if:
   A. The committee/Board decides it needs advice about a specific project;
   B. The person whose project has been rejected or modified wishes further review.
vi. Involving human participants while a faculty member is at another institution or collaborating with colleagues from another institution, unless that faculty member has obtained the approval of an IRB at the other institution.
vii. Involving the sharing of data or tissue from a previously approved project.
viii. The President shall be responsible to submit for review to the IRB proposals for institutional research that collects new data or goes beyond the normal internal management uses of information analysis, and to ensure compliance with protection of human participant guidelines.

2. Procedures for obtaining IRB approval of projects.

(a) Approval must be secured in writing before any recruitment of participants may begin. The information about a proposed study should be submitted to the IRB at least one month prior to the anticipated beginning of the project so as to insure time for the review.

(b) Research proposals should be submitted using the IRB Review Forms. These forms are available on the Inside Allegheny Web Site under Committees. Completed forms are to be returned to Chair of the IRB.

(c) Changes in research topic, subject, or procedure must be approved in advance by the Board.

(d) When the Board has examined a proposal, copies of the evaluation will be sent to key participants (i.e., student, faculty adviser, administrator, etc.). This procedure will be followed in cases where permission is given to proceed (sometimes with suggestions for improving the procedures) as well as in those cases where additional information is required. No project may begin until written permission is received.

(e) Projects will normally be reviewed during the regularly scheduled meetings of the Board. Special meetings may be called by the Chairperson as needed. All actions of the Board will be by majority vote of those present.
(f) Department, multi-department, and administrative review committees should provide the Board with:

   i. An annual list of members;
   ii. A list of titles of all projects reviewed by the committee, together with the decision reached on each, once per year.
   iii. The names of the researchers and advisors, the date of receipt and approval, and the committee votes (a simple majority of members present approves a project).

(g) An annual report of the IRB will be linked to the IRB Inside Allegheny Website.

(h) The Board will provide additional reports as required by state and federal regulations.

3. Membership, Membership Selection, Terms of Office, and Chairperson Selection

   (a) The IRB will be composed of the following:

      i. Two faculty members nominated by the Faculty Council and elected by the faculty for three-year, staggered terms with one faculty member who is engaged in research with human participants and one who is not;
      ii. One member from the Counseling Center;
      iii. Four students appointed by the Allegheny Student Government for two-year, staggered terms, with each academic division represented by at least one major or prospective major;
      iv. One member of the Meadville community (not an officer, employee, or agent of, or otherwise associated with the College, apart from his or her membership on the Board) selected by the President;
      v. The Dean of the college will appoint a Human Protection Administrator who will serve as an ex-officio member of the committee;
      vi. The Dean of the College who will serve as consultant to the Board.

   (b) The chairperson will be one of the faculty members elected by the IRB.

   (Revised Spring 2007)

3.14 Public Events

1. Functions

The principal function of this committee is to select a series of public events that enrich the intellectual and cultural life of the Allegheny and Meadville communities. The Committee’s specific responsibilities are:

   (a) To consider and determine the nature and schedule of the public events program;
   
   (b) To consider and recommend appropriate budget expenditures and revenue;
(c) To consider potential integration of the public events with other academic and artistic programs on campus by:

i. soliciting responses from the Allegheny community for recommendations of events and the potential link to the curriculum and

ii. working collaboratively with the faculty and other appropriate offices in the development of appropriate educational residency activities;

(d) To consider recommendations from the non-Allegheny community including but not limited to: area schools, social service organizations and local arts organizations;

(e) To offer educational opportunities to the Meadville community when possible and without jeopardizing the integrity of a sound adult cultural program;

(f) To provide advice and support to the Director of Events;

2. Membership, Terms of Office, Chairperson Selection

(a) The Committee will be composed of the following voting members:

i. Two faculty members nominated by the Faculty Council and approved by faculty vote to serve three-year, staggered terms.

ii. Four students appointed for one-year terms by the Allegheny Student Government. If, after two meetings the ASG representatives choose not to attend, interested students will be recruited from the general student body.

iii. The Director of Events, ex officio.

(b) Any interested person from the Allegheny and/or Meadville communities may join the committee on a regular basis as a non-voting member pending the approval of the appointed committee.

(c) Any person from the Allegheny and/or Meadville communities may visit the committee to discuss an idea or issue after calling the Chairperson and securing a place on the agenda.

(d) The Chairperson will be a faculty member selected by the Committee for a one-year term and the Director of Events.

(Revised Spring 2007)
Section 4

Standing Committees of the College

4.1 Administrative Executive Committee

The AEC is comprised of the President, Secretary of the College, Dean of the College, Vice President of Finance and Administration, Vice President of Development, Dean of Students, and Dean of Admissions and Enrollment. The Chair of the Faculty Council also participates in AEC meetings. The AEC is the primary policy-making body of the College. The AEC reviews all major financial, administrative, academic, and programmatic issues.

4.2 Discriminatory and Sexual Harassment

Allegheny College seeks to foster a learning community that refuses to tolerate racism, sexism, religious bigotry, and other forms of discrimination. We are dedicated to furthering the potential of each member of our community, upholding learning as both an intellectual and a personal journey to states of heightened sensitivity, understanding, acceptance, appreciation and celebration of individual and group differences. The Committee on Discriminatory and Sexual Harassment (CDSH) seeks to maintain a college campus where the academic or work performance of students, faculty, administrators and staff is not hampered by an intimidating, hostile or offensive situation or environment.

1. Functions

The specific responsibilities of the CDSH are:

(a) To initiate and oversee the process of education necessary for a more understanding and culturally competent community;

(b) To facilitate a process for the informal resolution of complaints of discrimination or harassment;

(c) To assist in the process for the formal resolution of complaints of discrimination or harassment which cannot be resolved informally;
(d) To apply the Discriminatory and Sexual Harassment policies of the college;

(e) To review the Discriminatory and Sexual Harassment policies and procedures of the college as needed;

(f) To be proactive in addressing potential sources of discrimination or harassment;

(g) To hear and deal with related issues brought to the Committee by any member of the College community;

(h) To serve as consultants to the College administration, faculty, staff and students on issues of discrimination or harassment.

2. Reporting Frequency and Procedures

(a) An agenda will be established for each meeting and distributed to Committee members in advance of each meeting.

(b) Meetings of the Committee will normally be open to all members of the College community.

(c) The Committee will appoint from its membership a Secretary who will keep minutes of the meeting. After the approval by the Committee, minutes will be made available to interested members of the College community.

(d) The Committee will report periodically to the campus community.

(e) An annual report will be filed with the Faculty Council at the end of the academic year; it will be deposited in the College Library.

3. Membership, Membership Selection, Terms of Office and Chairperson Selection.

(a) The committee will be composed of the following:

i. Four faculty members nominated by the Faculty Council and elected by the Faculty for three-year, staggered terms;

ii. Four staff members or administrators, including the Director of Diversity Affairs (ex officio Co-Chair) and the College Judicial Officer (ex officio);

iii. The Sexual Harassment Officer of the College is an ex officio member of the committee and may be one of the four faculty members, or one of the four staff or administrator members;

iv. Four student members appointed by the Allegheny Student Government for two-year, staggered terms.

(b) The Chairperson will be a faculty member elected by the Committee. The elected Chairperson will ordinarily chair all meetings. In the absence of the elected Chairperson, the meetings will be chaired by the ex officio Co-Chair.

(c) A balance of males and females, as well as adequate representation of minority groups, will be maintained in the selection of members.
4.3 Finance and Facilities

1. Functions

The principal functions of this Committee are to participate in the determination of general financial and facilities planning policy for the College and to serve as a liaison between Administration, Faculty and Staff on financial matters.

The Committee’s specific functions are:

(a) To engage in a continuing review of the financial and facilities situation at the College and to report this information to the campus community;

(b) To monitor the financial condition of the College and the state of the College’s facilities as compared to other institutions;

(c) To advise the Administration on all financial and facilities matters which concern the members of the College community, such as the size of the College, the level of tuition and fees, the size and distribution, over broad categories, of the College budget, needs for new construction, renovation, and deferred maintenance on the campus, and long-range financial and facilities planning;

(d) To recommend priorities for broad financial aggregates and ratios, and for construction, renovation and maintenance projects;

(e) To hear and deal with related issues brought to the Committee by any member of the College Community.

2. Reporting Frequency and Procedure

(a) Meetings of the Committee will normally be open to all members of the College community. An agenda will be established for each meeting and distributed to Committee members and made available to members of the College community in advance of the meeting.

(b) The Committee will appoint a Secretary who will keep minutes of each meeting.

(c) The Official Meeting Minutes will be made available to members of the College community on a timely basis.

(d) The Committee will report periodically to the campus community.

(e) An annual report will be filed with the Faculty Council and the Staff Advisory Committee at the end of each academic year. In addition, the annual report will be deposited in the College Library.
3. Membership, Membership Selection, Terms of Office and Chairperson Selection

The Committee membership, selected to represent broadly the campus community, will be composed of the following:

(a) Five faculty members nominated by the Faculty Council and elected by the Faculty for three-year, staggered terms;

(b) Two administrative and two staff members appointed by the President of the College for four-year staggered terms;

(c) Four students nominated by the Allegheny Student Government and confirmed by the President of the College for two-year staggered terms;

(d) The Vice President for Finance and Administration and the Dean of the College ex officio.

(e) The Director of Budget and Treasury Management Operations, the Director of Human Resources, the Director of Institutional Research, the Director of Physical Plant, Facilities and Construction, and Associate Vice President for Finance and Planning will serve as non-voting consultants of the committee.

(f) The Co-Chairpersons of the Committee will be the Vice President for Finance and Administration and a faculty member of the Committee selected for a one-year term.

__(Revised, Spring 2007)___

4.4 Library and Information Technology

1. Functions

The principal functions of this committee are to advise the leadership team of Learning, Information, and Technology Services and the Administrative Executive Committee on policy, funding, and planning for learning, information, and technology services and to serve as a liaison between administration, faculty, and staff on matters related to Learning, Information, and Technology Services. Learning, Information, and Technology Services is defined to be the campus organization comprised of the Library, Computing Services, and the Learning Commons.

The Committee’s specific functions are:

(a) To engage in a continuing review of Learning, Information, and Technology Services;

(b) To advise and support Learning, Information, and Technology Services in policy and program development;

(c) To review the overall budget of Learning, Information, and Technology Services and to recommend broad budget priorities to the Dean of the College and Vice President of Finance and Planning;
(d) To initiate, develop, and evaluate current projects and future initiatives of Learning, Information, and Technology Services that support the mission of the College;

(e) To enhance the strategic relationship and promote co-ordination of the services provided by the Library, Learning Commons, and Computing Services.

(f) To hear and respond to related issues brought to the Committee by any member of the College community.

2. Reporting Frequency and Procedure

(a) Meetings of the Committee will normally be open to all members of the College community. An agenda will be established for each meeting, distributed to Committee members, and made available to members of the College community in advance of the meeting.

(b) The Committee will appoint a Secretary who will keep minutes of each meeting.

(c) The Committee will report periodically to the campus community.

(d) An annual report in the form of an Executive Summary will be filed with the Faculty Council, Administrative Advisory Committee, and the Staff Advisory Committee at the end of each academic year and deposited in the College Library. It will also be made available electronically for the College community.

3. Membership, Membership Selection, Terms of Office and Chairperson Selection

(a) The Committee will be co-chaired by a faculty member elected by the Committee from among its members and the Executive Director of Learning, Information, and Technology Services.

(b) The Committee membership, selected to represent broadly the campus community, will be composed of the following voting members:

   i. Three faculty members, one from each division, nominated by the Faculty Council and elected by the Faculty for three-year staggered terms;
   ii. Two administrative and two staff members appointed by the President for three-year staggered terms;
   iii. Two students nominated by the Allegheny Student Government and confirmed by the President of the College for two-year staggered terms.
   iv. The Executive Director of Learning, Information, and Technology Services.

(c) The Committee will include the following non-voting consultants:

   i. The Vice President for Finance and Planning or a designee
   ii. The Dean of the College or a designee
iii. The Director of the Library  
iv. The Director of Technical and Network Services  
v. The Director of Administrative Computing  
vi. The Director of the Office of Educational Technology  

(Revised, Spring 2007)

4.5 Administrative Advisory

The Administrative Advisory Committee (AAC) is elected to communicate the interests and opinions of exempt (salaried) employees and acts as a liaison to the Administrative Executive Committee (AEC).

The committee is comprised of eleven exempt employees. Representatives are elected by their peers to serve a two-year term of office. AAC meets regularly and members of the campus community are welcome to attend. AAC by-laws and most recent minutes can be found on the inside Allegheny Web site under “Committees.”

4.6 Staff Advisory

The Staff Advisory Committee (SAC) is elected to communicate the interests, opinions and concerns of the non-exempt (hourly) staff to the Administrative Executive Committee (AEC).

The SAC is comprised of eleven non-exempt employees who are elected by their peers to serve a two-year term of office.

SAC meets regularly and members of the campus community are welcome to attend. For meeting dates and times, please visit the SAC Web page. SAC by-laws and most recent minutes for the date and location of upcoming meetings can be found on the inside Allegheny Web site under “Committees.”
Section 5
Faculty Appointments

5.1 Guidelines for Recruiting Full-Time Faculty

Introduction

These procedures are guidelines: they are subject to change and exceptions to them may be granted. These procedures are designed to assure the College that the best possible faculty member is hired, that all interested applicants have an opportunity to apply, and that all those who do are treated fairly, equitably, and humanely. Against these goals of quality, opportunity, and equity will be judged all requests for exceptions. All such requests should be directed to the Dean of the College.

Note: This section is written in the second person and appears to be addressed to department chairs.

1. Identifying A Vacancy

(a) Resignations and Retirements.

When a faculty member expresses an intent to resign or retire, you should encourage that faculty member to submit as soon as possible a letter to the Dean of the College indicating the effective date of the resignation or retirement. (If you wish to prevent a resignation by making a counter-offer, contact the Dean of the College immediately to discuss how to proceed.) You should next prepare a memorandum requesting permission to recruit a replacement. This memorandum should explain the need for maintaining the position within the department and include the job description discussed below in item 2. Should a question arise concerning the continued need for the position, the Dean of the College shall discuss it with you, members the department, and other chairpersons and faculty as necessary.

(b) New Position.

When a department or program desires an additional position, it should submit a written request with supporting documentation as early as possible. The
documentation should include the job description detailed below and clearly articulate the need for the position from an institutional perspective. In particular, the request should describe how the position will further programmatic objectives and support the mission of the College. The request may also include enrollment data and a description of programmatic history and goals.

2. Describing The Position

A detailed job description should be developed by the department or program as a whole. (When teaching in a second or third department or program is contemplated, the appropriate chair(s) should be consulted.) The description should include at least: the specialties, training, degrees, and experience required; an indication that commitment to teaching and learning in a liberal arts context is expected, including a contribution to the teaching of general education courses, interdisciplinary courses, and/or courses fulfilling all-college requirements; the rank(s) available. If the job is of limited duration, for example if the position is a sabbatic replacement or tenure ineligible, this information must be included in the description.

There must be a direct relationship between the duties to be performed and the credentials and experience required. If an instructor, for example, is expected to supervise undergraduate research for senior projects, then a doctorate may be essential; if not, need a doctorate be required?

Doctoral degrees may be specified in most of the academic disciplines, but they are not normally required in the creative and performing arts or physical education; in these areas, appropriate masters degrees are normally expected.

The job description, therefore, must distinguish clearly between what credentials and experience are required and what are desirable.

3. Planning The Search

Once you are informed that the request to recruit has been approved, you should next prepare a search plan in consultation with the department. The three principal components of the search plan, which must be sent to the Office of the Dean of the College for approval, are detailed below. By way of summary, a checklist of the materials you will have to send is provided.

(a) Advertising and Posting.

Announcement of positions available should be as broad as possible. The prime purpose of advertising and posting is to amass a large pool of qualified applicants, including female and minority candidates.

Using the approved job description, you should prepare a notice of vacancy describing the position to potential applicants. In most instances this task will simply require reformatting the job description prepared earlier and adding a description of how to apply (including the need for at least three references) and a deadline for receipt of applications. The deadline should be three to four weeks after the day the last advertisement will appear. The job notice must be approved by the Dean of the College before it is distributed to potential applicants.
SECTION 5. FACULTY APPOINTMENTS

Working with the department, you should next prepare a list of graduate schools and other colleges and registers where the notice described above should be mailed and posted. To this list should be attached a sample form letter asking the Dean of the College, department head, or office to please post the vacancy notice.

Again working with the department, you should next assemble a list of professional journals and placement bureaus where the position should be advertised. This list should be prepared in order of desirability: on the top should be the outlet from which we are likely to get the largest number of qualified applicants. Deadline for submitting ads to these outlets, the issue desired and the date it will appear, copy for the ads themselves, and at least the approximate cost of each should be included. Appropriate sub-groups within the discipline, such as women’s and minorities’ caucuses, must appear on this list.

Letters and telephone calls to colleagues are encouraged, but detailed records of these efforts must be maintained. See item 5 below.

(b) Search Committee.

Search committees normally consist of three or more members of the department or program, at least one faculty member from another department within the division, and at least one faculty member from a department outside the division. Committees should be selected to reflect the diversity of the college faculty and should include at least one minority or woman faculty member. A limited number of students may also serve on search committees. The department or program chair will chair the search unless other arrangements are made in advance.

In its initial meetings, the department or program should decide who from the department will serve on the search committee and create a list of four to six faculty from outside the department who might also serve on the search committee. The list of suggested search committee members should be forwarded to the Dean of the college, who will approve the committee.

Faculty and students serving on the search committee should be made aware that, even though the College will normally hire a candidate recommended by the committee, the role of the committee is to screen candidates and offer a recommendation to the Dean of the College.

(c) The Role of Committee Members from Outside the Department.

While all members of the search committee are expected to gauge the potential of applicants to contribute to the College’s broader mission, the committee members from outside the searching department(s) or program(s) are charged with assessing an applicant’s potential to contribute to teaching and learning in a liberal arts context. Particular attention should be paid to a candidate’s ability to communicate disciplinary material to nonspecialists, as well as their willingness and ability to work with students and faculty in a variety of contexts and courses, both inside and outside of the discipline. The outside members are also ideally situated to present the broader institutional context to candidates during the interview process.

(d) Conferences.
If it is expected that candidates will be interviewed at a professional conference, you should identify the conference, where and when it will take place, which search committee member(s) will be attending, and the approximate cost of this activity. Be sure, in estimating costs, to include conference registration fees and placement fees, if any.

(e) Summary: The Search Plan.

The following items, described above, should be sent to the Dean of the College for approval:

i. job notice for posting;
ii. external groups to receive the notice;
iii. advertising list;
iv. search committee membership; and
v. conference plans.

4. Approving The Search Plan

As soon as the search plan is received, the Dean of the College will review it with the Equal Employment Opportunity Officer and check it against the faculty recruitment budget. Any necessary changes will be shared with you, and you should notify the search committee.

Posting of vacancies internally will be arranged by the Office of the Dean of the College. The Dean of the College will also, as appropriate, prepare and place display ads in national publications and in publications which appear on the advertising lists from other chairpersons recruiting faculty. Display ads will be shared in advance with the appropriate chairperson(s) to assure accuracy and to prevent unnecessary duplication.

In approving the search plan, the Dean of the College will indicate which notice or ads have been authorized and suggest ways to identify those which ultimately produce the highest number of qualified candidates. This information, in turn, will be collected at the end of the year and help in the decision of where to place ads in subsequent years. You will be responsible for placing these ads/notices in a timely fashion and for sending the notice to those institutions and groups appearing on the list submitted as part of the search plan.

Any adjustments in the composition of the search committee or the plans for attending conferences will be arranged by the Dean of the College of the appropriate chairperson.

5. Keeping Records

Record keeping may be the most miserable part of recruiting. It can be incredibly time consuming and frustrating. Yet it is extraordinarily important. Lessen the misery by planning carefully at the outset.

As soon as you receive the approved search plan, begin by identifying a file drawer or porta-file to be used exclusively for the search. The search file or drawer must be secure and safe, yet readily available to members of the search committee. It must be
available for no one will be permitted to take materials out of the office. Have on hand a bunch of file folders so that you can maintain one for each candidate. Make every effort to log (see below) and file each application as it comes in—otherwise, you may never catch up. In the front of the drawer place the approved job description, search plan, and, perhaps, a copy of this memorandum. Keep a separate file folder for where you sent the notice and where you placed the ads. When the ads appear, be sure to cut them out and place them in this file.

Prepare a search log form for keeping tabs on applications received. This log should be used by you or the secretary. It should have space for the day the application was received, the name and mailing address of the candidate, and the dates various actions were taken concerning the applicant’s candidacy. Contact the Dean of the College’s office for a sample search log form. Whatever the shape of the form you decide to use, be sure it serves well as the basis for preparing a search report (see 10 below) and for monitoring the search. It should be arranged so that applications can be numbered and filed by a number. (Filing alphabetically by the last name of the applicant can become a chore.)

Prepare a form letter for acknowledging receipt of an application. This should be duplicated so that it can be sent out the day the application is received. Please do not use postcards, and whenever possible, send all correspondence to the candidate’s home address.

Next develop a cover sheet form to be used for each candidate. Contact the Dean of the College’s office for a sample. A form like this should be kept in the front of each candidate’s file. It should enable you at a glance to tell if the file is complete, if it has been reviewed by all committee members, and if the candidate is still being considered for the position.

The first meeting of the search committee should take place as soon as possible after the search plan has been approved, and the first order of business should be to establish enough meetings (date, place, time) for the committee to conclude its task. Run the risk of scheduling too many sessions (meetings that are not needed can always be canceled) and enjoy the notion that activities planned later will have to be scheduled around your sessions rather than vice versa. Go in, also, to this first meeting with a draft position paper setting the guidelines under which the committee will operate. Include a reminder that the committee’s deliberations are confidential, that phone calls to colleagues must be noted and filed as part of the search process, and that no committee member may talk about the status of any applicant with anyone outside the committee. Consider, as well, adopting a rule that all members will review files in advance of the meetings, a method for determining the preferences of the committee (general discussion and consensus, numerical criteria, show of hands, secret ballot, etc.) In other words, the first meeting should be organizational; the better organized you are going into it, the better organized the committee will be, and the fewer chances there will be for friction and misunderstandings.

6. Screening Applications

Before the review of applicants begins, the full committee must meet to develop a set of criteria for screening candidates. The criteria should adhere closely to the qualifications outlined in the notice of vacancy. Although screening procedures may
vary from committee to committee, you must keep a record of why each candidate was rejected. The reasons may range from the candidate not meeting the minimum job requirements to the collective judgement of the committee. In every instance, the reasons must be free from bias and indicated on the candidate’s cover sheet and on the search log.

To expedite the process of reviewing candidates the committee may elect to form one or more subcommittees who will conduct a first screening that will eliminate candidates who are clearly not qualified. Such candidates should be notified promptly, via letter in a sealed envelope to their home address, that they are no longer being considered. Additional screening should lead to a list of a dozen or so semi-finalists to be interviewed at a conference or a half dozen or so to be considered for on campus interviews. (Transcripts, if not already secured, should be obtained at this time.) After the conference, there should be a list of six or so candidates to interview on campus. You should bring the list of six, along with the file for each, to the dean of the College for advice and consultation. It is expected that qualified minority or female candidates will be on this list. You, and the Dean of the College will develop a short list of people to invite to campus. Once this is done, you will notify all candidates not among the six that they are no longer being considered. The difference between the six and the number coming to campus will constitute those people we are putting on “hold” in case the interviewed candidates turn out not to be strong enough for Allegheny.

Extreme care should be exercised in composing rejection letters. Regardless of the point at which a candidate is eliminated, the letter must not include a precise or specific cause for rejection. Rather, the language must be cast in deliberately vague terms. These letters should talk about the identification of other candidates whose credentials and experience appear to better suit the College’s particular need.

7. Interviewing

Interviewing is a two-way street. It is an opportunity for the candidate to learn more about the position and the College, and for the College to learn more about the candidate. It is expected, legitimately, that the candidate be interested, curious, and serious about the College. He or she will expect no less in return.

(a) At Conferences. Whenever possible, arrangements should be made well in advance of the conference and by prior appointment only. This method will allow the interviewer to plan his or her time better, and perhaps, attend some of the sessions of special interest. It will also give the candidate time to study the Catalogue, which should be sent to him or her as soon as the appointment is made. In arranging these interviews, be sure the candidate understands that (except by prior agreement between you and the Dean of the College) he or she is expected to bear the expenses of getting to and from the interview site.

All interviewers should read the candidate’s materials again before the interview and prepare a set of questions. Time should be left for the candidate to ask questions as well. Be sure in the course of the discussion not to promise the candidate an on-campus interview, much less a job. Try to arrange time between interviews so that you can make notes of the candidate who just left and prepare a bit for the one who is coming.
Upon returning to campus, the interviewers should share their comments with the search committee as a whole. Together, the committee should then develop the list of six or so candidates who will be considered for interviews on campus.

(b) On Campus. Once it is agreed upon who will be invited to campus, you should call the candidates to establish the dates, arrange for ground transportation (see below) and send to him or her a Catalogue. You are responsible for all arrangements except where explicitly expected in the paragraphs that follow.

When confirmation of a candidate’s travel plans is received, you should tell the Office of the Dean of the College. They will make arrangements for housing for the candidate. Most candidates will find it necessary to spend one night; every effort should be made to avoid requiring the candidate to spend more than one night.

Each on-campus interview should involve the following: meetings with the department faculty, both collectively and individually; the offering of a seminar or guest lecture; meeting or lunch with students; interviews with the President or the Dean of the College (both, if possible, but not at the same time); some contact with faculty from other departments; a brief tour of the campus, departmental facilities and, if time permits, the town. Be certain the entire search committee is included. Once you have assembled this schedule, you should send a copy of it to everyone who will be doing the interviewing. Indicate where each interview will take place and identify who is responsible for getting the candidate from one place to the next. Attach a one page curriculum vitae of the candidate to the itinerary.

During these interviews, the candidate should be clearly informed regarding department and college expectations in terms of courses to be taught, personal and professional growth, advising and so forth. The nature of the position and possibilities for the future should also be discussed. The Dean of the College will usually talk about salary ranges, but not name a specific salary figure at this point.

You may, if you wish, inform each candidate regarding the number of other candidates still to be interviewed and give some general estimate (based on your view of the candidate’s ranking) of when he or she may expect to hear from us. The candidate should be told that if he or she is faced with a job offer decision prior to hearing from us, the candidate should call you or the Dean of the College to inquire about his or her standing. They will try to give a frank and prompt response.

Questions asked during employment interviews should be directly related to determining the candidate’s qualifications for the appointment. These might appropriately deal with institutions attended, specializations, work experience and accomplishments, skills, references, self-evaluation and goals, educational philosophy, and the like. Inquiries regarding race, religion, ethnic background, national origin, marital status, dependents, or age are inappropriate and possibly prejudicial.
Lunch should normally be on campus (bills may be sent to the Office of the Dean of the College with the name of the department also indicated thereon); the luncheon group should be limited to three or four individuals plus the candidate. The dinner group should not exceed four persons including the candidate. Effective discussion is seldom achieved in larger groups, and the cost becomes prohibitive when the bill for entertaining all candidates for all openings is totaled.

If possible, a member of the department should meet the candidate at the airport and return the candidate to the airport. These are the candidate’s first and last contacts with the College; thus while the task of transporting the candidate may be onerous, it is also important. The College car may be available through the Physical Plant Office; if private cars are used, the College will reimburse the owner at the current established mileage rate.

The College does not cover travel expenses for a candidate’s spouse or partner, although the spouse or partner may accompany the candidate if he or she desires. If the spouse or partner does come along, the department should arrange for some members or their spouses to visit with the candidate’s spouse or partner, although the department should not feel responsible for entertaining the spouse or partner throughout the entire period. Be sure to notify the Dean of the College’s Office in advance if the spouse or partner will be coming with the candidate. The spouse or partner should not accompany the candidate during his or her interviews.

Before the candidate leaves, you should ask whether the candidate remains interested in the opening, offer to provide additional information, and furnish the candidate with the candidate travel expense form so that the costs may be reimbursed by the College. This form when completed should be signed by you and forwarded directly to the Dean of the College’s office.

8. Recommending Candidates

Soon after the candidate has left campus, you should collect the opinions and evaluations of the interviewers. Ideally, each interviewer would send you a written evaluation; more likely, you will have to get in touch with each and take notes on the observations they share with you. When you have collected all the opinions on all the candidates, call a meeting of the committee to begin working on a recommendation for filling the position.

If you and the committee believe that no candidate was strong enough for Allegheny, contact the Dean of the College immediately so that additional on-campus interviews can be arranged. Otherwise, the committee should indicate which of the interviewed candidates were “acceptable” and which were “unacceptable.” Within the acceptable group, the committee may indicate a preference for one candidate over another although this is not required. You should prepare a recommendation on behalf of the committee, and committee members should have an opportunity to review it before you send it.

If you support the committee’s recommendation, be sure to indicate this in the recommendation. If you are in disagreement, send a second recommendation
explaining in as much detail as possible why there are two separate and conflicting recommendations.

The recommendations are to be sent to the Dean of the College along with the file for each “acceptable” finalist. The Dean of the College will review these materials with you, and share them with the President and the Equal Employment Opportunity officer as necessary. When agreement is reached all around, the Dean of the College will telephone the candidate to offer him or her the position.

9. Hiring And After

When an oral acceptance has been received from a candidate, the Dean of the College will notify you and ask the President to prepare a letter of appointment. The President will inform the Dean of the College when a signed contract has been returned to the College, and this information will be passed along to you so you can notify the rest of the candidates that the position has been filled. Do not send these letters out until a signed contract has been received, and do not send a letter to a candidate who had been offered the job but declined. You will be informed about who these people were.

It is important that contact be maintained with the new faculty member over the months prior to his or her arrival on campus. Not only does it keep the new faculty member’s interest and enthusiasm high, but also it can greatly ease his or her adjustment to the College and community and avert minor problems in the fall. The Associate Dean of the College will also write to new faculty in August informing them of the fall orientation program. The Department Chair or Program Director will presumably stay in touch regarding plans, syllabi, textbook orders, and the like for the courses to be taught by the new member.

The new faculty member’s greatest initial concern may well be housing. The Dean of the College’s Office keeps lists of apartments and houses available for rent or purchase. This list depends, however, on individuals informing them of places available. Advertisements in the Tribune may be of help, and the candidates will probably wish to work through a realtor. Any assistance the department can provide in this regard is generally greatly appreciated. The new faculty member, however, must take responsibility for arranging for housing; it is not the responsibility of the department or the College.

10. Concluding The Search

After you have sent out the last rejection letter: 1) complete a Summary Search Report, (contact the Dean of the College’s office for a form); 2) attach a copy of the completed search log form to the Summary Search Report; and 3) store the search materials, including minutes and notes, in a safe place for three years.

11. Late Occurring Vacancies

Any vacancy which develops after April 1 will be considered a late occurring vacancy if recruitment is for September 1 of the same year. Persons interviewed for such positions should be informed that the post is automatically a one-year temporary post and that a regular search will be held during the coming year to fill the position for the
follows year. Exceptions to this rule must be approved by the Dean of the College and the President. Under normal conditions, the person holding the one-year temporary position may apply and be a candidate during the full search. There is no guarantee that he or she will be the individual selected.

Job announcements for the late-opening vacancy should be sent to universities and professional registers as under normal recruitment procedures if possible. Check publication dates for professional journals. Does the journal require the position to be held open for two or three weeks after the advertisement is published? Telephone calls or letters should be sent to all nearby major institutions (please keep a list). These should include, but not be limited to, Penn State, Pitt, WVU, Ohio State, Case Western, Rochester, Syracuse, SUNY at Buffalo, Penn, Temple, Carnegie-Mellon, Kent State, Indiana, Michigan, and Bowling Green. The job description should be posted on the department bulletin board and on the Allegheny web page.

12. Part-Time Openings

Full-time One Semester Sabbatic Replacements or Part-Time Openings Recruitment is usually local rather than national. The job description should be posted and announced internally by the Office of Human Resources. You should also contact neighboring institutions. Care should be taken not to allow the duties of the position to expand beyond those indicated in the description after the person is employed. Visiting faculty who are hired to work full-time for one semester, sabbatic replacements will be eligible to enroll in the following benefits: medical insurance, dental insurance and vision insurance. No other benefits are available to full-time, one-semester sabbatic replacements. Half-time appointments are not eligible for benefits. Only persons who have been employed more than half-time for the two immediately preceding academic years may be promoted to full-time without a regular search, and only with the approval of the Dean of the College and the President.

5.2 Faculty Appointments

Introduction

1. The Faculty is composed of the President, the Deans, the Chaplain, the Librarian, and all Professors, Associate Professors, Assistant Professors, full-time Instructors, and other College employees holding academic tenure or designated as faculty by the President in a letter of appointment. Faculty status confers upon the holder a responsibility to attend general meetings of the Faculty and to participate in matriculation, commencement and other official ceremonies of the College wearing academic regalia. It confers the privilege of being listed in the College’s Catalogue among members of the Faculty, voting at Faculty meetings and in Faculty elections, serving on standing committees in the governance structure of the Faculty or College, and serving as Faculty Moderator. Among those with Faculty Status, only those with Faculty Rank (i.e. Instructor, Assistant Professor, Associate Professor, or Professor) may be tenured as members of the Faculty or be elected to serve on Faculty Council or Faculty Review Committee. Those with faculty status, but not faculty rank, are considered administrators in all respects other than those outlined above.
2. Allegheny College is a community of scholars dedicated to serve, with respect and concern, the intellectual, cultural, moral, and spiritual needs of its constituency. The most important continuing responsibility of such a community is to maintain the excellence of its teaching staff. To accomplish this, the traditions, strengths, and goals of the College and the strengths, interests, and ambitions of individual faculty members must be creatively and imaginatively integrated by the mutual efforts and concerns of faculty and administration. Such mutual endeavor requires encouragement and support of faculty and program development, fair and humane assessment of faculty performance, continuing dedication to and support of those disciplines for which faculty are responsible, and active support of the College program as a whole.

3. The presupposition of such mutual endeavor and respect is the principle and exercise of academic freedom. The College, as a community, firmly commits itself to the following statement of this A.A.U.P. principle:

   (a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the [College].

   (b) The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

   (c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in a community imposes special obligations. As a [person] of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.

4. Any reappointment takes place within an institutional context. Because the College is an integrated community, the professional appraisal of an individual faculty member occurs within the context of an appraisal of the College. The individual’s performance and promise is judged within the context of her/his department(s), division(s) and the College as a whole. Through normal college communication channels, the individual should be aware of that context. The department chairperson will discuss fully with the individual his/her particular place within the context. The discussion will include such factors as rank and imminent retirements within the department, teaching and advising loads, the development of areas of expertise, and the ratio of tenured to untenured faculty. The College does not limit the number or percentage of faculty tenured in a department, even though the College as a whole will not have a faculty made up entirely of tenured people.

Standards
SECTION 5: FACULTY APPOINTMENTS

5. The College seeks for its faculty persons who will, most importantly, make outstanding contributions in teaching; will demonstrate excellence in research (as defined below); and will contribute to the total life of the community. All are essential. Some of the personal qualities which contribute to excellence in these three areas are: intellectual ability and curiosity, analytical power, initiative, energy, imagination, creativity, clarity of expression, integrity, and a sympathetic appreciation for the viewpoints of others.

6. The College, for its part, will seek to assist faculty by providing a context of freedom, protection from harassment, and, commensurate with its ability, adequate physical facilities for teaching and research, support in money and time for responsible and promising research, encouragement of professional development, and resources for the improvement and development of skills.

7. The College is also responsible for the periodic evaluation of its faculty both in terms of the individual’s record of performance and the promise in that performance. The amount and type of information available for evaluating a person will change as his or her career advances. The burden of proof rests on the faculty member to demonstrate performance and promise. By the time the individual is considered for tenure, he or she must have demonstrated conclusively outstanding contributions in teaching, excellence in research, and contributions to the learning community. There should be ample reason to expect that once granted tenure, an individual will continue to be productive in the areas of teaching, research, and community service.

Criteria for Evaluation

8. The criteria for the evaluation of faculty members by peers, students and the college administration reflect high standards of performance. The criteria themselves are based on the responsibilities of the faculty to the college community. These fall into three broad categories: teaching, research, maintaining a learning community. These are interdependent and all relate finally to teaching, the faculty’s primary responsibility.

Criteria: Teaching

9. Allegheny College seeks to employ men and women who demonstrate both outstanding ability and creativity in teaching and contribute significantly to the intellectual activity of their disciplines. Effective teaching communicates to the student enthusiasm for learning. In addition to demonstrating mastery of subject matter, successful teachers evoke thoughtful, reasoned, and creative responses to the material presented. Faculty members must maintain high standards for their students’ performance, but they must also provide the resources and support necessary to allow students to meet these standards.

10. The faculty is responsible for the academic program of the College. Faculty members design and teach courses and programs (both departmental and interdisciplinary) which serve to educate our students in their respective disciplines and which are appropriate to an undergraduate liberal arts curriculum. These activities are based on current knowledge in a specific field of specialization and on an ability to place this knowledge within a broader context. Faculty members are at once specialists and generalists.
11. Faculty members are also members of the larger academic community, professionals who represent their various disciplines to the Allegheny community. As such, they contribute to the intellectual life of that larger community of scholars and interact with colleagues in their field of specialization. In order to communicate to students and to colleagues the present state of a constantly evolving body of knowledge, their teaching must be informed by research. It is essential that our students understand not only the values and methodologies of a discipline but also its unanswered questions. Ongoing research enables the faculty to teach by example, to teach creativity, to demonstrate enthusiasm for and commitment to the intellectual life. It is in these ways that teachers/scholars transmit their enthusiasm for and their understanding of the liberal arts to our students.

12. Teaching at Allegheny is not limited to the classroom but is carried on in a variety of activities such as advising and development of co-curricular activities. Advising of students, both formal and informal, is considered an integral part of teaching at Allegheny. Teachers should be sensitive to student problems and create positive learning situations in the classroom and in informal discussions. In a residential college, the faculty, through its contributions to college policy, through interaction with students and by example ensure that the intellectual, ethical and aesthetic values inherent in the academic disciplines are manifested in the life of the college.

13. The following is a list of the specific criteria on which we base evaluations as well as the sources of evidence which are used in the assessment of each faculty member’s performance. These are not meant to be exclusive. Those who wish to present additional evidence may do so. In evaluating performance in teaching the degree of excellence attained in doing the following is assessed.

(a) Demonstrating competence in one’s field of specialization and across disciplines. In order to demonstrate such competence, faculty members should do the following:

- Know the literature of their fields including current research.
- Understand and evaluate the research of others.
- Introduce current research into their courses.
- Demonstrate an ongoing concern for problems of practitioners in their field and for finding innovative solutions to these problems.
- Teach their discipline within a liberal arts context, thus enhancing students’ and peers’ awareness of the place of their field of specialization within the larger body of human knowledge.
- Demonstrate a willingness and ability to explore new areas of inquiry. (See also Criteria: Research.)

(b) Designing and organizing appropriate courses. Courses should be academically sound and should be organized clearly and logically in such a way as to interest, stimulate and challenge students. Courses should be appropriate to the departmental or interdisciplinary program of which they are a part and also appropriate to the liberal arts curriculum.

(c) Presenting course materials. In presenting course materials, faculty members should do the following:
SECTION 5: FACULTY APPOINTMENTS

- Communicate effectively and clearly.
- Demonstrate enthusiasm for teaching and learning.
- Encourage students to think critically and independently.
- Encourage students to participate actively.
- Challenge and motivate students.

(d) Maintaining standards and evaluating students. In order to help students realize their potential, faculty members should do the following:

- Demonstrate personal and professional integrity.
- Adhere to high standards for student performance.
- Devise appropriate and challenging assignments and examinations.
- Grade assignments and examinations fairly.

(e) Advising and aiding students. In order to advise students effectively and to create positive learning situations outside the classroom, faculty members should do the following:

- Be available for student consultation.
- Participate in or organize co-curricular activities.
- Be sympathetic to student needs.

Sources of Evidence:

- Self-evaluations. These may include any materials faculty members think appropriate to assessing their performance.
- Assessments by colleagues based on classroom observation. For purposes of assessment as well as mentoring, the candidate may find it helpful to initiate classroom visitations by colleagues early in his or her career at Allegheny and continuing throughout the probationary years.
- Assessments by colleagues within the discipline (these may include outside specialists where appropriate). These are based primarily upon course materials such as syllabi, reading lists, hand-outs, assignments and exams, observation of performance and in interaction with students, student theses and comprehensives.
- Assessment by other members of the professional staff of the College as appropriate.
- Assessments by students.
  - Student evaluations.
  - Letters from students and alumni.
  - Interviews with students.

Criteria: Research

14. Research is defined here as a systematic and extended effort to enhance one’s understanding and competence in areas of academic responsibility and interest. This process is essential to maintaining the intellectual vitality and growth of the individual teachers/scholars who make up the faculty. The results or findings testify to the life of the researcher’s mind. Research and public presentation of results to peers are thus essential for that dialectical process which marks scholarly advancement and
achievement. The College is more interested in the quality of the communications than in the number of items published or presented and will do what it can to encourage and facilitate such quality work within the College.

15. Excellence in research rests on a person’s capacity to develop significant findings from investigation or original thought. It may be demonstrated through a wide range of efforts to advance knowledge or understanding, including research projects, descriptions and analyses of a field, and the development or improvement of analytical tools. It may also be demonstrated through teaching and by guiding and encouraging the research of others, including students.

16. The products of research ordinarily appear in the form of published or public works and presentations. Books, monographs, literary forms, articles, papers, reports of studies to seminars and other professional groups, theatrical productions, recitals, concerts, and exhibitions, and electronic productions including computer programs, CD ROM’s and internet-based materials all show the quality of an individual’s intellectual or artistic contribution. Beyond these, the College recognizes less formal but telling communication within academic circles and within professional associations.

Criteria: Maintaining a Learning Community

17. The Allegheny faculty has always shouldered a special responsibility for the ongoing task of building and maintaining a learning community. This responsibility cannot be divorced from teaching and research but is rather an extension of these. Faculty members share their knowledge and expertise with both students and colleagues through their teaching and research activities. By helping to develop and implement college policies, they demonstrate the responsibility of educated men and women to the larger community and create an environment which reflects the ideals of liberal arts learning. Some of the ways faculty members contribute to building and maintaining the academic community are:

- Participating in departmental meetings and undertaking administrative tasks for the department.
- Participating in faculty meetings and ceremonial occasions.
- Serving on ad hoc and standing committees.
- Providing advice and support to members of the administration.
- Advising student groups.

18. The faculty member should communicate frequently with his/her department chairperson concerning community service. Faculty work on committees is too important to go unrecognized, and the chairperson must know what the faculty member is doing both to help assure equity in workload and be aware of the faculty member’s willingness to serve and actual service in these important tasks.

Teaching and Research in More Than One Field

19. While faculty are generally based in a department, Allegheny also encourages its faculty to reach across the disciplines in their teaching and research when it seems intellectually fruitful and sensible and to follow ideas and paths of inquiry wherever they logically lead. The Dean of the College and the chairperson(s) of the appropriate
department(s) will help faculty plan their activities in a way that will offer them a full opportunity, consistent with the College’s resources and needs, to develop and demonstrate their capacity. The department(s) of original hire shall ordinarily control a faculty member’s assignments and activities, unless reassignments are made by the Dean of the College after consultation with the individual. Similarly, in the evaluation procedures described below, the department(s) of original hire shall evaluate the faculty member. If, however, he/she teaches more than an occasional course in a second department, that department will also evaluate the faculty member utilizing the procedures described below. The candidate may also request an evaluation from the program director of the interdisciplinary area in which the candidate has been active.

Progression of Full-Time, Tenure-Track Faculty Appointments

20. All faculty are expected to provide the Dean of the College and their department chair a written “Annual Faculty Activities Report.” Each summer, the Dean's office will remind faculty of this expectation and provide a recommended format and deadlines for the report. Activity reports are added to the faculty member’s file and are used in the regular review of faculty for continuation, tenure, promotion, and salary considerations.

The chart below summarizes the normal progression of contracts. If the notification deadline or due date for submitted materials for the second appointment, pretenure appointment, tenure, or promotion process falls on a non-working day, notifications and materials will be due on the next working day.

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Appointment Length</th>
<th>Notification Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>initial</td>
<td>two academic years</td>
<td>…</td>
</tr>
<tr>
<td>second</td>
<td>two academic years, or termination of service</td>
<td>November 1 of the second year of service</td>
</tr>
<tr>
<td>pretenure</td>
<td>three academic years, or terminal one academic year</td>
<td>December 15 of the fourth year of service</td>
</tr>
<tr>
<td>tenure</td>
<td>tenure awarded, or terminal one academic year</td>
<td>December 15 of the seventh year of service</td>
</tr>
</tbody>
</table>

Faculty who are granted a leave (paid or unpaid) of three or more course-equivalents in a twelve month period, with the exception of a pre-tenure leave, may receive a one-year extension to the current contract for each such leave. Extension requests must be made within six months of return to service.

When two individuals share a single position, each person has the option of extending the progression for up to two years by adding one year to the second contract and/or to the pretenure contract. To receive this extension, faculty in shared positions must request the extension from the Dean of the College by September 15 of the second year of service.

Exceptions to this policy may be made only by the President. No exceptions will be made after January 1 of the year in which a candidate is considered by the Faculty Review Committee for the first time.
21. As the progression of appointments indicates, the normal probationary period for full-time faculty stretches over seven years of active service. This period allows faculty to demonstrate performance and promise. It also provides the College with the opportunity to assist the faculty in professional growth and development as well as to collect necessary evidence to make contractual decisions. Since it is important for the College to acquire the best possible people in teaching, in research, and in building a learning community, credit will not normally be awarded for teaching service elsewhere. Exceptions will be made only as part of the initial appointment letter. Faculty who do not possess the appropriate terminal degree will normally be appointed at the instructor level. Instructors who do not receive the terminal degree will normally be terminated in their fourth year of service. During the probationary period, work assignments of the faculty member may be adjusted by the department chairperson in consultation with the Dean of the College to create opportunities for professional growth and to be able to answer questions about performance and promise. For this reason, it is expected that faculty in their first two years of service will not serve on College committees. Committee work, a part of building the community, should not under normal circumstances be a significant component of the work time of a faculty member until he/she has completed three full years of teaching at Allegheny.

22. While the College will guide and assist the faculty member in his/her professional growth and development throughout the probationary period, the burden of proof rests on the faculty member to demonstrate performance and promise. Although the areas to be evaluated do not change during the course of the probationary period, the level of competence in performance and promise must change. With every appointment, especially the pretenure, the level of confidence must be higher.

The Second Appointment

23. The evaluation process begins with the faculty member preparing a self-evaluation covering the period since the date of hiring. This self-evaluation should employ the criteria and standards discussed above and should indicate the faculty member’s strengths and weaknesses. The faculty member may append to the narrative any supporting materials he or she deems appropriate. The self-evaluation requires the signature of the candidate and must be submitted by September 15 of the second year to the department chairperson. The chairperson must send the self-evaluation together with the departmental evaluation(s) to the Dean of the College by October 1.

24. Before that, the department chairperson shall convene the tenured members of the department to review and discuss the self-evaluation (including supporting documents, if any); to decide what areas may require additional exploration; to share observations about the candidate and his/her work; and to draft a departmental evaluation of the candidate including a recommendation for renewal or non-renewal. These deliberations, and the recommendations resulting from them, must take into account current staff, department needs and plans, and, to the extent possible, the direction of the College. If one departmental evaluation is not possible, then several may be submitted provided that the author(s) sign the document(s). Departmental evaluation(s) will follow closely the criteria and standards discussed above, and should delineate specific areas where improvements are required as well as specific areas where the candidate has achieved excellence or demonstrates particular promise. The departmental evaluation(s) require(s) the signature of the candidate and must be in the Office of the Dean of the College by October 1. The candidate should be given a copy
of the evaluation(s). The candidate’s signature on the evaluation(s) indicates simply that he or she has read the document(s); signing does not imply agreement. The candidate may submit a document in response to the departmental evaluation(s) directly to the Dean of the College within seven calendar days of signing.

25. The Dean of the College reviews the materials which have been submitted and delivers a recommendation to the President within two weeks, with copies to the candidate and department chair. This recommendation notes agreement with the departmental evaluation(s) or indicates how the Dean’s assessment of the candidate’s areas of strength, promise, or weakness deviates from the departmental assessment. The faculty member may prepare a response to the Dean’s recommendation provided the President receives it by October 24. At a later time the candidate meets with the Dean to discuss the recommendation. At that meeting the candidate signs and dates a copy for the file. Signing does not imply agreement.

26. The President will review the materials and decide whether a second two-year contract will be offered to the candidate. The decision of the President is final and binding. In the event that the President’s decision differs from the department’s recommendation, the reasons for that decision will be communicated to the department chairperson orally and in confidence. The candidate will be notified by November 1.

The Pretenure Appointment

27. In February of the candidate’s third year of service, the Dean of the College will ready the file for review. File materials will include all annual evaluations and recommendations, plus any supporting materials, since the point of initial hiring. It is the responsibility of the candidate to add other pertinent materials, such as a current c.v., copies of all relevant scholarly work (manuscripts, offprints, proposals, etc.), and any other letters, memos, and pieces of evidence deemed important by the candidate. The candidate can continue to add material to the file through October 1, at which point the file will close to all additions except the departmental evaluation(s) (together with the candidate’s self-evaluation) and, if applicable, the candidate’s response to the departmental evaluations(s).

28. By October 1 of the fourth year of service, the faculty member must complete and sign a self-evaluation similar to that described in paragraph 23 above and submit it to the department chairperson. The chairperson must send it together with the department evaluation(s) to the Dean of the College by October 15.

29. The departmental evaluation(s), together with the candidate’s self-evaluation, is due in the Office of the Dean of The College by October 15. It should follow the guidelines described in paragraph 24.

It is the candidate’s responsibility, along with the department Chairperson, to ensure that the departmental file approximates as nearly as possible the file in the Dean of the College’s office. Besides the candidate the only department member who has access to the file in the Dean of the College’s office is the Chair. The department’s review of the file should begin with the self-evaluation.

The department is also encouraged to review previous recommendations and evaluations to help it see better what growth has occurred over time, and it is reminded
that the greater contract length presumes greater confidence in the candidate’s performance and promise. The longer contract length and more thorough reviews at this point are intended to serve as a pretenure review. Candidates unlikely to receive tenure should not be recommended for a pretenure appointment. A frank appraisal, including discussion of both strengths and weaknesses, is more helpful to the candidate than an evaluation that ignores potential problem areas. The department evaluation(s) is to be read and signed by the candidate who receives a copy at the time of signing. The signature on the evaluation(s) indicates simply that the candidate has read the document; signing does not imply agreement. The candidate will then have until October 22—that is seven calendar days after the report is due—to read and respond to the departmental evaluation(s).

30. The Dean of the College will share these new materials with the members of the Faculty Review Committee. All inquiries and deliberations involved in this process will be conducted in the strictest confidence. At the conclusion of the discussion of each candidate, a preliminary poll on whether the candidate should be recommended for the pretenure contract will be taken. After each candidate has been considered and all preliminary polls have been completed, the Committee will vote officially on whether to recommend the pretenure contract for each candidate. Members of the Faculty Review Committee who are in the same department as a candidate may neither participate in the discussion nor vote on the Committee’s recommendation.

The Secretary of the Committee will count the vote, the Dean of the College will record the vote, and it will constitute the Committee’s recommendation to the President. After receiving the recommendations of the Faculty Review Committee and the Dean of the College and after reviewing the files, the President will meet with the Faculty Review Committee and the Dean of the College for a discussion of the candidates’ qualifications and the reasoning behind the recommendations. The Dean of the College will submit independently his/her own recommendation to the President. The general substance of the deliberations, but not the exact vote, will be shared separately with the candidate and the appropriate department chairperson by the Dean of the College and the Chairperson of the Faculty Review Committee. The Faculty Review Committee will prepare a set of Discussion Points summarizing the committee’s deliberations, and this will be placed in the file. At his or her discretion, the Dean of the College may add a separate memorandum to the file reflecting on these Discussion Points. The candidate will receive a copy of the Discussion Points and, if applicable, the Dean’s memorandum. The Department Chairperson will also receive copies of these documents for inclusion in the candidate’s departmental file.

31. The President will review the materials and decide whether the pretenure contract will be offered to the candidate. The decision of the President is final and binding. By December 15 of the fourth year of service, the President will notify the candidate by letter whether he/she will be granted a pretenure contract. A negative decision will result in a terminal one-year appointment. In the event that the President’s decision differs from the Faculty Review Committee’s recommendation, the reason for that decision will be shared with the Committee orally and in confidence.

The Fifth and Sixth Years of Service

32. During the three years before the final tenure decision the members of the department and the candidate will work together to ensure that professional growth and
development continues. Special attention should be given to areas which were identified earlier as needing improvement. To encourage this process, the candidate may submit to the department chairperson a brief self-evaluation by April 15 of the fifth year of service. If such a self-evaluation is submitted, the department chairperson shall convene the tenured members of the department as described in paragraph 24 to draft a departmental evaluation. If the tenured members of the department cannot agree on a common evaluation, several may be submitted provided that the author(s) sign the document(s). The departmental evaluation together with the self-evaluation are due in the Office of the Dean of the College by May 1 of the fifth year of service. The departmental evaluation requires the signature of the candidate, which indicates that he/she has read the documents. In case of disagreement the candidate should follow the procedure as described in paragraphs 24 and 29.

Regardless of whether or not the candidate chooses to exercise this option, the department is of course free to submit a department evaluation at this point or at any other point during the pretenure years.

Tenure

33. Academic tenure is an arrangement under which faculty appointments are continued until retirement, subject to dismissal for adequate cause or termination on account of financial exigency or change of institutional program. The award of tenure is the single most important personnel decision the College makes; it must be awarded with the gravest care. Tenure shall be awarded only by the Board of Trustees upon recommendation of the President.

34. In February of the candidate’s sixth year of service, the Dean of the College will ready the file for review. File material will include all evaluations and recommendations, plus any supporting materials, since the point of initial hiring. It is the responsibility of the candidate to add other pertinent materials, such as a current c.v., copies of all relevant scholarly work (manuscripts, offprints, proposals, etc.), and any other letters, memos, and pieces of evidence deemed important by the candidate. Because the Faculty Review Committee begins its review during the spring of the sixth year of service, the candidate is urged to bring his or her file up to date as early in the process as possible.

35. The Faculty Review Committee will appoint a tenure subcommittee to prepare a report on the candidate. The tenure subcommittee will consist of three tenured members of the faculty, representing where possible the three divisions of the college, and will be chaired by a member of the Faculty Review Committee. The appointment of the two other members requires approval by the Dean of the College.

The tenure subcommittee will meet with the candidate at the beginning of the process to explain the procedure, remind the candidate of deadlines and ask for any additional information that the candidate wishes the subcommittee to have. It will review carefully all of the accumulated materials; interview each member of the department individually as well as any faculty at Allegheny in cognate areas; interview, as appropriate, students and alumni; and, if deemed necessary, or if requested by the candidate, arrange with the Dean of the College for extramural peers to review the research, syllabi, course assignments, senior projects, etc. of the candidate.
The final report from this committee must be completed by October 15 of the candidate’s seventh year of service and added to the candidate’s file in the Office of the Dean of the College on that date. A copy of the subcommittee report will be given to the candidate by the Dean of the College’s office on the first working day thereafter. Further, this report will not contain a recommendation for or against granting tenure to the candidate since its main purpose is fact finding and clarification of issues. The candidate may read the report when it is filed and has seven days to comment on the report.

36. In keeping with a sub-section of paragraph 13 (“Assessment by Students”), student evaluation of a faculty member will be solicited in three ways: in-class evaluation(s); interviews with the faculty member’s tenure subcommittee; and letters from recent alumni.

The quantitative summaries of RSEs are automatically placed in the files. Candidates may also add reports from classroom visitations and narrative course evaluations to their files. If narrative evaluations other than those in the RSE are included, candidates should provide clarification as to how these evaluations were administered. The narrative responses to the RSE are kept by the department chair. When for some reason in a particular case the Faculty Review Committee would like to consider a candidate’s narrative evaluations, it may do so by obtaining them from that person’s department chair.

For the interviews with students, the candidates should submit a list of seven or eight student names to the chair of his or her subcommittee during the spring of the year in which the tenure decision will be made. Where possible, these students should be exiting seniors. An appropriate balance should be maintained between men and women; majors and non-majors; those enrolled in upper-division, lower-division, and FS courses; and those whose work represents a range of grades, but no lower than a C−. The department chair should submit a second list of seven or eight names to the chair of the subcommittee using similar distribution criteria.

For the evaluation by alumni, a list of 20 graduates will be solicited from the candidate during the spring of the year in which the tenure decision will be made. An appropriate balance should be maintained between men and women, majors and non-majors, those enrolled in upper-division, lower-division, and FS courses; and those whose work represents a range of grades, but no lower than a C−. Where possible, this list should not include those students already chosen for interviews. A second list of 40 names will be obtained through a random sample, using similar distribution criteria and drawing the sample, when possible, from those alumni who have graduated in the three years since the candidate’s last review. Any student who has been the subject of a judicial proceeding brought by the faculty member being evaluated will be barred from participating in this review at the latter’s request as will all students who have received a grade of less than a C- in the faculty member’s courses. The drawing up of the random sample will be administered by the Registrar.

A form letter will be drafted by the Dean of the College and approved by the Faculty Review Committee which will ask each alumnus to address the candidate’s performance in teaching and advising. The Dean of the College will send this letter to each alumnus whose name appears on the lists.
SECTION 5: FACULTY APPOINTMENTS

The Office of the Dean of the College will accept alumni letters through September 1. After that date, the Dean of the College will meet with the Chair of the Faculty Review Committee and together they will delete any references that, in their judgment, might identify the author.

The alumni letters will be made available by September 8 to the candidate, who will then have until September 15 to remove, if he or she chooses, any two letters from the group. The remaining letters will be added to his/her file on September 15th. On this date, upon addition of the alumni letters to the candidate’s file, the file will be closed to the department chairperson. The alumni letters will be part of the candidate’s file only at the time of the tenure review. They will be destroyed after the tenure decision has been made and any appeal that may have been lodged has been exhausted.

37. By September 15 of the seventh year of service, the faculty member must complete and sign a self-evaluation similar to that described in paragraph 23 above and submit it to the chair of the tenure subcommittee and the department chairperson. The department chairperson must send it together with the departmental evaluation(s) to the Dean of the College by October 15. This self-evaluation should span the career of the candidate at Allegheny and include a statement of future research and teaching plans. The candidate can continue to add material to the file through October 1, at which point the file will close to all additions except the departmental evaluation (together with the candidate’s self-evaluation), the tenure subcommittee report, and if applicable, the candidate’s responses to either or both of those reports.

38. The departmental evaluation(s), together with the candidate’s self-evaluation, is due in the Office of the Dean of the College by October 15. It should follow the guidelines described in paragraph 24.

It is candidate’s responsibility, along with the department Chairperson, to ensure that the departmental file approximates as nearly as possible the file in the Dean of the College’s office. Besides the candidate, the only department member who has access to the file in the Dean of the College’s office is the Chair. Because the Faculty Review Committee begins its review during the spring of the sixth year of service, the candidate is urged to bring his or her departmental file up to date as early in the process as possible.

The department’s review of the file should begin with the self-evaluation. When writing the departmental evaluation(s), the department should review previous recommendations and evaluations to help it see better what growth has occurred over time. It should specifically address those areas identified in the past as needing improvement. A frank appraisal, including discussion of both strengths and weaknesses, is more helpful to the candidate than an evaluation that ignores potential problem areas. If one departmental evaluation is not possible, then several may be submitted provided that the author(s) sign the document(s). The department is reminded that tenure is the single most important personnel decision made by the college.

39. The departmental evaluation(s) and the tenure subcommittee report will be added to the file on October 15 and a copy of the latter will be given to the candidate by the Dean of the College’s office on the first working day thereafter. The candidate will then have seven calendar days to read and respond to both reports. That response will be included
in the candidate’s file when submitted. Only the President may, at his or her discretion, consider additional information regarding the candidate after October 15.

40. The Dean of the College will arrange for the Faculty Review Committee to review all of the materials submitted and accumulated (paragraphs 34, 35, 36, 37, 38, 39 above). At the conclusion of the discussion of each candidate, a preliminary poll on whether the candidate should be recommended for tenure will be taken. After each candidate has been considered and all preliminary polls have been completed, the Faculty Review Committee will vote officially on whether to recommend tenure for each candidate. Members of this Committee who are in the same department as a candidate for tenure may neither participate in the discussion nor vote on the Committee’s recommendations. The Secretary of the Committee will count the vote, the Dean of the College will record the vote, and it will constitute the Committee’s recommendation to the President. After receiving the recommendations of the Faculty Review Committee and the Dean of the College and after reviewing the files, the President will meet with the Faculty Review Committee and the Dean for a discussion of the candidates’ qualifications and the reasoning behind the recommendations. The Dean of the College will submit independently his/her own recommendation to the President. The general substance of the deliberations, but not the exact vote, will be shared separately with the candidate and the appropriate department chairperson by the Dean of the College and the Chairperson of the Faculty Review Committee. The Faculty Review Committee will prepare a set of Discussion Points summarizing the committee’s deliberations, and this will be placed in the file. At his or her discretion, the Dean of the College may add a separate memorandum to the file reflecting on these Discussion Points. The candidate will receive a copy of the Discussion Points and, if applicable, the Dean’s memorandum. The Department Chairperson will also receive copies of these documents for inclusion in the candidate’s departmental file.

41. The President will review the materials and decide whether the candidate will be recommended to the Board for tenure. The decision of the President is final and binding. By December 15 of the seventh year of service the President will notify the candidate by letter about his/her decision. A negative decision will result in a terminal one-year appointment. In the event that the President’s decision differs from the Faculty Review Committee’s recommendation, the reason for the decision will be shared with the Committee orally and in confidence.

**Appeal Procedures**

42. Decisions not to reappoint or not to award tenure to a probationary faculty member may be appealed on the grounds that a governmental statute has been violated. These appeals will be processed through the normal grievance procedure. The decision of the President is final and binding.

43. Decisions not to reappoint or not to award tenure to a probationary faculty member may also be appealed on grounds that allege a violation of academic freedom or a violation of procedural guidelines. No other grounds for appeals will be entertained. When these violations are alleged, the faculty member will send a written complaint to the President within ten calendar days of the alleged violation or of the date when the faculty member could reasonably have been expected to know of the alleged violation. In filing this complaint, the faculty member will identify a tenured member of the faculty to serve on a review committee. The President and the Faculty Council will
each appoint one tenured faculty member. None of the three appointed tenured faculty members should have been previously involved in the case, for example as a member of the department, the Faculty Review Committee, or the tenure subcommittee. This committee of three shall review the record and, as necessary, interview the participants, discussing only matters related to the alleged violations. Within fifteen calendar days of receiving the assignment, the committee shall advise the President in writing of one of three options:

(a) No violation discovered, in which case the appeal is denied and the matter closed;

(b) Violation discovered, but of a technical nature which would suggest that it made no difference to the outcome of the case, in which instance the President shall review the Committee’s report and decide whether to close or to reopen the case; or

(c) A major violation that could have made a difference in the outcome, in which instance the case would be reopened. In reopening a case, the President will, depending on the circumstances and the time of year, either cause the case immediately to be reviewed do novo or offer a year contract so that the case could be reviewed do novo the following year.

Early Tenure Decisions

44. A department chairperson may propose that an untenured faculty member be considered for tenure prior to the expiration of his or her probationary period. Such recommendations ought not to be forthcoming except in exceptional circumstances; for example, a faculty member not only who has definitely proven excellent teaching and research ability, but also whose continued employment is essential to the program.

45. In such exceptional cases, the normal procedures described above will be followed, essentially, although the time frame for conducting these procedures may be shortened by the Dean of the College. A chairperson proposing an early tenure decision will ask permission to do so of the Dean of the College, who will indicate whether it is permissible and outline the time frame and deadlines that will have to be followed.

46. A candidate proposed for early tenure who does not receive it will be permitted to continue in the normal progression of contracts in his/her probationary period. In other words, an early tenure decision is not an “up and out” decision.

Linkage of Tenure and Promotion

47. Those holding the rank of Instructor or Assistant Professor who are granted tenure will be automatically promoted to the next rank (Assistant or Associate Professor, respectively).

Review of Tenured Faculty

48. The principal purposes of consulting with tenured faculty are to recognize the contributions of the faculty member since tenure or the most recent consultation, to
identify areas of continuing development and interest, and to determine how the College might assist the faculty member in accomplishing his/her goals. The consultation should also aid the faculty member in identifying and correcting impediments to those goals or areas which might be considered weaknesses. The consultation will cover teaching, scholarly activity, and contribution to the learning community. Although the performance standards in these areas will be those identified above, this consultation will recognize that a person’s time commitment to a particular area may change. No timetable is mandated for tenured faculty consultation, which may be convened at the request of the tenured faculty member, her or his department chair, or the Dean of the College. Faculty and department chairs are strongly encouraged to initiate a consultation in the year prior to the faculty being proposed for promotion to Professor.

49. The tenured faculty consultation is convened by written request of the faculty member, her or his department chairperson, or the Dean. These three then plan a meeting to discuss the contributions and accomplishments of the faculty member since the last formal consultation or review, and his/her future plans. Should the consultation be for the department chairperson, the meeting shall be composed of the chairperson, a tenured faculty member of his or her choice, and the Dean. In this case, the tenured faculty member will assume the responsibilities of the department chair during the consultation process. The consulting faculty member should begin this process by preparing a self-evaluation of what has been accomplished since the last consultation or review and what he or she hopes to accomplish in the coming years, and submitting this document to the department chairperson and Dean. The self-evaluation may refer to recent Annual Faculty Activities Reports submitted to the Dean. During the month after receiving this document, the chairperson will consult confidentially with the tenured members of the department, the Dean and, as necessary and appropriate, other faculty. The Dean will convene a meeting with the faculty member and the chairperson, which generally shall occur no later than six weeks following receipt of the self-evaluation. The chairperson will keep a record of this conversation and send a copy of it to both the faculty member and the Dean. This record will acknowledge the accomplishments of the faculty member, make note of continuing and proposed interests and projects, indicate the ways in which the College intends to support these endeavors, point to areas of possible improvement, and make note of ways in which the faculty member intends to address these issues. If, as a result of the tenured faculty consultation, the Dean and chairperson believe there is a cause for concern in the faculty member’s performance, this concern shall be duly communicated to the faculty member, remedial steps suggested, and deadlines for improvement established.

**Termination for Cause**

50. Termination of a term appointment before it expires as well as termination of a tenure appointment shall be for adequate cause or for financial exigency or program discontinuance. Adequate cause for dismissing faculty should be primarily concerned with violations of essential rights, freedoms, and responsibilities of teaching and inquiry. Failure to fulfill teaching obligations, interference with the efforts of colleagues or students to exercise their rights of inquiry and expression, medical incapacity, incompetence or dishonesty in teaching or research, substantial neglect of duty, gross personal or professional misconduct, moral turpitude, or substantial decline in one’s professional performance are considered adequate cause for dismissal.
51. **Mental or physical incapacity:** In cases involving alleged mental or physical incapacity, any decision to terminate shall be based on evidence submitted to the Dean of the College. If there is objection by the faculty member concerned to such a decision it may be processed in the form described in paragraphs 52a through 52d, below. Faculty members whose appointments are terminated for mental or physical incapacity shall receive six months salary over the six months following the date of termination of their employment; after this, they will be eligible to apply for disability insurance. Their dependent children shall continue to be eligible for the tuition remission fringe benefit in effect at time of termination. In the event that the faculty member is not is not eligible for disability insurance, he/she will receive an additional six months salary.

52. **Alleged violations of essential rights, freedoms, and responsibilities of teaching and inquiry, failure to fulfill teaching obligations, interference with the efforts of colleagues and students to exercise their rights of inquiry and expression, incompetence or dishonesty in teaching or research, neglect of duty, gross personal or professional misconduct, or moral turpitude** shall be submitted in writing to the Dean of the College, who shall determine whether a *prima facie* case exists. In making this determination the Dean of the College must, if the charges appear to warrant further consideration, seek the advice of the tenured members of the Faculty Council. If a *prima facie* case is found to exist, the faculty member shall be notified of the charges in writing, and shall have ten calendar days to respond before the procedures listed below begin.

(a) The first procedural step after such notification shall be discussion between the faculty member and appropriate administrative officers with a view to reaching a mutually satisfactory settlement.

(b) If a faculty member faced with termination of his/her appointment so desires, he/she may contest the charges against him/her. In such event, he/she shall be entitled to a review and hearing of his/her case by three tenured members of the faculty sitting as a Review Panel; provided that he/she so requests within ten days after receiving notice of those charges. This hearing will be closed to the public unless the faculty member in question wishes it to be open. The faculty member will pick one member of the Review Panel; the Faculty Council will pick a second member; and, the President will select the third member. The faculty member shall have at least twenty days from the time the review is requested to prepare a defense. The review hearing shall begin no later than thirty days after submission of the request unless postponed by mutual agreement between the faculty member and the appropriate administrative officers.

(c) At the hearing the burden of proof shall be upon the College, and the faculty member shall have the opportunity to be heard in his/her own defense, to have with him/her an advisor of his/her own choosing who may act as counsel, to present witnesses and introduce evidence in his/her own behalf, to question witnesses adverse to him/her, and to be informed of the author or source of all adverse statements made elsewhere and presented to the Review Panel for its consideration. The evidence presented must be relevant to the charges. An audio recording of the proceedings shall be created, of which a copy shall be furnished to the faculty member upon request.
(d) Within fourteen days after the close of the hearing, the Review Panel shall report its findings to the Dean of the College, the President, and the faculty member. The Panel will base its findings on the materials presented at the hearing, not on personal observations. This report will indicate clearly what evidence supports which charges. After consulting with the Review Panel and with the faculty member, if the latter so requests, and after reviewing all the proceedings, the President shall render a decision on the case in writing within thirty days after his receipt of the Review Panel’s report.

53. **Substantial decline in professional performance:** If the Dean of the College or a Department Chair believes there has been a substantial decline in a tenured faculty member’s performance, he or she may request a Tenured Faculty Consultation (see paragraphs 48 and 49 above). If the tenured faculty member’s performance improves as a result of the Consultation, the matter will end there.

If the Dean of the College believes insufficient improvement in the tenured faculty member’s performance has resulted from the Tenured Faculty Consultation, the Dean shall bring any allegation of substantial decline in performance to the Faculty Review Committee. In these circumstances, the Faculty Review Committee will read the Tenured Faculty Consultation and all supplementary documents, including any plan for improvement, the remedial steps taken, and evidence of improvement by the established deadlines. The Faculty Review Committee will also meet separately with the appropriate department chairperson and the faculty member in question. On the basis of this review, the Faculty Review Committee will communicate to the President whether it believes there has been a substantial decline in the faculty member’s professional performance or not. The President shall make the final decision. If the President decides there has not been a substantial decline in the faculty member’s professional performance, the matter will end there. If the President decides sufficient time and opportunities have been presented and insufficient improvements have been made by the faculty member, termination for cause proceedings shall be instituted. These proceedings are described in paragraphs 52a through 52d, above.

54. The Board of Trustees reserves the right to terminate any faculty position, tenured or non-tenured, for reasons of financial exigency of the College or of any part or unit of the College. Such action shall be taken only after consultation with the Faculty Council. The Board shall discuss with the Faculty Council the data indicating financial exigency, but the final decision shall be made by the Board of Trustees.

55. Termination of tenured positions, because the faculty voted to discontinue departments or programs for reasons other than financial exigency, shall be based primarily on educational considerations as determined by the President after consultation with appropriate College committees and with the approval of the Board of Trustees. Tenured faculty members whose appointments are terminated because of such discontinuance shall receive the equivalent of one year’s salary over the twelve months following the date of termination of their employment.

56. A tenured faculty member terminated by the President for adequate cause or discontinuance of departments or programs, and a non-tenured faculty member dismissed prior to the end of his/her contract, shall have the right to appeal to the Board of Trustees. Such appeal shall be in writing filed with the Board within twenty days.
SECTION 5: FACULTY APPOINTMENTS

after receipt of notice of the termination. The decision of the Board of Trustees on the appeal shall be final.

(Revised Spring, 2005, 2009)

5.3 Guidelines for Promotion to Professor

Promotion to the rank of Professor is an honor bestowed upon a faculty member which recognizes his or her continued and deepening contribution to the life of Allegheny College. While it is anticipated that most tenured members of the faculty will eventually reach professorial rank, such a promotion is seen not as automatic but as a meaningful recognition of achievement and performance. In keeping with the liberal arts mission of the College and the maintenance of a community of scholars, candidates for promotion are expected to have distinguished themselves in teaching, to have sustained a program of research or other forms of professional growth, and to have rendered service and some leadership to the College community. While exceptional contributions in any one of these areas may increase the likelihood of promotion, ordinarily some strength in all three areas is expected. Criteria relevant to the assessment of a candidate’s record of teaching, scholarship, and service are those described in paragraphs 8–18 of Section 5.2.

Normally a faculty member will not be promoted to professor until he or she has completed seven years at the associate rank. The candidate may undergo promotion review in the seventh year, but promotion will not take effect until the following academic year. If a promotion is to be granted before seven years, an extremely strong case must be made. It should also be noted that simply being in rank for seven years is not of itself sufficient to warrant promotion. The faculty member is encouraged to discuss the timeliness of his or her case with the Dean.

Decisions on promotion follow the process below.

1. Nominations for promotion to full professor may be initiated by a department chairperson, the Dean of the College, or any faculty member(s) senior in rank, with the consent of the candidate; alternately, the candidate may submit his or her name for consideration for promotion. All nominations for promotion should be submitted to the President through the office of the Dean of the College by October 15.

2. By February 15, every candidate for promotion must compile a “short file” containing the following materials:

   (a) a reflective self-assessment of activity since tenure: the document should include evidence of teaching and advising, research and professional growth, and service to and leadership of the College community.

   (b) an updated curriculum vitae.

   (c) post-tenure course evaluations (added from the Dean of the College’s files).

   (d) copies of significant work completed since the last performance or promotion review.

3. The candidate may include additional materials documenting a record of teaching, service, and professional achievement. Some examples of relevant materials are: a
description of or evidence of work in progress; letters from alumni; evaluations from colleagues within the College community; evaluations from specialists in the candidate’s field from other institutions.

4. The Dean of the College will solicit from each respective department the written views of all members holding a rank higher than that of the nominee on the merits of his or her candidacy. These views may be presented as a collective statement reflecting consensus or as individual statements.

5. The Dean of the College may add any other pertinent information to the promotion file.

6. All materials must be in the candidates’s file no later than February 15 of the academic year in which the decision is made.

7. Candidates should initial each item in the file no later than February 20 of that year. Initialing does not imply agreement. At this point the candidate may add a note of clarification regarding any item(s) in the file.

8. The Dean of the College will arrange for the Faculty Review Committee to review all of the materials submitted and accumulated. The voting members of the Faculty Review Committee will then meet with the Dean of the College to discuss each candidate. After full discussion, the committee members will vote to recommend that promotion be awarded or denied. The result of this deliberation and vote shall be recorded by the Dean of the College.

9. The Dean of the College and the chairperson of the Faculty Review Committee will discuss with each candidate and respective Department Chairperson, singly, the Committee’s recommendation to the President. The Faculty Review Committee will prepare a set of Discussion Points summarizing the committee’s deliberations, and this will be placed in the file. At his or her discretion, the Dean of the College may add a separate memorandum to the file reflecting on these Discussion Points. The candidate will receive a copy of the Discussion Points and, if applicable, the Dean’s memorandum. The Department Chairperson will also receive copies of these documents for inclusion in the candidate’s departmental file.

10. The final recommendation shall be made by the President in consultation with the Dean of the College and shall be communicated to the candidate, in writing, by March 31. Where the President’s recommendation is contrary to the recommendation of the Faculty Review Committee, the President will share with the Committee his or her reasons for denying or affirming promotion.

11. These guidelines also apply to non-mandated promotions at ranks below that of professor; in such cases, however, there is no expectation of a minimum number of years in current rank.

(Revised Spring, 2005)
5.4 Joint Appointments Between a Department and a Program

In the case of joint appointments between a program and another department, the Director of the Program will fulfill the responsibilities assigned to a Department Chairperson in Section 5.2, and the role of “tenured members of the department” will be filled by faculty members appointed as “Senior Faculty in the program.” For the purposes of this review, the role of the “department” will be fulfilled by Senior and Affiliated Faculty of the program. However, if there is a large number of Program Affiliated Faculty, in fulfillment of Section 5.2, paragraph 35, the FRC subcommittee will not be expected to interview all “departmental” members, but a selection of them.

Senior Faculty in the program will be tenured faculty members who have:

1. demonstrated serious and continuous interest in the program,
2. participated in the teaching and/or administration of the program and thereby understand the functioning of the program,
3. agreed to take on the responsibilities of mentoring and evaluating an untenured faculty member in the program, and
4. been appointed by the Dean of the College. After consultation with all members of the program, an initial number of Senior Faculty in the program will be nominated by the Program Steering Committee and approved by the Dean of the College. Thereafter, a new appointment as a Senior Faculty in the program will be made by the Dean of the College on the recommendation of the Director of the program in consultation with the Senior Faculty in the program.

Note: Currently, the Women’s Studies Program is the only program to which this section applies.

5.5 Named Professorships

Named professorial chairs at Allegheny College have been created over a period of decades, with many of the current associated practices dating back to the 1960’s. Named professorships have been established under a wide variety of circumstances: some have been partly or fully endowed; some have featured reduced teaching responsibilities and/or expense stipends; most are occupied by faculty appointed for indefinite duration, normally meaning until retirement.

The purpose ascribed to many of the named/endowed professorships was to attract professionally active scholars to a college more notable for excellent teaching than scholarship. That strategy was largely successful, helping to increase the quality of the academic experience and reputation of Allegheny College. The close connection between teaching and scholarship has for some time been a regular part of our self-understanding as a faculty and institution, and evidence of scholarly activity is expected in evaluations for tenure and promotion.
Under these changed circumstances, and in consideration of the wide variety of arrangements that have emerged over time, it is appropriate to take a comprehensive approach to dealing with existing and future professorships. The policies detailed here have evolved from discussions involving the President, Dean, Faculty Council, and the Academic Affairs Committee of the Board.

This approach takes into account current understandings as well as anticipates retirements and creation of additional professorships with future gifts. It is designed to provide for college-wide availability of scholarship-enhancing opportunities while protecting academic course offerings. The policy also provides for a systematic approach to establishing and filling professorships and for honoring faculty and future donors.

Two categories of named professorships will be established. The first will be comprised of two professorships in each academic division specifically designed for the targeted advancement of scholarship, broadly understood to include additional categories defined by Ernest Boyer. They will have associated with them a uniform reduction in teaching responsibilities over a standard, non-renewable, three-year term of appointment. The second will be department- or program-based professorships of five-year renewable terms. The latter will not have reduced teaching responsibilities, but they will include provision for professional development and student collaboration on scholarship.

Both types of professorships will be limited to tenured members of the faculty and will serve as recognition of distinguished performance and potential. These policies are subject to periodic review and revision by the dean and president, in consultation with the Faculty Council.

**Department and Program Based Named Professorships**

(These policies will become effective in individual cases when current chair holders retire or resign. They also apply to new department or program based professorships when endowment gifts are received in the future.)

- Appointments will be made for five-year terms, with the possibility of renewal.
- The president will make appointments in consultation with the dean.
- Named professorship appointees will be drawn from the tenured faculty.

Each departmental/program professorship will provide annual support for professional activities such as equipment or travel. An additional allotment will be provided specifically to encourage the use of student collaborators through support of the student’s work. The Dean will approve and administer these funds, the amount of which will be determined annually ($2,000/$2,000 initially).

**Division-Wide Teacher-Scholar Appointments**

There will be two professorships in each division (humanities, social sciences, and natural sciences), which fall under these guidelines. The NEH Chair constitutes one of the professorships in the humanities. The remaining professorships will be specifically named as designated endowment gifts are received. Prior to that time, these appointees are called [Department/program name] Teacher-Scholars.
Appointments will be for three-year terms and are not renewable.

Professorship holders will be eligible for release from the equivalent of one year’s teaching responsibilities (six courses, or normally five in the laboratory sciences) over the three year term. The pattern of course release will be governed by college and program needs, after consultation with department chairs, determined by the Dean with approval by the President.

Professorship holders will continue to perform other normal college and departmental responsibilities through the terms of their appointments.

Appointments will be considered through written application to the Dean who, after consultation with the respective department or program chairs, will make recommendations to the President. Consideration will be given not only to the merits of the proposed project but also to the contribution candidates have made to the life of the college. Appointments will only be made if there are qualified applicants with appropriate projects.

Eligibility is limited to tenured member of the faculty, and sabbatical eligibility is not affected by an appointment.

New endowments for professorships will not increase the total number of courses released college-wide.

5.6 Lecturer Position

Definition of Lecturer

A part-time Lecturer may teach up to eight credits in any given semester. The Lecturer will receive a salary at 20% above that of adjuncts; normally the contract will be for a two-year period. Contracts will be reviewed in February of the second year so that Lecturers will know their approximate teaching commitment well in advance. This will also help departments to set schedules. Each Lecturer is eligible for professional development funds through the Dean of the College Office, as described in Section 7.1 of the Faculty Handbook.

Allegheny does not generally condone use of adjunct faculty in full-time positions, reasoning that full-time work for an adjunct is an indication that a full-time position may be warranted. However, in exceptional and isolated circumstances adjunct faculty members have been and will undoubtedly continue to be asked to teach a full load of classes for either one semester or an entire academic year. In such a case, a different full-time pay scale automatically goes into effect whether that adjunct faculty member is considered an Instructor or a Lecturer.

Eligibility

There are two different methods whereby an adjunct faculty member may become eligible to apply for Lecturer status:

- If the adjunct faculty member has a terminal degree, he or she may be eligible for Lecturer status after teaching four courses at Allegheny. Application may occur the semester after the fourth course is completed.


• If the adjunct faculty member has an advanced degree (at least a Master’s Degree) but does not have a terminal degree, he or she may be eligible for Lecturer status after teaching at Allegheny on a regular basis (usually at least two courses each year) for seven years. Application may occur during the spring semester of the seventh year.

The first method above recognizes the enhanced marketability of adjunct faculty members who have attained a terminal degree; it also encourages adjuncts to finish their degrees, which is good for them and for Allegheny. The second method outlined above recognizes that adjuncts who have served the institution and our students with dedication and excellence for seven years, even though they do not have a terminal degree, deserve recognition for that service and more commitment on the part of the institution. If that adjunct faculty member happens to be the spouse or partner of a tenure-track faculty member, application for the Lecturer status by the adjunct coincides with the conferral of tenure for the partner.

Conferral of the Lecturer status is also contingent upon institutional needs. It is possible that an adjunct who has served with dedication and excellence for a number of years may nonetheless be denied or lose Lecturer status if staffing needs do not support the application.

**Application Process**

The adjunct faculty member who applies for Lecturer status must submit a self-evaluation that focuses on teaching, but that can also outline the faculty member’s scholarly work and program as well as his or her contributions to the learning community. Teaching will be evaluated on the basis of RSE scores and other pertinent sources of information such as classroom visits, syllabi, and teaching statements. The department or program in which the adjunct works must submit an evaluation of the adjunct’s teaching performance, a discussion of the adjunct’s credentials and qualifications for the position, as well as a justification for continuation of the position for the following two years. It is recommended that the Chair of the department or program consult with the Dean of the College before making its recommendation to change the status of an adjunct faculty member. Adjunct faculty who teach in the FS program must have the support of the director of the FS Program.

**Application Deadlines**

If application occurs during the fall semester, the application must be submitted to the Dean of the College by October 1. The Dean of the College will render a decision by October 31. For the spring semester, the application must be submitted by February 1 to the Dean of the College, who will render a decision by February 28.

The same process and deadlines will be followed for renewal.

**Assessment of the Proposal**

This proposal will initially be implemented on a trial basis and will be reviewed in the fourth year after implementation to evaluate its impact on adjunct faculty and its implications for the institution. The Dean of the College in consultation with Faculty Council will conduct the review.

(Approved by the Faculty Spring, 2005)
Section 6

Employee Benefits

While it is expected that the benefit plans described below will continue for the foreseeable future, the College reserves the right to modify or discontinue them at any time. The language generally summarizes some of the terms and conditions of participation in the programs. Please refer to the plan documents and brochures available in the Office of Human Resources for detailed guidance.

6.1 Introduction

This section contains information about certain benefit programs which the College currently offers to regular full-time employees. Eligible employees will receive printed summaries of the various insurance and retirement plans. However, the precise terms of those plans are set forth in the plan documents themselves, which are the controlling documents. The brief descriptions in this Handbook can neither expand nor contract the provisions of the plans themselves. Copies of the plan documents are available in the Office of Human Resources, and employees may make arrangements to review these documents during normal office hours. The plans may be changed from time to time or eliminated at the sole discretion of the College.

6.2 Eligibility for Benefits

In general, the date of employment for the purpose of determining eligibility for benefits will be the date the employee begins work as a regular full-time employee.

6.3 Group Insurances

The College currently offers life, medical, and disability insurances to eligible full-time regular employees.
**SECTION 6. EMPLOYEE BENEFITS**

**Life Insurance**

Group term life insurance coverage is provided to all regular full-time employees of Allegheny College. Regular full-time employees are eligible on the first day of the month following their hire date.

The life insurance coverage is 1-1/2 times the employee’s annual base salary, subject to a maximum amount of insurance of $250,000. The amount of insurance will be rounded to the next higher multiple of $1,000, if not already an exact multiple.

The premiums are paid in full by the College. Federal tax law requires that the amount of group term life insurance coverage in excess of $50,000 is taxable and subject to social security withholding. If your amount of life insurance is over $50,000, the taxable amount will be added to your taxable income and will appear on your pay stub.

In the event of an approved paid leave of absence, the life insurance coverage will be continued by the College. A person on leave of absence without pay is not eligible for the insurance coverage pursuant to the terms of the life insurance plan.

You may designate the beneficiary of this insurance and should notify the Office of Human Resources of any change in beneficiary.

**Medical Group Insurance**

The College offers basic and major medical coverage for full-time regular employees. Coverage will be effective on the first day of the month following date of employment. If employment begins on the first day of the month, coverage becomes effective immediately. Coverage requires an employee contribution of a percent of premium based upon salary level and type of coverage selected (i.e., single, family, employee and spouse or partner). Please contact the Office of Human Resources for rates specific to your situation.

It is extremely important that an employee advise the Office of Human Resources of any changes of family status (such as marriage, divorce, births, etc.) and of address changes within 30 days of the event so that the necessary forms can be completed to ensure ongoing coverage.

**Long-Term Disability**

Long-term disability (LTD) insurance coverage is provided to all full-time regular employees. Coverage becomes effective on the first day of the month following date of employment. If employment begins on the first day of the month, coverage becomes effective immediately. Additional information is available from the Office of Human Resources.

**Short-Term Disability and Family Leave**

The College’s short-term disability program is administered by the Office of Human Resources and PMA, a third party administrator. The short-term disability program is self-funded by Allegheny College. See Appendix D for details.
SECTION 6: EMPLOYEE BENEFITS

Faculty members who anticipate disability due to pregnancy should promptly notify the Dean of the College and Department Chair of the anticipated disability date and consult with them to work out a plan for covering courses during the affected semester(s). If the faculty member so desires, she may receive up to a 3-course reduction in teaching responsibilities with no loss of pay or benefits during the affected semester(s). The faculty member’s duties in the areas of freshman advising, major advising, committee work, etc. may also be reduced, at the College’s discretion, depending upon the specific circumstances.

6.4 Voluntary Insurance Offerings

In addition to the health, life, and disability insurance funded by the College, the College has worked out an arrangement that permits employees to purchase other types of insurance through payroll deduction. Both dental and vision coverages are available for the employee, his/her spouse or partner, and/or children. Both are offered at group-discounted rates. Eligible employees may enroll when hired or annually during the open enrollment period held every June with coverage effective July 1st. A more detailed explanation of each program is available in the Office of Human Resources.

6.5 Section 125 Spending Accounts

The College makes flexible spending accounts available to its regular full employees. Flexible spending accounts allow employees to pay for certain types of unreimbursed medical expenses and dependent care expenses with pre-tax dollars. Eligible employees can enroll annually during the open enrollment period held each December with enrollment effective January 1st. Please consult the Office of Human Resources for further information.

6.6 Tuition Benefits

Under the Allegheny College sponsored Tuition Benefit Program, two distinct approaches are taken to provide continued education for the College’s employees, spouses, domestic partners and dependent children: Tuition Remission (attendance at Allegheny College); and Tuition Exchange (attendance at other participating institutions).

Eligibility

*Employee* must be a regular, full-time employee of Allegheny College;

*Spouse* must be married to a regular, full-time employee of Allegheny College;

*Partner* must be in a committed relationship of at least one full year with a full-time regular employee and financially interdependent as defined in the Allegheny College Domestic Partner Benefits Policy;

*Dependent Child* must be a dependent of a regular, full-time employee and be claimed as a dependent of the employee on his/her federal income tax statement for 3 consecutive years prior to application for tuition. Legal documentation showing that the employee is the custodial parent for at least 50% of the time for three consecutive years prior to application for tuition is acceptable proof of dependency. **Eligibility is limited to the equivalent of eight**
(8) semesters of full-time enrollment. The age limit for completion of benefits is 25 years of age.

Note: Dependent children of deceased, retired, or disabled employees are eligible when the service requirement of the program is satisfied.

Service

The length of service an employee has with the College affects the tuition eligibility for dependent children only.

Service requirements for Tuition Exchange and Tuition Remission are immediate eligibility for active employees; at least 6 years of service if employee is deceased; at least 10 years of service if employee is retired or disabled.

Employees hired before July 1, 1998, are eligible to apply for the tuition grant benefit; however, if the institution the student wants to attend participates in the tuition exchange program, application must be made through tuition exchange first, and only if the student is denied tuition exchange, will the employee be given the tuition grant benefit.

Coverage

All programs cover tuition payments only.

Availability

Tuition Remission and Tuition Exchange Programs are available for eligible dependent children. Employees, spouses, and partners may apply under the Tuition Remission Program only.

Degrees

**Dependent Child** candidates must be accepted in a 2- or 4-year degree program to be eligible for consideration under both tuition benefit programs. Only institutions issuing a diploma will be accepted. Certificate programs will not be considered.

**Employee, Spouse, and Partner** may be degree seeking or not, or already have a 4-year degree. If desiring credits for a degree, the individual must be accepted as a viable student by the College.

Attendance

Employee may only attend Allegheny on a part-time basis. Full time employees of Allegheny College may take up to 4 credits per semester or 8 credits per academic year tuition-free. Full time employees engaged in a degree program may take up to 5 credits in those semesters they are completing one of the Academic Planning (APL) units. Time spent in class must be made up without the charge of overtime.

Spouse or Partner may attend Allegheny on a full-time or part-time basis.
Dependent Child may attend Allegheny on a full-time or part-time basis; however, if participating in the Tuition Exchange Program, they must attend their chosen institution as a full-time student. Administration

Applications for Tuition Remission and Tuition Exchange are available in the Financial Aid Office. For an application or additional information, call 332-2701.

**Appeal**

Employees may appeal situations that do not exactly meet the criteria of these programs by submitting such circumstances in writing to the Allegheny Executive Committee (AEC).

### 6.7 Retirement Plan

Regular full and part-time employees who work at least 1000 hours per year are eligible to participate in the Section 403(b) retirement program administered by Teachers Insurance Annuity Association-College Retirement Equity Fund, known as TIAA-CREF. Within the TIAA-CREF plan, there are two annuity options to choose from: The Retirement Annuity (referred to as the RA), and the Supplemental Retirement Annuity (referred to as the SRA).

The College provides a contribution towards an eligible employee’s retirement annuity, provided the employee elects to participate in the RA. Participation in the retirement plan is voluntary.

Contributions by employees are made on a pre-tax basis through a salary reduction election. There is a maximum allowed by the IRS on the total amount saved for a retirement plan. You can contact either the Director of Human Resources or TIAA-CREF to determine your maximum deferral limit for your retirement contribution.

Eligible employees may join the RA on or after the first day of the month upon completion of one year of full-time continuous service with the College. The one-year waiting period is waived for those employees with one or more years of full-time, benefit-eligible service in another institution of higher education in the twelve months immediately preceding their joining Allegheny College. Written documentation from the previous employer is required to waive the one-year waiting period.

Eligible employees may join the SRA at any time.

The two primary differences between the RA and the SRA are: (1) the College’s matching contributions are made to the RA, but not to the SRA; and (2) employees may borrow against accumulations in the SRA, but may not borrow against accumulations in the RA.

There are also other differences in these programs outlined in the Plan Documents and brochures available in the Office of Human Resources.
6.8 Retiree Benefits

Allegheny retirees are eligible for the following College benefits, provided they have completed at least ten (10) years of full-time continuous employment with the College immediately prior to retirement and have attained the age of 58:

1. College paid group health insurance in lieu of COBRA Medical Coverage until age 65. Retiree will continue to pay his/her portion of the premium as required of all other College employees.

2. Tuition remission for dependent children.

Additional benefits/services available for Allegheny retirees include:

- Allegheny I.D. card
- Bookstore discount
- Pelletier Library privileges
- Computer lab privileges
- Allegheny E-mail account
- Wise Center facility pass
- Athletic event pass
- Employee rate for Playshop Theatre performances
- Early purchase privileges for Centerstage tickets
- Continuation of Allegheny Magazine
- Continuation of discounted ALLTEL telephone service.

(Revised Spring, 2009)

6.9 Emeritus/Emerita Status for Faculty

Emeritus/Emerita status is an honor that may be conferred by the President on faculty who have retired from the College, provided the faculty member is at least 58 years of age at the time of retirement, does not hold full-time employment at another academic institution, and has completed at least ten years of full-time and distinguished performance on the Allegheny faculty. Emeriti/Emeritae faculty are listed in the College Catalogue and may elect to participate in ceremonial occasions of the College wearing academic regalia. Emeritus faculty do not hold faculty status in the governance structure of the college.

6.10 Leaves of Absence

Leave of Absence with Pay

The College grants Sabbatic Leave in accordance with established policy. See Section 7.6.

The College grants leaves of absence with pay for Jury Duty and short-term Military Training for all full-time employees. An employee’s regular salary will be continued while the employee participates in Jury Duty. Jury Duty days will be considered as days worked. An attendance slip signed by the court may be requested.
Members of the National Guard or a reserve branch of a U.S. Military Service will be given a leave of absence with pay, not to exceed fifteen (15) days in one calendar year, to attend authorized training.

**Leave of Absence Without Pay**

Leaves without pay are occasionally granted. Such a leave shall normally not count as part of the faculty member’s tenure probationary period. The granting of a leave implies the College’s willingness to reserve a position for the faculty member on leave; receipt of a leave without pay carries with it the obligation to continue in College employ for at least one regular academic year after the leave’s expiration unless the faculty member was granted a terminal leave.

Certain fringe benefits may be maintained for a leave without pay, at the employee’s expense. Continuation of coverage for medical for up to twelve months is authorized. The Office of Human Resources should be contacted for any further information on these matters, and all arrangements for premium payments should be made through that office.

### 6.11 Statutory Benefits

Statutory benefits are those benefits provided on behalf of each employee by Allegheny College as required by law. They include:

**Social Security/Medicare**

All employees are covered by the Federal Social Security Act. Social Security pays benefits when you retire, become disabled, or die, if eligibility requirements are met. Both you and the College share the tax payments for social security benefits. Your social security tax is withheld from your paycheck, and the College matches dollar for dollar your contribution.

**Workers’ Compensation**

Allegheny College covers all employees with workers compensation insurance as a protection for illness or injuries arising out of, or in the course of, their employment, which are compensatory under the Workers’ Compensation and Occupational Disease Act. All work-related accidents, including minor ones, must be reported immediately to the supervisor and to the Office of Human Resources. An Accident Report form must also be completed and submitted to the Office of Human Resources within 24 hours of the occurrence, even though there is no loss of time or medical attention. Failure to report a work-related injury in a timely fashion may jeopardize eligibility for payment of benefits for medical bills or lost time.

**Unemployment Insurance**

Allegheny College pays taxes on your behalf for benefits for which you may become eligible under Pennsylvania’s Unemployment Compensation Law.
Continuation of Health Insurance (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) generally allows employees to continue their health coverage on the College’s group medical insurance plan for a certain period of time after they leave employment, at their own expense. Employees will receive detailed information from the Office of Human Resources regarding cost and procedures to continue their health coverage.

6.12 Facilities and Services

Recreational Facilities

The Wise Center includes weight machines, cardiovascular equipment, basketball courts, racquetball courts, a swimming pool and an indoor running track. Hours of operation are posted in the facility. An employee ID is required in order to use the Wise center facilities.

Postal Services

A broad range of postal services is available through the Post Office and Mail Room located in Cochran Hall. This includes purchase of stamps, mailing of letters and parcels through the U.S. postal service, UPS, or other carriers, and other related services. These services are available to Allegheny employees.

Outgoing mail and interoffice communications (usually referred to as “campus mail”) are picked up from and delivered to College offices two times each day on a regular schedule. Reusable campus mail envelopes are available from departmental offices and from the mail room. The name of the person and the departmental box number should be used when sending interoffice communications.

Personal correspondence to be sent outside the College must be stamped before placing it in the outgoing mail. Postage for professional correspondence is usually charged to the department. Outgoing College mail must be marked to identify the department or account to be charged for the postage costs.

Bookstore Discounts

Upon presentation of the employee’s ID card, employees are entitled to a 10% discount on most purchases in the College bookstore.

6.13 Domestic Partner Benefits Policy

Introduction

Allegheny College benefits are an important part of your total compensation. The availability of benefits coverage for domestic partners is an extension of the College’s efforts to maximize the effectiveness and value of its benefits programs.
SECTION 6: EMPLOYEE BENEFITS

Eligibility

All regular full-time faculty, administrators, and staff employees are eligible to enroll for domestic partner benefits.

Definition of Domestic Partner

Allegheny defines same- or opposite-sex domestic partners as two people who:

1. Are living together in a committed exclusive relationship of mutual caring and support with the intent that the domestic partnership be permanent;

2. Are financially interdependent so that they are jointly responsible for the common welfare and financial obligations of the household;

3. Are not in a relationship solely for the purpose of obtaining benefits;

4. Are not legally married to any other individual, and if previously married, a legal divorce or annulment has been obtained, or the former spouse is deceased;

5. Are mentally competent to enter into a contract according to the laws of the state in which they reside;

6. Are at least 18 years of age;

7. Do not have a blood relationship that would bar marriage under applicable laws of the state in which they reside.

Your Domestic Partner’s Children

Allegheny’s definition of an eligible dependent includes your domestic partner’s children if they meet all other definitions of an eligible dependent. For benefit coverages, eligible dependents include unmarried children under age 19, or under age 23 if full-time students.

Documentation Required

Allegheny College requires employees to sign an Affidavit of Domestic Partnership and to provide documentation from the following list of documents:

1. Notarized Domestic Partnership Agreement or Proof of Registry with a Domestic Partner Registry.

   If either of the documents identified in 1 above cannot be provided, then two forms of documentation from the following list of documents will be required:

2. Current joint mortgage, title to real estate which is the primary residence or joint lease for residence by both partners;

3. Evidence of durable powers of attorney for property and health care;
4. Evidence of joint ownership of motor vehicle, jointly held bank accounts, joint credit account; or designation of Domestic Partner as primary beneficiary for life insurance or retirement plan;

5. Such other proof as is sufficient to establish economic interdependency under the circumstances of the particular case at the discretion of the Director of Human Resources.

**Paying for Domestic Partner Benefits**

Allegheny College pays the majority of the cost to provide medical insurance coverage for a domestic partner and eligible dependent children. All Allegheny College employees who select partner or family coverage are required to make a contribution based on a percent of premium and also upon salary level and type of coverage.

Because of IRS requirements, domestic partner benefits will include the value of any health contributions to your taxable income. The College will withhold federal, state and local taxes on the value of the coverage provided to your partner and/or partner’s children. However, if your domestic partner and his or her children are your tax qualified "dependents" as defined under Section 152 of the Internal Revenue Code, you may be able to claim a tax exemption on your federal tax return. You should consult with a tax advisor to determine if you qualify for the tax exemption.

**Qualifying Life Events and Domestic Partnerships**

Because of the tax advantages, the IRS limits an employee’s ability to make benefit coverage changes during the year. Benefit elections made every July 1st are effective from July 1 through June 30 of each year, unless an employee has a qualifying life event. With regard to your domestic partnership, the following are considered as qualifying life events:

1. Filing and approval of an Affidavit of Domestic Partnership where none existed previously;

2. Ending your domestic partnership by filing an Affidavit of Termination of Domestic Partnership;

3. Birth, adoption, or placement of a child with you for adoption or foster care (including yours and/or your partner’s);

4. Loss of dependent child status;

5. Change in your partner’s employment status and/or benefit eligibility;

6. Death of a dependent, including your domestic partner.

Any change(s) must be requested within 31 days of the date of your qualifying life event. Also, the change(s) must be consistent with the event. If you acquire a new dependent, for example, adding medical coverage for that dependent would be allowed – but it would not be a reason to drop dental coverage on yourself.
SECTION 6: EMPLOYEE BENEFITS

Termination of Domestic Partnership

If a domestic partnership no longer meets all of the criteria of this policy, and to which the employee and his/her partner attest in their Affidavit of Domestic Partnership, you must notify the Human Resources Office within 31 days by filing an Affidavit of Termination of Domestic Partnership.

Additional Information

If you have any questions about your benefits or coverage for domestic partners, please call the Human Resources Office at 814-332-2312.

(Spring 2007)
Section 7
Faculty Support Services

7.1 Faculty Travel

Limited funding for professional travel is available through three sources.

1. External grants. Faculty who are able to obtain external funding to support travel expenses are encouraged to do so. Likewise, faculty whose travel plans are consistent with the purposes of existing grants are encouraged to use these funds.

2. Academic Support Committee. Funds may be obtained from the Academic Support Committee to support travel associated with a specific project related to a faculty member’s research or teaching. See Section 7.7 for details and application procedures.

3. Dean of the College’s Office. The Dean of the College administers a fund for faculty research and travel. Faculty may request travel support from these funds for presentation of papers, participation on national or regional committees, or similar activities.

Travel advances are issued upon written request. Faculty should complete a Faculty Only Travel Authorization form which can be obtained on the Web, from the Office of the Associate Dean of the College, or from the Office of the Dean of the College. The completed form should be submitted to the Office of the Dean of the College for approval and processing. If you wish to receive a travel advance, the form must be submitted by the 8th of the month. The college only issues checks on the 20th of the month.

Upon returning from the trip, a detailed travel report, with receipts, must be filed with the Office of the Dean of the College. All reimbursable travel expenses must be approved by the department chairperson or the appropriate administrative supervisor.

Faculty are reminded that Allegheny’s first priority is teaching. Care should be taken to limit travel which interferes with the faculty member’s teaching schedule, and to make up classes which are unavoidably missed.
7.2 Media Services

Location

Media Services is located in the basement of Pelletier Library. Please note that we cannot actually be accessed via the Library. Entrance to Media Services is provided through a second set of doors down the hill from the Library’s main entrance. N.B.: You will need your Allegheny ID to enter the area after 5:00 PM. Because getting to us is so hard, we make every effort to make using our services easy. Consider us the first stop for all your media needs. If we can’t help you, we’ll be happy to refer you to someone who can.

Media Services Information

Hours:

- Monday through Thursday: 9 am to 5 pm and 6 pm to 9 pm
- Friday: 9 am to 1 pm
- Sunday: 6 pm to 10 pm

Phone:

- Media Services Desk: 332-4784
- Helen McCullough: 332-3364

Web address:

merlin.allegheny.edu/dept/media

What we do

The main objective of Media Services to provide instructional media support to faculty and students. Our services can be individualized to your needs. We’re here to help you integrate media into the classroom.

Our services include

- Library Auditorium booking—The auditorium is equipped with a large screen and a video projector capable of playing VHS videos, DVDs, laser disks, and a computer. If requested in advance, a slide projector, overhead projector, or film projector can be set up on the room. The Library auditorium can be booked for individual classes by calling the Media Services desk at 332.4784 or by sending an email request to media@allegheny.edu. The auditorium is heavily used, so please book early.

- Media reference—A selection of media reference tools, including catalogs from distributors and university film rental centers, is maintained by Media Services. We will assist you in obtaining videos and other instructional materials for classroom use.

- Web research skills support—As a department of the Library, Media Services is committed to helping library users improve their research skills. In support of the Library’s bibliographic instruction program, we are eager to work with you to design
classes to teach students the skills they need to critically evaluate and use web resources. We consult with you to design class sessions that meet the instructional and discipline specific needs of your course. If you’d like to plan a web skills session for your class, please call Media Services at 332-3364 or email hmccull@allegheny.edu.

- **Rental and purchase of media materials**—Media Services will schedule, confirm, and return all materials requested through our department. Requests can be made via email (media@allegheny.edu), or you can call Media Services at 332-3364.

- **Media reserve**—Faculty may place non-print materials on reserve at the Media Services Desk. Except for videotapes, we accept most non-print formats including slides, filmstrips, audiotapes, CDs, and LPs. (Videotape and DVD reserve is handled through the Library’s Circulation Desk; please call 332-3768 for more information.) To place non-print items on reserve, call 332-4784.

- **Equipment loan**—A limited selection of portable equipment is available to faculty for short-term loan. Media Services uses a “walk-in” policy for equipment loans, we do not deliver or set up equipment for classroom use.

- **Slide production**—Media Services provides a limited scale slide production service. Our production is limited to flat copy work (i.e., photography of printed sources). We need a minimum of 3 weeks to complete slide production requests. Requesting departments are charged for the costs of production materials. Please call Media Services at 332-3364 or email hmccull@allegheny.edu

### 7.3 Pelletier Library

Pelletier Library continues the long-standing tradition of Allegheny’s library providing superior service and resources to the students and faculty of Allegheny College. Our original library was formed by gifts from the private collections of three generous donors—James Winthrop, Isaiah Thomas, and the Reverend William Bentley. Allegheny’s first president, Timothy Alden, was justifiably proud of the original library and in 1823 published a catalog of its contents. He sent a copy of this catalog to Thomas Jefferson, who responded by writing a letter to Alden in which he expressed his admiration at the quality of Allegheny’s library. The letter is now part of our Special Collections, and the text of the letter is rendered in bronze and hangs in the main lobby of Pelletier Library. Other Special Collections items include the Ida M. Tarbell (class of 1880) collection, the College Archives and Allegheniana, the Ex Dono collection, as well as other collections. Faculty should feel free to make an appointment with the Special Collections librarian if they want to bring a class to Special Collections, or to use the collections themselves.

Pelletier Library, dedicated in 1976, serves as the main library for the campus. All library services and personnel are housed there, although there are several small reading collections in Carr Hall, Doane Hall of Science, and Alden Hall. The Library’s collections are intended primarily to support the liberal arts curriculum. Pelletier provides access to information in a wide variety of formats. In addition to excellent print resources in both the reference and general collections, we offer access to material in other media as well, including microforms, CD-ROM, DVD, electronic databases, etc. Faculty are encouraged to participate in the building of the collections in their discipline by submitting requests to their department chairs or directly to one of the library staff. Requests can be sent via campus mail or they can be
emailed to the Director of the Library. Detailed instructions on the submission of orders are outlined on the Pelletier Library homepage. Pelletier is also a selective depository for both United States government documents as well as Pennsylvania state documents. We provide copy machines for print materials and a reader-printer for microforms; arrangements can be made for faculty members to charge copying costs to their departments.

Pelletier Library utilizes INNOPAC, developed by Innovative Interfaces Inc., for its automation system. INNOPAC is a full-featured system that provides automation of acquisitions, circulation, and cataloging, as well as ALLECAT, our on-line public access catalog (OPAC). ALLECAT is available in both web-based and text-based formats and can be accessed from both on and off campus. The Library also provides access to a large number of electronic databases (FirstSearch, Expanded Academic ASAP, Project Muse, Lexis-Nexis Academic Universe, Web of Science, MLA Bibliography, Psych Info, to name just a few) as well as access to the catalogs of other academic libraries (Penn State, Edinboro, University of Pittsburgh, OhioLink, etc.). Also available from the Library’s home page are details about other library services, such as electronic Interlibrary Loan (ILL) forms for faculty use, electronic course reserves, on-line book renewal, library hours, and special webpages.

The Library maintains an active Interlibrary Loan/Document Delivery service for students and faculty and a Course Reserve program. For materials we do not own, faculty may borrow books and request copies of journal articles by either filling out a form available at the Reference Desk or by sending your request electronically to LOANSRUS. Please see the Library’s homepage for detailed instructions. Faculty may put materials on Course Reserve in Pelletier in two ways now, either the physical item or electronically. For books and any other items that faculty want on reserve in the library, they can bring the materials they want to put on reserve to the Circulation Desk or Media Services Desk in the Media Services area. We now have an Electronic Course Reserve system in the library that provides 24/7 access to materials. The Circulation Desk handles all print reserves and videos, while other non-print materials such as slides, sound recordings, and films may be put on reserve at the library’s Media Services Desk. For more information about non-print materials, see the “Audio-Visual Aids” section of this handbook. There is a brochure about Course Reserve services available at the Circulation Desk, and information is available for ILL, Course Reserve, and Circulation policies and practices on the Library’s homepage. If you have questions about copyright, there is useful information about copyright restrictions on our homepage.

Due to the explosion in the number of information sources, finding pertinent information is a key element in today’s library. All academic libraries share similarities in their structure and function, but they all have unique characteristics as well. Instruction in locating and evaluating resources in Pelletier Library is available to every member of the Allegheny College community. Faculty members are strongly encouraged to contact one of the Reference Librarians in order to schedule instruction sessions for their classes and/or for themselves.

The Library’s staff strives to cooperate with faculty in support of the academic programs and curriculum of Allegheny College. We urge all faculty to discuss any ideas or suggestions they may have about our collections, policies, services, or procedures with any of the library staff. We welcome any comments, questions, and concerns that may arise in our quest to serve the faculty of Allegheny College to the best of our ability.
7.4 Printing Services

Allegheny’s Printing Services department is the campus community’s printing consultant that provides high-quality printing and copying at reasonable prices.

Copyright Information

The College, as well as its faculty, staff and students may be liable for damages if copyrighted materials are reproduced without permission or are in violation of the law.

Copy Station

The Printing Services department is equipped with a four-color copier, which can copy paper sizes 8.5”x11”, 8.5”x14” and 11”x17.” Originals up to 11”x17” can be reduced to 8.5”x11” automatically; smaller copies can be enlarged up to 11”x17.” The department can print in red, green, blue and black ink at no extra charge, unless a combination of color inks is requested.

Copiers provide a prompt service at a low cost, and are popular with students who would like copies of term papers, theses or dissertations. Students’ resumes can be copied on a quality bond of paper with matching envelopes. The color copier is also equipped to produce color transparencies and color iron-on transfers.

Offset Printing

Offset printing produces a higher quality product than does copying, as special color inks can be used to enhance a product. However, offset printing orders do take longer to complete since these orders require more steps. Turn-around time for offset printing is one to two weeks, depending on the complexity of the order and the availability of materials.

Desk Top Publishing

Using a Macintosh Computer with scanning abilities and an 11”x17” laser printer, the department offers layout, design and creative concepts for printed pieces. A 65,000 image pack click art is also available for graphic designs.

Finishing

Finished orders can be stapled, punched, folded, numbered, cut to size and wrapped. The department offers three binding methods: coil; spiral; and thermal. Laminating is offered from 2”x3” to 11”x17.”

Other Services

The Printing Services department also provides various copying, publishing and designing services for the following types of materials:
7.5 Student Assistants

Faculty members who wish to employ students as laboratory, class or office assistants should file a job description with the Financial Aid Office. Students who are eligible for College Work Study will be referred to faculty members when the Financial Aid Office is notified there is a position which needs to be filled. Students eligible for College Work Study should be given preference for any position; however non-work study students may be hired if departmental budgets allow. The departmental budget will be charged for all employment costs. (For additional information, please see the “Supervisor’s Manual for Campus Employment.”)

7.6 Pre-Tenure and Sabbatical Leaves

Pre-Tenure Leaves

Tenure-track faculty may apply through the department chairperson and the Academic Support Committee for a pre-tenure leave to study and travel in the interest of professional growth. Pre-tenure leaves provide for a one-semester leave at full pay with no responsibilities on campus to allow the faculty member extended time for conducting research or working on course development.

Tenure-track faculty are eligible for the pre-tenure leave after a successful pre-tenure review and after having served at least three years. This means that faculty members on a normal tenure clock are eligible to apply for a pre-tenure leave in the fall of their fourth year of service for the following (fifth) year. Faculty members on an accelerated tenure clock due to prior service are eligible to apply for the leave in the fall of their third year of service for the following (fourth) year.

If combined with a personal or professional leave of absence from the institution, the faculty member may choose to postpone the tenure clock by one year. Full-time non-tenure-track faculty are not eligible for a pre-tenure leave. Faculty members who take a pre-tenure leave are eligible to receive their first regular sabbatical leave after an additional six years of full-time teaching.

Sabbatical Leaves

Sabbaticals, like pre-tenure leaves, provide the faculty member time for professional development. Faculty members who do not take a pre-tenure leave are eligible for their first regular sabbatical after receiving tenure and having served for at least six years. This means that faculty members on a normal tenure clock are eligible to apply for their first sabbatical
leave in the seventh year of service for the following (eighth) year. Faculty members on an accelerated tenure clock due to prior service are eligible to apply for their first sabbatical leave in the sixth year of service for the following (seventh) year. Faculty are eligible for their next sabbatical leave after an additional six years of full-time teaching.

Unlike the pre-tenure leave, a sabbatical leave provides the option of either a one-semester leave at full pay or a two-semester leave at five-eighth’s pay.

Full-time non-tenure-track faculty with faculty rank (who may not apply for the pre-tenure leave) are eligible to apply for their first sabbatical leave in their seventh consecutive year of service for the following (eighth) year. They are eligible for their next sabbatical leave after an additional six years of full-time teaching.

**Procedures**

Applications for pre-tenure and sabbatical leaves are due on November 1 of the year prior to the year in which the leave is to take place.

Pre-tenure and sabbatical leaves are contingent upon the ability of the College to meet its teaching needs during the faculty member’s absence. It is understood that a faculty member will continue in the College for at least one regular academic year after the leave unless granted a terminal leave. It is further understood that faculty taking leaves will not seek summer school employment during the summer of the same calendar year as their leave.

The faculty member is also expected to file a report of his or her leave activities with the Dean of the College and the Academic Support Committee within three months of the completion of the leave.

Leaves may not be accumulated. That is, faculty are not eligible for leaves at less than seven-year intervals. If, however, an approved leave is delayed for one year for institutional or personal reasons, the faculty member is eligible for the next leave one year earlier than would otherwise have been the case.

(Spring 2007)

**7.7 Guidelines for Grants and Sabbatic Leave**

**Introduction and funding guidelines**

The Academic Support committee is charged with granting funds for faculty development in areas related to research and teaching. Funds are available to all full-time faculty: those in the process of establishing a career as well as those sustaining their professional development. The Committee is most likely to fund well defined projects that can be carried out, or significantly advanced, in the time available to the applicant. Funding is available for projects that occur during sabbaticals, summers, or throughout the academic year. The term “project” is used to encompass traditional research, the visual and performing arts, and teaching. Funds from ASC are distributed on the basis of the fiscal year (July 1-June 30). Examples of funding requests the Committee has approved include:
SECTION 7: FACULTY SUPPORT SERVICES

1. Travel, lodging, meals and out-of-pocket expenses associated with a short term trip to develop a specific project.

2. Photocopying, acquisition of documents, slides and microfiche necessary for the development or completion of a project when other sources of funds are not available.

3. The development of on-campus workshops, conferences or seminars related to teaching or scholarship. Where appropriate, the Committee will support small groups of faculty working on a common disciplinary or multi-disciplinary project.

4. Necessary supplies or small equipment purchases which cannot be obtained through other sources of funding (e.g., departmental budget, grants, etc.).

5. Attendance at conferences and workshops related to development of a specific project or to teaching.

6. Hiring of temporary student research assistants when other sources of funds (e.g., departmental budgets) are not available.

7. Supplemental living grants where the project requires the faculty member to live for an extended period away from campus. Such grants are most likely to be considered when the faculty member is on sabbatical. Since such grants may be larger than usual, they are subject to the availability of funds.

If there are any questions concerning the appropriateness of a specific application, faculty are encouraged to consult with the Committee chair, a Committee member, or the Dean of the College prior to submitting an application.

**Proposals which the Committee usually does not fund**

In unusual cases and circumstances, the Committee will consider requests in these areas; however, a rational for asking for support in these areas must be provided by the applicant making the request.

1. Requests for assistance with the expenses normally incurred in obtaining advanced degrees.

2. Requests which are primarily for equipment.

3. Requests for funding of projects which already have been completed.

4. Requests for funding while on leave of absence.

5. Requests for supplies and services that are usually available from departments.

6. Requests for publication page charges, reprints, offprints, or preprints.

7. Requests for stipends.
SECTION 7. FACULTY SUPPORT SERVICES

Proposals which are approved and/or funded directly by the Dean of the College’s Office

1. Requests for funding for travel to present scholarly work.

2. Requests for released time. (Released time is negotiated among the faculty member, the department chair, and the Dean of the College.)

3. Requests for leave of absence.

4. Proposals specifically concerning department or College-wide curriculum development.

How to Apply for Academic Support Committee Grants and Sabbatic Leave

All requests for funding from the Academic Support Committee should include the following items and should be sent to the Office of the Associate Dean of the College (Box 6):

1. A brief statement (1-2 single-spaced pages) that clearly defines the project to be pursued and related activities. The statement should include a rationale for the project and its relevance to the applicant’s professional development. Please remember that the members of the Committee may not have expertise in your area of interest. Avoid jargon, and explain the project as clearly as possible.

2. A budget of all anticipated expenses, divided into appropriate categories: transportation, lodging, food, photocopying, library fees, materials, etc. Faculty are asked to request full funding. The Committee may not be able to award full funding, but the Committee feels it is fairer to all applicants if all anticipated expenses are listed in the proposal. All requests should clearly indicate in which fiscal year the funding is needed. The fiscal year ends on June 30. Funds provided for expenditure in one fiscal year cannot be carried into the next fiscal year.

3. A listing of previous Academic Support Committee grants and a brief description of outcomes resulting from the funded work and a copy of the report from that leave.

4. A list of other sources from which the applicant has requested funding and the likely date of notification from those sources. The Associate Dean’s office should be informed immediately if alternate sources of funding are obtained.

5. A recent curriculum vitae. C.V.’s should be at most four pages in length. Applicants should select for inclusion those items judged to be of most relevance to the committee in deciding the merits of the applicant’s request. Only the most recent publications and presentations need be included unless there is older work that is relevant to the present request. Applicants may wish to indicate the number of items that have not been included (e.g., twelve presentations at disciplinary meetings between 1990 and 1998).

6. Any additional information that the applicant feels will assist the Committee in evaluating the request.
Requests for Sabbatical Leave should also be sent to the Office of the Associate Dean of the College (Box 6). If the applicant is not seeking funding, the application for sabbatical leave should include the following items:

1. A brief statement (1-2 single-spaced pages) that clearly defines the project to be pursued during the leave and related activities. The statement should include a rationale for the project and its relevance to the applicant’s professional development. Please remember that the members of the Committee may not have expertise in your area of interest. Avoid jargon, and explain the project as clearly as possible.

2. A recent curriculum vitae. C.V.’s should be at most four pages in length. Applicants should select for inclusion those items judged to be of most relevance to the committee in deciding the merits of the applicant’s request. Only the most recent publications and presentations need be included unless there is older work that is relevant to the present request. Applicants may wish to indicate the number of items that have not been included (e.g., twelve presentations at disciplinary meetings between 1990 and 1998).

3. A statement indicating when the applicant last received a sabbatical leave.

4. A letter of support from the department chair, unless the applicant is a department chair. It is helpful if this letter indicates how the department intends to cover the applicant’s absence.

Applicants who are requesting funding with their Sabbatical Leave should also include the following with the Sabbatical Leave request:

1. A budget of all anticipated expenses, divided into appropriate categories: transportation, lodging, food, photocopying, library fees, materials, etc. Faculty are asked to request full funding. The Committee may not be able to award full funding, but the Committee feels it is fairer to all applicants if all anticipated expenses are listed in the proposal. All requests should clearly indicate in which fiscal year the funding is needed. The fiscal year ends on June 30. Funds provided for expenditure in one fiscal year cannot be carried into the next fiscal year.

2. A listing of previous Academic Support Committee grants and a brief description of outcomes resulting from the funded work.

3. A list of other sources from which the applicant has requested funding and the likely date of notification from those sources. The Associate Dean’s office should be informed immediately if alternate sources of funding are obtained.

**Recipient Responsibilities**

1. Receipts for reimbursements or receipts indicating how a funding advance was spent must be submitted to the Accounting Office (Box W) by the requested date.

2. Sabbatical leave reports that outline the outcome of the leave should be filed with the Dean of the College within three months of the completion of the leave.
SECTION 7. FACULTY SUPPORT SERVICES

3. Reports to the Academic Support Committee for Committee grants are encouraged; these reports are required when submitting a new grant application. This report is required when submitting any new sabbatic leave applications.

4. Reports to the Academic Support Committee for Committee grants are encouraged; these reports are required when submitting a new grant application.

5. Support from the Allegheny College Academic Support Committee should be acknowledged in publications.

6. If faculty do not use all of the approved funds, the Committee should be notified immediately.

7. Grant monies may be used only for the purpose outlined in the proposal. Should circumstances necessitate a significant change in the use of the funds, permission must be obtained from the Committee or the Associate Dean of the College.

Application Deadlines

1. November 1 of the year prior to the requested sabbatical is the deadline for submitting sabbatical leave requests. The Committee will consider sabbatical leave requests during the month of November.

2. November 1 is the first deadline for Committee grants and sabbatical leave funding. Requests received after that date will be considered if the funds are still available.

3. February 15 is the final deadline for both Committee grants and sabbatical leave funding grants. Requests received after that date will be considered if the funds are still available.

4. Requests for activities during the academic year may be submitted at any time. Nevertheless, the committee encourages faculty to submit requests as early as possible so that they may be considered in line with the deadlines in the previous paragraphs.

(Revised Spring, 2004)
Section 8

Academic Regulations

8.1 Academic Advising at Allegheny College

Students are responsible for designing an Allegheny education that meets their goals and is consistent with Allegheny’s liberal arts tradition and curricular requirements. While the ultimate responsibility for planning an academic program lies with the student, the Academic Advisor occupies a position of trust and is expected to assist students in their planning.

1. Guidelines for students

   (a) Recognize that you are responsible for all decisions that you make at Allegheny. Be aware that not all things are possible; choices carry with them consequences.

   (b) In planning your academic career, think about your larger goals. You are not required to decide now what you might want to do after leaving Allegheny, but you should at least consider what you might want to do after leaving Allegheny and how the choices you make now impact your post-Allegheny plans. You may wish to discuss your goals with your advisor or visit the Office of Career Services to explore your options.

   (c) Your advisor is an important resource. If you have questions about the Allegheny curriculum that are not answered by the College catalog, or if you experience academic difficulty, consult with your advisor. Listen to and carefully evaluate his or her advice.

   (d) Be aware of deadlines and meet with your advisor well before it is time to schedule courses for the next semester. Do not assume that your advisor will have time to meet with you and grant you permission to register if you postpone meeting with her or him until immediately before the registration deadline.

2. The advisor’s role
(a) Encourage students to devise a balanced course of study that will lead to a broad liberal arts education. Question and challenge student goals. Ask about post-college plans, and advise students of the resources available through ACCEL and the Office of Career Services.

(b) Inform students about educational opportunities (e.g., courses and programs, internships, off-campus study, study abroad, experiential learning programs).

(c) Monitor the academic progress of advisees, maintain student folders with current information, and remain informed about current college curricular requirements. Contact students who have received mid-term deficiency reports. Be aware of student support services and refer students when appropriate.

(d) Maintain the confidentiality of the information in student folders. Keep in mind that it is unprofessional to share a student’s record with anyone other than the student unless he or she has provided written permission authorizing such action.

8.2 Academic Honor System

The Allegheny Student Government and Faculty adopted an honor system in 1960 which, since 1964, has applied to all students admitted to the College. The Honor Code is printed in the College Catalogue and is administered by a student Honor Committee. If a faculty member suspects that a student has violated the Honor Code, the following procedure generally will be followed.

1. The instructor should arrange a meeting with the suspected student and describe the instructor’s suspicions and the evidence supporting it. After discussing the case freely with the student, the instructor may choose to withdraw the complaint or forward it to the Dean of Students Office, which will then inform the Honor Committee.

2. If the student admits to violating the Honor Code to either the instructor or to the Honor Committee, an expedited review process may be followed. If the instructor, the student, and a representative from the Dean of Students Office agree to an expedited process, and if the student has not previously been found responsible of violating the Honor Code, then a meeting between those parties will be arranged to discuss and resolve the Honor Code violation. The instructor will assign academic course work sanctions, and the representative of the Dean of Students Office, in consultation with the Chair of the Honor Committee, will assign a college sanction. The course and the college sanctions can be appealed by the student to the Honor Committee, which will begin the review process anew.

3. If the student does not admit to violating the Honor Code, or if the student has previously been found responsible of violating the Honor Code, or if the instructor, the student, or the representative from the Dean of Students Office does not want the expedited process to be used, then the case will be forwarded to the Chairperson of the Honor Committee by the Dean of Students Office. Please refer to the Student Conduct System, Section 11.9 of this Handbook, for a description of the Honor Committee and its procedures. If the Honor Committee determines that it is more likely than not that a violation of the Honor Code has occurred, then the case will be
forwarded to the Academic Integrity Board. If not, the case may be dismissed by the Honor Committee.

4. If the Honor Committee forwards the case to the Academic Integrity Board, the instructor will be asked to participate in the Academic Integrity Board meeting. If the accused student is found responsible of violating the Honor Code, the Academic Integrity Board will recommend an academic course work sanction to the instructor and will assign college sanctions. Please refer to the Student Conduct System, Section 11.9 of this Handbook, for a description of the Academic Integrity Board and its procedures.

5. If the case is not resolved prior to the end of the semester in which the alleged infraction occurred, the instructor should post an incomplete grade in the course. If the alleged infraction is discovered after final grades have been posted, the instructor should contact the Dean of Students Office. The instructor should submit a final grade or a grade change once the case is resolved.

Faculty members are encouraged to: participate fully with the Honor Code; notify students at the start of each course of expectations regarding footnoting, citations, use of translations, group study and the like; and not place strain on the honor system by presenting students with unnecessary temptation.

### 8.3 Academic Schedules

Course schedules are established by the Dean of the College with the advice of the department chairperson. It is expected that all classes will be held at the time and place for which they are officially scheduled. Any adjustments of the established schedule should be approved by the Dean of the College. Such notification is not necessary in the case of a faculty member wishing to meet a class no more than once or twice in his or her home. Faculty members are urged to avoid scheduling special meetings that will conflict with such activities as public lectures or music rehearsals. In the event of illness or other special circumstances preventing them from meeting a class, faculty members should inform their department chairpersons and arrange for the classes to be covered.

### 8.4 Course Size

No classes with an enrollment of less than six students may be taught without permission of the Dean of the College. In the event a course is canceled for lack of sufficient enrollment, its instructor should be prepared to teach another course or take on other responsibilities. Limits should be placed on the maximum size of courses only for an excellent cause and with the approval of the department chairperson and the Dean of the College.

It has been voted by the faculty that “permission of the instructor” may be used as a prerequisite for enrollment in a course for the following reasons:

1. to determine students’ academic qualifications for the course;

2. to explain the nature of the course and its requirements to prospective students or to provide material such as reading lists or syllabi;
3. to insure sufficient space for majors in courses required for majors.

Class lists will be distributed by the Registrar’s Office at the beginning of each semester. These should be checked against actual attendance and any discrepancy promptly reported to the Registrar’s Office.

8.5 Commencement

Formal Commencement exercises are held once each year in May, although the faculty confers degrees on three separate occasions during the academic year. All faculty are expected to participate in the commencement exercises unless excused in advance by the President; faculty members are responsible for procuring appropriate academic costume.

Student Participation in Commencement

Policy

All students “tentatively approved” for graduation by the Faculty will be permitted to participate in the commencement exercises. Tentatively approved students who completed all degree requirements and are approved by the Faculty will receive an Allegheny degree at commencement exercises. Tentatively approved students not completing all degree requirements and not approved by the Faculty will be permitted to participate in commencement exercises but they will receive a blank piece of paper instead of a diploma. Students are permitted only one opportunity to participate in graduation exercises, that being the year in which their name appears on the commencement program. The commencement program will indicate that all degrees are awarded “subject to the completion of all requirements.”

Procedure

1. After the conclusion of the drop period for the first semester, the Registrar’s Office will prepare a list of all students likely to be able to graduate at the conclusion of the second semester. This list will be sent to all faculty and department chairpersons. They will check their majors and advisees files to see if the students on the list are indeed likely to graduate and to see if any student had been inadvertently omitted. Each student on the list will be notified directly by the Registrar and a notice will be placed in the Campus telling students that if they have not received a notice and they expect to graduate to contact the Registrar immediately. The Campus notice will indicate that students are responsible for being sure their names are on the tentative list.

Students participating in approved cooperative (3-1; 3-2; 3-3) programs will be permitted to participate in commencement exercises with the rest of their entering class, although they will not graduate or receive a diploma until the terms of agreement for the cooperative program have been completed satisfactorily (see also section 6c below). Cooperative students will continue on that list only if the faculty member who approved the cooperative program and signed the appropriate form certifies that the student is making satisfactory progress at the cooperating institution. The student will submit an official transcript, a listing of courses in which the student is enrolled, and such other materials as may be agreed upon by the faculty member and the student.
The faculty must certify this progress to the Registrar by mid-February. Without this certification, the student’s name will be removed from the list of students permitted to participate that the faculty votes on at the end of the second semester.

2. The Registrar’s Office will maintain this list. Faculty and students should report any changes in their likely graduation date.

3. After the fifth week of the second semester, the Registrar will send to all faculty, as part of the agenda for the March faculty meeting, the list of students to be tentatively approved for graduation. The only students appearing on this list will be those who could complete all degree requirements by the end of the second semester; students needing additional courses, even if they are planning on taking them in the summer, will be omitted. The Faculty will review, and perhaps amend, this list; it will then become the tentatively approved roster. All students appearing on this list will be permitted to participate in commencement exercises.

4. Students who do not meet the requirements for graduation may petition the department of their major for permission to participate in Commencement. Such requests, which will be granted only under the most extreme of circumstances, must be submitted in writing and must include the endorsement of the student’s academic advisor. There is no appeal from a decision of a department to deny a request. Requests from students with joint or double majors must be approved by all departments involved.

After the approval of the department or departments involved, petitions for permission to participate in Commencement are submitted, in writing, to the Academic Standards Committee. The decision of the Academic Standards Committee in these matters is final. In its periodic reports to the Faculty, the Academic Standards Committee will include data on the number of petitions and their disposition.

5. Following the usual procedure, the Registrar will present a list of graduates to the Faculty at its next to the last meeting of the academic year. Students not on this list, but on the tentatively approved list, will not receive a diploma. Students who have not settled their accounts satisfactorily with the Bursar’s Office will not receive a diploma.

6. Tentatively approved students not receiving a diploma will be treated as follows based on the reason indicated:

(a) Accounts not settled: the student will be considered a May graduate as soon as the account is settled; no additional faculty vote will be required.

(b) Incomplete in one or more required courses: (1) if incomplete is made up prior to the following September 1, the student will be considered a May graduate; no additional faculty vote will be required; (2) if incomplete is not made up by the following September 1, will be considered for a subsequent graduation; an additional vote will be required.

(c) Documentation from a cooperating 3-2 institution not complete: (1) if work was completed successfully, then will be considered a May graduate and no additional action will be required; (2) if work was not satisfactorily completed by the end of June, then will be considered for subsequent graduation and additional faculty vote will be required.
(d) Failing or withdrawing from one or more courses needed for graduation: the student will not be considered a May graduate, will have to take additional course(s), and an additional faculty vote will be required. (This rule will apply even if the student takes the necessary course(s) during the immediately following summer.)

(e) Failing to meet a required grade point average: the student will not be considered a graduate for that May, will have to take additional course(s), and an additional faculty vote will be required.

8.6 The Academic Calendar

1. Each semester will contain exactly 70 class days, 14 on each weekday, (Monday through Friday).

2. There will be 4 days allotted for final examinations. The final examination period will be preceded by 2 study days.

A typical exam schedule: is

<table>
<thead>
<tr>
<th></th>
<th>9-12 am</th>
<th>2-5 pm</th>
<th>7-10 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day</td>
<td>MWF 9:00-9:50</td>
<td>TR 3:00-4:15</td>
<td>TR 9:30-10:45</td>
</tr>
<tr>
<td>Second Day</td>
<td>MWF 10:00-10:50</td>
<td>MWF 2:30-3:20</td>
<td>MWF 8:00-8:50</td>
</tr>
<tr>
<td>Third Day</td>
<td>TR 11:00-12:15</td>
<td>TR 8:00-9:15</td>
<td>MWF 1:30-2:20</td>
</tr>
<tr>
<td>Fourth Day</td>
<td>MWF 11:00-11:50</td>
<td>TR 1:30-2:45</td>
<td>MWF 12:00-12:50</td>
</tr>
<tr>
<td></td>
<td>MWF 12:00-12:50</td>
<td>MWF 3:30-4:20</td>
<td></td>
</tr>
</tbody>
</table>

It is unlikely that a student would have 3 examinations on the same day or 2 at the same time. However, this is a possibility and faculty should be aware of it and be prepared to make allowances.

FALL CALENDAR GUIDELINES

3. The first day of fall classes will be a Thursday, falling between 8/26 and 9/1 inclusive. Matriculation will be the preceding Sunday.

4. Fall break will be the seventh Monday and Tuesday after classes start.

5. There will be no classes on Wednesday, Thursday, and Friday of Thanksgiving week.

6. The last day of fall classes will be a Wednesday, falling between 12/8 and 12/14 inclusive.

7. Finals will begin on Saturday following the last day of classes. There will be no finals on Sunday.

SPRING CALENDAR GUIDELINES

8. The first day of spring classes will be a Wednesday falling between 1/14 and 1/20 inclusive.
9. Spring break will begin on the Saturday after the first full eight weeks of classes.

10. The last classes will be on the 15th Tuesday after the first day of classes (normally falling between 4/27 and 5/4 inclusive).

11. Finals will begin on the Friday following the last day of classes. There will be no finals on Sunday.

12. Commencement will be on the Sunday following finals and will fall between 5/9 and 5/16 inclusive.


8.7 Student Course Loads: Add/Drop Period

The usual academic load is 16–17 semester hours in each semester and 32–34 semester hours for the year. Students may take up to 20 semester hours per semester without special permission. Students must take at least 12 credits in a semester to be considered full time.

Students may add 14-week courses through the first two weeks of the semester. Students may drop 14-week courses through the first five weeks of the semester. Students may add 7-week courses through the first two weeks of the module. Students may drop 7-week courses through the first three weeks of the module. To add or drop any class, students must submit a completed change of schedule card to the Registrar’s Office. Students intending to add a class must secure the written permission of the instructor and notify their advisor; those wishing to drop a class must notify both the instructor and advisor. Students should be aware that, after a class starts, instructors will become increasingly reluctant to admit additional students.

If students wish to take a course on the Credit/No Credit basis, they must inform the Registrar by the end of the second week of classes for fourteen-week courses or, for seven-week modules only, by the end of the second week of the course. Cards for electing the Credit/No Credit option are available from the Registrar. Students are cautioned that some courses may not be taken using this option. Courses not eligible for the Credit/No Credit system are indicated in the College Catalogue.

Students who withdraw from the College between the conclusion of the fifth week of the semester and the last day of classes will receive the grade of “WC” for all courses for which they are registered. This will not affect the quality point average.

8.8 Student Withdrawals

Students desiring to withdraw from the College must complete the withdrawal form available in the Office of the Dean of Students. Students may withdraw from the College without grade penalty up until the last day of the final examination period. When a student withdraws from the College during the first five weeks of the semester, the courses will not appear on the official transcript. Students who withdraw between the conclusion of the fifth week of the semester and the last day of classes will receive the grade of “WC” for all courses for which they are registered. Grades of “WC” do not affect the student’s quality point average.
A student who wishes to withdraw from a course after the first five weeks of the semester, may ask the instructor to grant a Withdrawal. In such a case, the student is responsible for providing evidence of extenuating circumstances (i.e. prolonged serious illness) to the satisfaction of the faculty member, who has sole authority to grant the Withdrawal. When such a request is granted, the student’s transcript will reflect a grade of “W”.

When students withdraw or are dismissed from the College, their student status is terminated; they are expected to move out of their College residence facility and to leave campus within forty-eight hours, and they are expected not to frequent College facilities, classes, services, and functions. They are denied those rights and privileges normally afforded to students in good standing. They may, however, consult with College personnel concerning readmission and request letters of recommendation and other related services.

8.9 Academic Costume

Members of the faculty are asked to provide themselves with academic costume for Commencement, Matriculation and other occasions when it is required. Members not owning costumes may arrange to rent them through the Bookstore at least four weeks in advance of the event. Costumes may also be purchased through the Bookstore at cost plus shipping.
Section 9

Instructional Policies

9.1 Class Attendance Policy

1. With the exception of medical excuses (described in section 6 below), students are permitted to be absent from class only with the approval of the instructor. Unauthorized absences may result in grade penalty or other consequences at the discretion of the instructor. Course instructors are required to state their attendance policy at the outset of the course. Religious holidays and illness or death of a family member are generally recognized as legitimate reasons to miss class, although students should be prepared to provide documentation if asked.

2. On occasion, college-related activities will conflict with class meetings. Faculty are not required to excuse students for these activities; however, many faculty are willing to make reasonable alternative arrangements for students who provide advance notice of anticipated absences, take responsibility for completing missed work, and make every effort possible to reduce disruption to the course as the result of their absences.

3. Sponsors of college-related activities should make every reasonable effort to avoid planning events that will conflict with class schedules. In addition, sponsors of these activities should provide notice to student participants and to faculty of anticipated absences at the earliest possible date. These notices will typically come from coaches in cases of athletic/conflict and from the Dean of Students Office in all other cases.

4. Students should take responsibility for providing advance notice of absences, for acquiring information or course materials distributed during the missed class meeting(s), and for completing make-up assignments.

5. Students should discuss potential conflicts with faculty advisors when planning for course registration and attempt to schedule class times that will not interfere with legitimate college activities whenever possible, keeping in mind that completing required courses is always the most important consideration.

6. Students may be excused from class attendance or other academic requirements if suffering from illness or injury that has been determined by medical authorities to require bed rest for a period of not less than 24 hours, immobilization, or treatment.
that can only be scheduled in conflict with class. This precludes excuses based on common complaints such as simple respiratory infections or colds, pulled muscles, headaches, and the like.

This policy applies only to medical excuses from academic activities. It does not apply to cases where students are petitioning to drop a course without grade penalty. In the latter case, a review will be conducted by the Health Center staff in consultation with the course instructor to determine whether the student’s medical situation has disrupted normal activity to a degree that the student's performance in the course has been adversely affected.

7. Questions about this policy should be referred to the Dean of Students Office.

### 9.2 Tests, Papers, and Examinations

1. All hour-tests should be scheduled as soon as possible in the semester; they should be announced to classes at least a week before they are given.

2. According to Faculty vote, no hour-test or final examination may be given during the last week of classes in any semester. Hour-tests and final examinations may not be given on study days. The only exceptions to this rule are laboratory practicums and oral examinations on senior projects.

3. The following guidelines regarding take-home examinations have been adopted by vote of the Faculty:
   
   a) Instructors should make clear the ground-rules for take-home tests given during and at the end of the semester, the amount of time allowed for the writing of the examination, whether the examinations are to be taken with open or closed books, and when the examinations are due.

   b) Take-home examinations should not demand more time during the final week of a course than would in-class examinations out of fairness to the student who must allocate study time among several courses.

   c) Take-home finals may be handed out during the last week of classes, preferably toward the end; in no case should an instructor require a student to hand in a take-home examination before the time period originally scheduled for the final examination of that course. If no final examination period has been scheduled, the exam may not be due prior to noon on the second day of examinations. Students may hand examinations in later than this if the instructor permits, but no later than the last day of examinations unless permission for a grade of “Incomplete” has been granted.

   d) It is established tradition of the faculty that results of an examination will normally be available to individual students a week after the examination is given and shall be kept available until at least the second week of the next regular semester. Final examination grades are not released until the beginning of the next semester. Public posting of examination grades for individual students and
public dissemination of other evaluations (e.g. leaving a stack of graded papers outside the office door) is not permitted due to Federal law.

4. The schedule of final examinations for the ensuing academic year is included in the Registration Guide published online by the Registrar's Office during the spring semester. Examination periods are three hours in length.

5. After an hour-test or examination has been taken by a student, no re-examination is permitted. This regulation should not be construed as prohibiting the retaking of hurdle examinations under self-paced instructional systems such as the Keller method.

6. It is understood that all courses, with the possible exception of seminars, independent study courses involving substantial papers, and writing and studio courses, will include final examinations unless specific permission is granted by the Dean of the College to omit the examination.

7. No student may be excused from a final examination or take the examination at a time other than the officially scheduled period. Transportation arrangements or the student's desire to take a job prior to the official end of the semester are normally not considered valid reasons for establishing special examinations. Students desiring to register for courses requiring three examinations in a row must obtain the permission of their advisor.

8. It is normal practice to allow students under the Honor Code to take their examinations to other, presumably quieter, examination rooms within the building in which an examination is being given. This practice does not extend to permission to leave the building. (Please see the full version of the Code published in the Catalogue.

9. Faculty are urged to establish clearly announced (preferably in writing) due dates for all term papers, laboratory reports, and other exercises and to make positive note of receipt of these exercises and examination papers when they are handed in. While the burden of proof regarding completion of an exercise or assignment is on the student, a clear record of receipt of the material can reduce the possibility of later controversy. Students should be urged to keep copies of all significant reports and papers, as well as pertinent notes and other documentation, at least until the original copy has been graded and returned by the instructor.

9.3 Final Examination Guidelines and Rationale

Students are expected to take their final examinations at the time indicated in the Academic Schedule. Any exceptions to this scheduled time period must receive the approval of the course instructor and the chairperson of the department in which the student is requesting the exception. Special examinations shall only be given after careful consideration of the circumstances presented by the student. All requests for exam changes should be made prior to the last week of classes. Requests for exam changes after this date shall only be considered in cases of unforeseen personal or family emergencies.
Rationale:

1. Final examinations are an integral part of the academic calendar;

2. Undue strain is placed on the Honor Code when multiple examinations are administered;

3. Undue pressure is placed on faculty to be available for an additional administration; some faculty feel the necessity to make up another exam but then are concerned as to whether the exams are comparable;

4. Students are not treated equally if guidelines are not followed; the guidelines provide for equitable administration of this policy;

5. Leniency by one faculty member places pressure on another to be “a nice guy” too. At the same time, some exams are simply not amendable to multiple administrations.

Circumstances Which Are Usually Not Approved:

1. Two exams the same day. (Students seeking a schedule in which three exams in a row are scheduled must seek approval prior to registering.)

2. Receive a ride home earlier than exam scheduled. “I can't afford to take the bus.” (Potential for abuse in this area is obvious. If approved, be prepared for many similar requests!)

3. “Have to be on the job on...” In the past, this reason has not been acceptable for the changing of an exam unless the employer wrote or called indicating that the date was a definite factor relative to the employ of the student.

Circumstances Which Have Normally Received Approval:

1. Participation in wedding of a family member/close friend;

2. Attendance at graduation of a family member;

3. Parent's 25th wedding anniversary;

4. Family trip of long distance (usually outside U.S.);

5. Flight difficulty for international/Puerto Rican students;

6. Various unique requests. (Example: sickness of mother, father)

Approval For Scheduling Courses With Three Exams in a Row:

Students may not register for courses which have three exams in a row scheduled. Exceptions to this policy must be approved by the student's advisor at registration if the scheduling of these courses in one semester is absolutely necessary. Any requests for exam changes should be made to the instructor at this time.
9.4 Grade Reports

1. Letter grades are reported on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points/SH Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>Fair</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Fair</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>Passing</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.00</td>
</tr>
</tbody>
</table>

2. According to the College Attendance Policy, “Attendance may or may not, at the discretion of the instructor, count toward the final grade …”

3. Credit/No Credit grades are reported as CR/NC. Credit, “CR,” will be awarded for course performance equivalent to, or higher than, a passing letter grade, D. No credit, “NC,” will be awarded for course performance equivalent to a failing letter grade, F.

4. Faculty considering granting a grade of Incomplete (IN), or withdrawal (W) to a student should consult the Catalogue for rules and procedures related to such a grade assignment.

5. Grades are entered by faculty via Webadvisor. By Faculty vote, grades are to be reported to students by the Registrar's Office, not by individual faculty.

6. By Faculty vote, grade changes are allowed only in the case of a demonstrable mathematical error in the compilation or recording of a grade; all such grade changes must be made by the Dean of the College.

7. At the conclusion of the fall and spring semesters, student grade reports are mailed to the student at their home address.

8. The cumulative quality point average is calculated using all courses taken at Allegheny with the following exceptions: a) courses that do not carry academic credit (e.g. most Physical Education courses, many labs) are not included, b) courses taken on a Credit/No Credit basis are not included, and c) when a course has been repeated only the most recent attempt is included. Calculation of the cumulative quality point average is done in two steps: a) for each course to be included multiply the number of semester hour credits earned times the appropriate number of quality points/semester hour credit to get the quality points earned for this course, b) to get the average, add all of the quality points earned and divide by the total number of semester hour credits earned.
9.

A cumulative quality point average of at least 2.00 is required for graduation from the College.

10. Should a student’s cumulative quality point average remain below 2.00 for two consecutive semesters, the Academic Standards and Awards Committee will review the record and determine whether to dismiss the student from the College. A dismissal is usually for a minimum of one calendar year. If a student who has been readmitted to the College after dismissal fails a second time to achieve the minimum standard, the student may be dismissed for a second and final time. This may occur at the conclusion of any semester subsequent to readmission as determined by the Academic Standards and Awards Committee. A student who has been dismissed from the College by the Academic Standards and Awards Committee may ask that the Committee reconsider its decision. Any such request for reconsideration should be directed in writing to the Chair of the Academic Standards and Awards Committee setting forth the reasons the student believes that the Committee should reconsider its decision. This request must contain new information that was not available to the student at the time the student was notified that the Committee would be reviewing the student’s record. Any such request should be submitted within 7 calendar days after the student receives the Committee’s letter indicating the student has been dismissed.

9.5 Faculty Office Hours

Faculty are expected to post and keep regularly scheduled office hours so as to be available to students, advisees, and colleagues. These hours—at least six per week—must not all fall in the same class-hour sequence.

9.6 Copyright Policy

General Policy

It is Allegheny College’s intention to educate and inform its employees about their fair use rights within copyright regulations—all fair use of copyrighted materials will be in compliance with the federal copyright regulations in Section 107 of Chapter 17 of the United States Code.

- Allegheny College will avoid forming or supporting policies that restrict fair use rights—As an educational institution Allegheny College is both a user and producer of intellectual property and is committed to complying with the laws that govern
SECTION 9: INSTRUCTIONAL POLICIES

intellectual property. Inherent in that commitment is the full exercise of the rights accorded in the "Fair Use" provision of the law.

- Allegheny College will develop tools and procedures to help employees comply with copyright policy—This document addresses the use of copyrighted materials in education and research, with coursepacks as its primary focus. The contents of this packet include tools and information to assist employees in their good faith efforts to exercise fair use rights in the scope of their teaching and research activities.

- It is the responsibility of Allegheny College employees to comply with the College's policies in regard to intellectual property----It is expected that all employees who use copyrighted materials will make every good faith effort to use those materials in compliance with federal regulations.

Contact the Bookstore Manager for Coursepack Permission Information and Forms. Contact Media Services for Fair Use Analysis.

Fair Use and Higher Education

The terms of the “Fair Use” provisions in the current copyright law have been debated, questioned, and occasionally challenged. The only thing that is certain in the determination of fair use is that reasonable people will differ in their interpretations of what's fair use. The statutory language is vague and there have been no court decisions that have absolutely ruled on the fair use of copyrighted materials in higher education.

Until the matter has been decided through the courts or new legislation, educational institutions must maintain a balance between complying with regulations and making full use of the fair use provisions in the law. To do so calls for responsible decision making and an understanding of copyright law.

The issue of copyright is addressed in Chapter 17 of the United States Code. The two relevant sections that apply to the determination of fair use are section 106 (defines the rights of copyright holders) and section 107 (provides for the fair use of copyright materials). Sections 106 and 107 are reproduced in their entirety and included in the packet, see page 10.

Fair use is determined on a case-by-case basis and balances the four factors set forth in the statute enacted by Congress. The four factors are:

- purpose or character of the use;

- The nature of the copyrighted work being used;

- The amount and substantiality of the work being used; and

- The effect of the use on the market for or value of the original.

In the case of coursepacks, each item in the coursepack needs to be evaluated individually in light of these factors. It is likely that some items in a course pack will be fair use and others will need permission from the copyright holder. A more complete explanation of these factors is on page 9 of the Code.
In general, the courts have favored non-profit educational uses in the application of the four factors. Legal scholars, many colleges and universities, library associations, and other higher education interest groups believe that a robust interpretation and application of the fair use provisions is vital to the educational mission. On the other hand, the American Association of Publishers and other major distributors of copyrighted material have argued for a very restrictive interpretation of the statute.

As the law now stands, it is almost impossible to write a definitive policy for the fair use of copyrighted material. The only attempt to arrive at such a policy was the creation of the Agreement On Guidelines For Classroom Copying In Not-For-Profit Educational Institutions With Respect To Books And Periodicals, see Appendix C for the text. These guidelines, also known as “Safe Harbor” represent the minimum interpretation of the fair use provisions.

The guidelines were read into the Congressional Record, but they are not the law. In a recent case (Princeton Univ. Press v. Michigan Document Services, 1996), the court opinion stated, “The publishers reliance on the Classroom Guidelines is misplaced.” The court refused to use the guidelines in place of the statutory language in section 107.

Until the courts or Congress present a clear directive about fair use to the higher educational community, policies need to remain flexible and avoid unnecessary restrictions. The way most colleges and universities do this is to educate their employees about the nature of fair use and to allow them to make their own good faith judgments in their application of fair use.

Individual responsibility and decision making is highly compatible with the nature of the fair use language, which leaves room for interpretation on a case-by-case basis. This policy makes no specific recommendations about individual interpretations. It does require that each employee acts in good faith and with knowledge of the issues surrounding fair use.

To help assist with these decisions, the College will indemnify and hold harmless all faculty in the event of an infringement violation, provided that a “good faith effort” to comply with the conditions controlling a fair use analysis was made. In plain English, if you comply with the Allegheny policy, and someone alleges that you violated their copyright, the College will pay for your defense. The College or its insurers will provide the counsel of their own choosing.

### 9.7 Classroom Technology Use

Faculty are responsible for establishing a learning environment appropriate for the content and pedagogical design of the courses for which they are the instructor of record. This responsibility includes the structuring of classroom activities (lectures, discussion, collaborative work, etc.) and in-class assessments (examinations, projects, oral reports, etc.) and extends to the classroom use of technology (computers, hand-held devices, etc.). In particular, faculty have the right to set policies with respect to whether or not how mobile computing and communication devices may be used in the classroom.

(Spring, 2009)
Section 10

Honors and Awards

10.1 Honorary Degrees

In conferring honorary degrees, Allegheny College calls attention to those areas of human endeavor that are most central to the College’s traditions and values. Candidates for honorary degrees are proposed to the President by a subcommittee of the elected members of Faculty Council, which meets with students and the Director of Alumni Affairs to consider individuals who are nominated for such recognition. Criteria relevant to the selection process may include one or more of the following:

1. Recognized achievement in those intellectual, artistic, and scientific disciplines that Allegheny College and educated people traditionally respect and honor, or distinguished accomplishment in business or professional life;

2. Significant humanitarian, altruistic, or philanthropic service;

3. Long-standing commitment and service to the local or regional community;

4. Abiding and constructive interest in Allegheny College.

Names of potential candidates for honorary degrees are solicited from members of the faculty, administration, and student body; nominations may be sent to the Chair of Faculty Council.

10.2 Phi Beta Kappa

Phi Beta Kappa, a national honorary scholastic society founded in 1776, has had a chapter at Allegheny since 1902, Eta of Pennsylvania. The business of the chapter, including election of new student members, is conducted by the Executive Council, which consists of members of the Phi Beta Kappa Society who are regular members of the faculty and staff of Allegheny College. Eligible faculty members who would like to participate in the activities of the chapter should contact the Chapter Secretary or Office of the Dean of the College.
10.3 Teaching Awards

Allegheny pays tribute to excellence in teaching by annually conferring these awards on members of the faculty. The awardees are chosen by the Alumni Council in consultation with representatives from Faculty Council and ASG.

1. *The Julian Ross Award for Excellence in Teaching*
   The Julian Ross Award is given annually to a faculty member who has been at Allegheny College for more than ten years. The award is based on the following criteria for a good teacher: encourages independent thinking; states clearly course goals and objectives; provides sympathetic and constructive assistance; communicates knowledge and abstract ideas clearly; inspires interest and enthusiasm; encourages questions and participation; prepares well for classes; possesses an excellent, up-to-date command of his or her specialties; demonstrates professional and personal integrity; exhibits fairness in devising and grading examinations; prepares appropriate and challenging assignments and examinations; and provides sound and reliable academic advising.

2. *The Thoburn Education Foundation Award for Excellence in Teaching*
   This award is presented to a faculty member who has been at Allegheny College for ten years or less and has demonstrated outstanding teaching as evidenced by innovative pedagogy, creative course development, sustained commitment to student learning, and support from faculty, alumni, and students.
Section 11

General College Policies

11.1 Access to Records

Student Records

Information concerning individual students is maintained by the Office of the Dean of Students. A student’s personnel file contains the application form and support materials such as standardized test scores, high school transcripts and the like; an up-to-date transcript of work completed at Allegheny; reports from the faculty, correspondence relating to the student; and interview notes generated by the Offices of the Dean of Students or the Dean of the College. In Honor Code or disciplinary cases, a separate case file is generated containing materials directly related to the individual incident.

Faculty have access to information in the personnel files of students in consultation with the Dean of Students, where the individual faculty member has an educational interest in the material as defined in the Family Educational Rights and Privacy Act of 1974 (FERPA). Disciplinary case files are kept in confidence and may be used only in the course of college judicial procedures.

Under the provisions of the Family Educational Rights and Privacy Act, students have access to all materials in their own records unless specifically excepted by law, or the student voluntarily has waived the right to see the material. When preparing reports on students, faculty should bear in mind that their comments will be shared with the student should the student so request.

Faculty should also bear in mind that it is a violation of the Act to share with any third party confidential information concerning a student unless that student has given written permission to do so.

Faculty having any question about confidentiality requirements or student records are urged to contact the Dean of Students.

Alumni Records

Allegheny College maintains individual records for each alumnus/a. The information stored is used to keep in touch with our alumni. The Alumni Office can provide a locator service for
alumni, faculty, and staff to enable people to re-establish contact with each other and with Allegheny College. Allegheny College has a responsibility to safeguard these records and to restrict use of the information contained in the file according to the needs of the College.

Information contained in alumni files is not considered public information, unless otherwise indicated by signed release of individual alumnus/a. Direct access to records is limited to College personnel and must be requested through the Development Resources Office.

Faculty requiring alumni information should contact the Alumni Office.

Policy on the Privacy of Student Records

Introduction

The Family Educational Rights and Privacy Act of 1974, (FERPA) mandates that educational institutions maintain the confidentiality of student educational records as defined by FERPA. Specifically, FERPA states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. The following policy outlines Allegheny College’s definitions, policies, and procedures related to access to educational records. Students will be notified of their FERPA rights annually by publication of this policy in The Compass.

Educational Records

A. “Educational Records” include records directly related to a student, which are maintained by Allegheny College, such as admissions materials, transcripts/grades, student conduct records, financial records/billing statements, emails, and financial aid information. Educational records do not include: records of instructional, administrative, and educational personnel which in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; law enforcement records of the Security Office; health records of the Health Center and Counseling Center; employment records of full-time employees who are also students; alumni records which contain information about a person after she/he is no longer in attendance at the College and which do not relate to the person as a student. These records are not necessarily available to a student, but health records may be reviewed by health care provider(s) of the student’s choosing.

B. No one outside the College community shall have access to, nor will the College disclose, any information from a student’s educational records without the written consent of the student, except to persons who are permitted access under the Act. These are: authorized representatives of federal or state agencies for audit, evaluation, enforcement or compliance with federal or state requirements; officials of other institutions in which students seek to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer; persons or organizations providing students financial aid; accrediting agencies carrying out their accreditation function; authorized researchers who provide for confidentiality of the records; parent(s) of students who have established that student’s status as a dependent according to federal tax laws; persons in compliance with a court order/subpoena or ex parte court order as determined relevant by law; necessary persons, including parents of an eligible student, in an
emergency in order to protect the health or safety of students or other persons; and the alleged victims of incidents of violent behavior of the outcomes of student conduct proceedings with respect to those incidents.

FERPA allows the release of any information from a student’s educational record without the written consent of the student to the parent(s) of a student who have established the student’s status as a dependent according to federal tax laws. Information concerning a student who is a dependent, within the meaning of Section 152 of the Internal Revenue Code of 1954, may be released to that student’s parent(s). The Internal Revenue Code defines a dependent student as one who has attended an educational institution full time for any five calendar months of a tax year and who was provided more than one-half of his/her support as claimed by the parent(s) on their income tax statement. A student may change his/her status regarding dependency by submitting the proper form and necessary supporting documents to the Student Accounts Office. For purposes of this policy, the assumption will be that a student is not a dependent within the meaning of the Internal Revenue Code, unless individually certified to the contrary under the criteria above. Regardless of dependency, a student may submit a release form authorizing the College to share information with his/her parent(s). The submission of such a release is encouraged and can be done by contacting the Dean of Students Office.

C. Within the Allegheny College community, only College officials, individually or collectively, acting in the student’s legitimate educational interest are allowed access to student educational records. College officials are persons: employed by the College in academic, administrative, or support staff positions; serving on institutional governing bodies; or contracted by the College to perform certain tasks. A College official has a legitimate educational interest if the information requested is necessary for that official in performing a task that is specified in his/her position description or contract agreement or is performing a task related to the student’s education.

Directory Information

A. At its discretion, the College may provide directory information to the public, without prior approval, to include: student name, local and permanent address, photographs, telephone number, email address, date and place of birth, enrollment status, major field of study, date of attendance (including graduation date), degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Directory information includes a student ID number, user ID, or other unique personal identifier used by the student but only if that information cannot be used directly to gain access to educational records. (ID numbers at Allegheny College are used primarily for internal practices and are NOT included in any documents such as The Compass (Allegheny student handbook) or student directory.

B. A student may withhold directory information from public disclosure by notifying the Office of Residence Life in writing. Directory information can be withheld at any time of year and once a student requests non-disclosure this will be in effect until the student gives written notice to change their non-disclosure status. A parent or eligible student may not opt out of directory information disclosures to prevent the institution
from disclosing or or requiring a student to disclose the student's name, student ID number, or institutional e-mail address in a class in which the student is enrolled. Directory information will be withheld even after graduation until Allegheny College is notified otherwise. At the beginning of each academic year, students who have not already requested a hold on directory information and who want to withhold directory information from the Allegheny student government telephone directory must do so by the end of the add period for Fall classes.

**Inspection and Review of Educational Records**

A. A student has the right to inspect and review (within forty-five days of request) information contained in his/her educational records (as defined above); to challenge the contents of his/her educational records and to have a hearing, if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in his/her records if they feel the outcome of the hearing is unacceptable.

B. The Dean of Students or designee coordinates the inspection and review procedures for student educational records. Such records are maintained at several locations on the campus; these locations are listed at the end of this policy. A student who wishes to review his/her educational records must make written requests to the offices maintaining the records. If a student is uncertain as to the location of a particular record, the written request should be addressed to the Dean of Students listing the item(s) of interest.

C. A student may have copies made of his/her records unless a financial, academic, or disciplinary “hold” has been placed on the record by an appropriate College official. Such copies will be made at the student’s expense with the exception of a student transcript which should be requested through the Registrar’s Office at a cost determined by that office.

D. A student may not inspect or review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their rights of inspection and review; or educational records containing personally identifiable information about other students. The institution is not required to permit a student to inspect or review confidential letters and recommendations placed in his/her file prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

**Amendment of Educational Records**

A. If a student believes that the information contained in his/her educational records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the College amend the record. Such request shall be in writing addressed to the Dean of Students, and shall specify the amendment sought.

B. The Dean of Students or designee shall, within 30 days after receiving the student’s request, and after consulting with appropriate College officials, decide whether the record will be amended in accordance with the request and inform the student in
writing. If the decision is to amend the record in accordance with the request, the Dean of Students or designee shall correct the records within ten days. If the decision is to refuse to amend the record in accordance with the request, the Dean of Students or designee shall simultaneously advise the student that he/she may request a hearing to challenge the content of the educational records by contacting the Dean of Students in writing.

C. If a request for a hearing is received, the Dean of Students or designee shall request that the President appoint a panel of three College faculty members or administrators to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome of the hearing. The President shall designate a chairperson for the panel and shall provide the panel such assistance as deemed appropriate.

D. The chairperson of the hearing panel shall notify the student and the Dean of Students or designee of the date, time and place of the hearing at least five days before the hearing.

E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student’s educational record is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. The Dean of Students or designee shall be afforded a like opportunity. The panel shall make its decision solely on the basis of the evidence presented at the hearing.

F. The student may be assisted throughout the process by a Community Support Person. The Community Support Person must be a current student or employee of the College who is chosen by the student to serve in an advisory capacity during the hearing. The primary role of the Community Support Person is to assist the student in preparing for the hearing and to attend the hearing as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in the hearing without approval from the chairperson.

G. The chairperson of the hearing panel shall, within five days after the hearing, inform the student of the panel’s decision in writing including a summary of the evidence and the reasons for the decision. If the decision is to amend the record in accordance with the request, the Dean of Students or designee shall correct the records within ten days. If the decision is to refuse to amend the record in accordance with the request, the chairperson shall simultaneously advise the student that he/she has the right to place in the educational record a statement commenting on the records and setting forth the reasons for disagreeing with the College. Such statement shall thereafter be maintained as part of the educational record and thereafter disclosed to any party to whom the contested record is disclosed.

H. If the student believes that their challenge and/or hearing was handled incorrectly or was not in keeping with the requirements of the Act, he/she may direct a written appeal to the President. Furthermore, students who believe that their rights have been abridged, may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SE, Washington, DC 20202-4605.
For further information or to obtain a copy of FERPA, students may consult the Dean of Students Office.

Location of Student Records:
Academic Records: Registrar’s Office, Bentley Hall
Admissions Records: Admissions Office, 454 House
Campus Police Records: Security Office, Newton Observatory
Career Planning & Placement Records: Career Services (ACCEL), Reis Hall
Counseling Records: Counseling Center, Reis Hall
Employment Records: Human Resources Office, Bentley Hall
Enrollment Records: Registrar’s Office, Bentley Hall
Financial Aid Records: Financial Aid Office, Schultz Hall
International Student Program Records: International Office (ACCEL), Reis Hall
Learning Common Records: Learning Commons, Pelletier Library
Medical Records: Residence Life Office, Reis Hall
Student Conduct Records: Winslow Health Center, Schultz Hall
Student Accounts Records: Student Accounts Office, Schultz Hall
Student Athletes Records: Athletic Department, Wise Center
Student Life Records: Dean of Students Office, Reis Hall

(Revised May 2009)

11.2 Statement of Community

Allegheny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms. This statement does not replace existing personnel policies and codes of conduct.

(Spring 2007)

11.3 Discriminatory and Sexual Harassment Policy

Part I. Introduction

Allegheny College has a no-tolerance policy toward any type of racism, sexism, religious bigotry or other form of discrimination, such as insidious discrimination based on sexual
SECTION 11: GENERAL COLLEGE POLICIES

orientation, gender identity or gender expression. Allegheny is dedicated to furthering the potential of each member of its community through education and will confront and respond to all forms of hatred. We advocate a diverse community that is not hampered by intimidation, hostility, or other types of offensive behavior.

Allegheny affirms its commitment to the principles of free speech and inquiry. The legitimate exercise of these freedoms in our community does not include either the right to engage in abusive behavior toward others or to curtail the freedom of others to participate in a shared learning experience. Promoting a diverse environment free of discrimination while supporting freedom of speech is not to be viewed as mutually exclusive; these values are to be considered in tandem when addressing incidents of harassment. Consistent with the Statement of Community, members of the College will respectfully confront conduct inconsistent with this policy in a manner that promotes healthy dialogue between affected parties.

In establishing this policy, Allegheny College seeks to provide a means by which the entire College community can be made aware of the deep-seated, corrosive and sometimes hidden nature of racism, sexism, religious bigotry and other forms of group hatred. Discriminatory harassment and sexual harassment, including sexual assault, are serious violations of College policy and may also constitute violations of civil and criminal law.

Committee on Discriminatory and Sexual Harassment

The Committee on Discriminatory and Sexual Harassment (CDSH) is comprised of administrators, faculty, staff, and students. Its members work to stay informed about and alert to discriminatory and sexual harassment on campus and to be knowledgeable about the policies and procedures herein. CDSH develops educational strategies for the promotion of the Statement of Community and advises the Sexual Harassment Officer, the Student Conduct Officer, and the Director of Diversity Affairs. As a group, CDSH does not serve as a first responder to harassment, nor does it act as a student conduct board.

This policy concerns matters relating to Discriminatory Harassment (Parts II and III), matters relating to Sexual Harassment and Assault (Parts IV and V), provides guidelines for informal and formal resolution, and identifies resources for assistance (part VII).

Part II. Discriminatory Harassment

Definition of Discriminatory Harassment

Discriminatory Harassment is defined as any verbal, physical, written or symbolic behavior that:

- is directed at an identifiable individual or group and/or their property and is based on that individual or group’s membership (or perceived membership) in a particular demographic group, including race, religion, class, color, age, gender, gender identity, and/or gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation, and

---

1 The last part of this section is adapted from Denison University’s Nondiscrimination Policy.
• interferes with a reasonable person’s academic or work performance, creates an intimidating, hostile or offensive situation or environment for a person or that subjects a person to unwanted and unsolicited attention. Such behaviors include, but are not limited to, the use of slurs, epithets, gestures, demeaning jokes or derogatory stereotypes.

It is important to recognize that not all conduct or language that might be offensive to an individual or group necessarily constitutes discriminatory harassment. Whether a specific act does in fact constitute discriminatory harassment must be determined on a case-by-case basis in the light of all relevant circumstances. Additionally, since an educational institution depends on the free and open exchange of information and views, some of which may be controversial, this policy is not intended to limit readings, discussions, or assignments in appropriate educational settings.

Students, faculty and others may generally express any view in an academic context. The expression even of ideas that are extreme or offensive to many listeners is protected and does not amount to unlawful harassment if offered in a suitable time, place, and manner. For example,

a. in a classroom discussion or a related discussion outside the classroom, if the expression is reasonably germane to the academic subject matter of the course or classroom discussion;

b. in academic scholarship or other publication or in a related discussion;

c. in a campus forum, such as an auditorium, a public gathering place outdoors, or a public bulletin board.

Even if the expression and related conduct were protected by the first amendment, however, the College could impose reasonable regulations on the time, place, and manner of the presentation of expression. For example, the College could compel students to move or postpone an unscheduled rally that disrupts a meeting or rally held by another group of students who properly reserved the time and location for its own function.

In addition, even though similar speech might be protected if presented in another forum, threatening or intimidating speech or related conduct may be subject to regulation if it is forced upon specific individuals in a non-public forum who are unwilling targets of the conduct or speech and who cannot reasonably avoid it.

**Forms of Discriminatory Harassment**

*Discriminatory behavior:* conduct that could discomfort, humiliate, or demean an individual or group. Behaviors which include physical violence, such as shoves or kicks, and statements and comments such as questions, jokes or anecdotes that are offensive to a person or group’s membership (or perceived membership) in a particular social group, including race, class, religion, color, age, gender, gender identity, and/or gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation;

*Verbal insults:* verbal communication which includes lewd or obscene remarks directed at a person or group because of their social identities (or perceived identities), including race, religion, class, color, age, gender, gender identity, and/or gender expression, national
origin/ ethnicity, mental or physical disability, or sexual orientation;

Written insults: written or graphic communication that is similarly meant to harass an individual or group. These insults may be in the form of written or electronic means, including electronic mail, internet, facsimile, wireless communication or similar transmission. Please refer to College Policy #17 in the General College Policies listed in The Compass.

Part III. What to do if you are the Victim of Discriminatory Harassment

If you believe you are a victim of discriminatory harassment, there are several options:

1. Get to a safe place. This may mean simply getting away from the location of the incident, or seeking support from a friend, a Resident Assistant or Director, or other person.

2. If the harassment caused physical harm, please seek medical attention immediately. If it was a verbal harassment, please write the actual slur, joke, or comment on a sheet of paper. If it was written (for example, a flier or email message), please preserve the evidence.

3. Any student, applicant for employment, or employee who feels harassed, or who knows of or suspects an occurrence of discriminatory harassment, should immediately contact the Director of Diversity Affairs (332-3332), the Equal Employment Officer (332-2777), the Dean of Students (332-4356), or the Director of Human Resources (332-2312); or, after hours, the Security Office (332-3357). Security will coordinate emergency response efforts if necessary. Procedures for filing informal and formal complaints are outlined in Part VII of this policy.

4. Allegheny College recognizes its right and responsibility to respond to alleged incidents of discriminatory harassment. Therefore, any complaint alleging a violation of the College’s policy by students, faculty, administrators, or staff will be investigated by those entrusted to carry out the College’s policy. The College will respect the wishes of the victim, maintaining confidentiality to the greatest degree possible at the victim’s request consistent with the need to investigate the matter.

Part IV. Sexual Harassment and Assault

Sexual harassment, which includes sexual assault as well as other gender-biased behavior, limits the individual's options, experience, and opportunity for full achievement. Allegheny College prohibits sexual harassment and assault of or by members of the College community, guests or visitors to the community and all applicants for admission to or employment by the College. Sexual harassment violates among other things College policy, Title VII of the Civil Rights Act of 1964 as amended (when the context of harassment is within an employment relationship), and/or Title IX of the Education Amendments of 1972 (when the context of the harassment is within an educational relationship).
Definition of Sexual Harassment

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:
  - Such conduct has the purpose or effect of interfering with an individual’s academic and/or work performance or of creating an intimidating, hostile, or offensive situation or environment; or
  - Submission to such conduct is made (explicitly or implicitly) a term or condition of an individual’s employment or education; or
  - Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

Whether a specific act does in fact constitute sexual harassment must be determined on a case-by-case basis in the light of all relevant circumstances, including the nature of the alleged incident, the effect on the individual to whom the behavior is directed, and the context in which it occurred. This policy recognizes that sexual harassment may occur when one person has sanctioned authority over another person (e.g. faculty-student, administrator-staff, etc) or between persons of the same College status (e.g., student-student, faculty-faculty, administrator-administrator, staff-staff). Since an educational institution depends on the free and open exchange of information and views, some of which may be controversial or even offensive, this policy is not intended to limit readings, discussions, or assignments in appropriate educational settings.

Forms of Sexual Harassment

To provide further clarification and guidelines as to what specific behaviors constitute harassment, examples of verbal and physical conduct prohibited at Allegheny College include, but are not limited to:

- **Sexist remarks and behavior**: behavior that emphasizes the sexuality or the sexual identity of another person in an inappropriate manner or situation; a pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) that could discomfort, humiliate, or demean a reasonable individual. Behaviors include comments of a sexual nature or sexually explicit questions; sexually suggestive remarks; jokes or anecdotes; visual conduct such as leering at a person’s body; displaying obscene materials in publicly shared spaces; and unwanted physical advances.

- **Written insults**: written communication or graphic communication, including electronic communication, which is meant to harass an individual or group based on gender, gender identity or sexual orientation and/or which has the effect of doing so.

- **Unwelcome advances or propositions** for dating, social engagements, or sexual liaison, with or without a promise of reward or punishment (such as conditions of employment, promotion, work status, grades, or letters of recommendation) for compliance.

- **Sexual assault** (see section below).
Definition of Sexual Assault

Sexual assault and abuse is any type of sexual activity that you do not agree to. It can be verbal, visual, or anything that forces a person to join in unwanted sexual contact or attention. It can happen in different situations, by a stranger in an isolated place, on a date, or (in the home) where you live by someone you know. (Source: U.S. Department of Health & Human Services)

Forms of Sexual Assault

Examples of sexual assault include, but are not limited to:

*Non-consensual sexual contact:* the intentional touching of another person’s body in a sexual manner without his/her consent.

*Sexual exploitation:* taking non-consensual sexual advantage of another for one’s own benefit or to the benefit of anyone other than the one being exploited. Examples include but are not limited to: videotaping sexual acts without consent of both partners; allowing others to observe sexual activities without the consent of both partners; endangering the health of another person by knowingly exposing him or her to an STD or HIV; inducing incapacitation of another, through encouragement to consume excess quantities of alcohol or giving the person alcohol or other drugs without his or her knowledge, with the purpose of having sex with the other person (this is exploitation regardless of whether sexual activity occurs; if the incapacitation results in unwanted sexual activity, it is a violation of multiple policies).

*Non-consensual sexual intercourse:* unwanted vaginal, oral, and/or anal intercourse using any part of the body or an object.

*Unwanted sexual contact with victim unable to give consent:* taking non-consensual advantage of another when a person knew or reasonably should have known that the other person was unable to give consent due to intoxication, even if voluntarily intoxicated.

Part V. What to do if you are the Victim of Sexual Harassment or Assault

If you believe you are a victim of some form of sexual harassment or assault, there are several options available. You may contact the Sexual Harassment Officer (332-4356), the Director of Human Resources (332-2312), a member of the Counseling Center (332-4368), or after hours, Security (332-3357) to guide you through all or any steps of this process. Below is a quick reference guide of choices if you have been victimized.

1. **Get to a safe place.** This may mean simply getting away from the situation or finding a friend to stay with – whatever feels safe to you. If you need help finding a safe location, Residence Life can help. Contact a Resident Assistant (RA) on duty or the on-call Residence Life staff member through Security (332-3357).

2. **Seek support.** This can be through a friend, an RA, a professional staff member (on-call Residence Life staff, Counseling Center staff, representatives of the Dean of Students Office, and the Sexual Harassment Officer can be reached through the RA
on duty or Security), a family member, or a rape crisis center. The local rape crisis center is provided by Women’s Services, Inc. (24 hour hotline: 333-9766); you can also speak to a counselor at a national center by calling the RAINN hotline (800-656-HOPE). Telling someone is the first step to healing and will help you re-establish control of the situation.

3. Self-blame is common in any type of sexual harassment, but remember, sexual harassment and assault are never the victim’s fault!

4. If the sexual harassment you have experienced involves any type of physical contact, especially in the case of non-consensual sexual contact and/or non-consensual sexual intercourse, please consider the following steps, in addition to those listed above:

   a. Do not shower or change your clothes, or if you have already done so, preserve evidence of the assault by placing clothing in a brown paper bag. Try to avoid eating, drinking, smoking, and urinating until you have sought medical care (although if you have already done these things, evidence can still be collected and it is still very important to receive medical care).

   b. Seek Medical Care

      - Medical care is advised for many reasons – you may have a physical injury that you are unaware of, you can be tested and preventatively treated for sexually transmitted diseases, you can explore options for emergency contraception to prevent pregnancy, and evidence can be collected for crime prosecution by a Physical Evidence Recovery Kit (P.E.R.K.). Having a P.E.R.K. completed does not obligate you to follow through on criminal charges – it just offers you this option. You have the right to refuse the P.E.R.K., and even if you do consent to it, it does not commit you to following through with filing criminal charges against your attacker.

      You can expect the following:

      - A physical exam, including an exam of the area violated (i.e. pelvic exam if vaginally penetrated, rectal exam if anally penetrated). Any bruises or other injuries will be evaluated.

      - Blood work will be offered to test for STDs and HIV. Follow-up testing will be required for these as well (it can take several months for an infection to detected). You will be offered antibiotics to prevent actual infection in case of exposure.

      - If you suspect that you have been drugged, request urine testing for drugs. Testing for some drugs (such as the date rape drug, GHB) must be done within a short time frame (12 hours) while others are present for longer periods of time. If you are unable to seek medical care within a short time, collect your urine in a clean container with a tight fitting lid, place in the refrigerator, and take with you to the medical facility. The sample would not be usable for evidence in this situation, but you would find out for yourself if
you were drugged.

- If you are concerned about the possibility of pregnancy, emergency contraception (EC) may be a good option. EC is medication that works by preventing ovulation or fertilization, and may inhibit implantation. It is available for purchase from a pharmacist (at a pharmacy) without a prescription.

- You have the right to ask any questions of the medical practitioner or to request a break whenever you need it. The process can be long (up to two hours), but this just means that the medical team is being thorough in making sure you are physically okay. The medical staff will advise you about follow-up treatment, but you can expect to be encouraged to seek follow-up care six weeks, six months, and twelve months after the attack. At these visits, you will be given follow-up tests for pregnancy, STDs and HIV. Follow-up visits can occur with your own physician, the Health Center, or Family Planning.

- You have the choice to either have your health insurance billed for your medical exam or have the payment made through the Pennsylvania Crime Victims Compensation Program. You should receive information on this program if you go to the Emergency Room. If you would like more information, contact the PA Victims Compensation Program (800-233-2339), Women’s Services (hotline: 333-9766; office: 724-4637) or the Sexual Harassment Officer (332-4356).

- The Emergency Room at Meadville Medical Center (751 Liberty Street; 333-5500) is a nearby health facility where you can seek medical care. Please be advised that they are required to contact the Meadville Police when a sexual assault is reported to them, but this in no way obligates you to speak with the officer or follow through on criminal charges. The Emergency room will also call in an advocate from Women’s Services – the local rape crisis center. This person will simply provide as much support as you want. Transportation to the Emergency Room can be arranged through the Health Center, Security, Residence Life, or the Sexual Harassment Officer.

- The Winslow Health Center (Schultz Hall, 332-4355) or Family Planning Services (747 Terrace Street, 333-7088) can provide a medical exam, and testing. Family planning can provide emergency contraception; neither can collect the P.E.R.K, (collected at the ER). Hours are more limited at these locations and neither is an emergency response center.

5. Report the assault: reporting the crime can be the start of a formal student conduct or legal process, but it does not oblige you to follow through on criminal charges. This can be the start of regaining control of the situation, seeking some type of justice, and/or helping to prevent others from becoming victims of your attacker.

   a. To the Meadville City Police (911) The police will take a statement from you about what happened. You can have a support person or advocate with you when you speak with the police. This support person can be a friend, an RA, a family member, a professional staff member (such as the Sexual Harassment Officer) or
an advocate from Women’s Services Inc. Expect to answer a number of questions, often more than once. This can be a difficult task, but telling your story can help you in your healing process.

After filing a report, you will meet with a representative of the District Attorney’s Office. He/she will explain the legal process and help you decide whether to pursue criminal charges against your assailant. This office will also make the decision on whether there is enough evidence to file criminal charges against the assailant. This can be a challenging process; it can be helpful to have a support person with you from the College or Women’s Services, Inc.

b. To a College official (Security, 332-3357; Sexual Harassment Officer, 332-4356; Student Conduct Officer, 332-3865; Human Resources Director, 332-2312, or another person of your choosing. Please see Section VII of this policy for an explanation of the College Student Conduct process.

6. Seek counseling: counseling services are available on campus through the Counseling Center (332-4368), off campus through Women’s Services Inc. (333-9766), or through a variety of other off-campus providers. Referrals can be made through the Sexual Harassment Officer, Counseling Center, or Women’s Services, Inc.

**Part VI. Consensual Relationships**

Allegheny College does not interfere with choices regarding personal relationships when these relationships do not conflict or interfere with the goals, policies, or mission of the College. However, even consensual relationships in which one party retains a supervisory or evaluative role over the other party hazard a basic violation of professional ethics and responsibility.

Therefore, Allegheny College strongly discourages such relationships and requires employees to disclose immediately, to the appropriate administrative supervisor, any romantic or sexual relationship with a person over whom he/she holds supervisory or evaluative power. Furthermore, decisions and evaluations concerning the person of lesser authority must be conducted by someone other than the employee so involved. In addition, Allegheny College prohibits romantic or sexual relationships between non-student employees and students, unless the relationship existed prior to the employee’s date of hire or an adult student’s matriculation.

Non-student employees who violate this policy will be subject to disciplinary action that will be determined on a case-by-case basis. Violation of this policy may result in suspension or termination.

**Part VII. Procedure for Handling Complaints**

Allegheny College recognizes its right and responsibility to respond promptly and effectively to alleged incidents of harassment. The interests of privacy and confidentiality and the concerns of individuals involved will be respected to the extent feasible, consistent with the College’s obligation to deal with any acts believed to have occurred.
Complaints for Sexual Harassment or Assault:

- **Procedure for students:** Any student who believes that he/she has been subjected to sexual harassment or assault, or who knows or suspects the occurrence of sexual harassment or assault, should immediately contact the Sexual Harassment Officer or the Dean of Students, at 332-4356.

- **Procedure for faculty and staff:** Any employee who believes that he/she has been subjected to sexual harassment or assault, or who knows or suspects the occurrence of sexual harassment or assault, should immediately contact the Director of Human Resources at 332-2312, the Equal Employment Officer at 332-2777, or the Sexual Harassment Officer at 332-4356. If a faculty member is involved, the Dean of the College is an additional resource who may be contacted at 332-3393.

Complaints for Discriminatory Harassment:

- **Procedure for students:** Contact the Dean of Students at 332-4356, or the Director of Diversity Affairs at 332-3332.

- **Procedure for faculty, staff and applicants for employment:** Contact the Director of Human Resources at 332-2312 or the Equal Employment Officer at 332-2777. If a faculty member is involved, the Dean of the College is an additional resource who may be contacted at 332-3393.

Informal Resolution: Advising and Consultation

Members of the Allegheny community who believe they have been victims of discriminatory or sexual harassment may seek redress by contacting the individuals identified in Part VII. The goal of the informal process described here is to achieve insight, understanding, and a climate free of harassment without invoking the College’s formal investigative processes. Options for informal resolution might include, for example, separate conversations with the parties involved, mediated conversation(s), a verbal agreement for no contact, and/or appropriate educational interventions.

Formal Complaint

Any member of the Allegheny community who believes he/she has been a victim of discriminatory or sexual harassment may file a formal complaint with the individuals identified in Part VII. The complaint must be in the form of a signed statement containing the name(s) of the accused, the nature and date(s) of the incidents and an assertion that the signed statement is a formal complaint. The following guidelines govern the formal complaint stage:

If the accused is a student, the formal complaint may be submitted to the Dean of Students, the Sexual Harassment Officer, the Director of Diversity Affairs, or directly to the Student Conduct Officer for investigation and further processing. If after the investigation, it is determined that disciplinary proceedings should ensue, the formal complaint will be sent (if not already done so) to the Student Conduct Officer, who will initiate the disciplinary process as outlined by the College Student Conduct System as published in *The Compass*. 
In cases of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault. If requested by the victim, the College will assist a victim of sexual assault in attempting to change academic and/or housing situations if such changes are reasonably available.

If the accused is a faculty member, the formal complaint will be submitted to the Dean of the College or his/her designee for investigation. If investigation warrants further action, the disciplinary process as outlined in the Faculty Handbook will be initiated.

If the accused is an administrator or staff member, the formal complaint will be submitted to the Director of Human Resources for investigation. If investigation warrants further action, the disciplinary process established for administrators or staff as outlined in the Employee Handbooks will be initiated.

Any formal complaint filed for violation of this policy by faculty, staff, administrator, or students, will be promptly and impartially investigated by those entrusted to carry out this policy. Consequences will be determined on a case-by-case basis, will be appropriate to the case and individuals involved, and may range from advising to an official warning, possible suspension, termination, or expulsion. Disciplinary actions that may result will be conferred by the appropriate administrative offices for the constituent or constituents involved. Persons in a position of authority within the College or an affiliated program are expected to provide an educational and work environment free of harassment.

In keeping with the guidelines of the Equal Employment Opportunity Commission, the College prohibits any retaliation against an individual for filing in good faith a complaint of discriminatory or sexual harassment.

Official records of the alleged harassment will be stored in secure, locked areas in the College office to which the complaint has been directed in order to protect the rights of privacy and confidentiality, within the limits of the law, of both the complainant and the accused. For students, files will be kept in the Dean of Students Office; for faculty, in the Dean of the College’s Office; and for other employees, in the Office of Human Resources.

**Support and Available Resources**

While we are all charged with the responsibility for providing an environment free of discrimination, discriminatory or sexual harassment, specific individuals and offices have been identified as resources for information and help with concerns related to harassment. These concerns may include actions in which individuals have been involved, incidents that they may have witnessed, or discussions of the climate on the Allegheny College campus. Some of these individuals can offer confidential advising and counseling, as requested by the concerned person. Without feeling constrained by specific definitions, faculty, students, and staff are requested and encouraged to discuss concerns related to sexual or discriminatory harassment with the resource persons identified below.
All listed telephone numbers have area code of (814)

**Resources for students:** (Office Hours are M-F, 8-5)
- Sexual Harassment Officer (SHO): 332-4356 or 332-4368
- Director of Diversity Affairs: 332-3332
- Health Center: 332-4355
- Student Conduct Officer: 332-3865
- Counseling Center: 332-4368
- Dean of Students Office: 332-4356
- Religious Life Office: 332-2800

**Resources for faculty and staff:**
- Dean of the College: 332-3393
- Director, Human Resources: 332-2312
- Equal Employment Officer (EEO): 332-2777

**After Hours, Contact Security:** 332-3357

**Community Resources:**

*Emergency Room (Meadville Medical Center):* 333-5500  
*Meadville City Police:* 724-6100 or 911 (emergency)  
*Women’s Services Inc:* 333-9766 (24 hour hotline)  
*Meadville Crisis Line:* 724-2732  
*Family Planning Services:* 333-7088

National RAINN (Sexual Assault) hotline: 1-800-656-HOPE

**Educational Programs:**

The Dean of Students Office in conjunction with other campus offices including but not limited to the Counseling Center, the Health Center and the Office of Residence Life, provides educational programs for the campus on relevant topics such as date/acquaintance rape, sexual assault prevention and response, and personal safety. During New Student Orientation, information about date/acquaintance rape, and sexual assault education and prevention programming is offered to first year students. Sexual assault education, prevention and response training is provided regularly to the peer leaders (Resident and Community Assistants) in the Office of Residence Life. Educational programs about diversity and social justice are offered during New Student Orientation and periodically throughout the year to first year and upper class students.

The Office of Human Resources offers two annual training sessions for new faculty and staff hires at the beginning of each semester on awareness and prevention of harassing behaviors and procedures to follow in cases of violations of the College’s sexual harassment policy.

**POLICY REVIEW**

Finally, because the law pertaining to the matters addressed in this policy may evolve over time, this policy will be reviewed regularly and revised as necessary.

*(Revised Spring, 2009)*
11.4 Statement of Principles Regarding Research on Human Participants

All research on human participants should be conducted in accord with the principles outlined in the United States Department of Health and Human Service’s “Common Rule” and “The Belmont Report” available on HHS websites. Basic principles of these guidelines are described below.

In planning a research study the investigator has the responsibility to make careful evaluation of its ethical acceptability, taking into account the following principles for research with human beings. To the extent that this appraisal, weighing scientific and human values, suggests a compromise of any principle, including those that involve the privacy of the participants, the investigator incurs an increasingly serious obligation to seek ethical advice and to observe stringent safeguards to protect the rights of the research participants.

There are four essential components to be considered in evaluating the ethics of a particular piece of research: keeping the participants free from harm; confidentiality; deception; and feedback. Taking each in turn:

1. The investigator protects participants from physical and mental discomfort, harm, danger, and/or invasion of their privacy. If risk of such consequences exists, the investigator is required to inform the participants of that fact, secure consent before proceeding, and take all possible measures to minimize distress.

2. Information obtained about the individual research participant during the course of an investigation is confidential unless otherwise agreed to in the proposal. When the possibility exists that others may obtain access to such information, this possibility together with the plans for protecting confidentiality, must be explained to the participants as part of the procedure for obtaining informed consent.

3. Openness and honesty are essential characteristics of the relationship between investigator and research participant. When the methodological requirements of a study necessitate concealment or deception, the investigator is required to insure as soon as possible the participant’s understanding of the reasons for this action and a sufficient justification for the procedure employed.

4. After the data are collected, the investigator should provide the participant with information about the nature and results of the study and remove any misconceptions that may have arisen. Where scientific or humane values justify delaying or withholding information, the investigator acquires a special responsibility to assure that there are no damaging consequences for the participant.

Project review will apply to all research involving human participants including: experiments of all kinds; surveys and questionnaires, whether mailed or personally administered; and all types of participant observation work (intensive interviews, oral histories, systematic
observation). Project reviews will be conducted in accord with local, state and federal regulations, and research guidelines of the academic discipline where appropriate.

The review procedure to be followed in individual cases will depend upon two factors: who originates the research project within the college community and who will be the research participants. All off-campus research (i.e., research involving people who are not members of the college community) must be approved either by the Institutional Review Board or its adjunct committee, the Administrative Review Board. Research conducted on members of the college community, on the other hand, will be reviewed in one of two ways: by department and multi-department review committees when faculty or students within those departments devise classroom or other research projects; by the IRB when faculty or students originate research projects in departments that do not have already established review committees; or by the ARB when research projects originate in administrative offices, college committees, Allegheny Student Government, or any other official student organization.

11.5 Policy for Dealing with Possible Misconduct in Scientific Research Under External Grant or Contract Funding

The integrity of scholarly activity depends upon adherence to high ethical and moral standards. Allegheny College expects such adherence from all engaged in research at Allegheny. In the event that some dishonesty or misconduct occurs that involves a faculty member, the procedures described in the Faculty Handbook, under Section 5, Faculty Appointments, paragraph 52 will be followed. This paragraph details the procedures for inquiry and investigation into allegations of dishonesty in research. In cases involving external funding, if the policy guidelines of external funding agencies conflict with these policies, all requirements of the external agencies supersede the policies of the Faculty Handbook. The policy outlined here describes some such additional requirements, with particular reference to the National Science Foundation (NSF) and department of Health and Human Services (including Public Health Service (PHSS), and National Institutes of Health (NIH). For fuller details, see PHS document 6315, “Initial assurance regarding procedures for dealing with and reporting possible misconduct in science;” Code of Federal Regulations 42 C.F. R. Part 50, Subpart A; 45 C.F.R. 689; and NSF-OIG document 911, “Dear colleague letter on misconduct.”

1. Misconduct may include the following:

   The NSF defines misconduct in scientific research as:
   (a) fabrication, falsification, plagiarism, or other serious deviation from accepted practices in proposing, carrying out, or reporting results from activities funded by NSF; or (b) retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith.

   The PHS uses the following definition:
   Fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. Misconduct does not include honest error or honest differences in interpretation or judgement of data.
2. When allegations of misconduct are reported, the Dean of the College shall ascertain whether the alleged misconduct affects or involves externally funded personnel or projects.

3. If externally funded activities are involved, and if the Dean and the tenured members of Faculty Council have determined that a prima facie case exists, then the Dean will initiate and maintain contact with the appropriate funding agency as required in federal or state regulations. The Dean will keep the agency informed during any investigations and provide a final report. In the event that there is a reasonable indication of possible criminal violations, the Dean shall notify the agency within 24 hours.

4. The Dean shall take appropriate interim actions to protect Federal funds and ensure that the purpose of the Federal financial assistance is being carried out.

5. The College shall seek to protect, to the maximum extent consonant with policy outlined in the Faculty Handbook, the privacy, positions and reputations of those persons who, in good faith, make allegations of scientific misconduct. The College will also protect and make efforts to restore the reputations and positions of those who have been the object of allegations found to be false.

6. The Dean’s Office shall maintain detailed documentation of all inquiries and investigations for at least three years. These documents are to be made available to authorized individuals from the funding agencies.

11.6 Students with Disabilities

When requested, faculty members should make reasonable accommodations to meet the needs of disabled students and be prepared to make reasonable modifications to procedures and requirements to assist qualified students whose disabilities require such flexibility.

If a student makes a request for such an accommodation, the faculty member should consult with the Director of Services for Students with Special Needs to evaluate the student’s request and coordinate the appropriate assistance and/or accommodations.

11.7 Guidelines And Procedures Regarding Disability Accommodation For Students

Procedures for Requesting Accommodation for Disability

Allegheny College is committed to providing qualified students with disabilities with the opportunity to take full advantage of the College’s programs, activities, services and facilities. The Associate Director of the Learning Commons coordinates the College’s efforts to arrange specific accommodations for students with disabilities. The Associate Director (in consultation with other members of the College community as necessary) and the student will work together to identify appropriate academic adjustments, auxiliary aids and services, and/or other reasonable accommodation which may be warranted under the particular circumstances. For the College to respond appropriately to requests for accommodation,
SECTION 11: GENERAL COLLEGE POLICIES

students are expected to follow certain guidelines and assume certain responsibilities, including the following:

1. Students seeking accommodation must document that they are a person with a disability by providing the following information: the nature and extent of the disability, the functional limitations resulting from the disability, and the accommodation requested. Students must put the request in writing to the Associate Director of the Learning Commons, Pelletier Library Box 6 Allegheny College. Students are responsible for cooperating with the Associate Director of the Learning Commons in an interactive process to identify the appropriate accommodation.

2. Students should provide current documentation describing how the disability affects or impacts the individual’s ability to partake of the College’s programs and activities. In some cases, it may be necessary for the College, with student permission, to contact the medical or health professional providing the report to obtain further information or clarification. While documentation from professionals may include specific recommendations for accommodation, the College reserves the right to determine what accommodation is reasonable and appropriate within the College setting and within technical and academic requirements of the program.

3. The College will carefully review information and documentation provided by a student, analyze each student’s individual needs, and engage in an interactive process with the student to determine what accommodation may be reasonable and appropriate under the circumstances. In evaluating and coordinating requests for accommodation, the Associate Director of The Learning Commons may consult with other members of the College Community if and as necessary.

4. The College need not provide accommodation that would fundamentally alter the essential characteristics or nature of a program. Likewise, the College need not provide the exact accommodation requested by the student. The College may provide alternate accommodation as long as they are reasonable and appropriate to make the College’s programs, activities, services and facilities accessible to that individual.

5. The College has the right to establish qualifications and other essential standards and requirements for its courses, programs, activities, and services. All students are expected to meet these essential qualifications, standards and requirements, with or without reasonable accommodation.

Implementation of an Approved Accommodation

Once the College has approved the accommodation, the student is responsible for sharing an accommodation letter, if needed, with his/her instructors and meeting with them to discuss the implementation of the accommodation. The student is not obligated to identify or discuss the specifics of the disability. The student should inform the Associate Director of the Learning Commons when the accommodation is not being implemented, when it is not effective or necessary, when it might need to be adjusted, or when it is no longer being utilized. Further, the student should follow through and be on time with any accommodation which impacts other individuals’ schedules, such as tutors, readers, signers, test administrators, aides, or, if necessary, canceling them with adequate notice.
Accommodations are not retroactive; that is, they do not impact tests or work completed prior to the student’s submission of medical documentation and the College’s determination of any necessary accommodation.

Students with disabilities have the same responsibility as other students to meet the College’s academic and behavioral standards and to follow the College’s general policies and guidelines regarding standards of conduct.

**Appeals**

Allegheny College has an internal grievance procedure providing for prompt and equitable resolution of complaints alleging violations of Section 504, the ADA, or other aspects of its non-discrimination policy. Students may use this grievance procedure to appeal the College’s decisions regarding requests for accommodation. To file a grievance or to otherwise lodge an internal complaint regarding an alleged violation of the College’s non-discrimination policy, students should contact the Dean of Students. Contact information for the Dean of Students is as follows:

Joseph DiChristina  
Allegheny College  
520 North Main Street  
Meadville, PA 16335  
814-332-4356

For more information about services for students with disabilities, contact the Learning Commons at (814) 332-2898.

(Spring 2007)

**11.8 Equal Employment Opportunity**

It is the policy of Allegheny College to provide equal employment opportunity to all employees. The College does not discriminate, and will not tolerate discrimination, on the basis of race, color, religion, creed, national or ethnic origin, ancestry, sex, sexual orientation, age, or handicap or disability as those terms are defined under applicable law.

Harassment is also a form of discrimination. It includes verbal, physical, or visual conduct that has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive working environment. Our goal is to create a campus culture where diversity is valued, encouraged, and respected. We encourage everyone to take responsibility for being a positive role model to this end.

Allegheny’s EEO policy applies to all employees and applicants for employment in connection with recruitment, hiring, transfer, promotion, training, discipline, termination, compensation, benefits, or other terms and conditions of employment.

Inquiries concerning compliance with this policy should be addressed to either the Director of Human Resources who serves as the Equal Employment Opportunity Officer and is listed in the current Allegheny Telephone Directory.
11.9 Allegheny College Student Conduct System

Article I: Purpose

Section 1: Philosophy of Allegheny College’s Residential Learning Community

As members of Allegheny College’s residential learning community we strive to develop lives rich in meaning and purpose. Students, faculty, staff and administrators are all valued as responsible citizens of both the campus and the surrounding community. By forming connections with our diverse backgrounds we have the opportunity to expand our understanding of the world we live in, which is shaped through active citizenship, respect for diversity and a commitment to environmental responsibility.

As a community we hold each other accountable for our actions, and value dialogue and reflection as necessary agents of conflict resolution and personal transformation. Trust and mutual respect are critical to the vitality and health of our community, to which we all contribute. As members of this community we understand that a commitment to excellence, integrity, and ethical judgment must inform the choices we make for they are always reflected in our actions.

To that end, these values are promoted and upheld by the College policies which are designed to encourage personal responsibility for one’s actions and knowledge of the greater impact those actions have upon others. As community members, we agree to abide by the Honor Code and the College policies. Allegheny College values each student as an adult and expects students to be authentic and honest while they participate in informal or formal aspects of the Student Conduct System. The conduct system reflects the College’s mission, the Statement of Community, and the Philosophy of Allegheny College’s Residential Learning Community.

Section 2: General Process of the Student Conduct System

The student conduct system is educational in nature and is designed to provide a process to determine a student’s responsibility and, when appropriate, assign sanctions for violations of College policy. The system is not comparable to criminal proceedings found in a court of law. A student’s specific rights and responsibilities are outlined in each Article of this code. There are two parts to our Student Conduct System, one for matters related to academic integrity (Article III) and one for non-academic matters (Article IV). All disciplinary decisions related to the Student Conduct System are based on a review of relevant information and facts. Decisions made by the Student Conduct Officer or designee, the Honor Committee, the Academic Integrity Board, and the Community Standards Board will use the standard of proof that it is more likely than not a violation of Allegheny College policy occurred. This means there is substantial information indicating it is more probable than not that a student violated College policies and therefore sanctions are assigned.


Article II: College Authority

Section 1: Jurisdiction

A. Generally, the jurisdiction of the College shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives. Decisions about whether to assert College jurisdiction over matters occurring off campus shall be made by the Dean of Students in consultation with the Student Conduct Officer. This decision shall be final. Any student found in violation of the Honor Code or College policies is subject to disciplinary action according to the procedures outlined in this student conduct system.

B. A College inquiry may be initiated if a student is charged with a violation of a law, which also is in violation of College policy. The College may take disciplinary action prior to, during, or after the disposition of the case by a court of law.

C. The College will cooperate fully with federal, state and/or local authorities and other agencies in the enforcement of civil or criminal laws. If the alleged offense is also being considered for action within this conduct system, the College may advise off-campus authorities of how such matters will be handled within the College community.

D. A student who takes a leave of absence or withdraws from the College while disciplinary action is pending, or who is involved in an alleged violation after a leave of absence or withdrawal, is subject to disciplinary action before permission to re-enroll is granted. In such cases, the College retains the right to investigate and to decide responsibility regardless of whether the student elects to participate in the process.

Section 2: Interim Suspension

The Dean of Students may impose an interim suspension prior to a student conduct decision if the Dean of Students believes that the student presents a threat to any member of the community, including him or herself. During this suspension, the student may be denied access to any or all of the Colleges facilities, activities, or privileges granted to students.

Section 3: Extraordinary Circumstances

This conduct system may be temporarily altered by the Dean of Students or the Student Conduct Officer if warranted by extraordinary circumstances.

Section 4: Withholding Degrees and Diplomas

The College has the right to withhold the awarding of a degree and diploma pending the conclusion of the student conduct process.
Section 5: Authorization for Search

The members of the Dean of Students Office and/or Security Officers may search a student room, athletic locker, or other College property in use by a student when it appears that College policies may have been violated. In such cases, the Dean of Students or professional Residence Life staff, upon hearing the initial facts, will issue an authorization for the search.

Once authorization is given, members of the Dean of Students Office, Security Officers, and/or professional Residence Life staff (or designee) may enter a student room without permission of the residents when conduct in the room violates state law or College policy or is sufficiently disruptive as to require staff intervention (e.g. loud noise from stereos, loud and boisterous conduct which can be heard outside the room).

Article III: Academic Conduct

Any member of the College community may report an alleged violation of the Honor Code. Such reports shall be prepared in writing and directed to the Honor Committee. Reports should be submitted as soon as possible after the alleged violation occurs.

Section 1: The Honor Committee

A. The Honor Committee is the first level of inquiry in all cases of alleged violations of the Allegheny College Honor Code, except as specified in Section 6 of this Article.

B. The Honor Committee is composed of twelve students: four seniors, four juniors, four sophomores. Selection of new members and a chairperson will be conducted in accordance with the Honor Committee Constitution.

C. The Honor Committee will appoint three of its members to serve as a Review Panel for each alleged violation in accordance with the Honor Committee Constitution.

Section 2: The Honor Committee Review Panel

A. The Review Panel will conduct an inquiry of the alleged violation(s), including meetings with the accused student. This inquiry will be conducted in accordance with the Honor Committee Constitution.

B. The panel will report the results of its inquiry to the full Honor Committee. If the Honor Committee determines that there is a reasonable likelihood that a violation of the Honor Code occurred, it will refer the alleged violation to the Academic Integrity Board.

Section 3: The Academic Integrity Board (AIB)

A. The Academic Integrity Board is the hearing board for all cases of alleged violations of the Honor Code.

B. The Academic Integrity Board consists of five full-time faculty members selected according to procedures governing appointment of faculty to standing committees of
the College, and eight full-time students appointed by Allegheny Student Government and approved by a two-thirds vote of the ASG Senate. The ASG President, Vice-President, and members of the Honor Committee are not eligible to serve on the board. Additionally, student members who are on Probation during the time of service will not be eligible to serve as a member of the board.

C. At the start of Fall Semester, the Judicial Academic Integrity Board members elect a chairperson from among the faculty members of the board to serve for one year. If unable to serve for a particular AIB hearing, the chairperson appoints a substitute chairperson from among the faculty members.

D. At least six members of the board must be present to conduct a hearing. An equal number of student and faculty members must be present. If a sufficient number of board members cannot be present to conduct a hearing, faculty substitutes may be appointed by the chairperson of Faculty Council and student substitutes by the ASG president.

E. If a member of the board feels too great an involvement with those involved in the hearing, is a party to the alleged violation, or feels unable to render an impartial decision, that member may be excused. If the accused student believes that a member of the board is unable to render an impartial decision, the student may request that the board member be replaced. It is the responsibility of the accused student to request disqualification prior to the hearing, if appropriate.

F. The Assistant to the Dean of Students coordinates the administrative functions of the Academic Integrity Board.

Section 4: The Academic Integrity Board Hearing

A. The Honor Committee informs the Assistant Dean of Students of its intention to refer the alleged violation to the Academic Integrity Board. Within 5 calendar days, the Assistant to the Dean of Students will inform the accused student of the following as they relate to the AIB hearing:

- the time, date and place of the AIB hearing;
- the specific section(s) of the Honor Code that has allegedly been violated;
- that the student is permitted and encouraged to choose a Community Support Person that will accompany him/her to the hearing. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings without approval. A Community Support Person must be a current student or employee of the College.
- that the student is permitted and encouraged to meet with a College staff member to discuss the AIB hearing. During this meeting, the student will be accorded reasonable access to the Honor Committee Report. The Honor Committee Review Panel develops the Honor Committee Report, after the
Panel meets with the student. The Report will be reviewed and retained only in the Dean of Students office;
• that the student is permitted and encouraged to speak on his/her own behalf, to present relevant information, and to present a written statement to the AIB;
• that the student is permitted and encouraged to bring relevant and necessary witnesses to the AIB.

B. The board will conduct a hearing to consider relevant facts about the alleged violation, to discuss the alleged violation, to determine whether the Honor Code has been violated, and to determine sanctions, if appropriate.

C. At the start of the hearing, the chairperson should appoint a secretary to keep notes. These notes are maintained by the board as a record of past proceedings. An audio tape recording is made of the hearing and retained by the Assistant to the Dean of Students pending an appeal. Only the Office of the President and the Dean of Students Office will have access to the tape and it will be used only for the College appeal process. No recording devices, other than the official tape, may be used during the proceedings. A file containing all records pertinent to the alleged violation is maintained by the Assistant to the Dean of Students. The tape and file is the property of Allegheny College. No other materials or notes related to the hearing should leave the room at the conclusion of the proceedings.

D. During the hearing, members of the board, the Honor Committee representative, the accused student and Community Support Person will be present and may respond to any statements or questions made by participants. The Assistant to the Dean of Students will also be present. The board will listen to all relevant information and facts from:
• The accused student;
• The Honor Committee representative;
• Any witnesses, including the course instructor or teaching assistants, if appropriate.

E. Any member of the College community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the hearing only while presenting their testimony and responding to questions. The board may determine the relevance of information and reasonably limit the participation of the witness accordingly. Technical rules of evidence, such as those that apply in civil or criminal courts of law, do not apply to the hearing. Participants in the hearing may address comments and questions only to the board.

F. When the board has heard all relevant information and facts, they will enter executive session when only board members may be present. After reviewing all substantial facts, the board will decide whether the Honor Code has been violated and will assign sanctions, if appropriate. The board’s decision shall be made on the basis of whether it is more likely than not that the accused student violated the Honor Code. All decisions of the board are by simple majority vote. In the case of a tie vote, the student will be found not responsible.

G. After a decision has been reached, the board will reconvene the hearing to inform the student of the decision. Additionally, the Board will report the outcome to the
Assistant Dean of Students who will notify the accused student of the decision in writing within 5 calendar days from the date of the AIB hearing.

H. Any student failing to attend a scheduled hearing does so with the understanding that the hearing may be held in his/her absence.

Section 5: Appeal to the President

A. The decision of the board may be appealed to the President of the College by the accused student within 5 calendar days from the date of the letter notifying him/her of the decision. Such appeals shall be in writing and delivered to the President, with a copy to the Assistant Dean of Students.

B. In the written appeal, it is the responsibility of the person presenting the appeal to demonstrate grounds for the appeal. Appeals may be made on the following grounds:

- New facts not available at the Academic Integrity Board hearing. If the facts were withheld at the original hearing by the person presenting the appeal, it may not be brought forward as a ground for appeal;
- A violation of the process as described in this student conduct system that significantly and materially affected the student’s ability to present complete information to the AIB.

C. The President may uphold or overturn the decision of the board, return a case to the board for further processing, or reduce or retain any sanction.

D. The decision of the President is final.

Section 6: Expedited Review Process

If the accused student has claimed responsibility for violating the Honor Code to either the instructor or the Honor Committee, then an expedited review process may be followed. If the instructor, the student, and a representative from the Dean of Students Office agree to an expedited process, and if the student has not previously been found responsible of violating the Honor Code, then a meeting between those parties will be arranged to discuss and resolve the Honor Code violation. The instructor will assign academic course work sanctions, and the representative of the Dean of Students Office, in consultation with the Chair of the Honor Committee, will assign a college sanction. The academic course work sanctions and the college sanctions can be appealed by the student to the Honor Committee, which will begin the review process anew.

(Section added Spring, 2009)

Article IV: Non-Academic Conduct

Any member of the College community may report an alleged violation of College policies. Such reports shall be prepared in writing and directed to the Student Conduct Officer. Reports should be submitted as soon as possible after the alleged violation occurs. The Student Conduct officer, or other person designated by the Student Conduct Officer or the Dean of Students, will conduct preliminary inquiries and determine sanctions for non-academic matters.
Section 1: Disciplinary Conferences

A. Students accused of non-academic offenses are subject to a disciplinary conference with the Student Conduct Officer, or designee who is an employee of the College. During a disciplinary conference, the student(s) is permitted to have reasonable access to the information related to the incident, to respond to the information and call relevant and necessary witnesses, and is accorded the opportunity to be accompanied by a Community Support Person. This conference is to be used as a dialogue to find resolution to the incident. Resolutions for students found to be responsible for violating College policy can include sanctions found in Article VI. Sanctions will be assigned by the Student Conduct officer or designee. For incidents where the behavior would not result in suspension or expulsion, a decision may be rendered without a disciplinary conference. In these cases, the student, upon reviewing the preliminary decision may request a conference to discuss the incident or decision. If the student chooses not to request a conference after reviewing the decision, the student will not be able to appeal the decision.

B. During a disciplinary conference, the student(s) is permitted to be accompanied by a Community Support Person. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings without approval. A Community Support Person must be a current student or employee of the College.

C. Any student failing to attend or reschedule a scheduled disciplinary conference with the Student Conduct officer or designee does so with the understanding that the hearing may be held in his/her absence and that the student may be additionally charged with a violation of General College Policy #18a (Failure to attend disciplinary conference).

D. For behavior that may result in suspension or expulsion, the student will be notified in writing about the date and time of the disciplinary conference. The notice will also include the nature of the specific alleged violations of College policy.

Section 2: Appealing the outcome of Disciplinary Conferences

Any student wishing to appeal the outcome of a disciplinary conference may do so by notifying the Student Conduct Officer, in writing, within 5 calendar days of the date of written notification of the decision. An appeal of the findings established during a disciplinary conference will be referred to the Community Standards Board.

Section 3: The Community Standards Board

A. The board shall consist of at least 8 members (four students and a total of four faculty, staff or administrators) recommended by the Faculty Council, the Dean of Students, and the Allegheny Student Government Executive Board. Final approval of all appointments will be made by the President of the College. Student members who are
on academic or non-academic probation during the time of service will not be eligible to serve as a member of the board. The Assistant to the Dean of Students will provide administrative support to the Community Standards Board.

B. Appointment and training of new board members will be facilitated by the Student Conduct Officer and the Assistant to the Dean of Students.

C. Quorum shall consist of four members (an equal number of students and faculty or staff). The hearing board chair shall be a college employee selected by the Assistant to the Dean from the board members on a case-by-case basis. If a sufficient number of board members cannot be present to conduct a hearing, substitutes may be appointed by the Assistant to the Dean.

D. If a member of the board feels too great an involvement with those involved in the hearing, is a party to the alleged violation, or feels unable to render an impartial decision, that member may be excused with the approval of the chairperson. If the accused student believes that a member of the board is unable to render an impartial decision the student may request that the board member be replaced. It is the responsibility of the accused student to request disqualification prior to the hearing, if appropriate.

Section 4: The Community Standards Board Hearing

A. Once an official appeal has been referred to the Community Standards Board, the Assistant to the Dean of Students will appoint a chair for the hearing. Within 5 calendar days, the Assistant to the Dean of Students will contact the accused student and inform the student of the following as it relates to the CSB hearing:

- time, date and place of the hearing;
- specific College policies that have allegedly been violated;
- that the student is permitted and encouraged to have a Community Support Person accompany him/her to the hearing. A Community Support Person is a person chosen by a student to serve in an advisory capacity during his/her involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings without approval. A Community Support Person must be a current student or employee of the College.
- that the student is permitted and encouraged to meet with a College staff member to discuss the CSB hearing process and to be accorded reasonable access to the disciplinary file, which will be reviewed and retained in the Dean of Students office;
- that the student is permitted and encouraged to speak on his/her own behalf, to present relevant information, and to present a written statement to the CSB;
- that the student is permitted and encouraged to bring relevant and necessary witnesses to the CSB hearing.
B. The board will conduct a hearing to consider relevant information about the alleged violation, to discuss the alleged violation, to determine whether the College Policy has been violated, and to determine sanctions, if appropriate.

C. At the start of the hearing, the chairperson should appoint a secretary to keep notes. These notes are maintained by the board as a record of past proceedings. An audio tape recording is made of the hearing and retained by the Assistant Dean of Students pending an appeal. Only the Office of the President and the Dean of Students Office will have access to the tape and it will be used only for the College appeal process. No recording devices, other than the official tape, may be used during the proceedings. A file containing all records pertinent to the alleged violation is maintained by the Assistant to the Dean of Students. The tape and file is the property of Allegheny College. No other materials or notes related to the hearing should leave the room at the conclusion of the proceedings.

D. During the hearing, members of the board, the Complainant (conduct officer), the Respondent (accused student) and Community Support Person will be present to hear all information and facts related to the disciplinary issue. The Assistant Dean of Students will also be present. The board will listen to all relevant information and facts from:

- The complainant;
- The accused student;
- Any witnesses to the incident.

E. Any member of the College community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the hearing only while presenting their testimony and responding to questions. The board may determine the relevance of information and reasonably limit the participation of the witness accordingly. Technical rules of evidence, such as those that apply in civil or criminal courts of law, do not apply to the hearing. Participants in the hearing may address comments and questions only to the board.

F. When the board has heard all relevant information, they will enter executive session when only board members may be present. After reviewing all substantial facts, the board will decide whether College policy has been violated and will assign sanctions, if appropriate. The board’s decision shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code. All decisions of the board are by simple majority vote. In the case of a tie vote, the student will be found not responsible.

G. After a decision has been reached, the board will reconvene the hearing to inform the student of the decision. Additionally, the Board will report the outcome to the Assistant Dean of Students, who will notify the accused student of the decision in writing within 5 calendar days from the date of the report from the board.

H. Any student failing to attend a scheduled hearing does so with the understanding that the hearing may be held in his/her absence.
Section 5: Appeal to the President

A. The decision of the board may be appealed to the President of the College by any party to the case (excluding college employees and student witnesses who did not file the original complaint) within 5 calendar days from the date of the letter notifying the student of the CSB decision. Such appeals shall be in writing and delivered to the President, with a copy to the Student Conduct Officer and the Assistant to the Dean of Students.

B. In the written appeal, it is the responsibility of the person presenting the appeal to demonstrate the grounds for the appeal. Appeals may be made on the following grounds:

• New facts not available at the Community Standards Board hearing. If the facts were withheld during the original hearing by the person presenting the appeal, it may not be brought forward as a ground for appeal.
• A violation of the process as described in this student conduct system that significantly and materially affected the student’s ability to present complete information to the CSB.

C. The President may uphold or overturn the decision of the board, return a case to the board for further processing, or reduce or retain any sanction.

D. The decision of the President is final.

Article V: Organizational Conduct

A. Upon recognition by the College, student organizations become responsible for acting in accordance with College policies and all other applicable College regulations. The College may take action when the behavior of the members of a student organization violates College policy. Both individual and organizational disciplinary action may be pursued for the same conduct.

B. Student organizations may be held responsible for the acts of individual members when some of its members act together or when the members are acting on behalf of the organization. These acts include, but are not limited to, the following categories:

• When a member is in violation of College policy and other members are present, by failing to discourage such activity, tacitly condone the violation;
• When the violation is directly related to the organization’s activities or an environment created by the organization.

C. Alleged violations will be adjudicated as outlined in Article IV of this process.

D. The following sanctions may be imposed upon student organizations found to have violated College policy:

• The sanctions of Warning and Probation plus other Educational Sanctions as outlined in Article VI of this process;
SECTION 11: GENERAL COLLEGE POLICIES

• Deactivation which entails loss of privileges, including College recognition and funding, for a specified period of time.

E. Fraternities and Sororities must follow all provision of the “Allegheny College Greek. Supplement” located at www.studentactivities.allegheny.edu. Any violation of these policies may be enforced under College Policy #19, prohibiting the violation of other published College policies.

Article VI: Sanctions

A. Warning: Warning is notice that the student’s behavior is unacceptable to the College community and that further misconduct may result in more severe penalties. Warning is for a specified period of time not to extend beyond one year and may be accompanied by conditions and/or other educational sanctions. Records are maintained in the student’s file in the Dean of Students Office and are taken into account in the event of future violations. After the Warning period, the Warning will not be externally reported outside the College community as part of the student’s disciplinary record.

B. Probation: Probation is notice that the student is no longer in good standing with the College community. Probation may accompany conditions including but not limited to restrictions on activities or the requirement that specific activities be performed. Probation is for a specified period of time and may be accompanied by conditions and/or other educational sanctions. Violation of Probation is considered grounds for further action, including Suspension. At the conclusion of the Probation period, the student is returned to good standing. Records are maintained in the student’s file in the Dean of Students Office and are taken into account in the event of future violations. In general, and in accordance with our policy regarding Parental Notification in Judicial Situations, parents are notified when a student is placed on probation.

C. Suspension: Suspension encompasses exclusion from the campus and from all activities related to the College, whether on or off campus, for a specified period of time including the activities of College-recognized or sponsored organizations. The time specification may be a calendar date or the time at which certain accompanying conditions and/or other educational sanctions have been satisfied. Violation of Suspension is considered grounds for further action, including Expulsion. Records are maintained in the student’s file in the Dean of Students Office and are taken into account in the event of future violations. In accordance with our policy regarding Parental Notification in Judicial Situations, parents are notified when a student is suspended.

D. Expulsion: Expulsion encompasses permanent separation from the College. Expulsion means that a student may not enroll at the College nor participate in College activities whether on or off campus. If the expelled student fails to honor the Expulsion, legal action may be instituted to enforce it. Records are maintained in the student’s file in the Dean of Students Office and are taken into account in the event of future incidents. In accordance with our policy regarding Parental Notification in Judicial Situations, parents are notified when a student is expelled.
E. **Notations on Transcripts:** Sanctions are not typically placed on a student’s transcript. Due to certain circumstances, if a conduct officer or board determines that a sanction should be placed on a student’s transcript, then notation of the sanction will appear on the transcript and in the Dean of Students Office file.

F. **Other Educational Sanctions:** Any sanction may be accompanied by, or substituted with, appropriate activities the student is directed to undertake, including: financial restitution, community restitution (programming requirements or community service hours), being barred from residence halls and/or other campus buildings, being restricted from participation in College-sponsored or College-recognized activities or organizations, or being prohibited from or limited in College employment. The student will be given specific deadlines for the completion of such activities, and failure to meet the deadlines may be grounds for further disciplinary action. Records are maintained in the student’s file in the Dean of Students Office and are taken into account in the event of future incidents.

G. **Academic course work:** The following sanctions are recommendations to an instructor who may assign them only after the decision of the AIB:

- Redo the work in question with or without credit;
- Fail assignment in question;
- Fail the course.

**Article VII: Disciplinary Records**

**Section 1:**

Disciplinary records are maintained in the Dean of Students Office. Please refer to the *Policy of the Privacy of Student Records* for details about access to disciplinary records.

**Section 2:**

Records of Suspension and Expulsion from the College are permanent. Records of Probation are maintained until graduation or two years after permanent withdrawal from the College. Records of Warning are maintained until graduation or two years after permanent withdrawal from the College but are not externally reported as a part of the disciplinary record after the Warning period has elapsed. Records of other educational sanctions are maintained until graduation or two years after permanent withdrawal from the College but are not externally reported as a part of the disciplinary record unless they accompany Probation or Suspension.

**Section 3:**

All potential recipients of *Summa Cum Laude, Magna Cum Laude, Cum Laude* will be screened for Honor Code violations. The sanctions of Probation, Suspension, or Expulsion received for academic violations will disqualify a student from consideration for Latin honors.

**Article VIII: Interpretation and Revision**
Section 1: Interpretation

Any questions about the administration or interpretation of this system shall be referred to the Dean of Students for final determination.

Section 2: Revision

This system shall be reviewed periodically under the direction of the Student Conduct Officer and the Dean of Students Office. ASG, the Academic Integrity Board, and the Campus Life Committee will be consulted when the student conduct system is reviewed. Any amendments to the disciplinary system require a simple majority vote of the ASG Senate and the Allegheny faculty and the approval of the President.

11.10 Travel Policy

Automobile Usage Policy

The College maintains a limited number of vehicles for use by its employees while they are engaged in College business. In addition, an employee may use his/her own car for College business, if necessary, in accordance with the guidelines below.

Automobile Usage Guidelines

A limited number of vehicles will be maintained in a motor pool for use by individual employees as needed. When no College vehicles are available, or other circumstances warrant it, an employee may use his/her own car for business purposes.

Employees are not permitted to use College vehicles for non-business purposes under normal circumstances.

Every employee who drives a vehicle on College business must be at least 18 years of age, possess a valid driver’s license and, where applicable, maintain at least the minimum amount of insurance required by law. In addition, no employee is permitted, under any circumstances, to operate a College vehicle (or a personal vehicle for College business) when any physical or mental impairment because of illness, medication, or intoxication causes the employee to be unable to operate a vehicle safely or legally. Additionally, all motor pool vehicles are non-smoking.

Any employee driving on College business may claim reimbursement for parking fees and tolls actually incurred, and employees driving College vehicles may claim reimbursement for gasoline and other vehicle expenses directly incurred for business purposes. When using College vehicles, employees are to use the College gasoline credit card. An employee who uses his/her personal car for business purposes will receive a mileage allowance for such usage to cover the cost of gasoline, oil, depreciation, maintenance and insurance. Mileage driven between home and work is not reimbursable. The current IRS allowance will determine payment. Claims for mileage allowance and other travel expenses must be approved by the employee’s supervisor and submitted to the Accounting Department for payment.
Employees using College vehicles are responsible for proper maintenance and must report any malfunctions or maintenance requirements to the supervisor of the motor pool. Permanently assigned vehicles must be returned to the motor pool for maintenance as scheduled. Additionally, each employee is responsible for removing personal possessions and any trash from the vehicle prior to turning the car back to the motor pool.

Employees must report to the supervisor of the motor pool any accident involving College vehicles or personal vehicles used on College business regardless of the extent of damage or injuries. Such reports must be made as soon as possible but no later than within forty-eight hours of the accident. Employees are expected to cooperate fully with the authorities in the event of an accident.

**Travel Expense Policy**

College employees are frequently called upon to travel or entertain guests on College business. Travel and entertainment budgets have been established for these purposes and we encourage faculty and staff to use them in accord with their professional judgment. The purpose of these guidelines is to ensure consistent use of funds across campus departments.

The College reserves the right to reject and deny any reimbursement requests which are unreasonable, excessive, or not properly documented.

The following guidelines show the maximum reimbursable amounts. Actual reimbursement may be less if departmental budget funds are not available. Travel expense reporting forms are available in the Accounting Office.

**Travel Expense Guidelines**

1. **Allowable Expenses**

   **Airfare:** Coach travel only. Utilize discount fares whenever possible and practical. Avoid using services that charge an excessive (above $25) booking fee (such as travel agents); comparison shopping is encouraged. Include one copy of ticket and airline itinerary/receipt with expense report.

   **Auto Rental:** When justified by economic or business purpose. Standard-size vehicles for individuals or an appropriate size for a group are covered expenses. Luxury and/or sports vehicles are not permitted. Include one copy of signed rental agreement with expense report. Prior to leaving Meadville or signing rental agreement, employee should obtain a College insurance card from the Purchasing Office (ext. 4799, Bentley Rm. #10). Decline insurance coverage offered by rental companies. *NOTE:* If a rental car will be your primary means of transportation, check with the College Security department on the availability of a College motor pool car prior to renting a vehicle from an outside vendor.

   **Gasoline:** Gasoline reimbursement is available for rental vehicles only. Submit receipts for any gasoline purchase made that is not included in rental agreement. Gasoline reimbursement for personal vehicle is included in the mileage reimbursement.
**SECTION 11: GENERAL COLLEGE POLICIES**

**Taxi:** Utilize free or discounted airport/hotel shuttles whenever practical. Include taxi, shuttle, or limousine service receipts with expense report.

**Mileage, Parking, Bridge and Road Tolls:** Mileage for College business is reimbursable in accord with federal guidelines. The Accounting Office will publish the current reimbursement rate. Include parking and toll receipts with expense report.

**Frequent Flyer Bonuses:** Miles accrued through College business travel may be used for College or personal travel, as preferred by the employee.

**Lodging:** College business only. Detailed receipt is mandatory and must be attached to the employee expense report.

**Meals:** Reasonable expense based on current costs in area of travel. Include detailed, itemized receipts with expense report. When meal expenses include individuals other than the employee, a Report of Business Entertainment Expenses form must be completed and submitted with the expense report. **NOTE:** Snacks are allowable only if consumed in place of a meal.

**Business meals or other business entertainment:** Reasonable expenses based upon the location of travel/entertainment. Detailed receipts are required and must accompany expense report. In addition, a Report of Business Entertainment Expenses must be completed and must include the following details: date, name and location of establishment where business entertainment took place, purpose and duration of business conducted, names and business relationship of guests to the College. Attach additional explanation where necessary. Omission of these details as required by the IRS will delay approval and reimbursement (where applicable) and could result in taxable income charged to the individual.

**Room Service:** Allowable when justified by location or time constraints.

**Business Postage, telephone, fax transmission, office supplies and other miscellaneous expenses:** As required to conduct College business. Receipts must accompany expense report. Good judgment is your guide.

**Tips:** Percentage considered reasonable for the location and quality of service provided; not to exceed 20%.

**Traveler’s Checks:** Cost of purchase. Receipt must be provided and accompany expense report.

**Credit Cards:** Personal credit card bills will not be paid directly by the College, even if charges are for College business. The employee must submit a request for reimbursement for business expenses charged on personal credit cards, and payment to the credit card company is the responsibility of the employee.

**Travel Insurance:** The College carries travel (death and dismemberment) accident insurance for all College employees while traveling on behalf of the College. Additional coverage purchased by the employee is not an allowable expense.

**Personal Telephone Calls:** The College will reimburse employees for 2 personal calls home, of up to 10 minutes each, for each 3-day College business trip away from home.
**Employee Entertainment:** College- or department-wide activities may be held from time to time to recognize employees for their work. AEC members should approve all such expenditures.

**Expenditures without supporting receipts:** Receipts are required for all expenses. If receipts are missing, please attach an explanation to the expense report. The College reserves the right to reject expenses not documented by a receipt.

**Travel Advances:** Travel advances need to be cleared with a report of expenses prior to receiving the next travel advance, whenever possible. Students will not receive an advance except through an employee who is responsible for obtaining itemized receipts or student signatures, where meal allowances are given by the advisor-employee or coach.

**Approvals:** All expense reimbursement and payment requests must include approval signatures of immediate supervisors as well as the individual employee along with the account(s) to be charged.

2. **Non-Allowable Expenses**

**Personal entertainment and other personal expenses:** examples include movies, headset rental, personal reading materials, laundry or dry cleaning services, shoe shining, medications, between-meal snacks/beverages, water dispenser refills (except as allowable as noted above under “Business meals or other business entertainment”).

**Airline or other trip insurance (including automobile rental)**

**Employee Spouse/Partner or other non-employee expenses:** Generally not acceptable. Exceptions must be approved by the employee’s supervisor or department head prior to travel or event. A brief explanation, signed by the employee and supervisor/department head must accompany the expense report.

**Theft, loss, or damage to any personal effects or luggage**

**Traffic and parking fines**

**Employee gifts:** Examples include (but are not limited to) employee thank-you gifts, birthday or holiday celebrations/gifts, Administrative Professional Day gifts/meals, gifts for retiring or departing employees, flowers or plants given in acknowledgement of the death or illness of an employee or employee’s family member, and mileage to attend a funeral or visit an ill employee. Employees generally use personal funds for non-business matters. Exceptional circumstances should be discussed with the supervisor or department head in advance.

**Clothing:** In general, employees should not use College funds to purchase clothing, unless Allegheny clothing is required as part of the employee’s position (e.g. Security Officers, coaches).

(Revised Spring 2009)
3. Travel Arrangements

The College does not have an in-house travel department. An employee planning a trip will need to make his or her own arrangements including airline, hotel and rental car arrangements. Some local travel agents may be willing to bill the College directly for airline tickets, etc. Advance payment or deposits on hotel rooms may be made by requesting a check from the Accounting Office (allow 7-10 days for processing).

4. Travel Advances

An employee may request a travel advance check from the Accounting Office if needed. Please request travel advance checks 7-10 days in advance of date of the business trip. A maximum advance of $500 is allowed. All prior advances and travel expenses must be cleared before a new travel advance can be obtained. Special exceptions will be made for frequent travelers.

A regular travel expense report needs to be completed at the end of each trip even if an advance has been made to cover the travel expenses. Excess funds advanced must be repaid to the College when the travel expense report is submitted.

All outstanding advances must be cleared or refunded to the College before December 31st of each year to avoid the outstanding advance from being included in the employee’s taxable income.

11.11 Nepotism

The College permits the employment of spouses, domestic partners, or other relatives provided that no employee participates in making recommendations or decisions affecting the appointment, retention, tenure, work assignments, promotion, demotion, evaluation, salary or working conditions of their spouses or partner, partner, or other relatives.

In a case where the employment of a spouse or partner, partner, or other relative results in a conflict of interest as described above, the relative who serves as supervisor must notify the appropriate member of the AEC of this conflict. The AEC member, or other persons appointed by the AEC member, will be responsible for making all decisions that affect the working conditions of the relative being supervised. (AEC members are identified in Section 4.1 of the Faculty Handbook.)

For purposes of this policy, a relative is defined as spouses or partner, parent, siblings and their spouses, children, stepparent, stepchildren, domestic partner, grandparent, grandchildren, aunts, uncles, first cousins, nephews, nieces and their spouses, and in-laws. Relatives also include roommates and other persons with whom the employee may have economic and emotional ties. For safety, security, supervision and ethical reasons, except in extreme cases, these individuals will not normally be hired, transferred or otherwise placed into positions where they directly or indirectly supervise or are supervised by another family member.

(Revised Fall 2005)
11.12 Consensual Relationships

Allegheny College does not interfere with choices regarding personal relationships when these relationships do not conflict or interfere with the goals, policies, or mission of the College. However, even consensual relationships in which one party retains a supervisory or evaluative role over the other party hazard a basic violation of professional ethics and responsibility. Therefore, Allegheny College strongly discourages such relationships and requires employees to disclose immediately, to the appropriate administrative supervisor, any romantic or sexual relationship with a person over whom he/she holds supervisory or evaluative power. Furthermore, decisions and evaluations concerning the person of lesser authority must be conducted by someone other than the employee so involved.

In addition, Allegheny College prohibits romantic or sexual relationships between non-student employees and students, unless the relationship existed prior to the employee’s date of hire or an adult student’s matriculation. Non-student employees who violate this policy will be subject to disciplinary action that will be determined on a case-by-case basis. Violation of this policy may result in suspension or termination.

(Fall 2005)

11.13 Employee Consulting

It is recognized that limited consulting can be a valuable way in which an employee can supplement his or her salary and develop professionally. However, it is necessary to ensure that both the College’s and employee’s needs and interests can be met.

This policy is not intended to impede an employee’s professional development. For instance, if an employee is offered a stipend for speaking at a professional conference, this will not be considered a “consulting” arrangement. Also, if an employee performs a service that is typically expected in his or her profession (i.e. a coach serving as a referee, an employee teaching in a summer camp), such activity will not be considered a consulting arrangement. In order to strike an appropriate balance between the College’s needs and the employee’s needs, the following guidelines will govern consulting arrangements:

- If an Allegheny employee wants to enter into or to continue a consulting arrangement related to his or her professional role at the College, he or she must seek prior approval from the respective AEC member. The AEC member must report such arrangements to the Vice President for Finance and Administration.

- A written request should be submitted to the relevant AEC member with the following information: the number of days of consulting work; the dates when the employee expects to be away from campus; who the clients are or will be; confirmation that the client institution is not a competitor of Allegheny College; and that the consulting will occur on his/her own time or during his/her vacation days.

---

1 The material in this section is taken from the Allegheny College PERSONNEL POLICIES AND BENEFITS HANDBOOK for Exempt Employees but has been edited to emphasize matters directly pertaining to faculty. Faculty members who wish to engage in consulting activity should discuss their arrangements with the Dean of the College.
• Employees who are engaged in consulting arrangements cannot use personnel, supplies, materials, or equipment belonging to Allegheny College in their consulting roles, and cannot be out of the office for more than one day per month.

• In a limited number of cases, the College may ask employees to consult with or contract for the College. Employees with special skills or those who are asked to engage in tasks that go far beyond their job descriptions, may have their pay supplemented for these special, one-time tasks.

• Employees may not represent themselves as acting in the capacity of a College employee when conducting consulting or other paid professional activities. The College bears no responsibility for any actual or implied obligation or liabilities incurred by the employee resulting from a consulting or other paid professional activity.

• No outside obligation should result in any conflict of interest involving the individual’s responsibilities to the College or to its programs, policies, and objectives.

• Approval of requests is not guaranteed.

• All approved consulting arrangements must be submitted to the Office of Human Resources to be filed in the employee’s personnel file.

11.14 Solicitations and Fund Raising

Any project or program which seeks funds through solicitations, sales, or advertising, or which seeks to solicit all or a segment of the Allegheny College constituency, as such, must be approved by the Vice President of Development.

The Annual Fund for Allegheny College urges giving on the part of Allegheny’s constituency for current operations or special projects, and this ongoing program might possibly be a vehicle by which an approved proposal can accomplish its goal. The Office of Development is responsible for working with the faculty and administrators on all matters requiring funding from outside private sources, and encourages members of the faculty to consult with the Development staff about current and future needs.

11.15 Campus Solicitation Policy

Allegheny College prohibits unauthorized solicitation on campus property. We require prior approval for any group or individual looking to provide information or sell products on campus.

In general, for-profit organizations are not permitted to solicit on campus. For example, credit card, phone card, and cell phone companies are not permitted on campus. Other solicitors looking for permission to be on campus must seek approval through the office of Student Activities. If granted permission then authorized solicitors (e.g. organizations selling class rings or photos for seniors) will only be permitted in the Henderson Campus Center. The purpose of this process is to maintain an environment that supports the academic objectives of our community.
Off-campus religious or faith groups wishing to visit campus must first be invited by a recognized student organization or College department. The College department or organization must receive authorization from the Religious Life office before the off-campus group may come to Allegheny College. Authorized groups or individuals will be hosted in the Henderson Campus Center unless prior permission is granted to visit other facilities or grounds. The purpose of this process is to establish a campus environment that is free of coercion and proselytization.

(Revised Spring, 2005)

11.16 Events Involving Candidates for Political Office

All events featuring or actively including candidates for elected political office will adhere to the Event Registration and General Event Guidelines, as noted above.

Other than small organizational meetings or class sessions, all events held on the Allegheny College campus that are attended by candidates for public office and are part of the candidate's general effort to build support for candidacy shall be open to the general College community.

An open event is defined as one for which no fewer than one-half the available seats or spaces are available to the general college community based on a non-biased distribution of tickets on a first-come, first-served or other suitable basis.

Candidates are required to contact the College with sufficient time prior to an event for appropriate planning and announcements.

(Spring, 2007)

11.17 Parking

Employees are allowed to park on campus in “Gold” designated lots when displaying a parking sticker on their vehicles. These stickers are available in the Security Office, upon submission of a completed vehicle registration form.

Vehicles without Allegheny parking permits or vehicles parked in improper areas will be ticketed the current fee for a parking violation. Unpaid fees will result in the loss of parking privileges.

(Revised Spring, 2009)

11.18 Standards of Conduct

Employee conduct has a direct bearing on the general public opinion of the College; therefore, it is imperative that employees respect the rights of others and conduct themselves in a professional and businesslike manner.

The following conduct is prohibited and will not be tolerated by Allegheny College. Written standards, however, can be guidelines only; they cannot be all inclusive. Hence, the list of prohibited conduct below is not intended to be all-inclusive. Rather, each employee is
expected to conform to common and accepted standards of behavior and job performance as well as to written standards. Questions regarding acceptable standards of behavior within a department should also be addressed to the dean of the College

1. Falsification of College records, including employment applications, time or medical records, or the recording of anyone’s time but your own, or granting permission to another employee to record your time.

2. Insubordination.

3. Deliberate destruction or defacing of College property, a student’s property or the property of a fellow employee.

4. Fighting or provoking a fight while on College premises or while conducting College business.

5. Assaulting, threatening, intimidating, coercing or interfering with supervisors, employees, students, or visitors.

6. Possession of weapons while on College premises.

7. Unauthorized removal or alteration of College records or release of confidential information.

8. Theft or misappropriation of College property.

9. Illegal, immoral or indecent conduct.


11. Harassment.

12. Use of abusive language on College property or while conducting College business.

13. Poor performance and willful misconduct.

14. Violation of any College policy.

15. Unauthorized use or possession of College-owned property.

11.19 Keys

As a new employee, you may obtain keys required for your job by contacting the Physical Plant Office. To obtain keys, you will need to present an authorization form from your supervisor. Duplication of keys is prohibited and may result in discipline up to and including discharge. All keys must be surrendered to the Physical Plant Office prior to the last day of employment.
11.20 Employee Identification Cards

An Allegheny College identification (ID) card is issued to each new employee. You can get your ID card from the Campus ID and Telephone Coordinator located in Bentley Hall. Arrangements can be made to have this done through the Office of Human Resources at the time of your new employee orientation. Your employee ID card will provide you with privileges at the Bookstore, Library and the Wise Center, Allegheny’s recreation/sports facility.

You can also receive discounts at participating Meadville businesses when you present your ID card. A list of participating businesses can be found on the Allegheny Web site. Also, coupons are available in the student telephone directory for additional savings.

11.21 Procedure for Reporting Concerns Regarding Auditing, Accounting, Financial Internal Controls, or Compliance Matters

Allegheny College has a responsibility for the stewardship of College resources and the private support that enables it to pursue its mission. The College is committed to compliance with the laws and regulations to which it is subject and to promulgating College policies and procedures to interpret and apply these laws and regulations in the College setting.

The College’s internal controls and operating procedures are intended to detect and to prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of laws, regulations, policies and procedures may occur and may constitute improper activities. The College has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities and to report the actions taken by the College.

The Audit and Evaluation Committee of the Board of Trustees shall address all reported concerns or complaints regarding College accounting practices, finances, internal controls, auditing or standards of conduct relative thereto.

It is the responsibility of all College employees, students, parents, alumni, and other individuals to report violations or suspected violations in accordance with this “whistleblower policy.” No individual who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment or academic or educational consequence.

Individuals wishing to report violations or suspected violations may do so in writing by sending a sealed envelope addressed to the Chair of the Audit and Evaluation Committee, Allegheny College Board of Trustees. This report should be sent to the Office of the Vice President for Finance and Planning or to the President’s Office (sealed envelopes sent to the College are to be delivered intact to the Chair of the Audit and Evaluation Committee for review), or directly to the Chair of the Audit and Evaluation Committee.

The Chair of the Audit and Evaluation Committee will inform and consult with the Vice President for Finance or the President as is prudent concerning these matters brought to the
SECTION 11: GENERAL COLLEGE POLICIES

Committee so that an internal investigation can begin and a report be rendered expeditiously to the Committee concerning remedial action that has been or will be taken to ameliorate the situation. The Vice President for Finance will subsequently write in confidence to the reporting party the explanation for or the resolution of the violations or suspected violations.

Anonymous reports will be handled in the same manner as signed reports, however, no response will be sent. The Vice President for Finance will maintain a file for the purpose of documenting resolution to reported violations or suspected violations.

At all times names of persons involved and the situations will remain confidential and a professional, no-threatening procedure to resolve these matters will be adhered to by all concerned.

(Spring 2006)

11.22 Intellectual Property Created at Allegheny College

Terms:

• “Copyright” shall be understood to mean that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works.

• “Patent” shall be understood to mean that bundle of rights that protect inventions or discoveries which constitute “any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof” or other discoveries and processes as defined by the United States Patent and Trademark Office.

I. Ownership of Copyright in Works Created by Faculty

Traditionally, faculty scholarly work has not been considered work-for-hire. “It has been the prevailing academic practice to treat the faculty member as the copyright owner of works that are created independently and at the faculty member’s own initiative for traditional academic purposes.” (AAUP Statement on Copyright) In addition, AAUP policy holds that for faculty work to be considered work-for-hire, it requires use of extraordinary resources. Use of traditional resources “such as office space, supplies, library facilities, ordinary access to computer and networks, and money,” are not sufficient to make faculty work into work-for-hire.

Allegheny College recognizes the following categories of scholarly work for which the College will waive any ownership interest in favor of the faculty member: textbooks, class notes, research findings, research proposals, classroom presentations and instruction, research articles, research monographs, computer software created for teaching purposes or intended
as open source programs, student theses and dissertations, paintings, drawings, sculpture, audiovisual works, musical compositions and performances, dramatic works and performances, choreographic works and performances, poetry, and popular fiction and nonfiction.

II. Intellectual Property Products

A. Copyrighted Materials Allegheny College will consider a faculty member who produces traditional scholarly works in the categories listed above (Item I) to be the sole owner of those materials and the copyrights in such materials if they are produced without assistance over and above the traditional resources normally provided by the College for the routine use of its faculty. When a faculty member’s effort in developing a work (whether copyrightable or not) is significantly assisted by the use of College facilities, resources, or personnel, beyond the traditional resources normally provided by the College for the routine use of its faculty, or if the College has contributed to a “joint work” as defined under the Copyright Act, then the College shall be a joint owner of the work itself as well as in any and all copyrights in the work.

For the purpose of determining ownership of the copyright in scholarly or artistic works created by faculty, exceptional, extraordinary, and significant resources (resources considered more than the traditional resources normally provided by the College) may include the following:

- release time
- development money
- exemptions from standard, customary fees for equipment or facilities
- staff support beyond customary secretarial support.

Traditional resources normally provided by the College include, but are not limited to, the following:

- sabbatical leaves
- pre-tenure leaves
- course release for divisional teacher/scholar chair
- course release for advising of Senior Projects
- Demmler grant funding
- Academic Support funding
- travel-to-conference funding
- summer paid research interns
- work-study students.

The College shall make the determination in its reasonable discretion whether it has contributed to a joint work, or contributed services and facilities to the production of the work that go beyond the traditional resources normally provided to faculty members.

In order to avoid disputes over the ownership of works created at Allegheny College, faculty who anticipate using significant College resources in the creation of scholarly
materials should contact their Department Chair and the Dean of the College to negotiate terms of ownership in advance.

B. Patented Materials The ownership of patents pursued by faculty using College resources (such as facilities, equipment, or funds controlled by the College) is determined on a case-by-case basis. A patent application may be filed when a new and useful process, machine, manufacture, or composition of matter is conceived or developed, or when unusual, unexpected, or non-obvious research results are obtained. A faculty member who decides to apply for a patent must notify the Dean of the College in compliance with Item IID below. Upon disclosure of the faculty member’s intent to file a patent application, the Dean of the College will determine whether the College is entitled to an ownership interest in the invention or discovery and any patent that may issue covering such invention or discovery.

If the College is entitled to an ownership interest and chooses to apply for patent protection, it will fund the upfront fees and legal costs incurred in the patent application process. In consideration of its investment, Allegheny College will recoup the aforementioned costs from the initial profits of the invention, in addition to half of all subsequent shares in the profit.

In cases where the Dean of the College determines that the College is not entitled to an ownership interest or decides not to pursue co-ownership of the patent, the College will confirm/release ownership of the invention or discovery to the faculty member, who will have the right to pursue the patenting and/or commercialization of the invention at his or her own expense.

C. Procedure for Disclosure of Copyrightable Works Faculty members wishing to pursue copyright registration of works that do not fall under the category of scholarly works as described in Item I, or which comprise scholarly works that are produced using significant College resources beyond the traditional resources normally provided by the College, must make prompt disclosure to the Dean of the College, in writing, of their intent.

The Dean will consult with the faculty member to ascertain the nature, purpose, and genesis of the works and determine the extent to which the College has contributed as a joint author, or that College resources have been used in creation of the works. The Dean shall make a determination as to: a) Allegheny College’s right to joint ownership of the work and any associated copyrights; b) Allegheny College’s intention to pursue copyright registration for the work; and c) Allegheny College’s desire to be involved in commercialization or enforcement of the copyrights in the works.

D. Procedure for Disclosure of Patent Application Faculty members who intend to apply for a patent must make prompt disclosure to the Dean of the College, in writing, of their intent.

Upon receiving a disclosure, the Dean will consult with the faculty member to ascertain the nature and purpose of the invention or discovery to be patented and determine the extent to which College resources have been used in its creation. The Dean shall make a determination as to: a) Allegheny College’s claim to joint ownership of the invention or discovery and any associated patents; b) Allegheny College’s intention to pursue patent protection for the invention or discovery; and c)
Allegheny College’s desire to be involved in commercialization or enforcement of the patent.

If the Dean determines that the College is not entitled to an ownership interest or that the College has no intention of pursuing patent protection for the invention or discovery, all ownership of the invention or discovery shall be confirmed/released to the creator of the invention or discovery.

E. Intellectual Property Created Using Grant Support The ownership of intellectual property created at Allegheny College using grant or sponsor funds shall be determined by the terms of the granting agency’s contract.

F. College and Community Interests Although individual faculty may own in their entirety certain of the scholarly works described in Item I above, the College community has interests in being able to use such works for educational and administrative purposes. Faculty members should keep these purposes in mind when creating and disseminating instructional materials and scholarly works. When publishing scholarly works, faculty creators are encouraged to provide rights for use for the College community.

The College shall at all times have and/or retain the right to use, display, distribute, perform, copy, and modify faculty-created teaching materials (such as syllabi, assignments, tests, and other course content) for administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions, and for educational purposes at the College including in its internally administered programs of teaching, research, and service on a perpetual, non-terminable, royalty-free, non-exclusive basis.

Likewise, the College shall at all times have a non-exclusive right to make and use, solely for internal purposes, any invention or discovery made by using College resources.

III. Works Produced by Non-Faculty Employees

Works produced by non-faculty employees in the scope of their employment are generally considered works-for-hire, and as a consequence, are the property of Allegheny College. There may be circumstances where non-faculty employees make substantial creative contributions to an intellectual property project. The College may choose to share ownership with the employees involved. In such a case, the College and the employee should create a specific agreement clarifying ownership of the intellectual property in question. The College does not claim ownership of works created by non-faculty members at their own initiative, outside the scope of their employment, and without the use of exceptional, extraordinary, and significant College resources.

IV. Works Created by Students

A. Student Materials In general, student initiated research and creative work-including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements—remain the physical and intellectual property of the creator. Student materials that are assigned and completed in support of faculty
initiated research—including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements—become the physical property of the school, although the creator retains all rights to the intellectual property contained within the material unless (i) the student received financial support from the College in the form of wages, salary, stipend, or grant funds for the research, (ii) the student made significant use of College resources (including College-administered funds or College-funded time, facilities, or equipment) in connection with the research, or (iii) the research was funded by a sponsor pursuant to a grant or sponsored research agreement or is subject to a materials transfer agreement, confidential disclosure agreement, or other legal obligation that restricts ownership of Intellectual Property.

The school assumes no responsibility for the safeguarding of such material and may, at its discretion, retain such material, return it to its creator, or discard it. Ordinarily, material of current students will not be discarded without giving the student a chance to reclaim it.

B. Senior Projects The College shall have, as a condition of the degree award, the royalty-free right to retain, use, and distribute a limited number of copies of the senior thesis, together with the right to digitize it for archival use.

V. Resolution of Disputes

In cases where there is a dispute over ownership, and its attendant rights, of intellectual property, an ad-hoc committee comprised of one individual selected by the Dean of the College, one individual selected by the creator of the intellectual property, and one individual agreed to by both parties, will be appointed. The Committee members will have knowledge about the particular field or intellectual property issue and will have no personal interest in the matter. The committee shall make an initial determination of whether the College or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights. It will make its recommendation to the Dean of the College for a final decision.

VI. Credit

Notwithstanding any of the above, at the College’s request, the creator of any intellectual property created at the College, or by a College employee using College resources, will give the College appropriate credit on every copy of the work.

VII. Trademarks

The College retains the exclusive right to control the use of its name and trademarks in association with any work, regardless of the ownership of the work.

January, 2008
Section 12

Communication

12.1 Telephone System

The College telephone system offers the opportunity to leave messages, transfer and save messages, along with many other options.

Office telephones provide the user with the ability to receive and place calls on or off campus. A department code is required for placing long-distance calls after 5 p.m. Questions can be directed to the Campus Phone and I.D. Coordinator.

This telephone service is provided to each office or department for the conduct of College business. Therefore, personal calls should be kept to a minimum and made only when absolutely necessary and conversation should be as brief as possible. Employees are required to reimburse the College for personal long distance calls.

A telephone directory of employee telephone extension numbers is distributed each fall to all employees by the Office of Human Resources.

12.2 Electronic Mail and Internet Access

The College provides electronic mail and access to the Internet for College-related work as a tool to improve communication between employees, to enhance research capabilities and to allow efficient access to work-related information.

The electronic mail system is the property of Allegheny College. Accordingly, all messages composed, sent, received, or stored on the electronic mail system are, and will remain, the property of the College. There should be no expectation of privacy or confidentiality for documents, web sites, and/or messages sent, received or stored on the College-owned network or equipment. Users should be aware that even when a message or bookmarked web site is erased, it may still be possible to retrieve the message or bookmark.

Employees will be assigned an e-mail address and will have access to the Internet to facilitate their work for the College. Any text sent or posted via the Internet contains the user’s address and the College name. Posting to the Internet should only include work-related materials.
Sending unapproved materials over the Internet is not permitted, and may potentially harm, embarrass, or subject the College to potential liability. Users are cautioned against downloading any material, even from a reputable source, because of the possibility of computer virus exposures.

The College reserves the right to troubleshoot hardware and software problems, prevent unauthorized access or misuse, investigate reports of violations of College policies, and local, state or federal laws, and to take other actions as necessary. Electronic mail and communications are subject to disclosure to law enforcement or government officials. Prohibited uses of electronic mail and Internet access include, but are not limited to, the following:

1. excessive non-work related use of e-mail and Internet access;
2. displaying or transmitting distasteful or offensive images, slurs, epithets, or anything else that harasses, intimidates or disparages another person on the basis of such factors as sex, race, sexual orientation, color, age, religion, disability, or national origin;
3. viewing, sending, downloading, storing or knowingly receiving pornographic materials;
4. using information in violation of copyright laws;
5. intercepting and opening electronic mail, except by those authorized to diagnose and to correct technical problems;
6. using electronic communications in any way that is prohibited by laws and regulations; and
7. creating web sites on College servers or networks which are linked to College web sites and/or using College domain or URL addresses, to sell products or services.

If an employee is abusing this privilege, or using e-mail, web sites and other electronic communication devices to conduct personal business or in an inappropriate manner, the College reserves the right to take appropriate disciplinary actions, up to and including discharge and legal prosecution. The employee acknowledges that by using the College computer he/she agrees that the College may maintain and enforce the policies set forth in this Handbook.

Electronic Mail and Internet use by faculty members are activities covered by the statement on academic freedom (Section 5.2, paragraph 3). Nothing in this section should be construed as placing restrictions on academic freedom.

12.3 Inside News Weekly

The “Inside News Weekly” is one of the ways in which the College informs employees of news, events, policy changes, etc. It is updated weekly during the academic year by the Office of Public Affairs and can be viewed on Allegheny’s inside web page at www.inside.allegheny.edu.
Section 13

Employee Safety

13.1 On-Campus Emergencies

The Security Office, the unit responsible for safety, security and coordination of emergency services at the College, is located in the Newton Observatory. Security may be reached twenty-four hours a day by dialing ext. 3357 from any on-campus phone or by dialing 332-3357 from a private phone. A switchboard operator will relay your request to a Security Officer. Officers are available to respond to service calls and patrol the campus seven days per week, 24 hours per day.

In the event of a life-threatening situation, call 911 directly, and then notify Security afterward. There are four emergency Call Boxes located on campus for emergency use. The locations of the four Call Boxes are as follows:

1. Sidewalk on the West side of Reis Hall
2. Brooks Walk East, behind the Campus Center
3. Ravine Parking Lot #1, base of stairs from Edwards
4. Robertson Field, Tennis Court parking lot on building

In addition, there are public call boxes with one-button emergency access to security on the front doors of all residence halls.

13.2 Accident Reporting

Any employee injured in the course of employment is required to report the accident to his/her supervisor immediately, and to complete and deliver to the Human Resources Office an Accident Report within 24 hours, if possible. Accident reports should be completed even if there is no injury in the event complications arise at a later date. Timely reports of workplace accidents are necessary to ensure eligibility for workers compensation benefits. Accident report forms are available from the Office of Human Resources. If you witness an accident or an injury, please report it to the Campus Security Office.
13.3 Substance Abuse Policy

Allegheny College is committed to providing a drug-free, healthful, safe, and secure work environment. Use or abuse of alcohol or any other drug in a manner that affects or impairs an individual’s ability to carry out his or her job responsibilities is prohibited. In addition, the Drug-Free Workplace Act of 1988 requires that federal grant recipients take several very specific steps to ensure a drug-free workplace.

Allegheny’s Drug-Free Workplace Policy is attached as Appendix E.

13.4 Smoke-Free Workplace

Allegheny College is a smoke-free workplace. In consideration for others, and consistent with the College’s commitment to providing a healthy working, living, and learning environment, smoking is prohibited in all college buildings or college vehicles. There are no designated smoking areas within campus buildings.

13.5 Visitors in the Workplace

Allegheny College values family life and has worked to develop employment policies and benefits that are supportive of families. While the College seeks to focus on providing a work environment open to work and family issues, it also believes that the workplace should not be used in lieu of a child care provider. It is the policy of the College that minor children of employees not be present at an employee’s workplace, in lieu of other child care arrangements, during the employee’s working hours.

This does not eliminate periodic, short visits from friends or family as appropriate, meeting them on campus for lunch, etc., and is not intended to prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit. Anything other than short visits is not permitted and poses potential harm for children and liability for the College. Even during short visits children should not be unattended or allowed in areas where dangerous equipment is operated and/or chemicals are stored or used. Exceptions to these guidelines may only be made in consultation with your AEC officer, the VP for Finance and Administration, and the President.
Appendix A
Organizational Charts

*Further details for the offices in *italics* are given in the charts below.
# Appendix B

## Academic Calendars

### 2009-2010

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation</td>
<td>Sunday, Aug. 23</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Thursday, Aug. 27</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 10 – 13</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 25 – 29</td>
</tr>
<tr>
<td>Classes End</td>
<td>Wednesday, Dec. 9</td>
</tr>
<tr>
<td>Finals</td>
<td>December 12 – 16</td>
</tr>
</tbody>
</table>

### 2010-2011

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation</td>
<td>Sunday, Aug. 22</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Thursday, Aug. 26</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 9 – 12</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 24 – 28</td>
</tr>
<tr>
<td>Classes End</td>
<td>Wednesday, Dec. 8</td>
</tr>
<tr>
<td>Finals</td>
<td>December 11 – 15</td>
</tr>
</tbody>
</table>
## 2011-2012

<table>
<thead>
<tr>
<th></th>
<th><strong>Fall Semester</strong></th>
<th><strong>Spring Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation</td>
<td>Sunday, Aug. 28</td>
<td>Residence Halls Open</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Thursday, Sept. 1</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 15 – 18</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 23 – 27</td>
<td>Classes End</td>
</tr>
<tr>
<td>Classes End</td>
<td>Wednes., Dec 14</td>
<td>Finals</td>
</tr>
<tr>
<td>Finals</td>
<td>December 17 – 21</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

## 2012-2013

<table>
<thead>
<tr>
<th></th>
<th><strong>Fall Semester</strong></th>
<th><strong>Spring Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation</td>
<td>Sunday, Aug. 26</td>
<td>Residence Halls Open</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Thursday, Aug. 30</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 13 – 16</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 21 – 25</td>
<td>Classes End</td>
</tr>
<tr>
<td>Classes End</td>
<td>Wednes., Dec 12</td>
<td>Finals</td>
</tr>
<tr>
<td>Finals</td>
<td>December 15 – 19</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

## 2013-2014

<table>
<thead>
<tr>
<th></th>
<th><strong>Fall Semester</strong></th>
<th><strong>Spring Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation</td>
<td>Sunday, Aug. 25</td>
<td>Residence Halls Open</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Thursday, Aug. 29</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 12 – 15</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Nov. 27 – Dec. 2</td>
<td>Classes End</td>
</tr>
<tr>
<td>Classes End</td>
<td>Wednes., Dec 11</td>
<td>Finals</td>
</tr>
<tr>
<td>Finals</td>
<td>December 14 – 18</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
## 2014-2015

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation</td>
<td>Sunday, Aug. 24</td>
<td>Residence Halls Open</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Thursday, Aug. 28</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 11 – 14</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Nov. 26 – Dec. 1</td>
<td>Classes End</td>
</tr>
<tr>
<td>Classes End</td>
<td>Wednes., Dec 10</td>
<td>Finals</td>
</tr>
<tr>
<td>Finals</td>
<td>December 13 – 17</td>
<td>Commencement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C

Guidelines for Classroom Copying

Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying may not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

I. Single Copying for Teachers

A single copy may be made of any of the following or any part thereof by or for any faculty or staff member at his or her individual request:

A. A chapter from a book;
B. An article from a periodical or newspaper;
C. A short story, short essay or short poem, whether or not from a collective work;

---

1This information comes from page 7 and 8 of Copyright Office Circular 21: Reproduction of Copyrighted Works by Educators and Librarians. Entire document available online at <http://www.loc.gov/copyright/circs/circ21.pdf>
APPENDIX C. GUIDELINES FOR CLASSROOM COPYING

D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple Copies For Classroom Use

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the faculty giving the course for classroom use or discussion, provided that:

A. The copying meets the following tests of brevity and spontaneity as defined below; and,

B. Meets the cumulative effect test as defined below; and,

C. Each copy includes a notice of copyright

Definitions

Brevity

i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. [Each of the numerical limits stated in “i” and “ii” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

iv. “Special” works: Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph “ii” above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity

i. The copying is at the instance and inspiration of the individual teacher, and

ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
APPENDIX C: GUIDELINES FOR CLASSROOM COPYING

Cumulative Effect

i. The copying of the material is for only one course in the school in which the copies are made.

ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

iii. There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in “ii” and “iii” above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions As To I And II Above

Notwithstanding any of the above, the following shall be prohibited:

A. Copying may not be used to create or to replace or substitute for anthologies, compilations or collective works. A prohibited replacement or substitution occurs regardless of whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.

B. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

C. Copying shall not:

1. substitute for the purchase of books, publisher’s reprints or periodicals;
2. be directed by higher authority; or
3. be repeated with respect to the same item by the same teacher from term to term.

D. No charge may be made to the student beyond the actual cost of the photocopying.

Please note: The agreement above was written by representatives of the educational community and publishers in 1976 and made part of the Congressional Record, but was not codified into law. The guidelines provide a safe harbor for those who are hesitant about applying or determining fair use guidelines. It has been argued that the agreement is too restrictive for use in an academic setting. In a number of instances more extensive copying than that quantified above will qualify as fair use.
There are no legal rules permitting the use of specific number of words counts, a certain number of musical notes, or percentages of a work. Whether a particular use qualifies as fair use depends on all the circumstances\(^1\)."

**Copyright Law of the United States of America**

Excerpts from Title 17, chapter 1 of the United States Code\(^2\)

§ 106. Exclusive rights in copyrighted works

Subject to sections 107 through 121, the owner of copyright under this title has the exclusive rights to do and to authorize any of the following:

1) to reproduce the copyrighted work in copies or phonorecords;

2) to prepare derivative works based upon the copyrighted work;

3) to distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;

4) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly;

5) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly; and

6) in the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

§ 107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

2) the nature of the copyrighted work;


\(^2\) The law in its entirety is available online at: <http://www.loc.gov/copyright/title17>
3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

**Determining Public Domain**

Works in the Public Domain Include:

- Uncopyrighted published works—Any work published in the United States before January 1, 1978 without a copyright notice.

- Published work with expired copyrights—All works published prior to 1923. Copyrights from 1923 and later may also have expired, but making determinations about their status is sometimes difficult. For more information see When Works Pass into the Public Domain (enclosed and available online at http://www.unc.edu/unclng/public-d.htm) and the Copyright Right Office publication titled How to Investigate Copyright Status of a Work (available online at http://www.loc.gov/copyright/circs/circ22.html)

- United States government publications—Examples of government publications include: opinions of courts in legal cases, Congressional Reports on proposed bills, testimony offered at Congressional hearings, and reports of government employees. Some government publications may be works prepared by outside authors on contract to the government and might be protected by copyright. As with other publications, check for copyright notification. In the absence of copyright notice in such works, it would be reasonable to assume they are in the public domain.

- Works that are not eligible for copyright protection—The Copyright Office publication Copyright Basics (available online at: http://www.loc.gov/copyright/circs/circ1.html) lists several categories of works that are not eligible for protection. These include:

  Works that have **not** been fixed in a tangible form of expression (for example, choreographic works that have not been notated or recorded, or improvisational speeches or performances that have not been written or recorded)

  Titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents

  Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration
Works consisting entirely of information that is common property and containing no original authorship (for example: standard calendars, height and weight charts, tape measures and rulers, and lists or tables taken from public documents or other common sources)

Works in the public domain may be reproduced without restriction.

See the summary by Gasaway (below) for more information about “public domain.”
When Works Pass into the Public Domain


Definition: A public domain work is a creative work that is not protected by copyright and which may be freely used by everyone. The reasons that the work is not protected include: (1) the term of copyright for the work has expired; (2) the author failed to satisfy statutory formalities to perfect the copyright or (3) the work is a work of the U.S. Government.

<table>
<thead>
<tr>
<th>DATE OF WORK</th>
<th>PROTECTED FROM</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created 1-1-78 or after</td>
<td>When work is fixed in tangible medium of expression</td>
<td>Life + 70 years(^1) (or if work of corporate authorship, the shorter of 95 years from publication, or 120 years from creation(^2))</td>
</tr>
<tr>
<td>Published before 1923</td>
<td>In public domain</td>
<td>None</td>
</tr>
<tr>
<td>Published from 1923 – 63</td>
<td>When published with notice(^1)</td>
<td>28 years + could be renewed for 47 years, now extended by 20 years for a total renewal of 67 years. If not so renewed, now in public domain</td>
</tr>
<tr>
<td>Published from 1964 – 77</td>
<td>When published with notice</td>
<td>28 years for first term; now automatic extension of 67 years for second term.</td>
</tr>
<tr>
<td>Created before 1-1-78 but not published</td>
<td>1-1-78, the effective date of the 1976 Act which eliminated common law copyright</td>
<td>Life + 70 years or 12-31-2002, whichever is greater</td>
</tr>
<tr>
<td>Created before 1-1-78 but published between then and 12-31-2002</td>
<td>1-1-78, the effective date of the 1976 Act which eliminated common law copyright</td>
<td>Life + 70 years or 12-31-2047, whichever is greater</td>
</tr>
</tbody>
</table>

\(^1\) Works for hire, anonymous and pseudonymous works also have this term. 17 U.S.C. § 302(c).

\(^2\) Works for hire, anonymous and pseudonymous works also have this term. 17 U.S.C. § 302(c).

\(^3\) Under the 1909 Act, works published without notice went into the public domain upon publication. Works published without notice between 1-1-78 and 3-1-89, effective date of the Berne Convention Implementation Act, retained copyright only if efforts to correct the accidental omission of notice was made within five years, such as by placing notice on unsold copies. 17 U.S.C. § 405.

(Note courtesy of Professor Tom Field, Franklin Pierce Law Center and Lolly Gasaway)
Appendix D

Leave Policies

A. Salary Continuation and Short-Term Disability Leave Policy

Full-time employees who are medically disabled and unable to perform their duties due to a non-occupational illness or injury may be eligible for up to six months of paid leave and benefits within any rolling 12-month period measured back from the start date of the disability leave. If a disability leave is approved, 100% of salary will be continued for up to six (6) months from the date disability was approved.

All regular full-time employees with at least six months’ service with the College are eligible for salary continuation under the Short-Term Disability Leave Policy if they are unable to work due to disability. Faculty members are exempt from the six-month service requirement due to the unique nature of their association with the College prior to their starting date.

Qualification for paid leave and benefits under this policy is subject to written medical certification by a licensed physician and authorization by the College’s designated third party administrator who will recommend eligibility for benefits and reserves the right to recommend other medical opinions and to deny or terminate such benefits.

Employees with anticipated disabilities should promptly notify the College of the anticipated date of disability in order to plan staffing during the disability leave.

The College will continue salary and benefits pursuant to the short-term disability policy. During the disability leave, employees will continue to pay for any elected benefits requiring a contribution (i.e. medical, dental, vision). Vacation leave will not accrue during the period of disability.

If an employee is unable to work due to disability for more than six consecutive months, he/she may be eligible for long-term disability benefits. Application should be made during the fourth or fifth month of disability in order to allow adequate processing time. For further information on the Long-Term Disability Plan, please refer to Section E below.
Disability Leave Due to Childbearing

Periods of disability related to pregnancy and/or childbirth are treated like any other disability. Generally, an employee who gives birth without complications would be eligible for at least six weeks of paid disability leave with benefits and salary continuation at 100%.

Once the College is notified of the employee’s pregnancy, the College will request an indication of when the employee expects to go on disability leave in order to plan staffing during the leave. Should medical complications arise before or after the birth, the employee would be eligible for additional paid disability leave under the Short-Term Disability Leave Policy for reasons of medical necessity as determined by a licensed physician, not to exceed six consecutive months. In determining disability due to pregnancy and/or childbirth, the employee’s doctor’s medical opinion will govern both before and after delivery.

Faculty members who anticipate disability due to pregnancy should promptly notify the Dean of the College and Department Chair of the anticipated disability date and consult with them to work out a plan for covering courses during the affected semester(s). If the faculty member so desires, she may receive up to a 3-course reduction in teaching responsibilities with no loss of pay or benefits during the affected semester(s). The faculty members’ duties in the areas of freshman advising, major advising, committee work, etc. may also be reduced, at the College’s discretion, depending upon the specific circumstances.

B. Unpaid Leaves of Absence

Allegheny College provides full-time employees with the following leaves of absence without loss or interruption of continuous service but without pay or benefits or continued benefit accrual (unless otherwise required by law):

1. **Childcare Leave** – Childcare leave is one among several forms of unpaid leave of absence for which full-time employees are eligible under the College’s Family and Medical Leave Act (FMLA) Policy. Refer to item F below for the FMLA policy.

2. **Personal Leave** – At the sole discretion of the College, employees may be granted an unpaid leave of absence to attend to personal matters as provided in the respective employee handbook for faculty, administrative or staff employees. Certain fringe benefits may be maintained during a leave without pay, at the employee’s expense. Employees are eligible for a personal leave after completion of one year of employment with Allegheny.

3. **Military Leave** – A full-time regular employee who leaves the College to enter active duty in any of the armed forces of the United States for a period of not more than five (5) years will receive military leave without pay and reinstatement to the same or similar position upon satisfactory completion of military service. The application for reinstatement to College employment must be made within ninety (90) days following separation from active military duty. Allegheny College will continue to comply with all applicable laws regarding the reemployment of veterans.

4. **FMLA Leave** – The College will comply with the provisions of the federal Family and Medical Leave Act (FMLA). The College’s FMLA Policy is included in Section F of this policy.
C. Other Paid Leaves of Absence

In addition to the Short-Term Disability Leave program described above, Allegheny College provides eligible employees with the following leaves of absence without the loss of pay or benefits:

1. **Jury Duty** – Allegheny College will pay each eligible employee’s regular salary when an employee must and does serve as a juror. This will apply no matter how long the trial lasts. Proof of service will be required. To qualify for jury duty pay and leave, an employee must immediately notify the College after receiving initial notice that he or she is to serve as juror. The employee must also return to work no later than the day following termination of service as a juror. Time off for jury duty leave shall not count as hours worked for overtime calculation purposes.

2. **Military Reserve Leave** – Members of the National Guard or a reserve branch of the U.S. Military Service will be given a leave of absence with pay, not to exceed fifteen (15) days in one calendar year, to attend authorized training.

3. **Bereavement Leave** – The College grants full-time regular employees a maximum of three consecutive days of paid leave when death occurs in an employee’s immediate family. Immediate family includes spouse, domestic partner, children, grandchildren, parents, parents-in-law, brothers and sisters, grandparents, grandparents-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-children, or step-parents. Vacation time or time off without pay may be arranged to attend the funeral of a close friend or relative not specified. Time off for bereavement leave will not count as hours worked for overtime calculation purposes.

D. Occupational Illness/Injuries – Workers Compensation

For work-related illnesses or injuries, Allegheny College, at its expense, provides coverage to employees pursuant to the Pennsylvania Workers’ Compensation Law. The amount of benefits are determined by state law. All employees are covered from date of hire, including part-time and temporary employees.

To the extent that an employee suffers a job related accident or illness, he/she must notify the Human Resources Office as soon as possible so that necessary reports and claim forms may be completed and submitted to the insurance company on the employee’s behalf.

E. Long-Term Disability Insurance Benefit

The College provides Long-Term Disability Insurance for eligible full-time employees. Eligibility for benefit payments are determined by the insurance carrier. Please view your Certificate of Coverage for more detailed information.

Full-time employees will be enrolled in the Long-Term Disability Insurance Plan on the 1st of the month following hire date.

The College at its expense will continue to pay its portion of the premiums for the disabled employee’s health insurance coverage for up to 24 months from the date of permanent
disability, at which time medical coverage will end. Continuation coverage under COBRA will be offered to the disabled employee.

F. Family and Medical Leave Policy

This policy is intended to comply with the Family and Medical Leave Act of 1993 (FMLA) and shall be construed consistently with the Act and any applicable regulations.

Eligibility

Employees are eligible for unpaid family and medical leave (“FMLA leave”) under this Policy if they have been employed by Allegheny College for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave, measured back from the date the leave commences.

Coverage - When Leave Can be Taken

The Act provides to eligible employees up to twelve (12) workweeks of uninsured leave within a twelve-month period for reasons #1 to 4 below and up to twenty-six (26) workweeks of uninsured leave for reason #5 below:

1. The birth or adoption of a child, or the foster care placement of a child;
2. To attend to the serious health condition of a spouse/partner, child or parent;
3. To attend to employee’s own serious health condition;
4. To attend to a qualifying exigency arising out of the employee’s spouse, child or parent’s active duty or impending call to active duty status in the Reserves or National Guard in support of a contingency operation (an action or operation against an opposing military force); or
5. To attend to the care of a spouse, child, parent, or next of kin (nearest blood relative) of a covered service member (current member of the Armed Forces, National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty (Caregiver Leave).

A “serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves either: 1) inpatient care in a hospital, hospice, or residential care facility, or 2) continuing treatment by a health care provider. A health care provider is defined as a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices, or any other person determined by the Secretary of Labor to be capable of providing health care services.

Duration of Timing of Leave

The College will grant an eligible employee unpaid FMLA leave up to 12 weeks for reasons 1 – 4 above and up to 26 weeks for reason 5 above in any 12-month period measured backward over the prior year from the date in which the FMLA leave is to commence. This is known as the “rolling look back year” leave basis.
Caregiver Leave (#5 above), when combined with other FMLA qualifying leave, may not exceed 26 weeks in any 12-month period noted above.

Because leave under the Family and Medical Leave Act is an entitlement by Federal Law, the Human Resources Office will be responsible for tracking of family leave for all employees.

The right to such a leave for reasons of the birth or adoption of a son or daughter expires at the end of 12 months following the birth or placement. In case of leave to care for a sick family member or a leave necessitated by a serious health condition, the leave may be taken intermittently or on a reduced leave schedule when medically necessary subject to the above limit of 12 workweeks and to the certification requirements of this Policy.

**Spouse Working for the College**

In the event that an employee and spouse/partner are both employed by the College, the leave available for birth, adoption, foster child placement, care for a family member, or family member’s call to active duty will be limited to a combined 12-week period of time; and is limited to a combined 26-week period of time for Caregiver Leave or Caregiver Leave taken in combination with the other forms of eligible FMLA leave previously noted in this paragraph.

**Caregiver Leave**

For purposes of Caregiver Leave, next of kin is the nearest blood relative, other than the covered service member’s spouse, parent, son or daughter, in the following order of priority:

1. Blood relatives who have been granted legal custody of the service member by court decree or statutory provisions.
2. Brothers and sisters.
4. Aunts and Uncles.
5. First cousins.

If the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Caregiver Leave, that family member will be deemed next of kin. In such circumstances, only that designated next of kin may take FMLA leave to care for the covered service member. When a covered service member does not make such a designation, and there are multiple family members with the same level or relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin. The College requires the employee to provide reasonable documentation of the family relationship.

**Intermittent Leave**

Intermittent or reduced schedule FMLA leave will be granted if medically necessary for a serious health condition of an employee, or employee’s spouse/partner, child, or parent. FMLA leave may also be taken intermittently or on a reduced hour’s basis for reasons relating to a family member’s military active duty or when an employee needs to care for a family member who has incurred an injury or illness while on active duty. The following certifications will be required for intermittent or reduced schedule FMLA leave:
APPENDIX D: LEAVE POLICIES

- Where the leave is for planned medical treatment, the College will require certification from the attending health care provider of the medical necessity for an intermittent or reduced schedule leave and of the treatment’s anticipated duration;

- Where the leave is for ill family members, a physician’s statement that this type of leave is necessary for the care of the family member, or will assist in a family member’s recovery, and the expected duration and schedule of the intermittent or reduced schedule leave will be required.

- When intermittent leave is needed to care for an immediate family member of the employee’s own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the College’s operations.

- Where intermittent or reduce schedule FMLA leave is requested, and is based on a foreseeable schedule of planned medical treatment, the College reserves the right to temporarily transfer an employee to an available alternate job which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee’s regular position.

Compensation During FMLA Leave

FMLA leave is without pay except as set forth in this paragraph. Where permitted by the Act, employees may use available vacation and personal days to which he or she is entitled for all or any portion of the FMLA leave, provided that the eligibility requirements for such paid days off are satisfied. In such a situation, whatever paid leave is taken will count against the 12 or 26 weeks of the allowable FMLA so that an employee will be eligible for up to a total of 12 or 26 weeks of FMLA leave, including both paid and unpaid leave time, as applicable.

Continuation of Benefits

Allegheny College will maintain group health insurance coverage, life insurance, and long-term disability insurance for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. Any employee required contributions to benefits must be maintained by the employee during the leave time. This may be accomplished in one of several ways:

a. The employee may pay monthly; or
b. The employee may authorize the College to pre-deduct the contributions from the last paycheck prior to the scheduled leave.

If option (a) is selected, payment will be due on the 1st of the month and must be received within 30 days of the due date in order to avoid cancellation of coverage.

Allegheny College may recover premiums it paid to maintain health insurance, life insurance, and long-term disability coverage for an employee who fails to return to work from FMLA leave for reasons other than continuation, reoccurrence, or onset of a serious health condition, or any circumstance beyond the control of the employee.
APPENDIX D. LEAVE POLICIES

Job Restoration

Upon return from FMLA leave, an employee will be restored to the position held when FMLA leave began, or to an equivalent job with equivalent pay, benefits, seniority, and other terms and conditions of employment. However, Allegheny College reserves the right to withhold restoration of employment when allowed by law. This may occur when, for example, an employee would not otherwise have been employed at the time reinstatement is requested or, for salaried employees who are among the highest paid 10% of employees, when restoration to employment will cause substantial and grievous economic injury to the College’s operations.

In all cases where the employee’s FMLA leave is for personal medical reasons, the employee may return to work only after providing a medical certification stating that the serious health condition which necessitated the FMLA leave no longer renders the employee unable to work.

Failure to return to work at the end of an approved leave of absence may be considered a voluntary resignation.

Procedure for Requesting Family and Medical Leave

Leave request forms are available in the Office of Human Resources. Failure to comply with the provisions may result in the delay of leave or denial of leave.

- **Foreseeable Leave.** Where leave is foreseeable, you must make a request for leave at least 30 days in advance. Where the leave is for reasons relating to a family member’s military active duty and such leave is foreseeable, the employee must give notice as soon as is reasonable and practicable and provide a copy of the family member’s active duty orders or other reasonable documentation.

- **Unforeseeable Leave.** Where advance notice of the need to leave is not possible (such as where there is an emergency need for medical treatment), then notice must be provided as soon as reasonably practicable with written documentation to follow.

- **Scheduling Leave.** Leave must be scheduled in such a fashion that it does not unduly disrupt the College’s operations.

- **Medical Certification and Examinations.** Where leave involves a serious health condition for an employee’s own health condition or for a family member, including a covered service member, the College requires a medical certification from the health care provider on a timely basis and on the form provided from the U.S. Department of Labor. The certification form is available in the Office of Human Resources or on the Human Resources Web site. Failure to provide the certification in a timely manner may result in denial of the leave until the certification is received.

The College reserves the right to require a second opinion. If requested, the College will pay for the examination. If the two opinions conflict, a third opinion by a mutually agreed upon health care provider will be considered. This opinion will be final and binding and paid for by the College.


**APPENDIX D: LEAVE POLICIES**

- **Qualifying Exigency Certification:** Each time an employee first requests leave for one of the qualifying exigencies, certification by the employee is required. The certification process will include, but may not be limited to, providing a copy of the covered military member’s active duty orders or other military documentation showing active duty status or notification of an impending call to active duty.

- **Reporting While on Leave.** While you are on leave, the College may require you to report periodically on your status and intent to return to work.

- **Fitness for Duty Report.** If you have taken medical leave of more than 5 consecutive days as a result of your own serious health condition, then you must provide a fitness for duty certificate before returning to work.

- **Designation of Leave.** If you apply for FMLA leave, the College will notify you in writing as soon as possible whether the leave qualifies as FMLA leave. If the leave does qualify as FMLA leave, you will also receive a Notice of Eligibility and Rights & Responsibilities as required by the U.S. Department of Labor.

There may be times when you are absent under circumstances that would qualify as FMLA leave, and you have not specifically applied for FMLA leave. The College has the right to designate such absences as FMLA leave.

FMLA leave will run concurrently with all FMLA qualifying leaves, including but not limited to, workers’ compensation and short-term disability.

**Administration**

The College is the sole administrator of this policy and, as such, is the exclusive interpreter of its terms. All provisions of this policy will be consistent with the Family and Medical Leave Act of 1993. The College reserves the right to amend or change this policy at any time consistent with the rules and regulations of the Family and Medical Leave Act of 1993. This policy does not grant or create any employment rights to any individual other than that which is stated in this policy or subject to interpretation from the Family and Medical Leave Act of 1993.

*(Revised February, 2009)*
Appendix E

Drug-Free Policy

In 1989, Congress passed the Drug-Free Schools and Communities Act Amendments (P.L. 10–226) to the higher Education Act of 1965. Those amendments require that—as a condition of receiving funds or any other form of financial assistance under any Federal program after October 1, 1990—all institutions of higher learning must certify that they have adopted and implemented a program to prevent the use, of illicit drugs and the abuse of alcohol by students and employees. This notice is provided to all members of the Allegheny College community in compliance with that law.

Federal regulations require that this notice include a description of:

• The standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Allegheny College property or as part of any of its activities;

• The applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

• The health risks associated with the use of illicit drugs and the abuse of alcohol;

• The drug and alcohol counseling, treatment, rehabilitation, and re-entry programs available to Allegheny community members; and

• The College sanctions for violation of the standards of conduct.

If you have any questions about this law or related matters, please feel free to call the Human Resources Department. All inquiries will be handled confidentially unless otherwise directed.

Standards of Conduct Related to Drugs and Alcohol

It is the policy of Allegheny College that the unlawful possession, manufacture, consumption, dispensation, use, or distribution of illicit drugs and alcohol by employees on College property or as part of any of its activities is strictly prohibited.
APPENDIX E: DRUG-FREE POLICY

The College will impose disciplinary sanctions on employees for violations of this Policy, based on the severity of the violation, up to and including termination of employment and referral for prosecution consistent with local, state and federal law.

As a condition of employment or continued employment with the College, all employees will be required to: (a) abide by the terms of Allegheny College’s policy statement and (b) notify Allegheny College in writing within five calendar days after receiving notice of any criminal drug statute conviction for a violation occurring in a workplace.

Allegheny College is committed to the education of students, faculty, and staff regarding the dangers of alcohol and other drug abuse.

Legal Sanctions

Alcohol

Allegheny College adheres to the laws and the regulations that the state has mandated through the Pennsylvania Crimes Code and Act 31 (enacted March, 1988). The College does not tolerate or condone the misuse or abuse of alcoholic beverages. Any person violating the specific offenses outlined in the Pennsylvania Crimes Code is subject to external prosecution through the criminal justice system.

The specific criminal offenses and penalties include:

- **6309** Representing that a minor is of age. Misdemeanor of the third degree and carries a minimum of $300 fine for a first time violation.

- **6310** Inducement of minors to buy liquor or malt or brewed beverages. Misdemeanor of the third degree and carries a minimum of $300 fine for a first time violation.

- **6310.1** Selling or furnishing liquor or malt or brewed beverages to minors. Misdemeanor of the third degree and carries a minimum $1,000 fine and a $2,500 fine for a second offense. These fines are levied on a per person basis. Ten underage drinkers at a party could result in $10,000 in fines for each person listed on the lease.

- **6310.2** Manufacture or sale of false identification cards. Misdemeanor of the second degree and carries a minimum of $1,000 fine and $2,500 for subsequent offenses. Maximum Penalties are $5,000 in fines and two years in prison.

Other Penalties

- Drunk driving is a serious crime that results in serious penalties. A first offense is $300 - $5,000 in fines, 48 hours - 2 years in prison, and a mandatory 12-month license suspension.

- Public drunkenness may result in a maximum fine of $300 and 90 days in prison.

- Other violations may include bringing alcoholic beverages into the state without paying Pennsylvania taxes and selling or offering for sale alcoholic beverages without
a liquor license. Violations of these laws can result in fines, imprisonment and confiscation of vehicles.

**Drugs and Controlled Substances**

Allegheny College supports Act No. 64 (effective June 13, 1972) from the Pennsylvania Crimes Code which states that an individual(s) is in violation of the law if he/she manufactures, uses, sells, delivers, possesses and/or transfer controlled substances. Any employee in violation of any part of this Act is subject to prosecution.

Controlled substances include:

- **Schedule I** - Drugs that have a high potential for abuse and no medical use in the U.S., such as LSD, Heroin, Mescaline, Quaaludes, and Marijuana.

- **Schedule II** - Drugs having a high potential for abuse, but which are used medically and cause moderate dependency.

- **Schedule III** - Drugs with less potential for abuse than those in Schedules I and II. These drugs are used as medicine and are said to cause moderate dependency.

- **Schedule IV** - Drugs with less potential for abuse than those in Schedules I, II and III, which are also used medically and are said to cause limited dependency.

- **Schedule V** - Drugs with a potential for abuse which are also used medically.

Schedule I drugs may not be dispensed, possessed or used legally under any circumstances. These are all contraband. Schedule II drugs may be used in an emergency when prescribed by a physician. Schedule III, IV and V drugs may be dispensed on a written or oral order of a physician and may be refilled a maximum of 5 times within 6 months of issue.

The penalties for the manufacture, delivery, possession with intent to manufacture or deliver any controlled substance by an unlicensed person are as follows:

- **Schedule I and II** drugs (defined as narcotics) - Felony; up to 15 years and/or $250,000 fine.

- **Schedule I, II or III** drugs (other than narcotics) - Felony; up to 5 years and/or $15,000 fine.

- **Schedule IV** drugs - Felony; 3 years and/or $10,000 fine.

- **Schedule V** drugs - Misdemeanor; 1 year and/or $5,000 fine.
Health Risks Associated with Alcohol and Other Drugs

Alcohol

Although many people do not think of it as such, alcohol is a powerful, mood-altering drug. It is a central nervous system depressant that falls into a class of drugs known as sedative-hypnotics.

Like all drugs, alcohol’s effects depend upon dosage. With alcohol, dosage is measured in terms of standardized drinks or “drink equivalents”. A “drink” is defined as a 12 ounce beer, a 5 ounce glass of wine, a standard-sized mixed drink, or one shot of hard liquor. All these contain approximately the same amount of alcohol. The tables below describe the effects of varying dosages of alcohol.

Predictable Effects on Behavior and Mental State

0.02 - 0.03% Few obvious effects; possible mild lightheadedness; mild relaxation; slight loosening of inhibitions; slight loss of shyness, mild intensification of existing mood.

0.05 - 0.06% Slight sedation; feelings of warmth and relaxation; mild euphoria; loss of shyness; emotion and behavior may become exaggerated; deficits in fine motor skills and increased reaction times begin to appear at this level; there may or may not be recognition of these deficits. Driving is risky. (A commonly used term for this condition is “a little buzzed.”)

0.08 - 0.09% Feeling of euphoria; motor skills are clearly impaired; mild speech impairment may become noticeable; balance may be affected; sight and hearing acuity are reduced; judgment is impaired and decisions about further drinking are problematic; ability to evaluate or respond to sexual situations is similarly impaired (warning-legally, impaired consent is the same as no consent); recognition of cognitive and motor deficits is lost, and the drinker believes he/she is functioning better than he/she actually is; depression, if present, may become more pronounced. Driving is dangerous - in Great Britain, 0.8% is the level at which a driver can be cited for “driving while intoxicated.” (Common terms: “pretty buzzed,” “feeling no pain.”)

0.1 - 0.12% Euphoria; motor skills are markedly impaired; lack of coordination and balance; memory and judgment are markedly impaired; recognition of impairment is lost; people often forget how many drinks they have had; inhibitions are gone; impotence can occur; emotions are exaggerated; increasing belligerence in some; “play” becomes increasingly louder. Driving is extremely dangerous - at 0.10% and beyond, a driver in Pennsylvania can be cited for “driving while intoxicated” (Common term: “faced.”)

0.14 - 0.17% Major impairment of all mental and physical functions; euphoric (pleasant) feelings are beginning to give way to dysphoric (unpleasant) feelings; difficulties in walking, talking, and standing; severe deficits in judgment and perception; “play” becomes increasingly violent; risk of accidental injury to self and others increased; impotence is likely; blackouts (periods of amnesia for all or part of a drinking episode) occur for some at this level; significant loss of control over behavior. (Common term: “hammered.”)
APPENDIX E. DRUG-FREE POLICY

0.20% Dysphoria predominates; the individual feels confused and dazed; movement requires assistance from others; physical harm to self often goes unnoticed or is ignored; the person has the appearance of a “sloppy drunk”; nausea and vomiting may occur; gag reflex is affected and choking can occur if the individual vomits; blackouts are likely; standing upright is difficult. (Common terms: “blotto,” “trashed.”)

0.30% Stuporous; little comprehension of the environment; loss of consciousness can occur; difficult to arouse.

0.35% This is the level of surgical anesthesia; death due to respiratory arrest can occur in a few cases at this level.

0.40% Comatose; absence of perception; death due to respiratory arrest is more likely.

> 0.40% Deep coma and death due to anesthesia of nerve centers controlling respiration and heartbeat.

NOTE: The effects on an uninitiated drinker may be somewhat greater than those listed in the chart. Conversely, the effects on a heavy drinker will be modified somewhat by the drinker’s tolerance level.

### Approximate Blood Alcohol Levels

<table>
<thead>
<tr>
<th># of Drinks</th>
<th>Body Weight (lb)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
</tr>
<tr>
<td>1</td>
<td>0.04%</td>
</tr>
<tr>
<td>2</td>
<td>0.08</td>
</tr>
<tr>
<td>3</td>
<td>0.11</td>
</tr>
<tr>
<td>4</td>
<td>0.14</td>
</tr>
<tr>
<td>5</td>
<td>0.18</td>
</tr>
<tr>
<td>6</td>
<td>0.22</td>
</tr>
<tr>
<td>7</td>
<td>0.25</td>
</tr>
<tr>
<td>8</td>
<td>0.29</td>
</tr>
<tr>
<td>9</td>
<td>0.33</td>
</tr>
<tr>
<td>10</td>
<td>0.37</td>
</tr>
<tr>
<td>11</td>
<td>0.39</td>
</tr>
<tr>
<td>12</td>
<td>0.43</td>
</tr>
<tr>
<td>13</td>
<td>0.47</td>
</tr>
<tr>
<td>14</td>
<td>0.50</td>
</tr>
<tr>
<td>15</td>
<td>0.54</td>
</tr>
</tbody>
</table>

Note: This table assumes that all drinks are consumed in 1 hour. If drinking takes place over a longer period, subtract 0.02 from the chart for each additional hour. For example, if a person were drinking over a 3-hour period, subtract 0.04 from the chart reading to correct for the additional two hours.

Table E.1: Blood Alcohol Concentrations (BAC) by Consumption
Long-Term Health Risks and Other Medical Problems

Other medical problems and long-term effects of excessive alcohol consumption can include elevated blood pressure, increased risk of heart attack, pancreatitis, cancer of the mouth and throat, cancer of the digestive system, and cirrhosis of the liver. In males, chronic heavy usage is associated with testicular atrophy and breast enlargement. Women should be aware that consumption of as little as one drink per day sharply increases the risk of breast cancer. Women who drink while pregnant risk the occurrence of fetal alcohol syndrome (FAS) in their unborn children. Fetal alcohol syndrome is associated with birth defects and mental retardation. Another side effect of alcohol consumption is unwanted weight gain. A standard service of alcohol has between 75-150 calories, depending on the type of drink, and merely adding one glass of wine a day to one’s diet can result in a weight gain of ten pounds in a year.
“By the Numbers”

David Hunnicutt, Ph.D.
Robert C. Schroeder, M.A.
Maggie Mann, B.S.

Setting Limits

How do you know when enough is enough? How can you reduce your risks for experiencing alcohol-related problems? The decision to drink should never be made without first considering your history with alcohol, your family history, and the current situation. In addition to figuring your BAC, you can use the following formula to determine how you can reduce your risks for alcohol-related accidents.

- No more than one drink per hour.
- No more than two drinks per day for men; one for women.
- No more than four days per week.

Research indicates that if you exceed these recommendations, you increase the likelihood for experiencing an immediate impairment-related problem, a longer term health problem, or both.

Other Drugs

Mood-Altering Substances – One of the major problems with the use of mood-altering substances is that tolerance and/or dependence may develop. Tolerance means that a drug becomes less effective with repeated use and higher doses are needed to achieve its pleasurable effects. Use of the higher doses may have serious or catastrophic consequences. Dependence may be psychological or physiological. Dependent persons cannot, or feel that they cannot, function without the drug. When individuals are physiologically dependent, they experience withdrawal symptoms when they do not take the drug. All of the following substances, except LSD, have the potential for development of tolerance and dependence.

Narcotics – (opiates) are drugs which relieve pain and induce sleep. Some examples of narcotics are heroine, morphine, opium, codeine, meperidine, and methadone. The effects of narcotics use include shallow breathing, a reduction of appetite, thirst and sex drive; and drowsiness; brief euphoria; lethargy; heaviness of limbs; apathy; loss of ability to concentrate; and loss of judgment and self control. Some hazards of abuse include tolerance and physical and psychological dependence. Withdrawal is very painful. Overdose can cause coma, convulsions, respiratory arrest, and death. Risks from long-term use include malnutrition, infection, and hepatitis. Sharing of needles increases the risk of contracting AIDS.

Performance-Enhancing Drugs – The use of performance-enhancing drugs (e.g. anabolic steroids, amphetamines, etc.) by athletes in an attempt to gain a possible athletic advantage is a threat to their health and undermines the spirit of sportsmanship. Such drug use also
threatens the health of others because of the pressure it may put on them to experiment with dangerous substances.

The Abuse of Prescription and Over-the-Counter Drugs – Individuals should follow the instruction of the prescribing physician in using prescription and/or over-the-counter drugs. Abuse of such drugs can result in serious physical and mental disability.

### Marijuana

<table>
<thead>
<tr>
<th>Methods of Use</th>
<th>Smoked in joints or eaten</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-Term Effects</td>
<td>A “high” or happy feeling; faster pulse rate; reddened eyes; quietness; sleepiness</td>
</tr>
<tr>
<td>With Larger Doses and Longer Use</td>
<td>Distorts time; sharpens or distorts senses; impairs short-term memory, thinking, ability to perform complex tasks; combining with alcohol increases effects on thinking, behavior, muscle control</td>
</tr>
<tr>
<td>Long-Term Effects</td>
<td>Loss of energy; ambition; risk of bronchitis, lung cancer; reduced sex hormones; impaired judgment; decrease in immunity; psychological dependence and moderate tolerance</td>
</tr>
<tr>
<td>Withdrawal Symptoms</td>
<td>Possible insomnia; irritability; appetite loss; anxiety</td>
</tr>
</tbody>
</table>

### Ecstasy

<table>
<thead>
<tr>
<th>Methods of Use</th>
<th>Oral; inhaled; injected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-Term Effects</td>
<td>Increased alertness, heart rate; dilated pupils; dry mouth; nervousness; muscle tension</td>
</tr>
<tr>
<td>With Larger Doses and Longer Use</td>
<td>Possible overdose; hyperthermia; liver damage; exhaustion; anxiety; delusions; paranoia</td>
</tr>
</tbody>
</table>

### Stimulants: Amphetamines, Cocaine, Benzedrine, Nicotine, Caffeine

<table>
<thead>
<tr>
<th>Methods of Use</th>
<th>Oral; smoked; injected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-Term Effects</td>
<td>Enhanced mood; increased energy; talkativeness; alertness; restlessness; reduced appetite; rise in heart rate and blood pressure; dilated pupils</td>
</tr>
<tr>
<td>With Larger Doses and Longer Use</td>
<td>Excitability; sense of power; aggression; delusions and hallucinations; violence; high blood pressure; dry mouth; fever; sweating</td>
</tr>
<tr>
<td>Long-Term Effects</td>
<td>Malnutrition; emaciation; susceptibility to infections; kidney damage; lung problems; strokes; tolerance; and psychological dependence</td>
</tr>
<tr>
<td>Withdrawal Symptoms</td>
<td>Long, troubled sleep; ravenous hunger; depression; sometimes suicidal</td>
</tr>
</tbody>
</table>
### APPENDIX E. DRUG-FREE POLICY

#### Depressants:
**Barbituates, Tranquilizers, Methaqualone**

<table>
<thead>
<tr>
<th>Methods of Use</th>
<th>Oral; sometimes injected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-Term Effects</td>
<td>Small dose produces mild “high”; dizziness; lethargy; drowsiness; impaired short-term memory; nausea; abdominal pain; with large doses effects similar to alcohol; mood swings; risk taking; bad judgment; lower blood pressure, heart rate, and breathing</td>
</tr>
<tr>
<td>With Larger Doses and Longer Use</td>
<td>Unpredictable; extreme behavior; severely impaired thinking, coordination; distorted perceptions; sleep or unconsciousness; extremely dangerous when combined with other depressants; possible death from overdose</td>
</tr>
<tr>
<td>Long-Term Effects</td>
<td>Impaired memory, thinking; hostility, depression; mood swings; impotence; chronic fatigue; menstrual irregularities; rapid tolerance and dependence</td>
</tr>
<tr>
<td>Withdrawal Symptoms</td>
<td>Temporary sleep disturbances; trembling; anxiety; weakness; seizures; delirium; hallucinations; high temperature</td>
</tr>
</tbody>
</table>

#### LSD and Other Hallucinogens

<table>
<thead>
<tr>
<th>Methods of Use</th>
<th>Oral; sniffed; injected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-Term Effects</td>
<td>Rapid pulse; dilated pupils; arousal; raised temperature; distortions of perception; exhilaration, or anxiety, panic; sense of power; violent behavior; occasionally convulsions</td>
</tr>
<tr>
<td>With Larger Doses and Longer Use</td>
<td>Anxiety; panic; paranoid delusions; occasional psychosis; injury or accidents due to delusions; tolerance develops rapidly/disappears quickly</td>
</tr>
<tr>
<td>Long-Term Effects</td>
<td>May include muscle tenseness; “flashbacks” (brief, spontaneous recurrence of prior hallucinations); panic; profound depression</td>
</tr>
<tr>
<td>Withdrawal Symptoms</td>
<td>Possible flashbacks; anxiety</td>
</tr>
</tbody>
</table>

#### Bomb Squad: Use with Booze and Lose

<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Trade Name(s)</th>
<th>Effects with Alcohol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anti-Alcohol</td>
<td>Antabuse</td>
<td>Severe reactions to even small amounts</td>
</tr>
<tr>
<td>Anti-Depressants</td>
<td>Elavil, Prozac, Tofranil, Nardil</td>
<td>Increased central nervous system (CNS) depression, blood pressure changes. Combination use of alcohol with MAO inhibitors can trigger massive increase in blood pressure, resulting in brain hemorrhage and death.</td>
</tr>
<tr>
<td>Depressants</td>
<td>Valium, Ativan, Halcion</td>
<td>Dangerous CNS depression, loss of coordination, coma. High risk of overdose and death.</td>
</tr>
<tr>
<td>Narcotics</td>
<td>Heroin, Codeine, Darvon</td>
<td>Serious CNS depression. Possible respiratory arrest and death.</td>
</tr>
<tr>
<td>Stimulants</td>
<td>Amphetamine, Cocaine</td>
<td>Masks depressant action of alcohol. May increase blood pressure, physical tension. Increases risk of overdose.</td>
</tr>
</tbody>
</table>
Where To Go For Help or More Information

Several resources exist, both on and off campus, for students and employees to receive counseling, consultation, information, and programming resources related to alcohol and other drug use.

<table>
<thead>
<tr>
<th>Area</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center</td>
<td>Reis Hall</td>
<td>332-4368</td>
</tr>
<tr>
<td>Dean of Students Office</td>
<td>Reis Hall</td>
<td>332-4356</td>
</tr>
<tr>
<td>Residence Life</td>
<td>Reis Hall</td>
<td>332-3865</td>
</tr>
<tr>
<td>BACCHUS</td>
<td>Red House</td>
<td>332-2232</td>
</tr>
<tr>
<td>Student Athlete Mentors</td>
<td>Athletics</td>
<td>332-3351</td>
</tr>
<tr>
<td>Crawford County Drug and Alcohol Commission</td>
<td>898 Park Avenue</td>
<td>724-4100</td>
</tr>
<tr>
<td>Crisis Line</td>
<td></td>
<td>724-2732</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td></td>
<td>337-4019</td>
</tr>
<tr>
<td>Stepping Stones</td>
<td>Meadville Medical Ctr.</td>
<td>333-5810</td>
</tr>
</tbody>
</table>

**Emergency Numbers**

<table>
<thead>
<tr>
<th>Area</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>Newton Observatory</td>
<td>332-3357</td>
</tr>
<tr>
<td>Meadville Medical Center</td>
<td>Emergency Room</td>
<td>333-5500</td>
</tr>
<tr>
<td>Winslow Health Center</td>
<td>Schultz Hall</td>
<td>332-4355</td>
</tr>
</tbody>
</table>