



Christian Brothers University Memphis, Tennessee

Policies and Procedures Manual

DISCLAIMER

This Manual does not establish a contractual relationship between Christian Brothers University (“CBU”) and its faculty, administration, and staff. This Manual only serves to highlight CBU’s general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind.

Any procedure contained within this Manual is strictly intended to provide all faculty, administrators, and staff with a general framework for addressing and/or resolving various situations that may arise from time to time.

CBU reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Manual at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary and without prior notice or cause.

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A. INTRODUCTION

HOW TO USE THIS MANUAL

This manual contains policies and procedures that apply generally to all personnel, departments and divisions on the Christian Brothers University campus. Specific policies relating to certain segments of the campus are not found in this manual. The following supplemental handbooks and brochures should be kept with the Policies and Procedures Manual in key places on campus.

1. Policies that apply only to faculty members are contained in the ***Faculty Handbook*** and are not repeated in this manual.
2. Policies related to conditions of employment are outlined in the ***Employee Handbook***; these include such policies as “Jury Duty”, “Bereavement”, “Salary Advance Policy”, “Drug Free Workplace” or “Short Term Disability.”
3. Student related policies are found in ***The Compass (Student Handbook)***.
4. Policies related to Security are contained in the ***Crisis Management Plan***, the ***Security Information Brochure***, ***Streetwise – How to be Safe on Campus***, ***The Earthquake Preparedness Guide***, ***Red Cross Guidelines*** and the ***Traffic and Parking Regulations*** brochures.

This manual will be available on the CBU Web and notification will be made to administrative offices [President’s Office, each Vice President’s Office, the office of the Associate Vice President for Student Life, the office of the Dean for Information Technology Services, each School Dean’s Office, the Business Office, the Registrar’s Office, Student Financial Resources Office, the Human Resources Office, the College of Adult Professional Studies Office, and the Library] as changes occur to make administrators aware of updates.

PROCEDURES FOR FORMULATING AND ADOPTING POLICIES**I. Procedures governing the formation of policies which relate solely to one administrative area and do not involve other administrative areas and/or the institution-wide groups/organizations that are empowered to recommend University policy.**

1. Any person or group may submit a proposed policy relative to the respective administrator in charge of the area.
2. The administrator has the proposed policy considered by the person(s), committee(s), organization(s), or group(s) affected with amendments and changes, if any, being suggested for the proposed policy.
3. The administrator reviews the proposed policy with any additional suggestions, approving or rejecting it.
4. A proposed policy becomes institutional policy relative to an administrative area when signed by the appropriate administrator. Newly approved policies shall be promulgated to faculty, staff, students, and other appropriate persons.
5. A current policy is considered unapproved when it is superseded by a more recently approved policy, or when it is deemed outdated or no longer applicable to current practice in the area and is removed from the administrative policy manual by the appropriate administrator.
6. Current and approved policies will be collected and indexed in the Office of the Vice President of the particular area.

II. Procedures governing the formation of policies which relate to more than one administrative area and/or institution-wide groups/organizations that are empowered to recommend University policy.

1. Any person or group may submit a proposed policy to the administrators.
2. The administrators have the proposed policy considered by the person(s), committee(s), organization(s), or group(s) considered to be affected, with amendments and changes, if any, being suggested for the proposed policy.
3. The proposed policy is forwarded to the President's Cabinet.
4. The President has the proposed policy considered by the person(s), committee(s), organization(s), or group(s) considered to be affected, with amendments and changes, if any, being suggested for the proposed policy.
5. The President's Cabinet reviews the proposed policy along with any suggestions. The proposed policy becomes institutional policy when endorsed by the President or, in the case of substantive or administrative change to the University, by the Board of Trustees.
6. Newly approved policies shall be promulgated to faculty, staff, students and other appropriate persons.
7. A current policy is considered unapproved when it is superseded by a more recently approved policy, or when it is deemed outdated or no longer applicable to current practice at the University by the President's Cabinet.
8. Current and endorsed policies relative to the University (this manual) will be collected and indexed in the Office of the President.

MISSION

Christian Brothers University is a Catholic university in the student-centered tradition of the De La Salle Christian Brothers. CBU fosters academic excellence in a range of programs to prepare students from all faiths and backgrounds for careers and lives informed by the Lasallian values of faith, service, and community.

INSTITUTIONAL GOALS

Educating minds. Touching hearts. Remembering the presence of God.

CATHOLIC IDENTITY

Christian Brothers University is a Catholic university founded on the heritage of Lasallian education. While large enough to provide educational opportunities in the arts, business, education, engineering and sciences, the University is small enough to promote teaching as ministry and to provide challenging student-centered learning and personal growth. Students of diverse cultures and religious traditions are encouraged to grow in their own faith. The University welcomes students into an educational community of faith and service, one that is committed to academic excellence, the betterment of society and the care of God's creation.

CORE VALUES

Faith: Our belief in God permeates every facet of the university's life.

Service: We reach out to serve one another and those beyond our campus.

Community: We work to build better communities and a better society.

LASALLIAN EDUCATIONAL PRINCIPLES

Respect for each individual as a unique person

An excellent education

A spirit of community

A Christian perspective

A life of service

A quest for justice and peace

**STRATEGIC PLAN
2017-2022**

	People	Transformational Learning	Strategic Growth & Vitality	Intitutional Story
Stakeholder	Faculty & staff engagement	Increase high-impact learning experiences	Strategically increase overall enrollment	Articulate Lasallian identity
Financial Resources	Competitive compensation & benefits	Invest in student success programs & improve retention	Increase tuition revenue and external funding	Capital campaign success
Internal Processes	Assess & support University services	Create a culture of assessment	Increase institutional agility for market change	Multiply & amplify communication & storytelling channels
Organization al Capacity	Recruit & retain talented individuals	Expand vibrant academic programs & student experiences	Maximize space & facilities for growth	Embed Lasallian experience

Need to add the administrative chart to the manual.

Where did the administrative position descriptions go?

B. COMMITTEES APPOINTED BY THE ADMINISTRATION

Admissions Committee

Committee membership is appointed by the **Vice President for Academic Affairs and Student Life**. The Chair of the Committee is the Dean for Academic Services. The other members are the Dean of Day Admissions, a representative of the Graduate and Professional Programs and one faculty member from each of the four schools.

The committee works with the Dean of Day Admissions and the Vice President of Enrollment Management to recommend new student admission standards, recommend procedures for hearing challenges to new or returning student appeals, recommend students for admission, review special applicants for admission and enlist faculty to act as liaisons between the Admissions Office and the various schools. Decisions of the Committee regarding possible acceptance of students into the University can be appealed to the Vice President of Enrollment Management or the Vice President for Academic Affairs and Student Life.

Employee Appreciation Committee

Appointed by the **President**, the Committee is chaired by the Director of Human Resources. Membership includes a representative from the Business Office, the Library, Information Technology Services, Events Management, Academic Affairs, and the Christian Brothers Community. The Committee will be responsible for planning, promoting, and conducting the annual employee appreciation event each May.

Budget Committee

Committee membership is appointed by the **President** and will be chaired by the Vice President for Administration and Finances. Membership will include the Budget Manager, representatives from Admissions, Student Financial Resources, Student Life, Information Technology Services, the President's Office, and a representative from each of the four schools. The committee has the responsibility for review of University needs in preparation for the following annual Budget. It meets during the spring semester, as needed, and makes budgetary recommendations to the President.

Calendar Committee

The purpose of the Calendar Committee is to plan and recommend the University calendar utilizing the academic semesters/terms as the basis for planning. The committee recommends to the President's Cabinet a proposed and detailed calendar for the upcoming academic year and basic calendars for the ensuing four academic years.

The Calendar Committee is chaired by the **Vice President for Academic Affairs and Student Life** (VPASL) and includes representatives from the following areas: Office of the Registrar, Business Office, Student Life, Athletics, Day Admissions, and the Graduate and Professional Programs. Other

members are the Vice President of the Faculty Assembly and the Vice President of the Student Government Association.

The initial meeting of the Calendar Committee for each academic year is called by the Vice President for Academic Affairs and Student Life in September to review the calendar for the upcoming academic year and proposed calendars for the following four years. Each committee member is expected to share the proposed calendars with their respective constituencies to allow for further input. Calendars are reviewed by the Academic Council which sends the recommended calendars to the President's Cabinet for final approval. It is expected that this process be completed during the Fall Semester.

Mission and Identity Committee

Committee membership is appointed by the **President**. Membership will include faculty and staff members with experience in Lasallian workshops and conferences (Lasallian Leadership Institute, the summer Buttimer Institutes, Huether Workshops, or the International Lasallian Conferences in Rome). The Committee will review the Mission of the University in terms of how it guides the operations of the University and make recommendation to the President.

President's Cabinet

The Cabinet is chaired by the President and membership is appointed by the **President**. Membership will include representation of each campus office with the addition of one faculty member. The Cabinet will meet monthly to give advice to the President.

Strategic Planning Committee

The committee membership is appointed by the **President** and is co-chaired by the Vice President for Academic Affairs and Student Life and a faculty representative. The committee has the responsibility for oversight of the University's Strategic Plan as approved by the Board of Trustees. It meets quarterly to monitor the action steps and review progress being made by the persons responsible toward the strategic targets and goals of the Plan. The committee will make recommendations as needed for improvements and adjustments to the planning process. The committee reports to the President.

Sustainability Committee

The committee is appointed by and is responsible to the **President**. Membership will include representation from Aramark or Physical Plant, a student, and a faculty member from each school with emphasis from environmental science and religion/philosophy and the behavioral sciences. The committee will study and make recommendations about the present needs of the University environment without compromising the future generations of CBU students. The committee will recommend programs to provide the best outcomes for the human and natural environments both now and into the future.

Web Governance Committee

The committee provides oversight of CBU's online presence and digital initiatives, ensuring that they align with the mission, values, and goals of the University. The committee gives broad-based input

on digital and web issues and functions as both an advisory and authorizing group. Responsibilities include: maintaining digital and web guidelines and policies, reviewing new digital initiatives, strategies, and requests for changes, providing input regarding digital design and branding standards (ensuring that the guidelines follow the strategic direction set by Communications and Marketing), and resolving non-compliance issues related to both internal and external requirements and guidelines. The committee will include representatives from across the institution and will meet quarterly (or more frequently if needed at the request of the chair).

C. ADMINISTRATIVE POLICIES AND PROCEDURES

A.1 EQUAL OPPORTUNITY, HARASSMENT AND RETALIATION POLICY

Objective

Christian Brothers University is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Christian Brothers University prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, sex, sexual orientation, age, mental or physical disability, national origin, genetic information, or any other protected status, and any categories protected by state and local law in its educational programs or activities, including employment and admissions. Christian Brothers University conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, Christian Brothers University will take action to employ, advance in employment and treat qualified veterans and disabled veterans without discrimination in all employment practices. The University operates equal opportunity and affirmative action practices for faculty, staff and students.

It is the obligation of every faculty and staff member of Christian Brothers University to comply with this policy in both practice and spirit. All faculty and staff members are expected to demonstrate the same commitment to the Equal Employment Opportunity policy as to all other University policies.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Christian Brothers University and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Christian Brothers University.

Dissemination and Implementation of Policy

The officers of Christian Brothers University will be responsible for the dissemination of this policy. All University leaders are responsible for implementing equal employment practices within each department. The Human Resources Department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

Christian Brothers University administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement “An Equal Opportunity Employer—M/F/D/V.”
- Advertising all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management or HR representative any apparent discrimination or harassment.

Harassment

Harassment is a form of unlawful discrimination and violates Christian Brothers University policy.

CBU prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of CBU.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Christian Brothers University encourages employees to report all incidents of harassment to a member of management or the Human Resources department. Christian Brothers University provides harassment prevention training for all employees through in2vate at <https://home.in2vate.com/>, and maintains and enforces a separate policy on harassment prevention, complaint procedure, penalties for violations and retaliation. Christian Brothers University investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Retaliation

Christian Brothers University also prohibits retaliation. Prohibited retaliation includes, intimidation, threats, harassment, or other act(s) that would discourage an employee from:

- Reporting or filing an internal complaint of discrimination or harassment in good faith.
- Participating in an investigation of a report or complaint of unlawful discrimination or harassment.
- Reasonably opposing an employment practice that would constitute unlawful discrimination or harassment.
- Filing a complaint of discrimination or harassment with federal/state administrative agencies

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Christian Brothers University will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

A.2 ALLOCATION AND MANAGEMENT OF RESOURCES

Budget Requests

As a result of planning at the department level and the cyclic goal setting, evaluation and adjustment of the Institutional Effectiveness process, budget requests for the following fiscal year are made by budget managers to Deans or Directors. Requests are reviewed and forwarded to the appropriate Vice President (or President) who represents the area in budget planning and allocation of funds for both the Operational Budget and the Plant Fund Budget.

Planning and Budgeting

The President's Cabinet meets in November and in March each year to determine the following fiscal year's budget in light of the current needs and the Strategic Plan of the University. Both operational needs and plant fund needs are discussed and budgets are developed.

Each Vice President, Dean, and Director will have an opportunity to present and explain its requests to a Budget Committee established by the President. The Budget Committee will consist of the following members: the VP/Administration and Finance, the Assistant to the President, and two additional members of the administrative or instructional staff designated by the President. The President and a representative of the CBU Board of Trustees will serve as ex-officio members as well.

The President, working in concert with the VPAF and the Budget Committee, will be responsible for the final determination of the budget. Both the Operational and Plant Fund budgets will be presented for approval to the Finance Committee of the Board, the Executive Committee of the Board and, finally, to the full Board at their Spring meetings.

Budgets

Approved area budgets are returned to the appropriate Department Chairs, Deans, or Department Heads at the beginning of the fiscal year. Only the non-salary operational budgets are available at these levels. During the fiscal year, the person in charge of the area must approve all expenditures from the area's budget.

Salary budgets and Plant Fund budgets are reserved to the Vice Presidents. By a Board decision of January 21, 1994, the decision to increase campus salaries is made each year at the October meeting of the Board of Trustees. Salary increases made in October take effect at the midpoint of the fiscal year.

Expenditures from the Operational Budget

Purchases from the operational budgets up to \$500.00 require only the department chair's or the departmental budget manager's approval and do not require the completion of a Purchase Order. Purchases over \$500.00 are approved by way of a CBU Purchase Order that must be submitted **before** items are ordered.

Purchases over \$500.00 and below \$10,000.00 require the approval and signature of the School Dean, Department Director, and the appropriate Vice President. Purchases beyond \$10,000.00 require the signature of the President.

A summary of the approval level signatures for operational expenditures are identified below:

\$0.01 to \$500.00	Chair or Budget Manager Level
\$500.01 to \$10,000.00	Vice President Level
\$10,000.01 to \$250,000.00	President Level
Over \$250,000.00	Board of Trustees Level

Expenditures from the Plant Fund Budget

Even though the funds have been budgeted and allocated, purchases from the Plant Fund Budget must have the approval of the appropriate Vice President at the time that items are ordered and all purchases require a Purchase Order.

Purchase Orders

For items which require approval, departments should submit to the VPAF a Purchase Order which identifies the level of authorization as well as the account number the department wishes to charge the item against. Upon receipt of the fully completed purchase requisition, the VPAF's Office will assign a Purchase Order Number and return the original back to the department. A copy will also be forwarded to the Business Office which will wait for the vendor's invoice before issuing payment.

The requested item will be charged against the departmental budget upon the execution of the purchase order. Add-on items are not encouraged but will be allowed to the extent that such add-ons do not require a higher approval level signature. Credit for items not delivered will be adjusted at the time the invoice is matched with the purchase order at the time of payment.

A.3 ALLOCATION AND USE OF INFORMATION TECHNOLOGY RESOURCES

The allocation of information technology resources for Christian Brothers University is predicated upon the policies that are set forth in the Strategic Technology Plan that is developed and revised by the Strategic Technology Planning Committee (STPC). This committee establishes the priorities for installation and replacement of information technology resources based on the current Information Technology Services inventory of resources and the Life Cycle Replacement Schedule that is depicted in the Total Cost of Ownership.

This policy is developed in concert with the academic and administrative staffs.

Each year the schedule for replacements for both academic departments and administrative offices will be evaluated by the Strategic Technology Planning Committee (STPC), ensuring that adequate resources, within budgetary constraints, are being provided for student laboratories, faculty and staff.

The Strategic Technology Planning Committee is made up of representatives from both the academic departments and the administrative offices. The Dean for Information Technology Services is designated as chair of this committee.

Role of the Strategic Technology Planning Committee

Each year ITS and the user community will evaluate what microcomputers should be added or deleted to the systems covered by the life cycle. This will usually be done during the budget process for the next fiscal year. This will determine if computers for new faculty and staff positions, new labs or possibly systems for part-time faculty and staff should be added to the cycle and also what systems should be dropped because of reduced faculty and staff positions or reduced student lab needs.

A.4 ANTI-HARASSMENT STATEMENT

Discrimination and harassment on grounds of race, age, color, religion, sex, sexual orientation, national or ethnic origin, or disability are all forms of misconduct that undermine the institutional mission of Christian Brothers University and thus will not be tolerated. All members of the University community are responsible for maintaining an environment of mutual respect for all persons.

These procedures may be utilized by any student, employee, or applicant for employment who believes he or she has been subjected to discrimination or harassment by a CBU student, CBU employee or a third party on the CBU campus or at a CBU-sponsored event. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment, provided the complaint is filed in a timely manner. For further information regarding the University officials to whom complaints should be directed, please refer to Complaint Reporting (See later section in this policy).

University Commitment

It is important that Christian Brothers University students, faculty and staff enjoy an environment free from implicit and explicit behavior used to control, influence or affect the well-being of any member of our community. Discrimination or harassment of any individual based on race, age, color, religion, sex, sexual orientation, national or ethnic origin, or disability is unacceptable and grounds for disciplinary action.

The University deploras such conduct, not only as a violation of the law, but also as an abuse of authority and an infringement upon an individual's right to a discrimination/harassment free environment. Whenever CBU has knowledge that discrimination or harassment of any form has occurred, prompt and remedial action will be taken (refer to steps for Initiating a Complaint later in this policy). The University assumes full responsibility for investigating and adjudicating any such complaint, including anonymous or third-party complaints.

Educational Programs

The University will take measures annually to educate and train students, faculty and staff regarding conduct that could constitute a violation of this procedure. All employees, faculty members, and students are expected to participate in such education and training and to be knowledgeable of policies and procedures concerning harassment.

Disciplinary Action

All students, faculty and staff are subject to this policy. Any student, faculty or staff member found to have violated this policy by engaging in behavior constituting discrimination/harassment as stated below will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanctions.

Responsibility of Employees

All faculty members and staff, particularly management and supervisory personnel, are responsible for taking reasonable and necessary action to prevent and discourage harassment and discrimination.

Harassment in the Educational/Working Environment

Generally, harassment is defined as unwelcome advances, requests for favors, and other verbal or physical conduct when one of the following criteria is met:

- submission to such conduct is made either explicitly or implicitly as a term or condition of the individual's employment or of the individual's status in a program, course or activity;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual;
- such conduct is sufficiently severe, pervasive or persistent, as to deny or limit the ability of an individual to participate in or benefit from the educational program, thereby creating an intimidating, hostile or offensive educational or work environment.

Not every act that might be offensive to an individual or group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of advances in the context within which the alleged incident occurs. Harassment may not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Specifically, Sexual Harassment is:

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying. Instances of sexual harassment may be resolved with the full range of indicated sanctions.

Additional Applicable Definitions

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those

words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Force

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- Note: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org>
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see [Tennessee Code 39-3703].

Other Misconduct Offenses that may be considered Discriminatory Misconduct

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing (including its tolerance by advisors, coaches or other employees), defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the University's Hazing Policy);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

Consensual Relationships

Intimate relationships between supervisors and their subordinates, between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.

Consensual Relationships – Conflicts of Interest

Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of licensure committee, thesis director, etc.) constitutes a conflict of interest. The faculty member must take steps to remove the conflict, such as assigning a different supervisor to the student; resigning from the student's academic committees; or by terminating the relationship at least while the student is in his/her class.

Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority. The supervisor must take action to remove the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate or terminating the relationship.

Prohibited Conduct: Retaliation

Retaliation by anyone is prohibited by the University. Retaliation is defined as any adverse action to a person who has exercised the right to file a complaint or make a report of harassment or has participated in an investigation into allegations of harassment. Any retaliation is strictly

prohibited regardless of the outcome of the investigation and may, in itself, be grounds for disciplinary action, up to and including termination.

Complaint Reporting

The University seeks to encourage the prompt reporting of all discrimination and harassment and its prompt resolution through University procedures. Where the charge of discrimination or harassment is against a student, the Dean of Students, in collaboration with Campus Police & Safety when appropriate, will conduct the initial investigation, after which the complaint will be referred to the Special Review Board for further investigation, if needed, and adjudication, as outlined in Section 8, in the Student Code of Conduct, in *The Compass*. If the charge of harassment or discrimination is against University personnel or a third party, the Director of Human Resources should be contacted immediately. The Director of Human Resources will investigate all charges and make recommendations regarding their resolution.

Alleged Discrimination Harassment by Administrative Staff

When the allegation of harassment is against Administrative Staff, the next level of leadership will investigate the complaint.

Alleged Discrimination/Harassment by Students

When the accused is a student, the Dean of Students and the Special Review Board will follow the procedures for complaint reporting and investigation as stated in the Student Handbook, Section 8, Code of Conduct: (D) Disciplinary Procedures and (F) Disciplinary Appeals Procedures. This can also be found at <https://www.cbu.edu/the-compass>

All student documentation shall be subject to the provisions and protection of the Family Educational Records and Privacy Act (FERPA).

Protection of Rights

The following procedures are intended to protect the rights of the aggrieved party (hereinafter, 'the accuser') as well as the party against whom the harassment complaint is lodged (hereinafter, 'the accused'), as required by the state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the accused.

In situations that require immediate action because of safety or other concerns, the University may take interim action which is appropriate, e.g., temporary removal from the University in the case of a student, separation of the students, or suspension with pay in the case of an employee.

Initiating a Complaint

Any current or former student, applicant for employment or current or former employee who believes he or she has been subjected to discrimination/harassment at the University, or any University-sponsored activity or who believes that he/she has observed discrimination/harassment taking place may present the complaint to the Dean of Students or Director of Human Resources, as appropriate.

Every attempt will be made to obtain a written complaint from the accuser. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complaint shall be signed by the accuser. However, when the accuser refuses to provide or sign a written complaint, the matter will still be investigated to the extent possible, and appropriate action taken. Complaints made anonymously or by a third party must also be investigated to the extent possible.

Time Period for Filing a Complaint

While there is no formal deadline for filing a complaint, CBU encourages complainants to come forward as soon as they have decided to report an incident. Evidence of many types is best preserved immediately following an allegation.

Investigation Process

At the request of the Dean of Students, Director of Human Resources or the Special Review Board, the Office of Campus Police and Safety may participate in the investigation of the complaint. Activities in any investigation will include: interviewing the accuser, the accused and other persons believed to have factual knowledge related to the investigation.

Confidentiality

To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties. However, the accuser should be informed that the University has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed. Information may need to be revealed to the accused and to potential witnesses. However, information about the complaint should be shared only with those who have a need to know about it. The accuser may be informed that if he or she wants to speak privately and in confidence about harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality. Additionally, measures will be taken against the accused, or a third party, should there be retaliation. Retaliation is prohibited and should be reported to the investigator immediately.

Notification of Complaint

The Investigator shall notify the alleged harasser (hereinafter referred to as accused) in writing within five (5) working days of receipt of the complaint. The accused shall respond in writing to the complaint within two (2) working days of notification.

Informal Resolution

Informal resolutions are voluntary and are not available for in cases involving violence. (Please refer to the section on Grievance Procedures later in this section).

Investigation Report

If informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation. The report shall be submitted to the Associate Vice President for Student Life, the accuser and the accused within thirty (30) working days following receipt of the complaint. In rare situations where more than thirty (30) working days are needed to complete the investigation, such as difficulty in locating a necessary witness or complexity of the complaint, additional time may be taken, and the parties will be notified accordingly.

Procedure for a Hearing

Student hearing procedures are outlined in the student handbook, *The Compass*. (See Section E, for *Formal Disciplinary Hearings*). In the case of faculty or staff, information concerning procedures can be located on the Human Resources Website.

At the conclusion of all the above steps, if an investigator finds the charges have merit, both the accuser and the accused will be informed in writing within two (2) working days of the conclusion of the investigation. The accused student will be informed of the appropriate disciplinary action that will be taken, if applicable. Both the accused student and the accuser will be informed of the appeals process. These actions are outlined in *The Compass* in the case of a student, or the Faculty and Staff Employee Handbook for faculty or staff. A faculty or staff member found guilty of harassment will be subject to disciplinary action up to and including termination.

Sexual Assault Response Options

It is the policy of Christian Brothers University to ensure, to the fullest extent possible, that any student, faculty or staff member who is a victim of sexual assault committed on the campus or at a university sponsored event, shall receive treatment, support and information. Victims of sexual assault will be encouraged to make full use of these provisions. Referrals for treatment will be provided, and ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim, except on a need to know basis, will be maintained. (See Anti- Discrimination/Harassment Policy above). Sexual assault may also be viewed as sexual harassment. If a sexual assault is deemed not to have occurred under this policy, the events may be considered under the sexual harassment policy above.

Confidential Reporting

If one desires that details of the incident be kept confidential, s/he should contact off-campus rape crisis resources who can maintain confidentiality or the Counseling Center on campus. In addition, individuals may speak off-campus with members of their clergy and chaplains, who will also keep reports made to them confidential. Contact information for on and off-campus resources include:

On Campus:

Director of Counseling, Thomas Center Lower Level (901) 321-3527

Off Campus: Shelby County Rape Crisis Center, 1750 Madison, 102 (901) 222-4350
Crisis Center, 24-hour telephone service (901) 274-7477

Christ Community Health Centers at the following locations:

Broad Avenue Health Center at 2861 Broad (901) 260-8450

Frayser Health Center at 3124 North Thomas Street (901) 260-8400

Third Street Health Center at 3362 South Third Street (901) 271-6300

Policies and Procedures

Christian Brothers University

Orange Mountain Health Center at 6569 Douglas
Union Avenue Health Center at 1211 Union
Women's Health Center at 2400 Poplar, Suite 501

(901)271-6200
(901) 271-0330
(901) 271-6041

A.5 PURPOSE, SCOPE, AND POLICY OF THE UNIVERSITY ARCHIVES

The University archives serves two purposes: (1) functioning as a special collections unit devoted to materials related to the history of Christian Brothers College and University, and (2) providing records management of documents related to the conduct of University business. There may be overlap between the two functions.

Records are primarily collected in physical form, but archival quality digital files (pdfs, jpgs, tiffs, etc.) are acceptable. Once processed into the Archives, material is accessible only through the Archives. It is not loaned, nor is it returned to the donating office unless said office is scanning material into records management software. Requests for material that must be retrieved from the Archives should be submitted a week in advance.

Special Collections

Published documents, histories, newsletters, etc. are collected for the special collections. Books, articles and other materials published or printed by the University as well as published materials of faculty and professional staff are collected and maintained. Memorabilia--print or material--is especially sought.

Special Collections material may be made available for viewing to interested parties, used in Library/Archives managed displays, or digitized for the web.

Records Management

Collected records reflect the internal development of the University, the conduct of its affairs as a legal corporation, the lives of its members, and the people the Brothers have been called to serve in their ministries. All accounts of functions, policies, decisions, procedures, operations and other activities which provide information about the University are to be deposited in the archives permanently.

Vital University records include the workings of the Board of Trustees, administrative councils and offices, department, faculty, committee meetings, and legal and financial dealings of the institution--both drafts and finished copies. All administrative, historical and pertinent records and materials of the general administration and similar materials for all departments and offices are maintained in the archives.

All University departments and personnel should transfer appropriate records to Archives on a regular basis to insure a functioning collection. Records still in use should remain in their respective offices. Files used infrequently (less than once a year) should be transferred to the Archives, as should fully inactive files. Administrators and directors, upon leaving appointed or elected offices, should transfer files not required by successors to the Archives before departing. Files generated while working at Christian Brothers University are the property of the University and must not be removed from offices or destroyed or altered in any manner prior to transfer or deposit in the Archives.

Records management material remains the property of the donating office, may only be retrieved for that office, and viewed only with the permission of the donating office.

Duplicate records are evaluated by the Archivist* before being processed into the collections and may not be retained.

*The Library Director serves as the Archivist; other Librarians may also be designated to serve in the role as needed.

B.1 COMMUNICATION WITH THE BOARD OF TRUSTEES

It is understood that communications to the Board of Trustees are always made through the President of the University and/or a major administrator acting in his name. Any item that involves counsel or approval by the Board should be submitted to Board committees only after it has been discussed by the President's Cabinet and approved by the President.

This is standard practice so that the distinction between administrative policies and Board policies may be preserved. It also ensures that the President is the ordinary channel of communication between the Board and University personnel.

In the case of specific committees charged to report to the Board (e.g., the Faculty Review Committee), the committee chair should consult with the President as to the manner of communicating with the Board.

B.2 BROTHERS RECRUITMENT POLICY

In order to increase the presence of Christian Brothers on the CBU campus, faculty and staff openings will be publicized to every community of the Midwest Province of the Christian Brothers, and to the other five (5) American District headquarters, as soon as the opening is known.

All Brothers who apply will be given full consideration, with attention paid to their credentials, teaching or other experience, understanding of and interest in the mission of Christian Brothers University, and other pertinent qualifications. Where there are a number of candidates with a reasonable parity of qualifications, a Brother would be given first consideration.

It is understood that Brothers will be solicited for openings as they appear at Christian Brothers University. There is no intention to recruit Brothers to replace present faculty or staff members who are serving satisfactorily in their present positions, unless these were explicitly hired on a temporary basis.

Departments and offices that have received applications from qualified Brothers but have not been able to place them will keep such applications on file to consider for future openings.

A Christian Brother, if qualified, may be appointed to any administrative or staff position within the University without a job announcement. With that exception and a limited number of other exceptions (e.g., positions reporting directly to the President, internal promotions, staff returning from leave, and members of other religious orders exempted by the President), the general policy of the University is that all vacant positions shall be announced publicly.

B.3 BULLETIN BOARDS AND INFORMATION DISPLAY

The official University activity bulletin boards (i.e. non-departmental) are located in various places around the campus. The Director of Student Activities has sole responsibility for these boards. All displays should be in good taste and in accordance with the mission of the university.

Guidelines for posters and displays

- No poster or display may use profanity, obscene references (visual or verbal) or pictures of alcohol.
- Content shall be in good taste, being construed as neither libelous nor slanderous in nature toward persons or groups.
- Content should emphasize the activity or event. Alcohol may not be pictured or described on the poster.
- Posters and displays in languages other than English must have an English translation attached.
- The number of posters or displays approved is limited to 20 unless prior approval is granted by the Director of Student Activities.

Rules for posting

- All postings must be approved by the Director of Student Activities.
- Posters without the appropriate stamp will be removed and sanctions may be imposed.
- Posters will be hung and removed by the Office of Student Life, with the exception of the maintenance of boards that belong to specified organizations, such as the Student Government Association.
- The President of a student organization that maintains a designated bulletin board will be responsible for all placement, content and removal of posters.
- Posters may only be posted on designated bulletin boards. No posters may be hung on walls, doors, windows, railings, walkways etc.
- The display and placement of larger banners must be approved by the Director of Student Activities.
- Posters are to be hung with masking tape (not Scotch tape nor duct tape) or tacked to a bulletin board.
- Posters and displays should be adequately secured to the board.
- Posters and displays must be approved no later than Friday at 4 p.m. for inclusion in the following week's displays. They will remain up for no more than two weeks prior to an event.
- On Monday mornings, new posters will be displayed and the old posters will be removed.

Departmental or School posters and displays

- Posters and displays for School or Departmental bulletin boards must be approved by the Dean, Department Head or Director of that area.
- The guidelines cited above also apply to the content of these posters and displays.
- A designated faculty or staff member will be responsible for monitoring placement, content and removal of all School or Departmental posters and displays in the area.

C.1 POLICY FOR CHILDREN ON CAMPUS

CBU recognizes that children under 18 years of age often accompany adults during visits to campus. To ensure the safety and security of children and to safeguard the educational and work environment of the University, no employee, student, or visitor may leave a child unattended.

This policy includes all CBU facilities, grounds, and vehicles located in the CBU parking lots. Children are not permitted in classrooms except in emergency situations with permission of the classroom instructor.

C.2 COMMUNICABLE DISEASES

The purpose of this policy is to provide protection and to insure the safety of all employees and students in the Christian Brothers University community, while upholding the dignity and integrity of each individual.

Any employee, student, or other associated personnel who has a potentially life-threatening communicable disease is required to be under the medical supervision of his/her physician.

Such person or persons shall inform the staff nurse or staff doctor concerning his/her condition.

Each situation will be handled with absolute confidentiality and in an individual manner based on the direction of the physician and in accordance with applicable local, state, and federal laws.

C.3 CONFLICT OF INTEREST POLICY

The following policy applies to members of the Board of Trustees, officers, faculty and key staff employees of the University. It is further intended to serve as guidance for all persons employed by the University, regardless of position, and in particular for those persons who have an obligation to implement the policies of the University and, in so doing, to faithfully exercise the utmost care, skill and judgment for the benefit of the University and the furtherance of its mission. For purposes of this policy, the term “key staff employee” refers to any administration employee who reports directly to an officer, any vice president or any dean of the University.

Overview

All Trustees, officers, and employees have a responsibility to exercise the utmost good faith in all transactions involving their duties to and for the University. In the performance of these duties they can expect to be held to a strict standard of honest and fair dealing between themselves and the University. They should not use their respective positions, or knowledge gained therefrom, in such a manner that a conflict might arise between their interest and that of the University.

Disclosure of Conflicts

If a transaction or proposed transaction involving the University would financially or personally involve any of the persons or organizations set forth below, the affected officer, member of the Board of Trustees, faculty member or key staff employee shall, when first learning of the transaction, fully disclose in writing the precise nature of his or her direct or indirect interest or involvement. This policy extends to and encompasses transactions by the University acting through its officers, Board of Trustees, faculty or key staff employees or any other properly authorized employee or committee which also involves, financially or personally, any of the following persons or organizations:

1. An officer of the University, member of the Board of Trustees, faculty member or key staff employee or a member of such person’s family (which shall mean a domestic partner, child, parent, step-parent, parent-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle or first cousin); or
2. An organization with which the officer, member of the Board of Trustees, faculty member or key staff employee, or a member of such person’s family as set forth above, is affiliated.

An officer, member of the Board, faculty member or key staff employee is considered to be “affiliated” with an organization other than the University if he or she, or a member of his or her family, as set forth above:

1. is an officer, director, trustee, partner, joint venturer or agent of such organization; or
2. is either the actual or beneficial owner of more than five percent of the voting stock or controlling interest of such an organization; or
3. has any other direct or indirect dealings with such organization, from which he or she knowingly is materially benefited (e.g., through receipt directly or indirectly of cash or other

property) in excess of \$2,500 a year, exclusive of dividends or any other distribution made pro rata to all holders of a particular interest in the organization.

The duty to disclose potential or actual conflicts of interest applies only to known potential or actual conflicts and does not impose upon any individual a duty to make inquiry of relatives, particularly distant relatives, except when the officer, Trustee, faculty member or key staff employee has reason to believe that an inquiry will uncover relevant information.

Disclosure required by this policy is appropriate and required as often and as frequently as necessary in the manner set forth below.

To Whom Disclosure Made

Disclosure by members of the Board of Trustees, including disclosures by the President, should be directed to the Chair of the Board. Disclosure by the Board Chair should be directed to the Executive Committee of the Board. Disclosure by all other officers of the University shall be directed to the President. Disclosure by any faculty member, or key staff employee shall be directed to the officer to whom he or she reports, who should then forward it to the Director of Human Resources for forwarding to the appropriate decision-maker for inclusion in the disclosing individual's personnel file.

All signed documents from employees disclosing information in accordance with this policy shall be maintained in the employee's personnel file, available for the year-end audit. Information disclosed shall be held in confidence and made available solely to officers of the University with a bona fide reason to obtain such information and, when the best interests of the University would be served, also to the Board of Trustees.

Restraint on Participation

Officers, members of the Board, faculty, and key staff employees who have, or who have been found by the Board or by persons to whom the Board may have delegated this responsibility to have, a conflict or possible conflict of interest in any matter to be decided upon by the Board or otherwise, shall not participate in the consideration thereof. The participation of such person(s) shall be limited to providing any information specifically requested. The person(s) involved not only may not vote on such matters, but normally should not be present at the time of voting.

Advice on Determination of Potential Conflicts

Any person affected by this policy who is uncertain about the existence of a possible conflict of interest may request the Board or the officer to whom such person reports for advice on whether a conflict exists.

Determination and Review

Copies of this policy shall be given to all current officers, members of the Board, faculty, and key staff employees. Copies shall also be provided to all new officers, members of the Board, faculty, and key staff employees at the time of their employment, election, or appointment. The Finance Committee of the Board of Trustees shall be responsible for recommending to the Board any revisions or modifications to this policy.

C.4 COPYRIGHT COMPLIANCE POLICY – USE OF COPYRIGHTED MATERIALS

Copyright law is media-neutral and applies to any copyrighted work whatever the format. Such works can include—but are not limited to—texts, images, audio, video, and software. Copying can occur on photocopiers, scanners, printers, computers, or other networked devices.

1. All members of the Christian Brothers University community are expected to familiarize themselves with and to abide by the terms of
 - a. the Copyright Act of 1976 (17 USC, Sec. 101 et seq., Public Law 94-553, and its revisions), particularly with respect to Section 107 and its limitations on the reproduction of protected works;
 - b. the Digital Millennium Copyright Act of 1998 (Public Law 105-304, 112 Stat. 2860 – October 28, 1998); and
 - c. the TEACH Act (Subtitle C of Title III of HR 2215 – November 3, 2002).
2. All members of the Christian Brothers University community are expected to use copyrighted material in legal and ethical ways.
3. The use of copyrighted material—by individual students, researchers, and teachers—may fall under the principle of fair use which allows the reproduction of copyrighted material without the need for permission or compensation. Fair use can apply to individual study or to teachers in the classroom at non-profit, educational institutions.
4. Fair use exceptions do not extend beyond the classroom, however; using copyrighted material in meetings, public presentations, newsletters, webpages, etc., may be considered infringements which are subject to civil and criminal charges. Civil copyright damages can range from \$750 to \$30,000 per work infringed. Willful infringement can increase the charge to \$150,000 per work, and criminal charges can rise as high as \$250,000 per infringement and may include up to 5 years imprisonment as well.
5. If the use of copyrighted material does not fall under the principles of fair use, then written permission from the copyright holder must be sought and received before it can be used. Permissions should be kept in a perpetual file.
6. The Director of the Plough Library is designated as the campus resource person concerning copyright questions. Should a particular situation not be resolvable with information at hand, the University legal advisor will be consulted and his advice will be considered final.

See the Plough Library Subject Guide for Copyright (<http://libguides.cbu.edu/copyright>) for further information.

C.5 COPYRIGHT AND PATENT POLICY – ORIGINATORS

It is the desire of the Faculty, Administration, and Board of Trustees of Christian Brothers University to establish a policy regarding copyrights and patents which will protect the rights of all faculty, staff, and students (henceforth: “originators”) who create such copyrightable or patentable material, while at the same time ensuring just compensation to the University for any support of these efforts. It is especially to be hoped that the terms of this Policy shall encourage originators not only to pursue profitable professional endeavors, but also to share these profits voluntarily with the University.

1. Normally copyrightable materials and patentable inventions and processes developed by originators working or studying at Christian Brothers University, whether on their own time or during the course of their university-related duties, shall remain wholly their own property. This is particularly pertinent in the case of one-time developments as opposed to continuing processes.
2. Course materials, including but not limited to course web pages and web supplements, developed by faculty members of Christian Brothers University shall remain the property of the members with the provision that materials developed while working at CBU may be used without charge by any other CBU faculty members when teaching at CBU. Exceptions to this policy should be made in writing with the Vice President for Academic Affairs and Student Life.
3. Under certain conditions, the University may be entitled to share in the profits generated by originators from copyrights and patents, e.g., if such activity is sponsored by the University through a specific agreement for that purpose, in which case the terms of the agreement shall govern the determination of ownership. Suggested terms of such agreements include the following:
 - a. The University may request 10% of net profits over \$50,000 when earned from copyrights or patents resulting from activity of an originator while on sabbatical leave.
 - b. The University may request a share of profits if the University expended funds (e.g. release-time salary, operating budget, special funds) specifically for the purpose of allowing the originator to develop the profit-generating project. Such sharing should not ordinarily exceed 30% of net profits up to full reimbursement of the amount funded and 10% thereafter.
 - c. If no specific funds are allocated by the University but the originator makes substantial use of University facilities and/or time normally devoted to university-related duties during the development of the profit-generating project, the University may request 10% of the net profits as a condition for permitting such activities to continue.
4. If copyrightable materials and patentable inventions or processes are developed in the course of an agreement (e.g. a research grant) between the originator and some outside agency, the terms of such agreement shall determine ownership of rights to the proceeds. If no ownership claim is asserted by the outside agency, the originator shall retain complete ownership of rights, unless the University has made prior stipulations with the originator during negotiations with the granting agency, as in Number 3.
5. All arrangements referred to in Numbers 3 and 4 should be made between the originator and the Vice President for Academic Affairs and Student Life. It should also be noted that

originators may surrender their interests in their developments and/or share their proceeds beyond those suggested in Number 3; any arrangements to that effect should also be made through the Vice President for Academic Affairs and Student Life.

6. The University will honor past intellectual property rights and compensation agreements relating to online and hybrid courses designed before May 15, 2009. After this date, the University will compensate instructors who develop new online or hybrid courses in accordance with a schedule agreed upon by the administration and the Faculty Assembly.

C.6 CRISIS COMMUNICATION PLAN**1. Minimize Chaos and Confusion**

A crisis cannot be planned, but it can be anticipated. Having a guidance team in place and having a written plan of action ensures that the University will be able to handle the crisis when it arises in both a quick and forthright manner.

Furthermore, having a plan will minimize the damage of potentially explosive situation. In fact, with a little luck, a crisis can often be controlled and turned to advantage.

2. What is a Crisis?

A crisis is anything momentous, urgent, threatening, and unplanned. At a University, crises could include a rape, suicide, major fire, allegations of improper conduct among employees, investigations into mishandling of funds, or major student, faculty, or employee protests about an administrative action that reaches the local newspaper.

3. Who Handles the Crisis?

At the time of a crisis, a control center should be activated, if appropriate, and an automatic network of personnel should be involved. (It is understood that 9+911 will be called immediately if there is fire, explosion, or personal injury.)

- a. The President
- b. The Vice President in charge of the area where the crisis occurs
- c. The immediate administrator in charge of an area where the crisis occurs
- d. The Vice President for Advancement and the Vice President for Communications & Marketing
- e. A faculty member, staff member, or administrator selected by the President, where appropriate, who can add insight and good judgment
- f. The Director of Campus Police and Safety
- g. A secretary in the Office of Advancement as needed

4. The Procedure

- a. Whoever learns of the crisis first should immediately contact the President. The President will designate a coordinator/spokesman
- b. The coordinator will activate the control center
- c. The coordinator will either serve as the spokesperson, or appoint one
- d. The coordinator will determine facts
- e. The control center group will establish a calm attitude about the facts.
- f. An official statement will be drafted.
- g. The control center group will determine whether/when to contact media if the media representatives have not already contacted the University.
- h. The control center group will determine who on the University campus needs to know the facts related to the crisis.

5. Communication

After the initial assessment of damage, a meeting will be held to share information. Henceforth, a daily meeting to update information will be held at 9:00 a.m. It will be conducted by the EOC Director or designated University official. All communication regarding the situation/crisis should be shared with the EOC Director immediately.

Any information to be shared will be posted outside the Police & Safety Office.

All staff and faculty responsible for other employees should check with their immediate supervisor within 24 hours of the crisis.

6. Five Step Campus Incident Communication Process

When a campus emergency, crime, serious incident occurs:

- a. Campus Police and Safety Director inform and brief the Vice President for Administration and Finance and Vice President for Communications & Marketing. (NOTE: On any student related incident, Campus Police and Safety Director will also call the Associate Vice President for Student Life with initial alert and available information)
- b. Vice President for Communications & Marketing calls President and each Vice President.
- c. After further assessment is made, Campus Police and Safety Director will fully brief Vice President for Communications & Marketing, Associate Vice President for Student Life (student incidents) and Vice President for Administration.
- d. Vice President for Communications & Marketing will update and further brief the President and other Vice Presidents as needed and as information becomes available. All news media inquiries will be directed to the Vice President for Communications & Marketing, who will coordinate with the President any public statements or media statements.
- e. If necessary, the Crisis Communications Team (President's Cabinet and any appropriated staff as need) may be called to meet in person for further assessment and crisis management. Meeting area: Barry Hall Board Room. Back up: Thomas Center Conference Room.

7. Mass Notification Policy

If there is a need for mass communication due to an emergency situation, the Director of Campus Police and Safety or an appointed designee will communicate via IRIS (Immediate Response Information System), a mass notification system, which allows students, faculty and staff, who have signed up, to receive emergency messages on multiple devices. Individuals may identify as many as three telephone numbers and one email address (CBU email is automatic) for receiving emergency notifications. Both voice and text messages can be sent to cell phones. The documentation of all sent messages will be maintained with date and time stamp.

As new members sign up for the system on the CBU Campus Police and Safety webpage, their information will be uploaded each month to the ADT IRIS mainframe computer with the 20 backup computers located throughout the United States. ADT Security Services and

CBU Information Technology Services department will oversee any troubleshooting activities.

In addition, the Vice President for Communications & Marketing will send mass communication via email and social media to students, faculty and staff. A posting to the homepage of the official CBU Website will also be made. The Dean of Information Technology Services will activate CBU telephone response messages.

Unless circumstances are of such dire emergency that they do not allow sufficient time, all messaging will be coordinated between the Director of Campus Police and Safety and the Vice President for Communications & Marketing prior to any dissemination.

C.8 DETERMINATION OF CREDIT HOURS
[Faculty Handbook, Appendix BB; SACSCOC Standard 9.2]

Christian Brothers University applies the federal definition of a “credit hour.” According to the Code of Federal Regulations (CFR) Section 600.2, “a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

Christian Brothers University’s policy regarding the “credit hour” is also guided by the U.S. Department of Education’s “Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010.”
(<http://ifap.ed.gov/dpccletters/attachments/GEN1106.pdf>)

Christian Brothers University further bases the length of its semesters on the Carnegie definition, which calls for a minimum length of 14-16 weeks.

Christian Brothers University defines one hour of instructional time as 50 minutes clock time.

Traditional “Face to Face” Courses (UG)

1 credit hour = (1 hour of class time + 2 hours of homework each week) x 15 weeks

- 1 semester credit hour equals 2,250 minutes or 37.5 clock hours of work
- 2 semester credit hours equal 4,500 minutes or 75 clock hours of work
- 3 semester credit hours equal 6,750 minutes or 112.5 clock hours of work
- 4 semester credit hours equal 9,000 minutes or 150 clock hours of work

Hybrid and Online Courses (UG)

1 credit hour = (1 hour of direct engagement with course materials + 2 hours of out of class work) x 15 weeks

- 1 semester credit hour equals 2,250 minutes or 37.5 clock hours of work
- 2 semester credit hours equal 4,500 minutes or 75 clock hours of work
- 3 semester credit hours equal 6,750 minutes or 112.5 clock hours of work
- 4 semester credit hours equal 9,000 minutes or 150 clock hours of work

Graduate Courses (All Modes of Instruction)

In general, Christian Brothers University’s definition of the undergraduate credit hour also applies at the graduate level. However, in its “Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010,” the U.S.

Department of Education gives permission to institutions to adopt a flexible approach. Among other things, the letter states

- “A credit hour is expected to be a reasonable approximation of a minimum amount of student work in a Carnegie unit in accordance with commonly accepted practice in higher education.”
- “The definition does not dictate particular amounts of classroom time versus out-of-class student work.”
- “In determining the amount of work the institution’s learning outcomes will entail, as under current practice, the institution may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.”
- “The credit hour definition does not emphasize the concept of “seat time” (time in class) as the primary metric for determining the amount of student work for Federal purposes.”
- “...the 37.5-hour requirement relates to undergraduate programs subject to the clock-to-credit-hour conversion requirements in §668.8(k) and (l). These requirements are not relevant to degree programs of at least two academic years and graduate programs, and would not apply to certain nondegree undergraduate programs. Further, similar to the definition of a credit hour in §600.2, §668.8(l)(2) provides institutions with the flexibility to take into account out-of-class student work in determining the credit hours that may be used for Federal purposes.

Christian Brothers University expects that the total amount of classroom time and out-of-class student work at the graduate level reflects the expectations for undergraduate courses. At the same time, the institution sanctions greater flexibility in the relationship between classroom time and out-of-class student work in graduate courses.

Condensed Formats

Christian Brothers University offers courses which meet for fewer than 15 weeks. The institution expects that the time spent in the classroom (or online) and on out-of-class work is adjusted accordingly to meet the university’s credit hour requirements.

Student Learning Outcomes

The university expects that the achievement of student learning outcomes is identical regardless of the course timeframe.

Policy Review

This policy must be reviewed by the Vice President for Academics and Academic Council at least every three years to ensure compliance with federal regulations and Commission standards.

**C.9 COMPLIANCE WITH COMMISSION (SACSCOC) POLICIES
(SACSCOC Standard 14.5)**

In accordance with Comprehensive Standard 3.13, it is the policy of Christian Brothers University to comply with the policies of the Commission on Colleges of the Southern Association of Colleges and Schools.

Christian Brothers University acknowledges that institutional integrity serves as the foundation of the relationship between the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and its member and candidate institutions.

Christian Brothers University complies with the following requirement:

PI 1.1 The institution operates with integrity in all matters.

Christian Brothers University agrees to document its compliance with the requirements of the *Principles of Accreditation*; to comply with Commission requests, directives, decisions and policies; and to make complete, accurate and honest disclosure to the Commission.

In addition to complying with the Principle of Integrity, Christian Brothers University further complies with the Core Requirements, Comprehensive Standards, Federal Requirements, and Commission policies and procedures, and agrees to provide information as requested by the Commission in order to maintain membership and accreditation.

Christian Brothers University agrees that the president of the institution is obligated to review and ensure the accuracy and integrity of materials submitted by the institution, such as the Compliance Certification and Quality Enhancement Plan.

Christian Brothers University shall meet the following expectations:

1. Ensure that all documents submitted to the Commission are candid and provide all pertinent information, whether complimentary or otherwise. With due regard for the rights of individual privacy, every institution applying for candidacy, extension of candidacy, accreditation, or reaffirmation of accreditation, as well as every candidate and accredited institution, provide the Commission with access to all parts of its operations, and with complete and accurate information about the institution's affairs, including reports of other accrediting, licensing, and auditing agencies.
2. Respond in a timely manner to requests by the Commission for submission of dues, fees, reports, or other information.
3. Ensure that information submitted to the Commission (such as that provided in the annual institutional profile, institutional responses to visiting committee reports, and monitoring reports) is complete, accurate, and current. An institution is obligated to notify the Commission office of any bankruptcy filing.
4. Cooperate with the Commission in preparation for visits, receives visiting committees in a spirit of collegiality, and complies with the Commission's requests for acceptable reports and self-analyses.

5. Report substantive changes, including the initiation of new programs or sites outside the region, or new sites within the region in accordance with the Commission policy on substantive change.
6. Report accurately to the public its status and relationship with the Commission.
7. Provide counsel and advice to the Commission, and agree to have its faculty and administrators serve, within reason, on visiting teams and on SACSCOC committees.
8. Provide SACSCOC or its representatives with information requested and maintain an openness and cooperation during evaluations, enabling evaluators to perform their duties with maximum efficiency and effectiveness.

Policy Review

This policy must be reviewed by President’s Cabinet at least every three years to ensure compliance with Commission standards.

D.1 ACCOMMODATION POLICY FOR STUDENTS WITH A DISABILITY

It is the policy of Christian Brothers University to comply with Section 504 of the Rehabilitation Act of 1973 and with the Americans and Disabilities Act of 1990 in providing reasonable accommodations to qualified students with disabilities.

Accommodation Procedures

A student who desires any type of accommodation based on a diagnosed disability should follow the procedure outlined below **before each semester begins**. Since the process of providing accommodations involves assessing the student's needs for specific courses, it is necessary to review and revise the student's accommodation plan on a semester-by-semester basis. Any change in disability during the semester should be brought to the attention of the Director of Student Disability Services. All accommodation requests must be submitted in a timely manner by the student; therefore, students should initiate the accommodation process as early as possible in order for the accommodation to be made.

Step 1. Meet with the Director of Student Disability Services, located in the Rozier Center

Step 2. Provide current documentation (preferably within three years) of the disability and the identified accommodation needs as determined by a qualified medical or other licensed professional evaluator. If the documentation is not available, the student can schedule a meeting and discuss the accommodation request with the Director of Student Disability Services. The Director of Student Disability Services can provide temporary accommodation for the student for six weeks pending the student providing documentation.

Step 3. In addition to the documentation, the students should bring to the appointments a class schedule and the names of their professors. The Director also will require the student to describe the educational history, past accommodations, and other information relevant to the request for disability services.

Step 4. Once the application and documentation are reviewed by the Director of Student Disabilities Services and/or the CBU Accommodation Committee, if necessary, and found to be appropriate, the Director will schedule a second appointment to develop the specific accommodation plan. The student will be given a form listing the accommodations that have been determined to be reasonable in terms of the nature of the disability and supporting documentation.

Step 5. The student must take the letter and/or form to each faculty member concerning the accommodation plan. The student and the faculty member will discuss how to carry out the accommodation request so as best to satisfy the student's needs without adversely affecting the academic integrity of their courses. If the need arises, the student can request a revision to the accommodation plan by contacting the Director of Student Disability Services.

Student Disability Grievances

Students, who have a grievance regarding disability accommodations, facilities, programs, or services, should first seek assistance from the Director of Student Disability Services. If the Director is unable to resolve the grievance to the student's satisfaction, the student should contact the Associate Vice President for Student Life, or then the Vice President for Academic Affairs and Student Life. If the Vice Presidents are unable to resolve the grievance to the

student's satisfaction, the student should follow the Student Appeal Procedure for Discrimination as outlined in the Student Handbook.

D.2 DRUG FREE WORKPLACE POLICY

Purpose

In compliance with the Drug-Free Workplace Act of 1988, Christian Brothers University has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the University operates. Alcohol and drug abuse pose a threat to the health and safety of Christian Brothers University employees and to the security of the University's equipment and facilities. For these reasons, Christian Brothers University is committed to the elimination of drug and alcohol use and abuse in the workplace.

Scope

This policy outlines the practice and procedure designed to correct instances of identified alcohol and drug use in the workplace. This policy applies to all employees, including student employees. The Human Resource (HR) department is responsible for policy administration.

Substance Abuse Awareness

Illegal drug use and alcohol misuse have many serious adverse health and safety consequences. Information about those consequences and sources of help for drug or alcohol problems is available from the HR department, which has been trained to make referrals and to assist employees with drug or alcohol problems.

Employee Assistance

Christian Brothers University will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other Christian Brothers University policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including discharge, will be unavoidable.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose to Christian Brothers University underlying medical conditions unless directed to do so.

Work Rules

1. Whenever employees are working, are operating any Christian Brothers University vehicle, are present on Christian Brothers University premises or are conducting University-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Moderate consumption of alcohol at University sponsored events where alcohol has been provided or approved, will be allowed under this policy. Moderate consumption of alcohol during non-work time while traveling on University business or moderate consumption while attending a meeting or conference approved by the University is also permitted. However, being under the influence of alcohol as defined under the policy, even at a University sponsored or approved event(s) will be considered a violation of the policy and subject to the terms stated within.
2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing University business or while in a University facility, is prohibited.
3. Christian Brothers University will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Employees are subject to testing based on (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. HR, the V.P. for Administration & Finance or the President should be consulted before sending an employee for testing. All levels of supervision making this decision must use the Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs or alcohol. If the results of the Observation Checklist indicate further action is justified, the manager or supervisor should confront the employee with the documentation or with another member of management. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of supervision/management must escort the employee; the supervisor/manager will make arrangements for the employee to be transported home.

Follow-up

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending on the circumstances and the employee's work history/record, Christian Brothers University may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Christian

Brothers University for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate discharge from employment.

Collection and Testing Procedures

Employees subject to alcohol testing should be driven to a Christian Brothers University designated facility and directed to provide breath specimens. Breath specimens should be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen should be tested approximately 20 minutes later. The results of the second test should be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the University's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the University as work rule violations.

Applicants and employees subject to drug testing should be driven to a Christian Brothers University -designated medical facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens should be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory should screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage. The laboratory should transmit all positive drug test results to a medical review officer (MRO) retained by Christian Brothers University, who should offer persons with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to Christian Brothers University until such time that the MRO has confirmed the test to be positive.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the University believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be

scheduled to discuss the results of the test; this meeting will include a member of management/supervision and HR. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO should be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

Christian Brothers University reserves the right to inspect all portions of its premises for unauthorized drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

Christian Brothers University prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on University premises or while conducting University business. Christian Brothers University employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

Christian Brothers University does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Christian Brothers University reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off University premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record at CBU.

Definitions

- "University premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Christian Brothers University or on any site on which the University is conducting business.
- "Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional.
- "Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for

testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

- “Under the influence of alcohol” means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- “Under the influence of drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken and the period of authorization).

Reasonable Suspicion Testing Protocol

1. The employee will be advised that Christian Brothers University believes that there is reasonable suspicion to believe that he or she is affected by illegal drugs or alcohol and that this test is being offered to confirm or deny this suspicion.
2. The employee will be transported to any one of the University’s contracted testing facilities (e.g., health services, prompt care or the emergency department). One member of management or a designated attendant will accompany the employee. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.
3. Prior to leaving for the testing facility, supervision/management will contact the testing facility to inform it that an employee from Christian Brothers University will be arriving and will need a drug or alcohol test completed.
4. The employee should be provided water to drink prior to leaving the University premises.
5. The employee should be given reasonable time—not to exceed 15 minutes—to secure photo ID in the University of a Christian Brothers University representative.
6. The employee to be tested must present a photo ID (i.e., a driver’s license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings the photo ID with him or her when leaving Christian Brothers University premises.
7. The employee to be tested must sign a consent form provided by the testing facility. Refusal to sign is addressed under the “Consequences” section of this document.
8. A Christian Brothers University representative must sign as a witness to the collection procedure, along with the tested employee.
9. After returning to the University or when leaving the testing facility, the supervisor/manager must make arrangements to transport the person home (unless testing results are immediate). Under no circumstances will the tested employee be allowed to drive himself or herself home.

D.3 PERSONAL APPEARANCE AND DRESS

Christian Brothers University's commitment to excellence requires standards of personal appearance from faculty and staff that are consistent with departmental needs and with the expectations of our customers. Discretion in style of dress and behavior is essential to the image and the safe and efficient operation of the University. It is important that all CBU faculty and staff project a professional image to the people with whom they interact internally and externally.

The appropriateness of apparel will be judged by two standards: modesty and professionalism. Faculty/staff members, in conjunction with their department head or dean, may use their judgment regarding the appropriateness of their attire, including the days that they wear "business casual" attire. Excesses in dress which tend toward immodesty or indiscretion should be avoided. The vice president of each sector will have the responsibility for assuring these two standards are maintained, and will have the authority to modify guidelines, or to specify dress for any employee within his/her scope of supervision.

The following guidelines apply when "business casual" attire is deemed appropriate:

- Appropriate business casual attire includes slacks, skirts no shorter than 3 inches above the knee and shirts with collars.
- Appropriate business casual attire does not include jeans, athletic attire (sweatshirts, sweatpants, gym shoes and worn out sneakers), T-shirts, spandex, casual sandals, and shorts, or items that are worn, ripped, frayed, torn or unkempt.
- Slogans, pictures, and advertisements displayed on clothing should be in keeping with the university's philosophy.

The following guidelines apply when standardized uniforms are to be worn:

- Employees who are required to wear uniforms are expected to wear them in their entirety.
- Staff members must abide by safety policies and wear prescribed protective clothing and safety equipment.

If a conflict arises between a supervisor and employee regarding proper attire that cannot be resolved within the department or with the divisional vice president, the Director of Human Resources should be consulted for resolution on the conflict.

In accordance with Title VII of the Civil Rights Act of 1964, CBU makes reasonable accommodations for the employee's religious beliefs.

**D.4 DISTANCE EDUCATION – VERIFICATION OF STUDENT IDENTITY
(SACSCOC Standard 10.6)**

In compliance with Federal Requirement 4.8.1 and in adherence with best practice in higher education, Christian Brothers University ensures that the student who registers in a distance education course or program is identical to the student who participates in and completes the course or program and receives the academic credit.

Christian Brothers University uses the secure login and passcode as the primary and preferred method of verifying student identity.

Policy Review

This policy must be reviewed by the Vice President for Academics and Academic Council at least every three years to ensure compliance with federal regulations and Commission standards.

**D.5 DISTANCE EDUCATION – PROTECTION OF STUDENT PRIVACY
(SACS Standard 10.6)**

In compliance with Federal Requirement 4.8.2 and in adherence to the Family Educational Rights and Privacy Act (FERPA), Christian Brothers University has a written procedure for protecting the privacy of students who are enrolled in distance education courses or programs.

In order to protect the privacy and the confidentiality of the educational records of students enrolled in distance education courses or programs, the institution has the following procedure:

1. Students must use the secure login and passcode to access course materials and submit assignments in the learning management systems the university has chosen for distance education.
2. Access to postings to discussion boards, chat rooms, and class forums is limited to the instructor, the other students enrolled in the course, and appropriate university officials with demonstrable need-to-know.
3. Grades for course assignments and the final grade are accessible only to the instructor, the student, and appropriate university officials with demonstrable need-to-know.
4. Vendors who provide services for Christian Brothers University's distance education courses and programs must comply with the requirements of the Family Educational Rights and Privacy Act to protect the confidentiality of student records.

Policy Review

This policy must be reviewed by the Vice President for Academics and Academic Council at least every three years to ensure compliance with federal regulations and Commission standards.

**D.6 DISTANCE EDUCATION – ADDITIONAL COSTS
ASSOCIATED WITH IDENTITY VERIFICATION
(SACSCOC Standard 10.6)**

Christian Brothers University uses the secure login and pass code as the primary and preferred method of verifying the identity of students enrolled in its distance education courses and programs. The university does not charge for this method of identity verification.

The university has the following procedure to notify students of any projected additional student charges associated with the verification of student identity:

Should it become necessary for the university to choose other federally approved methods of identity verification and should such methods lead to an additional cost which will be passed on to the student, then Christian Brothers University will notify its students in writing at the time of registration or enrollment of the projected additional cost associated with identity verification.

Policy Review

This policy must be reviewed by the Vice President for Academics and Academic Council at least every three years to ensure compliance with federal regulations and Commission standards.

POLICY E.1

E.1 EMERGENCY PROCEDURES

Any person encountering a potentially emergency situation (e.g., fire, serious accident, active shooter or medical emergency) must determine immediately if it is an actual emergency. If it is, call 911 immediately. For the “**ON CAMPUS**” phone system, **dial 9+911**. Then, immediately call Campus Police and Safety at 3550. If you cannot leave the situation, if possible, send someone who is nearby to call.

If other people are near, use them to contact additional campus personnel who may be better trained to handle emergencies, such as the Campus Police, Campus Nurse, etc. However, it is imperative that the primary concern always be for the emergency at hand. Do not expect immediate help from others. Plan as if you have to handle the situation yourself. Never leave the emergency until trained competent personnel relieve you.

You may be required to give your **NAME, SPECIFIC LOCATION (ADDRESS), PHONE NUMBER (if possible), and OTHER INFORMATION REQUESTED BY THE 911 DISPATCHER**, such as information about the emergency that is taking place (e.g., any description of suspect(s), information about an injured person, etc.) . Allow the dispatcher to terminate the phone conversation, thus assuring all essential information has been given. **DO NOT HANG UP ON THE POLICE OR FIRE DISPATCHER UNTIL INSTRUCTED TO DO SO BY THE DISPATCHER OR COMPETENT PERSONNEL ON THE SCENE.**

E.2 ENDOWMENT ALLOCATION POLICY

Objective

It is the intention of this policy that investment returns shall equal or exceed the sum of spending plus inflation. Therefore, the general spending policy of this University is to allocate to the support of their respective programs, a share of investment returns that will provide a full measure of current income consistent with the achievement of full long-term preservation of purchasing power of the Endowment, as a minimum goal.

The policy of endowment savings and growth had tended to cause this generation of CBU students, faculty, staff, trustees, donors, etc., to save for future generations by not spending proportional amounts of the Endowment, but rather by letting it grow. Since CBU's Endowment is still relatively modest compared to the size of the school, CBU is still not ready to move to the position of spending the full amount of real income generated by the Endowment. Rather, the spending policy which follows is developed on the premises of spending only a portion of the real (versus the nominal) growth of the Endowment on an annual basis.

Endowed Chairs

The investment value of the Endowed Chairs shall be allowed to accumulate, without any spending from them, until the value of a Chair reaches \$500,000 for an ordinary chair, or \$250,000 for a Brother's Chair. At that time, the spending from the specific Endowed Chair shall be at the rate specified by the donor, or in the absence of such specification, at the rate specified in the Aggregate (see below) spending policy. (Note that this policy supersedes the policy dated 1/20/87).

Endowed Scholarships

Scholarships may each have separate procedures which might be specified by the donor. In some cases, endowment funds will be used to supplement existing scholarship monies of the current operating fund of the school. In other cases, scholarship funds may accumulate until the full value of the scholarship has been amassed before any funds will be taken from the endowment.

In the absence of specific instructions by the donor, endowed scholarships initiated after 2009 shall accumulate in value until such time as a minimum of \$100,000 (\$80,000 for scholarships set up from 2005 to 2009 and \$50,000 for earlier scholarships) accumulates in the scholarship fund. Thereafter, the spending from that specific scholarship fund will be at the rate specified in the aggregate spending policy.

Aggregate

The current spending policy shall be expressed as a maximum of 5% of a three-year moving market value average (calculated as of the prior three fiscal year-ends) of its investable assets in the quasi-endowments. Such a policy will allow for a greater predictability of spendable income for budgeting purposes and for gradual steady growth for the support of operations by the

investable assets. In addition, this policy will minimize the probability of invading the principal over the long-term.

Since there may occasionally be situations requiring a higher percentage of spending from the investable assets, in order to assure the short-term economic viability of the school, the Finance Committee is authorized to increase the spending rate, as necessary, on a temporary basis. Such an increase should not be undertaken without clearly justifiable cause, and in no case without explicit approval of the full Board of Trustees, since spending above this level will result in an increased probability of erosion of the principal value of investable assets in real terms.

E.3 ENTREPRENEURIAL REVENUE SHARING POLICY

In an effort to promote the entrepreneurial efforts of the deans of the four schools of study throughout the campus, encourage educational initiatives by various departments and individual faculty, and to generate additional revenues for the University, the administration agrees that all net profits from such ventures will be shared and distributed on the following basis:

- a 60/40 percentage basis (60% for the School and 40% for the University) if any portion of the program is held on the CBU campus, and
- a 70/30 percentage basis (70% for the School and 30% for the University) if the program is held off campus.

Only programs that offer additional classroom training, certificates, or continuing education equivalencies will be included under this policy. **No program that involves the awarding of any academic credit, regardless of how small, will be included.**

Prior to the approval and/or beginning of any program, the representatives of School involved, the VP/Academics, and the VP/Administration & Finance will agree on and approve all budgets. Prior to any additional funds being dispersed, the VP/Administration must agree and approve any spending in excess of the already endorsed budget.

E.4 EVALUATION OF STAFF PERFORMANCE

Christian Brothers University believes that an employee's performance should be planned and evaluated on an annual basis to achieve the highest levels of individual and organizational performance. The University's appraisal process forms a vital link between supervisor and employee and should become an integral part of the overall departmental planning process.

Performance appraisals should take into consideration three areas:

- *Recognition and Feedback*
Encourage good behavior with praise and recognition or discourage poor performance with constructive criticism.
- *Development*
Provide the employee with guidance to strengthen weaknesses and to properly utilize existing strengths.
- *Career Planning*
Provide the forum to discuss potential or existing internal opportunities that may be available in their field of expertise.

Criteria

Performance criteria are a means of measuring performance and sharing the standards with each employee being supervised at the beginning of the performance evaluation period. The process for employee evaluations is automated using a cloud-based, third party performance management system. Job standards give employees behavioral guidelines that are needed to accomplish their tasks, as well as providing a basis for fair and objective evaluation. The performance standards are again reviewed at the end of the evaluation period. Documentation of the results of the performance against the job standards in conjunction with the Office of Human Resources is what completes the cycle of the performance evaluation.

Level of Review

Once the evaluator has compiled information and completed the initial evaluation for an employee it is recommended that the evaluator obtain a second level of validation from their own supervisor for the feedback and rating he/she plans to cover with the employee. The purpose of the higher review is to ensure that the evaluation is an accurate description of the work performed by the employee and a check for accuracy, fairness, and objectivity.

Timing

It is recommended that all newly hired or transferred employees undergo a performance evaluation during the first 90 days in their new position. After the initial performance evaluation, annual reviews should be completed during the spring or summer and no later than August 15th of each calendar year.

Categories for Non-Faculty Staff Management Review**1. Managerial**

Staff having responsibility for the direction of one or more other employees. Employees may also be defined as contract workers.

2. Administrative/Non-Managerial

Staff having primary responsibility of administration of department day to day routine operation. Although lack responsibility of directing other staff, he/she may direct Work Study Students.

3. Technical

Staff having responsibility largely of the management of information, internal communication, and/or processes.

4. Hourly

Non-exempt staff who are paid weekly and subject to the Fair Labor Standards Act. Nonprofessional duties often may be repetitive, allowing little variance from assigned tasks.

F.1 OFFICE OF ADVANCEMENT POLICIES**Fund Raising Policy**

The primary purpose of Advancement at Christian Brothers University is to provide income for the approved operating budget of the University and funds for the establishment of new programs. The Office of Advancement will be regarded as the facilitator of fund-raising activities for the University. Staff members are available to assist and encourage various University organizations in special fund-raising projects.

1. All fund-raising activities, including grant proposals, will be coordinated through the Office of Advancement.
2. Gifts received by all areas of the University, whether cash or in-kind, are to be forwarded to the Office of Advancement for proper receipting and acknowledgement.
3. Tangible recognition of gifts will be coordinated through the Office of Advancement.

Adherence to these policies will ensure prompt acknowledgement and recording of gifts, while avoiding over-solicitation of the University's supporters.

Indirect Cost Allocations for Private and Public Grants

Faculty members seeking sponsored (private or public) research and/or educational opportunities should follow the procedures given in the Faculty Handbook.

Indirect costs generated by grants will be allocated as follows:

- 40% to the department generating the grant
- 20% to the school generating the grant
- 40% to the University's general operating fund

Funds to be allocated to the department and school will be allocated upon the approval of the appropriate school dean the Vice President for Academic Affairs and Student Life.

Gift Acceptance Policy of Christian Brothers University**1. Acceptance of Contributions**

The Advancement Committee may accept, reject, or recommend contributions (hereinafter referred to as "Gifts") to, or to be managed by, CBU, according to the following guidelines and pursuant to any such rules or standards as may be adopted by the Board of Trustees of the University.

No Gift shall be accepted if:

- a. its value does not substantially exceed any liabilities attributable thereto, or if its value does substantially exceed liabilities, it is not significant enough to

withstand reasonable estimates concerning possible declines in future market value;

- b. it is subject to potentially burdensome liabilities or administration; or
- c. the acceptance would be illegal, would result in unfavorable tax consequences to the University, or would be contrary to University policies.

Unless there are actual returns such as dividends or rental income, only small expenditures agreed to by the President and the Vice President for Advancement may be made for the purpose of securing the Gift (e.g., legal fees, appraisals.) without the approval of the Executive Committee of the Board of Trustees.

The donor may choose to advise CBU as to the purpose of the Gift. If the donor does not specify a purpose, the net proceeds will be placed in the Unrestricted Annual Fund until such time as the donor specifies a purpose. Such future specification, if any, must occur before the closing of the University's annual financial statements.

2. Tax implications

All Gifts over \$250 will be acknowledged by written confirmation pursuant to IRS regulations. It will be the responsibility of the donor to determine the value of donated items and to provide, at the donor's expense, a qualified appraisal required by the IRS in the case of gifts of tangible personal property valued in excess of \$5,000.

Christian Brothers University is not engaged in rendering legal or tax advisory services. Individuals who wish to make a gift to the University should consult with their attorney or CPA for any advice needed concerning their gift.

Gifts of Stock

Publicly Traded Stock

Stock gifts may either occur through the gift or transfer of actual certificates or by transfer from the donor's brokerage account to CBU's brokerage account. If the stock is to be given through transfer between brokers, CBU will coordinate in giving wiring instructions to the donor's brokerage firm to facilitate the proper transfer.

If the stock is to be given by transferring actual certificates, which bear the donor's name as owner, the donor needs to do the following:

- a. Sign a Letter of Authorization;
- b. On the back of the certificate, provide his/her signature and the date; and
- c. Complete a separate Irrevocable Stock Power form with signature properly guaranteed.

It is CBU's policy to immediately sell all shares of publicly traded securities unless donor restrictions apply or unless the CBU money managers advise to the contrary. The value of the donor's gift will be established by using the mean of the high and the low selling price of the stock on the day of the contribution.

Privately or Closely Held Stock, Partnership Interests and LLC's

Gifts of stock, partnership interests, and interests in limited liability companies for which there is no ready market can be accepted, provided they meet all requirements set forth in this policy. The value of the Gift will be the amount determined by a qualified appraiser acceptable to CBU. For privately held stock gifts, CBU prefers having the shares reissued in the name of Christian Brothers University as owner. The amount of the gift will be the latest market value as determined by a qualified appraiser.

3. Gifts of Life Insurance

Christian Brothers University will accept gifts of life insurance ownership. In the case of policies that are not fully paid, the Finance Committee of the Board of Trustees will decide whether to keep the policy in force or to surrender the policy for the cash amount provided for by the policy. If the policy is to be surrendered, the proceeds are treated as "Gifts of Cash" with the donor specifying a purpose of the Gift. If the policy is to be kept in force, the donor or the University will identify the reasonable means by which the premiums will be paid. At the time the gift is made, the donor will perform the necessary steps to transfer the ownership of the policy to CBU. At the termination of the policy, the proceeds will be treated by the University as a "Gift of Cash".

4. Gifts of Personal Property

The University may accept donations of personal property. The University will not appraise or assign a value to the gift property. It is the donor's responsibility to establish a value for the gift and to provide, at the donor's expense, a qualified appraisal required by the IRS in the case of gifts of tangible personal property valued in excess of \$5,000. Unless another agreement to the contrary is executed, a donor shall be required to release the University from liability regarding the insuring or care of the donated object

Gifts of art are covered under a separate policy. See Visual Arts Collection Policy (V.1.)

5. Gifts of Real Estate

Before a gift of real estate is accepted, the University must receive a reasonably current, as determined by CBU, appraisal of the fair market value of the property and interest in the property that the University would receive if the proposed gift were approved. Such appraisal shall have been made by a qualified appraiser.

All proposed gifts of real property must be accompanied by a Phase I environmental audit performed at the donor's expense by engineers acceptable to the University.

Once the property has been appraised, a survey obtained by the donor, an environmental audit received and a title search showing any mortgages, deeds of trust, restrictions, easements, liens or other limitations of record disclosed, the Vice President for Administration and Finance and legal counsel must review the proposed gift. If the proposed gift is appraised over \$1,000,000 it must also be reviewed by the Chairman of the Board of Trustees and the Chairman of the Finance Committee, and two members of the Advancement Committee must agree to submit the property for consideration of acceptance to the full Advancement Committee. The Advancement Committee shall then, upon consideration, determine whether to reject the property Gift or refer the Gift to the Executive Committee of the Board. The Executive

Committee may either elect to accept the Gift or have the full Board of Trustees vote on approval. Gifts of an interest in an entity (other than a corporation) which owns real estate will be treated as a gift of real estate.

If the real estate is held, the property shall be recorded as an asset of the University at its appraised value at the time of the gift. If the property generates rental or other income, which has a designated use, the funds shall be credited to the appropriate account or project.

6. Planned Giving Guidelines

The purpose of the Planned Giving Program of Christian Brothers University is to assist donors in the distribution of their estates in ways that are beneficial to the donor as well as the University. The following general guidelines shall govern the Planned Giving Program:

- a. Christian Brothers University shall at all times honor the donor's goals in the utilization of his/her proposed gift.
- b. Planned Giving documents (wills, trusts, etc.) should be reviewed by Vice President for Administration and Finance of the University and must be reviewed by legal counsel of both the donor and CBU. CBU shall not render legal advice to prospective planned giving donors. For proposed planned gifts exceeding \$100,000, the Finance Committee of the Board of Trustees must be consulted.
- c. The President, the Vice President for Advancement, the Vice President for Administration and Finance, the Director of Development, and the Director of Planned Giving are the only University representatives who are authorized to negotiate planned giving agreements. The President is the only representative authorized to accept planned giving agreements.
- d. It is the general policy of the University not to act in the capacity of Trustee for gifts placed in trust; however, the University will consider acting as Trustee if the donor makes such a request.
- e. Donors are encouraged to notify the University in writing of all will or trust provisions that benefit the University, as well as any changes which are made subsequent to the initial document. This information shall be kept in strict confidence unless the donor gives written authorization to the contrary.
- f. For all undesignated gifts from bequests up to \$500,000 the President will determine whether to place the proceeds in the Endowment Fund or another fund. For gifts in excess of \$500,000 the Advancement Committee will make the final determination upon recommendation of the President. All gifts bequeathed for Endowment or another restricted purpose will be placed in the fund as directed by the donor.

The University will not accept a charitable remainder trust or similar arrangement that provides for a fixed or guaranteed income unless approved in each instance by the Executive Committee on recommendation of the Vice President for Administration and Finance and counsel.

F.2 NAMING OPPORTUNITIES

PURPOSE

The purpose of this policy is to develop university-wide guidelines for naming opportunities at Christian Brothers University (CBU). This document describes the policies and procedures governing the naming of University buildings or other physical properties, special programs, academic units, scholarships or other facets of the University. The guidelines set forth in this document are developed to support, coordinate, and manage the process to ensure consistency and uniformity in naming opportunities on the CBU campus.

ADMINISTRATION OF THE POLICY

The administration of this policy is delegated by the President of the University to the Vice President for Advancement and the Advancement Committee. For extraordinary gifts that are substantial in amount and that reflect on CBU in perpetuity, naming opportunities, and the terms and conditions associated with such naming, shall be subject to final approval by the Board of Trustees.

GENERAL GUIDELINES

1. All naming requests must be submitted in writing to the Vice President for Advancement. Supporting documentation, including a Naming Request Form (Addendum A), a description of the accomplishments of any proposed honoree, and a description and history of the facility to be named, must accompany the request.
2. The naming of any physical facility, campus grounds, academic program or scholarship is appropriate when a significant gift is received for the benefit of the University.
3. Gift levels for naming opportunities associated with a specific campaign (i.e. the science building) may be recommended for approval at the start of such initiatives.
4. The merits of naming of any physical facility, campus grounds, academic program or scholarship should be determined by carefully weighing the honoree's scholarship, devotion or distinguished service against the test of time.
5. The Office for Advancement will be responsible for maintaining a record of all named facilities, grounds, programs and endowed funds.
6. Combinations of gifts, pledges, and irrevocable deferred gift arrangements are acceptable for naming opportunities.
7. Proposed names will be held in confidence during the review and approval process.
8. The Planning and Grounds Committee will be notified and involved as appropriate.
9. A maintenance endowment fund should be considered when discussing gift levels for buildings and other facilities.
10. Gifts should be paid in the amount of one-half prior to naming opportunity taking effect. Any lesser amount must be approved by the Board of Trustees.
11. For approved facilities/programs, necessary signage and publication changes to reflect naming opportunities will be implemented in a timely fashion and as a measure of good stewardship.
12. Appropriate media recognition and ceremony will be held once naming opportunity is made official.

NAMING OF FACILITIES – BUILDINGS & PHYSICAL SPACES

- A proposal to name a building or physical space should be approved formally by the President before the proposal is delivered to the prospective donor.
- Following are minimum gift levels for naming opportunities with respect to facilities. Specific amounts should not be discussed with donors without coordinating with the Vice President for Advancement.
 - School: Minimum gift level of \$5 million.
 - Building or major facility: Minimum gift range equal to one-third to one-half the cost of the project or one-third to one-half the replacement cost of an existing building.
 - Other facilities: Minimum gift equal to one-third to one-half the full approximate cost of a new facility or the estimated replacement cost of an existing facility.
 - Landscaping: A minimum gift equal to the approximate cost of the project.

NAMING OF UNITS - SCHOOLS, CENTERS, INSTITUTES, DEPARTMENTS

- Following are minimum gift levels for naming opportunities: Schools, Centers, Institutes, and Departments. Specific amounts should not be discussed with donors without approval from the Vice President for Advancement.
 - Center or Institute: A minimum gift of \$1 million.
 - Endowed Chairs: A minimum gift of \$1 million
 - Endowed Professorship: A minimum gift of \$250,000.
 - Other Academic Appointments (i.e. Deans Chair): A minimum gift of \$100,000.
 - Endowed Scholarship Funds: Such funds require \$100,000 as the corpus. The establishment of a named endowed fund may be done with an initial contribution of \$20,000 and intent to fully endow within a reasonable period
 - Annual Named Scholarships: Should always be reflective of current tuition rates.

REMOVAL OF NAMES

In the event that a named building or space is demolished or given over to a new use, the President of the University, the Vice President for Advancement and the Advancement Committee shall review the circumstances and strive to find a solution that will enable a gift to be used in a manner that coincides with the donor's(s') original intent as closely as possible. The University reserves the right to withdraw from a naming agreement if the name of an individual or organization bestowed upon a facility/program comes into disrepute in the University or in the general community.

The Board of Trustees must approve removing a name from a building, school, program, institute or center.

F.2.1 ADDENDUM FOR NAMING OPPORTUNITIES

Naming Opportunity Approval Form
Christian Brothers University

This form should be used to obtain approval naming opportunities such as buildings, facilities within buildings, external facilities, schools, endowed funds, etc.

A. Submitted by _____

B What is to be named? _____

Proposed Name: _____

C. Gift Amount: \$ _____

Payment Schedule: _____

D. Special Notes (attach any relevant documentation)

Approval Signatures & Date

Vice President for Advancement Date

Chair of Advancement Committee Date

President Date

Board of Trustees Chair Date

G.1 GIFTS TO CBU & CBHS DATED PRIOR TO 1965

WHEREAS the Executive Committee of the Board of Trustees acknowledges the decision regarding the distribution of gifts, grants and bequests made when Christian Brothers High School moved from Parkway to Walnut Grove Road, and

WHEREAS as that time the President, Brother Luke M. Grande, made the decision that CBC's gifts, grants and bequests would be divided according to the following ratio: the college two-thirds (2/3) and the high school one-third (1/3), the ratio being chosen because this distribution reflected approximately the tuition of each institution at the time of the separation,

BE IT RESOLVED that the Board of Trustees ratifies the decision that all gifts, grants and bequests dated prior to March 1965 (the date of Brother Luke's memo) are to be shared by Christian Brothers College/University and Christian Brothers (LaSalle) High School according to the following ratio: two-thirds (2/3) to the college/university and one-third (1/3) to the high school.

This policy has been in operation and honored for the past ten (10) years and is endorsed by both the President of Christian Brothers College/University and the Superintendent of Christian Brothers (LaSalle) High School.

H.1 HONORS AND AWARDS

Criteria for Awards as Approved by the Board of Trustees of
Christian Brothers University

1. **Honorary Degree** (Trustees, October 12, 1985)

- a. Outstanding contribution to humanity for which the person has achieved national, or even international, recognition, or
- b. Distinguished work in the field of education, or
- c. Outstanding service to the good of the University or the community.

2. **Maurelian Medal** (Trustees, October 12, 1985)

- a. Significant contribution through service to the good of the University or the community, or
- b. Distinguished and significant service in the field of education.

(The Maurelian Medal, which may not have the status of the Honorary Degree, could be awarded to friends and benefactors of the University, to faculty, administrators, and staff of the University, to other educators, and to prominent persons whom the University would like to recognize.)

3. **Bishop Carroll T. Dozier Peace and Justice Award**

(Trustees, Religious Affairs Committee, February 23, 1999)

The recipients of the award, either persons or organizations:

- a. Stand out prominently in our society with regard to the promotion of Judeo/Christian principles of social justice and peace.
- b. Exemplify the ideals set forth in Christian Brothers University's motto:

RELIGION: acknowledges the importance of our relationship with God;
 MORALS: is guided by caring concern for other people;
 CULTURE: acknowledges the heritage of the past as well as contemporary human achievements;
 CITIZENSHIP: is active in shaping our society in the direction of liberty and justice for all.

H.2 HUMAN RESOURCES POLICY

All staff, clerical and managerial, positions to be filled should be directed to the Office of Human Resources, which will advertise and screen applicants and coordinate appointments for prospective employees for all departments.

The Office of Human Resources will also assist academic departments in the procurement of faculty members as requested, especially in the areas of scarcity. Every prospective faculty member visiting the campus for interviews should be scheduled to visit the Office of Human Resources for details concerning insurance, retirement, etc.

Upon employment, every new faculty and staff employee must schedule an appointment with the Director of Human Resources to ensure proper processing of administrative and insurance documents.

I.1 IMMUNIZATION POLICY**Rationale**

There is an increase in the number of college-age students who are entering higher education without having completed the recommended immunization and screening regime. Tennessee state law requires all full-time students at Christian Brothers University to provide a completed health form documenting receipts of all mandated vaccinations by the appropriate date as determined by the University. The state's immunization requirements follow the current schedule published by the Centers for Disease Control and Prevention (CDC) and endorsed by the American Academy of Pediatrics (AAP) and American Academy of Family Physicians (AAFP). Full-time status for all undergraduate students is 12 credit hours; while masters' students are considered full-time at 9 credit hours a semester.

Policy

All full-time students must have an up-to-date immunization record (i.e., health form) on file in the Health Resource Center prior to registering full-time for the Fall and/or the Spring semester. If the immunization record is not on file, then the student will not be allowed to register for full-time class schedule/hours. CBU requires the following immunizations in order to be in full compliance.

Vaccination	Who must comply	Compliance Requirements
MMR (Measles, Mumps, Rubella)	All full-time students born after January 1, 1957 who are taking more than 12 hours as undergraduates; 9 hours as a master's student.	Proof of vaccination with 2 doses of vaccine; or lab test demonstrating immunity.
Varicella (Chickenpox)	All full-time students born after 1979.	Proof of vaccination with 2 doses of vaccine; or lab test demonstrating immunity
Tuberculosis Skin Test	All international students	Proof of negative test result taken in the U.S. Test must have been within one year of admission.
Meningococcal Meningitis	All students living on-campus in student housing	Proof of vaccination or signed declination

A CBU health form signed by a physician or a copy of an official immunization record is acceptable form of vaccine documentation. Those who cannot prove immunity will need to be re-vaccinated. Medical, religious, and personal exemptions are allowed by law. Requests for such exemptions must be made in writing and addressed to CBU Health Services, Office of Student Life. Failure to provide documentation by the appropriate deadline will prevent students not in compliance from registering for full-time hours for the semester or having their full-time registration cancelled.

Implementation

1. The Office of Admissions will mail out health forms to all new students. In this mailing, the new students and/or parents will be informed that these forms need to be completed prior to the first day of classes and proof of such must be turned into either the Office of Admissions, Office of Student Life, or the CBU Health Resource Center.
2. The Director of Health Resources will verify the new students who have returned completed forms and those whose forms are incomplete and will communicate this information to the Office of Admissions and the student's Academic School. If the immunization records are not completed properly by the 1st day of class, the Director of Health Resources will send out an email correspondence to the student indicating that information is still needed. Also, the Office of Admissions will telephone new students who need to return their immunization information. The Office of Admissions will include an information release form in the application for admission. The Director of Health Resources will communicate with the returning students who do not have an up-to-date immunization record in the office. Returning students will need to either obtain their immunization record, take the necessary immunizations, or bring a doctor's statement with rationale for need to exclude. Additional questions regarding this requirement, please contact the Director of Health Resources at 901-321-3260. Completed documentation may be submitted to:

Christian Brothers University
Office of Student Life
650 East Parkway South
Memphis, TN 38104

3. A student who does not have an up-to-date immunization record must have one completed by their personal physician, the Memphis-Shelby County Health Department, or any other qualified medical facility.

M.1 MEDIA POLICY OF THE UNIVERSITY**News Media Policy and Inquiries**

1. ALL inquiries from the news media should be coordinated through the Communications & Marketing department. Although media calls should be returned promptly, staff and administrators should inform the Vice President for Communications & Marketing BEFORE returning any media calls.

Procedures for inquiries from the news media are as follows:

- When a reporter calls, immediately advise the Communications & Marketing department. In answer to a direct call from a reporter, please tell the reporter:
“Thanks for your call. As you may know, CBU’s Communications & Marketing department coordinates inquiries from the news media. Let me transfer you to the Vice President for Communications & Marketing, who will be glad to help you. The direct line is (901) 321-4417.”

Then, transfer the call to ext. 4417 following the CBU telephone transfer policy. Be sure to get the **name and phone number** of the reporter.
- Advise the Communications & Marketing department of any message on your voice mail from a reporter. The Communications & Marketing department will return the call and determine what information the reporter may need if the interview and story being requested are warranted and appropriate for CBU.
- If a faculty member is contacted by a reporter and does not want to respond, he/she should also advise the Communications & Marketing department as soon as possible. No one is obligated to give an interview unless they wish to.
- Visiting news media must check in with the Communications & Marketing department when covering a story on campus.
- The Communications & Marketing department will also advise Campus Police and Safety department of media visits.
- When encountering reporters or photographers, Campus Police and Safety officers should cordially ask them how they can be of assistance and also ask the reporter if he/she has advised the Communications & Marketing department of their visit.
- Reporters should be asked to check in with the Communications & Marketing department if they have not already done so.
- Reporters and photographers will **not** be permitted to enter residence halls or classroom buildings without permission from the Communications & Marketing department and the Student Life office and only when accompanied by a Communications & Marketing department representative.
- Scheduled visits (day, date, time and location) by news media through the Communications & Marketing department or through the Sports Information office should be reported to the Campus Police and Safety department, **prior** to the visit.

- News media will display visible and appropriate professional credentials and identification while on campus.
- The Communications & Marketing department will coordinate media requests cordially, professionally and promptly and will expect the same treatment from the news media in return.

2. The Letters to the Editor section in the newspaper is not the recommended venue for providing expert opinion and analysis. CBU faculty and staff, who submit a letter to the editor expressing personal views, should include their name and home address, and not include their University affiliation.

3. Inquiries and questions from persons or individuals in the general public regarding: campus security, campus incidents, student incidents, rumors of improper behavior or inappropriate actions by students, faculty or staff or any personnel matters, including legal actions, should be forwarded to the Vice President for Communications & Marketing.

University's Advertising Policy and Sponsorship Guidelines

1. All paid advertising for CBU can be placed only with prior authorization of the Communications & Marketing department. (Excluding classified or display advertising of University job openings that are coordinated through the Office of Human Resources).
2. Groups or organizations holding events or programs at CBU and who wish to promote or advertise the activity must allow the Communications & Marketing department the opportunity to preview all relevant print and broadcast advertising and review and approve all news releases.
3. The Vice President for Communications & Marketing and the Director of Creative Services must also approve use of any university graphics, photos, logos or information on any Website other than CBU's. Organizations seeking to have a direct link from their web information to CBU's Website must get approval from Information Technology Services and the Communications & Marketing department.
4. Non-university and external sponsoring organizations using campus grounds or facilities are required to publish a brief disclaimer on all advertising materials stating:

"The (name of event or organization) is totally responsible for (name of event, etc.) and is not affiliated with Christian Brothers University."
5. Organizations or groups using CBU property and facilities who wish to invite news media coverage must inform the Communications & Marketing department.
6. Any representation of CBU athletics teams, mascots, logos or emblems for advertising or sponsorship of any kind must be pre-approved by the Director of Sports Information AND the Vice President for Communications & Marketing. This includes graphic representation on merchandise and apparel. CBU does not endorse or promote any products or services.

Printing and Publications, Advertising Procedures

1. All publications for external audiences and the production and printing of those publications are managed through and approved by the Director of Creative Services. Please submit requests for printing or reprinting of any existing publications for external audiences to the Director of Creative Services and not directly to print vendors. A minimum 30-day lead-time is usually required for the production of a new publication. Priorities are given to projects from the Admissions, College of Adult Professional Studies, Advancement and the President's Office.
2. The Director of Creative Services and the Vice President for Communications & Marketing are the University's official contacts and liaisons with printing firms and media advertising representatives. The Communications & Marketing department is available to offer ideas and assistance on University publication's needs.
3. The CBU Graphics Standards Manual adopted by the President's Cabinet in February 2004 states:

"University publications are defined as any external communications (brochures, ads, newsletters, catalogs, flyers, programs, invitations, posters, etc.) that use the University name and are produced with a University budget."
4. Production of clothing, merchandise and signage for external audiences also falls under these guidelines.
5. Invoices for publications or advertising projects, etc. not approved through the Communications & Marketing department will not be honored for payment by the University.

POLICY M.2

M.2 MISSION RELATED PAID TIME-OFF

Consistent with the vision of St. John Baptist de LaSalle, Christian Brothers University encourages its employees to live the University's mission and core values of faith, community, and service. The purpose of this policy is to allow staff members to voluntarily participate, with pay, in University sponsored ministry activities or in pre-approved mission or core values related opportunities that occur during regularly scheduled work hours.

Full-time staff members are eligible for a maximum of three working days (or 24 working hours) per calendar year. If part-time, the staff member is eligible for paid time off on a pro-rated basis and in accordance with the employee's FTE status. Approval must be obtained from your supervisor prior to participation in any paid time-off mission related activity.

M.3 ADVISOR POLICIES AND ORGANIZATION RESPONSIBILITIES**Advisor Responsibilities for Campus Organizations**

1. Help develop and review the organization's constitution and bylaws, as needed.
2. Help the officers develop a strategic plan for service to the University and the community. Assist the organization in fulfilling its purpose.
3. Stand ready to advise the organization on questions of University policy.
4. Be available as a resource person for information concerning the organization.
5. Advisors shall have the right, before accepting such an appointment, to state plainly to the University administration and organization the conditions under which they will serve as advisor without jeopardizing their faculty position.
6. Whether advisors shall choose to give their approval for events proposed by their group shall be a matter within each advisor's discretion in coordination with the Student Life Office. Advisors are strongly encouraged to be present for the activities of their organization or to see that they are appropriately supervised.
7. Advisors will abide by SGA allocation procedures and policies in accordance with those set forward in *The Compass* and Business and Student Life offices.

Campus Organization Responsibilities

1. The organization must provide the following to the satisfaction of the Student Life Office:
 - Bylaws and constitution
 - New member policies of the organization
 - Membership lists for eligibility verification
 - An advisor who is agreeable to serve
 - Recognized Greek social organizations (including all IFC, Panhellenic, and NPHC groups chartered on campus) must be able to demonstrate liability insurance coverage for the benefit of the advisor and membership that meets or exceeds a minimum of \$1 million.
2. The organization must obtain written approval from its advisor and the Office of Student Life for all official activities.
3. The organization must make authorized use of University facilities.

O.1 OFFICE OR WORK SPACE ALLOCATION

In the case of change in employees or construction of new offices or workspace the following policies are in effect.

New Employees

If a new employee is replacing another faculty or staff member who had an office and who held the same position, the new employee will normally occupy the same office space as the predecessor. If the new employee is filling a newly created position, the President must approve the office space.

Reduction in Staffing

If an office or workspace becomes vacant due to a change in staffing, one of two situations will prevail:

- If the vacated office is space within a larger office suite, the vice president in charge of that area may reassign the space.
- If the vacated office is stand-alone space not contained within a suite, the President will reallocate the space.

Disposition of Keys

Any person vacating an office should promptly return all keys to either the director of the area or the Director of Campus Police and Safety.

Space Modification

The President must approve any modification in physical structure to an office or other space on campus.

P.1 STATEMENT ON THE PERSONAL AND PROFESSIONAL QUALITIES OF FACULTY, STAFF, AND ADMINISTRATION

The Mission Statement of Christian Brothers University begins by stating that Christian Brothers University derives its philosophy from that of the Christian Brothers. This philosophy, as can be seen from the official documents of the Brothers of the Christian Schools, as well as from the practice of the Brothers and their associates over the past 300 years worldwide, can be most simply reduced to three elements:

1. quality education
2. religious impact
3. service to the disadvantaged

The key insight of St. John Baptist De La Salle, in founding the Institute of the Brothers of the Christian Schools, was that these basic goals could only be achieved by a group of very special people, i.e. educators who in their person as well as in their qualifications, are fitted to work effectively for these lofty purposes. In doing so, they contribute mightily to the benefit of individuals, of society, and of the Church.

Thus, basic to the philosophy of the Christian Brothers is the importance of the person of the educator. The Christian Brothers were founded for the purpose of providing a high quality of personnel for schools, by giving them the inspiration and the support of a career based upon religious motivation and practice. It is generally agreed that this was the basic contribution of St. De La Salle to education, although he added much practical organization and educational wisdom to the task of carrying it out.

The Christian Brothers welcome the collaboration of people of varying backgrounds in carrying out their educational mission in today's world. These colleagues -- lay and clerical, and of varying religious backgrounds -- provide richness and diversity to the Brothers' schools. They bring a necessary insight into the contemporary world, the Church, and ecumenical concerns, as well as in practical, political, economic, and family matters.

The Christian Brothers, however, strive to maintain in all their institutions the unique educational philosophy that is the core of their mission. Educators who become associates of the Brothers do so freely, with the understanding that their professional and personal services will contribute to the accomplishment of the Brothers' philosophy of educational excellence and personal influence in the schools and universities in which they serve. For example, the Christian Brothers University Faculty Handbook (Section 2.8) states that:

Each faculty member should endorse and adhere to the Statement of Mission and Goals of the University. The faculty member should also be concerned with the educational functions of the institution, contributing whenever possible to the improvement of its academic stature.

This seems to mean that a level of academic and/or professional service is expected, along with a striving for the personal influence and example that is implied in the notion of the ideal educator as contained in the Christian Brother's philosophy.

It is rather easy to examine academic professional credentials, and to consult references or other sources to gain an idea of the pedagogical or professional competency of the applicants. It is more difficult to try to indicate the dimensions of the person of the educator who comes to Christian Brothers University, and how they contribute to the Mission of the University. While not imposing unreasonable or arbitrary conditions for employment in this academic setting, the Christian Brothers have the right to expect that their mission will be furthered by associates who strive to model the qualities called forth by their philosophy. Universities with distinctive religious mission like that of Christian Brothers University try to indicate the type of personal witness and behavior expected of their personnel, while respecting to the fullest extent possible the freedom of conscience of all who are employed.

Because of the primary role of the faculty in the University and because of the extent and depth of the influence they wield upon the students, it is especially imperative that there be evident unity among the faculty in working toward the goal of the University and in implementing its basic philosophy. The rich diversity of background, training, and personality which exists among the members of our faculty is necessarily complemented by a common sense of mission and purpose, as well as a conviction of the importance of every individual faculty member's sustaining role in his or her person as a prophetic witness to that common end.

The statement of affirmation at the end of this section reflects the growing awareness among the leadership and personnel of institutions of higher education in America, that private and church-related colleges must state clearly and explicitly the unique mission which they serve. This understanding was articulated at the two national conferences of church-related colleges of all denominations, held at Notre Dame in 1979 and 1980 as well as in the 1980 Pastoral Letter of the Catholic Bishops of America on higher education. Numerous court cases have vindicated the essential freedom of these colleges to state and pursue purposes -- even religious purposes -- even though they receive substantial government aid. Thus, clarity has developed both in law and in the self-understanding of collegiate leaders, of the fact that private and religious colleges are different -- that they both have the right and duty to be different -- and that their differences should be clearly stated and well understood by everyone actually and potentially connected with each institution.

Balancing the special mission and unique nature of an institution like Christian Brothers University, with academic freedom as understood in the American higher education community and explicated for us in the Faculty Handbook (Section 2.9.1) is a delicate and ambiguous problem to be ever faced and patiently resolved in understanding and collaboration among faculty, administration and trustees. The provisions for due process provide additional protection against arbitrary administrative actions (Faculty Handbook, Section 2.9.4).

This statement, while taking for granted the Catholic sponsorship of the University, in no way seeks to impose Catholic beliefs or regulations on those persons on campus who are of other faiths, or does it allow anyone to intrude into the private lives of Catholic and Non-Catholic alike. It assumes that the faculty in their activities on campus or in their capacity as Christian Brothers University teachers will be professionally respectful of Catholic teachings.

The statement as presented can serve as a real force of unity as all members of the campus community jointly pursue the implementation of the Mission which is the reason for the existence of Christian Brothers University. The Mission Statement as well as this statement

represent an expression of ideals to which we are striving, a goal toward which we are ever ascending. This goal will never be perfectly attained.

Christian Brothers University affirms that:

1. Faculty/staff/administrators act in accord with high standards of professional integrity and personal responsibility, advancing their own reputations, those of their colleagues and students, the institution, and their profession.
2. Faculty/staff/administrators appreciate and respect the influence that rests with them in an academic setting. In the light of this influence they seek to avoid any form of harassment and will seek to maintain relationships at all levels which promote the dignity, self-worth, personal growth, and professional functioning of all persons
3. In the performance of their professional activities, faculty/staff/administrators support their employing institution in its Mission and Goals and commit themselves to direct and constructive resolution of problems that may arise.
4. Though faculty/staff/administrators support the public stance of the University, each individual member of the University community should continue to exercise his/her judgments of conscience, of enlightened opinion, and of prophetic calling in light of the Christian gospel.
5. The faculty, in particular, participates in the University's life in a special manner and exercises its role and conduct within the accepted tradition of academic freedom.

P.2 PERSONAL COMMUNICATION ALLOWANCE**Reason for the Policy**

The IRS has recently become very interested in employee benefits provided by employers and IRS representatives and tax professionals have strongly emphasized this area of review.

IRS Code section 274(d) provides that no deduction shall be allowed with respect to “listed property”, unless a taxpayer substantiates such deduction by adequate records regarding the amount, time, and business purpose. Listed property is defined in Code section 280F(d)(4) and specifically includes “any cell phone (or other similar telecommunications equipment).”

The current tax laws require documentation of all business and personal use of cell phones and PDAs when paid for by the University. This policy will effectively remove this documentation requirement when a taxable allowance is provided to the employee rather than the University paying for these benefits directly. Accordingly, this policy will minimize the compliance risks associated with state and federal tax laws and regulations.

Introduction

The purpose of this policy is to: (a) define when an employee qualifies for payment of cellular business expenses, either through a supplemental compensation allowance or direct reimbursement; (b) discontinue departmentally-owned cell phones that are exclusively used by one individual; (c) transfer the ownership and responsibility for contracts and equipment from the University to the employee; and (d) reduce administrative burden associated with processing these expenses.

Except for circumstances noted under “Special Situations”, the University will no longer reimburse employees for on-going business expenses related to cellular devices (cell phones or Personal Digital Assistants with cellular capability (PDA’s) such as Blackberry or Treo). Instead, University employees who meet the eligibility requirements will be given a predetermined amount of supplemental compensation to cover the approximate monthly cost of either cell phone or cellular PDA but not both. The eligibility requirements will determine which supplemental amount an employee will receive.

University employees who qualify for and receive supplemental compensation will be responsible for acquiring and maintaining their equipment. In addition, contracts entered into by qualifying employees will be personal contracts that are the responsibility of the employee, not the University.

For those who qualify, this policy authorizes a monthly supplemental taxable compensation for cell phones or for cellular PDAs, such as Blackberry or Treo. The payments will be spread across pay periods. Employees who receive monthly supplemental compensation may not also received reimbursements for any cell phone or cellular PDA expenses.

Departments and schools are not allowed to establish policies that differ from this University-wide policy.

Eligibility Requirements

The guiding principle for eligibility is that the use of a cell phone or cellular PDA by an employee is for the benefit of the University rather than the convenience of the employee.

Specifically, University employees are eligible to receive supplemental compensation if they meet **ALL** of the following criteria:

1. The employee's job requires him/her to be readily accessible for frequent contact with the public or with University faculty, staff or students after business hours or when he/she is away from campus **AND**
2. The employee's job limits his or her access to regular land-line telephones that would satisfy the required business communications needs **AND**
3. Monthly usage for **business** purposes is consistently:
 - a. 67% or more of the total contract minutes for a cell phone; or
 - b. 90% or more of total contract minutes/data transfer for cellular PDA contracts.

The department should review prior billings to confirm monthly usage for initial and on-going eligibility. Authorization for supplemental compensation must be reviewed and renewed annually and must be authorized by a Vice President.

Special Situations

Departmentally Owned Contracts

Certain units may have special needs that justify departmental ownership of cell phones. Maintenance staff, custodians, on-call personnel, and campus safety are examples, where phones are assigned or rotated among employees. Employees should not use these departmental cell phones for personal calls.

Pagers

Some departments currently use pagers for their communication needs. Since the cost of pagers is very nominal and because potential personal use does not pose a financial risk to the University, it is recommended that departments pay for pagers directly therefore eliminating the reimbursement of these expenses.

Exceptions

Employees who do not qualify for the supplemental compensation may submit an expense reimbursement request for occasional, incremental business expenses. Incremental business expenses are those calls that result in additional costs that are above and beyond the employee's normal calling plan (e.g., excess minutes, roaming charges).

When requesting reimbursement, the telecommunication expenses incurred by employees must be additional (incremental) costs and must be substantiated and documented with a copy of the bill in accordance with University policy and applicable federal and state laws and regulations.

Policy Statement

Introduction

CBU provides a monthly allowance to those who have a business need for cellular phones and/or Personal Digital Assistants with cellular capability (PDA's) such as Blackberry or Treo). This document establishes the University policy regarding eligibility and procurement of these personal communication plans.

Guidelines & Eligibility

The guiding principle for eligibility is that the use of a cell phone or PDA by an employee is for the benefit of the University rather than the convenience of the employee.

Specifically, University employees are eligible to receive supplemental compensation if they meet **ALL** of the following criteria:

1. The employee's job requires him/her to be readily accessible for frequent contact with the public or with University faculty, staff or students when he/she is away from campus **AND**
2. The employee's job limits his or her access to regular land-line telephones that would satisfy the required business communications needs **AND**
3. Monthly usage for business purposes is consistently:
 - a. 67% or more of the total contract minutes for a cell phone; or
 - b. 90% or more of total contract minutes/data transfer for cellular PDA contracts.

Vice Presidents who have a business need for an employee to have a University subsidized cell phone or PDA should fill out the form below and submit it, along with any supporting documentation, to the Office of the President. Once the President has approved the allowance and the form is returned to Human Resources, the employee will begin receiving a taxable personal communications allowance each pay period.

The employee is responsible for acquiring a cell phone or PDA plan and maintaining service as long as the allowance is given. CBU will periodically audit those who are receiving the personal communication allowance to ensure that covered services are still in service. ITS will research cell phone and PDA plans each year and made recommendations to the President's Cabinet if allowance amounts should be modified.

**P.2.1 PERSONAL COMMUNICATION ALLOWANCE
REQUEST FORM**

Employee Name: _____ ID Number: _____

Department: _____

Type of Plan (check one):

- _____ Regular allowance (\$60.00 per month, \$30.00 gross pay per pay period)
Standard allowance for cell phone.
- _____ Extended allowance (\$100.00 per month, \$50.00 gross pay per pay period)
Available to those with job description requirements.

Employee's Signature: _____

Vice President's Signature: _____

President's Signature: _____

HR/Payroll Use Only

Cell Phone Number: _____ Entered by: _____

P.3 POSTAL SERVICES

The campus mail system exists for the delivery of official interoffice/interdepartmental mail. Correspondence from non-CBU entities such as corporations, companies, and non-profit organizations must be processed through the United States Postal Service. Once processed, it will be sorted and placed in the appropriate mailbox for pick-up.

Unless a person lives on the CBU campus in a building served by the CBU Post Office, personal mail should **not** be regularly delivered to the person's CBU address. Also, under no circumstances may the postage for personal mail be charged to a CBU account.

It is the responsibility of each department to have its mail picked up daily. Should a person or department having an assigned mailbox be unavailable for daily pickup, the CBU Post Office should be notified beforehand or as soon as possible.

Anonymous mail and handbills will not be distributed in the campus postal system.

P.4 PROPERTY ACQUISITIONS**Purpose**

The purpose of the acquisition policy is to establish guidelines for future expansion of real estate of contiguous and nearby properties to the University campus at 650 East Parkway South.

Uses

The University is landlocked on all sides by city streets, railroads, residential properties, and the Shelby County property. Future uses of any of these acquisitions might be: additional residence for Brothers; additional residence for Sisters; additional residence for Clergy; additional residence for students; fraternity/sorority houses; expansion of athletic facilities; relocation of existing departments on campus, e.g. the maintenance department; development of seminar center; expansion of parking, etc.

Policy

Christian Brothers University will take an active role to acquire any real estate contiguous to the current University campus. Whenever this property is offered to the University, the University will seriously consider acquiring it. A program will be established to actively solicit property contiguous to the University under a name other than the University.

Nearby property that is not contiguous with the present University campus will be considered for acquisition on a second priority basis.

Financing

Financing of these acquisitions for the expansion of the Christian Brothers University campus would be from the following areas in the priority listed: 1) gifts, whole or partial from the current land owners, 2) assumption of existing favorable interest rate mortgages, 3) consummation of new favorable interest rate mortgages, 4) available funds from the Endowment, 5) other as appropriate.

P.5 PURCHASE OF COMPUTERS

Before orders for computer-related software are made, the person purchasing the software should hold consultation with the Chief Information Officer (CIO) (or a designee). The intent will be to ensure the software is supportable by the ITS and is compatible with current ITS plans for supporting the University network.

All orders for computer hardware must be coordinated with the CIO (or a designee) and have the CIO's approval. Approvals are given based on the budgetary resources at the time and also based on the strategic and operational plans for information technology upgrades and applications within the University. The CIO's recommendations and decisions for purchasing may be appealed to the Academic Vice President.

No new Apple purchases will be made at this time by ITS. If purchases are made independently by any office, that office will be responsible for maintaining the hardware and software. The exception is that technical support for Apple computers in Advancement, the Library, and the Curriculum Lab will be referred to an outside source for service on a "per call" basis. Expenses for such services will be borne by ITS.

R.1 EMPLOYMENT OF RELATIVES

Objective

Christian Brothers University wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion and transfer.

Scope

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives and cousins.

Procedure

Individuals will not be hired or promoted into a position that would create a conflict in Christian Brothers University's policy. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform management and human resources of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to Christian Brothers University, such as a transfer or employment outside the company, the employees' supervisors will work with human resources (HR) to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

If there is a situation where an action of Christian Brothers University, such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

Christian Brothers University reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, Christian Brothers University will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by the area's Vice President and the Director of Human Resources and the VP for Administration & Finance/CFO. Written justification for the exception must be submitted to the area Vice President and Director of HR prior to any employment decisions.

R.2 RESERVATION AND RENTAL OF CAMPUS BUILDINGS AND GROUNDS

Campus spaces and reservations are listed on the CBU Website so that persons anywhere can see immediately the days and hours when and by whom the campus spaces are reserved.

Reservations and rental of campus spaces are made through the Office of Events Management at telephone extension 3525 or via e-mail at events@cbu.edu. In addition, Facility Request forms are available online at <https://www.cbu.edu/events-management>.

Facility Scheduling Policy

All meetings and events held on or off campus (i.e., school, departmental, committee, staff, club or other activities) are to be recorded on the master events calendar by the Office of Events Management.

This will assist in achieving and maintaining the University's goals of (1) keeping the campus informed of all activities on the University campus, (2) enabling campus offices to direct and relate needed information, and (3) printing an accurate weekly Campus Activities Calendar.

An external facility request form must be completed for all external groups requesting event space to verify that the proposed event will align with the University's mission and Catholic values.

Reservations by faculty and staff for external groups are made at the listed rental rates maintained by the Office of Events Management. Any exceptions to the standard rental rates must have the written authorization of the Vice President of Administration & Finance or the President. Contact the Office of Events Management to obtain the Non-Profit/Sponsorship Approval form.

Student groups may be scheduled into Montesi Executive Classroom, Spain Auditorium and the University Theatre only with the written permission from the Office of Student Life. Student groups may not be scheduled into Assisi Hall meeting rooms AH007 and AH151 and the academic labs.

Scheduling Procedures

Classroom Assignments

Before each semester/term and after the Registrar and the appropriate Deans have assigned classrooms; the Registrar will reserve the rooms into the Banner System. After the Registrar completes this reservation process, the Office of Events Management may reserve open classroom space for the use of on-campus and off-campus groups.

Event Scheduling

Rooms are booked on a first-come, first-serve basis. All offices, faculty, clubs, organizations, and external groups will notify the Office of Events Management of planned events by submitting the appropriate facility request form at least SEVEN DAYS prior to the event date. This allows for all programs and meetings to be included in the weekly printed calendar of events, as well as scheduling necessary equipment and labor.

Internal Facility Request link: <https://formsrv.cbu.edu/events/EM/internal.php>

External Facility Request link: <https://formsrv.cbu.edu/events/EM/external.php>

No planning, arrangements, mailings or logistics should be arranged until the event has been approved by the Office of Events Management.

Once the event has been approved and scheduled, the group will receive written confirmation of the event's booking normally within 2 -3 business days. Groups will be held responsible and liable for good use of the space.

The Office of Events Management reminds the campus community in the spring and again in the fall to reserve the space needed for the various activities of the following academic year.

Conflict Resolution

When conflicts arise from several groups needing the same space at the same time or when one group has an immediate need for the space previously reserved by another person or group, the conflict should be negotiated by the parties involved or by their immediate supervisors. The Director of Events Management should be involved in any change of space reservation or utilization in these situations.

Diversity

The Office of Events Management balances the various needs of the University and the Memphis community and offers hospitality to outside groups. This hospitality and cooperation with the needs of the outside community serves as an advantage to the CBU faculty, staff, and students directly by providing diverse activities on campus and indirectly through public relations efforts and information.

Audio-Video Resources

An audio-video technician is required as part of the package whenever the Montesi Executive Classroom, Spain Auditorium, or the University Theatre is utilized by an on-campus or an off-campus group.

Audio-Video arrangements are made by both on-campus and off-campus groups through the Office of Events Management.

For issues regarding audio-video equipment in on-campus classrooms and event spaces, please contact the Office of Events Management at extension 3525.

Food Services

ARAMARK Food Services is the exclusive catering provider for the University. All food & beverage requests on campus must be arranged directly with ARAMARK at extension 3560.

Long-term Exclusive Use of Campus Space

The President shall approve the use of any CBU facility on an exclusive basis. This excludes normal rentals that are handled by the Office of Events Management.

Special Rooms

The Office of Events Management reserves the following spaces in conjunction with the persons listed:

De La Salle Chapel (Stritch) and St. Joseph Chapel (Barry Hall) – Directors of Campus Ministry

- De La Salle Chapel (Stritch) and St. Joseph Chapel (Barry Hall) – Dir. of Campus Ministry
- De La Salle Canale Arena (Gym Arena) – Admin. Asst/Dir. of Compliance/Basketball Coaches
- De La Salle Hall Athletics Hall of Fame Conference Room (Gym) – Admin. Asst. to Athletics
- De La Salle Hall Aramark Hospitality Skybox (Gym) – Admin. Asst. to Athletics /Basketball Coaches
- Stritch Lounge and Dining Room – Director of the Brothers' Community
- LLC Lounge & Classroom – Director of the LLC Learning Community
- Maurelian Hall Lounge – Director of Student Housing

The Office of Events Management does not reserve the following spaces. Use of these spaces requires special permission and must be scheduled through the persons listed:

- Mollerup Conference Room – Administrative Assistant to the President
- Rosanne Beringer ITS Training Computer Labs (ITS Lab1, Lab 2 and Lab 3) – ITS Help Desk Coordinator
- Assisi Hall 007 & 151 – Administrative Assistant to the Dean of Sciences

S.1 SALARY INCREASES

The purpose of this policy is to ensure that budget lines are honored and that equitable treatment is provided for all faculty and staff in both hiring and salary decisions. To further this objective, CBU has developed and implemented a Compensation Plan that will be updated on a regular basis and will be the basis for providing salary increases to staff and faculty.

1. All new and replacement positions must be approved by the President and/or Executive Vice President for Administration/CFO and Director of Human Resources of the University. The Personnel Authorization Request must be accompanied by
 - Position description, applicable justification and
 - Salary range, which identifies position characteristics and available funds, and the correct Org Codes to be charged.
2. Salary increases, when funds are available, must be approved by the Vice President responsible for that area, by the Vice President for Administration/CFO and Director of Human Resources.
3. Salary increases for staff members of the University must follow the guidelines approved by the University and included in the Compensation Plan. These guidelines can provide for merit increases and/or address market inequities and performance. Department chairs and program heads must consider the following:
 - Salary ranges appropriate for the position and this region of the country,
 - Years of service, and
 - Performance, as judged through the annual evaluations and/or observed growth and development
4. Salary increases for faculty and school deans must follow the guidelines approved by the University. These guidelines can provide for merit increases and/or address market inequities and performance.
 - Faculty salary increases to address market inequities are to be based upon salary ranges for rank and discipline. (Information is available from the CUPA Study in the Office of Human Resources, or from other market compensation data or consultant information.)
 - Faculty salary increases to address merit are to be based upon salary ranges for rank and discipline as well as annual evaluation (teaching performance, service, and professional contributions.)

S.2 SCHOOL CLOSING POLICY

After consultation with the Campus Police and Safety Director, the Vice President for Academic Affairs and Student Life will make the decision concerning day class cancellation no later than 5:45 a.m. on the day of the closing. The Vice President for Communications & Marketing will notify **television channels WREG-TV 3, WMC 5 -TV (includes WMC790 AM and 99.7 FM), EYEWITNESS NEWS ABC24/CW30, and WHBQ 13** so as to report the closing as soon as possible.

In addition, the following methods of announcing cancellations/closure will be implemented:

- The **CBU Website** will be updated with the latest information regarding class cancellations and school closings.
- The **ADT mass notification system** will deliver closure and cancellation messages on multiple devices to those individuals who opt in to the system. Individuals may identify as many as three telephone numbers and one CBU email addresses (automatically) for receiving emergency notifications. Both voice and text messages can be sent to cell phones. Registration for the ADT system is online at: <https://forms.cbu.edu/safety/notifications>.
- **Email notifications** will be sent to faculty/staff and student listservs.
- Announcements will be posted on **appropriate social media sites** (i.e., Twitter, Facebook) for individuals who have opted into these sites.

In the decision regarding closing, CBU will ordinarily follow the lead of the University of Memphis, unless special circumstances warrant a different decision. The decision to cancel evening classes is made by the Dean of Graduate & Professionals Studies no later than 3:00 p.m. on the day of the closing. The Vice President for Communications & Marketing will notify the stations listed above to report the closing and the additional methods of announcing cancellations/closure will be implemented as appropriate.

In the absence of the Academic Vice President, the Associate Vice President for Student Life will make the appropriate decisions.

Critical personnel expected to report for work unless so advised are: ARAMARK

- Campus Police and Safety
- Physical Plant/Maintenance
- Security
- Telnet, NOC, and Systems Administration Teams

If day classes are cancelled, the following areas should be (if at all possible) opened to serve students:

- Plough Library
- Beringer Center of Computer Studies (with staff living on campus)
- Canale Arena
- Alfonso Dining Hall

The decision concerning evening classes (undergraduate and graduate) is made by the Dean of the College of Adult Professional Studies in collaboration with the Graduate Program Directors no later than 3:00 p.m. on the day of closing. The Vice President for Communications

& Marketing will notify the stations listed above to report the closing and ensure that the additional methods listed above will be implemented.

The Dean of the College of Adult Professional Studies (with appropriate consultation) will also make the cancellation decision regarding weekend classes, following procedures presented in 1.

In the decision regarding closing, CBU will ordinarily follow the lead of the University of Memphis, unless special circumstances warrant a difference. In notifying stations about CBU, the word UNIVERSITY should be emphasized, so as to distinguish the University from the High School. Notices should also specify either day or evening classes.

The Maintenance Department will take immediate steps to sand, de-ice, and/or shovel driveways and parking lots to the extent feasible and necessary. Special attention should be given to sanding or shoveling steps, entrances, and the principal campus walkways.

The Telnet Team Leader will arrange for a message to state that the University is closed due to inclement weather. Callers to (901) 321-3000 will hear this message. The message will include the current date and specifically state the status of day and of evening classes. The message will need to be changed each day. This can be done remotely.

The timing, stations and other methods of notification should be also published in The Compass (student handbook), and in the Faculty Handbook, along with a request to faculty and students not to call the University for information unless absolutely necessary.

At the beginning of the winter season, all Directors (especially the Maintenance and Security Directors) should review the School Closing Policy and all necessary arrangements with their staff members. The availability and location of all necessary equipment should also be reviewed.

S.3 SEXUAL ASSAULT POLICY

Christian Brothers University expects its students, faculty, and staff and administrators to treat other persons with respect and dignity and will not tolerate any form of sexual assault whether directed at males or females or whether committed by a stranger or an acquaintance.

It is an unfortunate fact that many individuals in our society may become the victims of personal violence. The victim is deluged with choices which deal with: Taking care of her/himself physically and emotionally; maintaining options to pursue charges later; and understanding resources which are available. In the event a sexual assault or rape occurs at Christian Brothers University, the needs of the individual are the initial and foremost concern. The role of the University is to assist the victim to make the best decisions for her/himself.

It is the policy of Christian Brothers University to ensure, to the fullest extent possible, that any student, faculty or staff member who is a victim of sexual assault committed on the campus or at a university sponsored event, shall receive treatment, support and information. Victims of sexual assault will be encouraged to make full use of these provisions. Referrals for treatment will be provided, and ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim, except on a need to know basis, will be maintained. (See Sexual/Harassment Policy above).

Sexual assault may also be viewed as sexual harassment. If a sexual assault is deemed not to have occurred, under this policy, the events may be considered under the sexual harassment policy above.

Immediate steps to follow in case of sexual assault

In the event that a Christian Brothers University student, faculty, or staff member becomes a victim of a sexual while on campus, the following course of action is highly recommended: **Call Campus Police and Safety** immediately (321-3550, available 24/7). If needed, there are four (4) Emergency Phones on campus at these locations:

- Between Rozier and Maurelian residence halls
- In Buckman Quad, between the Engineering and Science buildings
- In the Central Lot: **one** at the entrance to the lot, and **one** near the back of the Science Building

In the event of Sexual Assault, Campus Police and Safety will assist you by:

- Ensuring your immediate safety;
- Securing medical assistance as needed,
- Contacting the necessary law enforcement agencies,
- Preserving any evidence;
- Calling the support team you request, e.g. friends, family, the Counseling Center (321-3527) or the Memphis Sexual Assault Resource Center (272-2020, available 24/7), and appropriate University officials, and
- Assisting you in making a written statement about the incident.

Follow-Up Procedures

After the immediate safety steps have been followed, the victim should decide whether or not to bring criminal charges against the perpetrator and/or file sexual assault/harassment charges within the University.

If the perpetrator is believed to be on campus, or is a CBU student, Campus Police and Safety will conduct an immediate internal investigation and determine if the accused needs to be removed from campus pending an inquiry.

If the victim is a student and the student wishes to bring internal charges against the perpetrator, she/he should meet with the Dean of Students (321-3536) to determine the course of action the student wishes to follow, as outlined in Section 7 of the Student Code in the Student Handbook.

If the victim is a faculty or staff member and the faculty or staff member wishes to bring charges against the perpetrator, she/he should immediately contact the Director of Human Resources (321-3474). The Director of Human Resources, in collaboration with Campus Police and Safety will investigate the incident and ensure that appropriate action is taken.

Off-Campus Incident

The victim is advised to **call 911 immediately**. When returning to campus, we recommend that the victim advise **Campus Police and Safety** and other appropriate University personnel (e.g. Director of Residence Life, Director of Counseling, Associate Vice President for Student Life) of the incident to assist the student in any of the procedures stated above.

Campus personnel who have been trained to help students through the proper steps including reporting/counseling/further referrals include the following:

<i>Associate Vice President for Student Life</i>	<i>321-3531</i>
<i>Dean of Students</i>	<i>321-3536</i>
<i>Director of Residence Life</i>	<i>321-4102</i>
<i>Director of Health Resources</i>	<i>321-3260</i>
<i>Director of Campus Police and Safety</i>	<i>321-3550</i>
<i>Director of Counseling</i>	<i>321-3527</i>
<i>Director of Human Resources</i>	<i>321-3474</i>
<i>Director of Ministry and Mission</i>	<i>321-3528</i>
<i>Director of Student Activities</i>	<i>321-3529</i>

Resources available

Christian Brothers University is committed to on-going programs of education to its students, faculty, and staff about sexual assault, including prevention, safety tips and counseling services for victims. Detailed information can be found on the University's Websites:

Campus Police & Safety: cbu.edu/studentlife/security
 Counseling Center: cbu.edu/studentlife/counseling

(For crisis telephone numbers for community resources providing 24-hour assessment/assistance at no charge)

S.4 SIGNAGE POLICY

Purpose

To ensure uniformity, clarity, safety and ADA compliance with CBU signs, both internal and external for buildings and grounds; to provide convenience for faculty, staff, students and visitors; and to maintain the historical beauty of the campus.

Scope

This policy applies to all University faculty, staff and students who work in the CBU facilities and on the University grounds.

Policy and Procedures

Requests for placement, replacement or upgrading of University signs, either internal or external, will be initiated through the Physical Plant Maintenance Request Form at https://www.facilitytree.com/cbu/public/ondemand1/creat_wo.cfm and sent for approval to the Chief Operating Office, the Vice President for Administration & Finance, and the Vice President for Communications & Marketing. All requests for interior, exterior and temporary signs will be directed to the Communications & Marketing department to provide guidance on design and composition, and also to ensure that University standards are followed. All signage will be installed by the Physical Plant department.

As new construction is implemented or renovation of departmental space occurs, Physical Plant director and /or the Vice President for Administration & Finance is responsible for including required signage in capital improvement project budgets and for coordinating the architectural design of projects with the Communications & Marketing department.

The Physical Plant shall coordinate with the Communications & Marketing department on signage for new construction or major renovation projects.

Personnel and departments involved in all signage installation, especially the Physical Plant and the Communication and Marketing Departments, should have copies of the ADA requirements at their disposal.

Orientation Maps

The design, annual review and budget requests for updates of vehicular and pedestrian maps is the responsibility of the Communications & Marketing department.

Donor Signage

CBU recognizes the generosity of its financial donors. All requests for signage identifying major donors on new or existing buildings, as well as, donor plaques both interior and exterior, will be coordinated with the Communications & Marketing department by the Office of Advancement

for design and placement to ensure a unified appearance and adherence to the CBU signage standards.

Temporary Signage

The approval and monitoring of all temporary event signage shall be under the purview of the Communications & Marketing department in collaboration with the sponsoring department (s). Temporary signage must be removed immediately following the date of the event. Temporary directional signage may be installed by Events Management in conjunction with specific events but must be removed immediately following the event. The Physical Plant shall be authorized to remove any signage remaining beyond this date.

The posting of handbills on campus signage is prohibited. Handbills must be posted on approved bulletin boards according to Policy B.4.

Information on Signs

Signs that designate permanent rooms and spaces will have only official permanent room identification. All other information such as room designation (classrooms, conference rooms, personal names, etc.) will be displayed on a carrier sign, which can be easily updated as warranted.

Cost of Signs

In the budgetary planning process, funding for campus signage should be allocated to the Physical Plant, after receiving requests across the campus. Any signage not submitted with the normal budgetary process will be the responsibility of the requesting department.

Replacement of Non-conforming Signage

Any non-conforming signage, with the exception of existing building monument signs, should be replaced as funding sources become available.

Unique Requests

Any unusual circumstances or site condition that precludes direct compliance with this policy or any other requests for exceptions to design standards must be referred to the Vice President for Communications & Marketing.

S.5 TOBACCO USE POLICY**Functions**

All Christian Brothers University faculty, staff, students and visitors (including vendors and contractors).

Policy

Smoking and use of tobacco products is prohibited in and around all property owned or leased by Christian Brothers University, except in clearly marked designated smoking/tobacco usage areas. The University campus includes all buildings, grounds and parking lots leased, owned or operated by Christian Brothers University, as well as any vehicle leased or owned by CBU and any privately owned vehicle on University property. No one may smoke along any pathway or walkway leading to or from the designated tobacco usage area, nor may individuals smoke/consume tobacco products at the picnic tables nor outdoors in any of the grassy areas or the parking lots.

Rationale

This is an effort to create a safe and healthy environment for members of the CBU community and visitors.

Definitions

Tobacco products include any form of tobacco, including but not limited to, cigarettes, cigars, pipes tobacco, chewing tobacco, snuff, etc. Also included in the ban are "smokeless cigarettes" and "e-cigarettes."

Enforcement

Enforcement of this policy will depend upon the cooperation of all faculty, staff, student and visitors not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a healthy environment in which to work, study and live.

Resources

Christian Brothers University will offer the following assistance to those members who wish to overcome tobacco addiction.

- Provide education and information to the campus community in the form of employee assistance programs and other campus support resources.

Compliance

Violation of this policy will result in corrective action under the Student Code of Conduct, Employee Handbook, or other applicable University Regulations or policies. Visitors refusing to comply will be asked to leave campus.

Communication/Compliance

The following persons are responsible for ensuring that this policy is communicated to faculty, staff, students, visitors and others in the CBU community:

- The Dean of Students (for students)
- The Director of Human Resources (for faculty/staff)
- The Executive Vice President for Administration and Finance/CFO (for visitors including: vendors, contractors, lessees, etc.)

The policy will be communicated to all members of the campus community. Education regarding the University's Tobacco-Use Policy will be included in formal orientation for all incoming students, faculty and staff. The policy will also be communicated in appropriate university publications and contracts. University publications include but are not limited to electronic notifications, handbooks, brochures and other university-generated materials.

Sufficient signage will be posted to inform members of the campus community and its visitors of the policy.

POLICY S.6

S.6 SPEAKERS' POLICY – INTERNAL AND EXTERNAL

The mission of Christian Brothers University is educating minds, touching hearts, and remembering the presence of God. Christian Brothers University is a Catholic university founded on the heritage of Lasallian education. While large enough to provide educational opportunities in the arts, business, education, engineering and sciences, the University is small enough to promote teaching as ministry and to provide challenging student-centred learning and personal growth. Students of diverse cultures and religious traditions are encouraged to grow in their own faith. The University welcomes students into an educational community of faith and service, one that is committed to academic excellence, the betterment of society and the care of God's creation.

The University is a place that embraces academic excellence and the pursuit of truth through open discussion and at times vigorous debate. The free pursuit of truth requires both academic freedom and the recognition that speakers and events representing a diverse array of perspectives provide our students and our community with challenging educational opportunities.

Christian Brothers University reserves the right to prohibit a speaker from addressing the members of the Christian Brothers University community on campus if it is believed that the speaker's ideology or actions are in contradiction to the stated mission of the university.

For academic speakers, those invited by faculty for classroom or non-public lectures, the channel for approval is through the Department Head, the Dean of the School, and the Vice President for Academics.

For other internal or external speakers, including any speaker whose presentations will be open to the general public, approval must be granted by the Vice President for Academics in consultation with the Office of Mission.

In the interest of due process and transparency in any decision to prohibit a speaker or event, the decision may be appealed through Faculty Review (see 1.8.4.2 and 2.9.3) within one week of notification of prohibition. For external speakers and events, a faculty member may sponsor an appeal.

If the Faculty Review Committee agrees with the appellant, its chair will immediately notify the President of Christian Brothers University, who will make the final decision. The President's ruling cannot be appealed.

S.7 STUDENT GRIEVANCE POLICY AND PROCEDURE

Grievance Policy

It is the policy of Christian Brothers University to provide an avenue to students for the resolution of a grievance or complaint when the grievance is not one that automatically requires judicial action.

The grievance procedures are intended to encourage resolution of the student's grievance informally and at the earliest possible stage. At the same time, where such resolution is not possible, these procedures provide for a more formal review of the situation by individuals not party to the case, and a final review by the appropriate dean, director or vice president. In providing these procedures, it is the intention of the University to carry them out in an equitable and timely manner. However, in extenuating circumstances, it may not be possible to adhere to established time frames, and extension of time shall not be construed as failure to follow established procedures.

The grievance procedure does not replace or supersede the judicial system. The University may charge persons through the judicial system even when the student files a grievance under this policy.

Grievance Procedure

Step 1: If a grievance arises, the student should first approach the other(s) involved to try to resolve the situation privately.

Step 2: If the student is unable to clarify or resolve the matter, the student should confer with and submit a written statement of grievance to the Dean of Students. The written statement should include the following: the name of the student, faculty member, or administrator whose action gave rise to the matter, the type of grievance alleged, a statement of the injury, and the type of solution sought. In the event that the grievance concerns actions taken by the Dean of Students, the process will be conducted by the Associate Vice President for Student Life.

Step 3: The Dean of Students should refer the charge to the appropriate department head or director. The department head or director should seek to mediate the charge, and thereby effect an informal resolution of the matter. Failing resolution, after consultation with both parties, the department head or director shall make a decision concerning the charge that shall be conveyed in writing to both parties and the Dean of Students. This phase of the grievance procedure shall be completed within 15 days of the initial written grievance.

Step 4: If the student is dissatisfied with the decision and wishes to take the matter further, he/she may then follow the process for Disciplinary Procedures as outlined in Section 7 of the Student Handbook.

S.8 SUBSTANTIVE CHANGE POLICY (SACSCOC Standard 14.2)

Christian Brothers University Substantive Change Policy & Procedure

CBU's Substantive Change Policy & Procedure is based on Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) Policy Substantive Change for SACSCOC Accredited Institutions (<http://www.sacscoc.org>)

Purpose

CBU will work to ensure all incidences of substantive change are reported in a timely manner. The University will establish a process for adherence to the policies and guidelines of SACSCOC related to institutional change. In accordance with SACSCOC policies, the University will notify the Commission on Colleges of substantive changes and will seek approval prior to the initiation of changes when appropriate. SACSCOC requires all substantive changes that occur after an institution's decennial review to be submitted in the next Compliance Certification.

SACSCOC policy states, "Substantive change is a significant modification of expansion of the nature and scope of an accredited institution" (SACSCOC, 2016). The accompanying Substantive Change for SACSCOC Accredited Institutions specifies substantive changes with approval and notification requirements as identified by SACSCOC.

Persons Responsible

- The Associate Vice President of Academics & Strategic Initiatives serves as the SACSCOC Accreditation Liaison. The Accreditation Liaison monitors all institutional changes under consideration, oversees substantive change processes, ensures necessary documentation is prepared, and provides training on substantive change as needed.
- CBU's President, Vice Presidents, and academic leaders (Deans and program Directors) and faculty members report initial campus considerations or stakeholder discussions of future substantive institutional changes to the Accreditation Liaison.

Process

- Proposed substantive changes must be formally submitted to the Accreditation Liaison at least 6 months prior to proposed implementation of the changes.

The Accreditation Liaison coordinates review of proposed substantive changes with appropriate committee(s), the Vice President for Academics and Student Life, the President, and other units of the University as necessary.

- For each proposed substantive change, the Accreditation Liaison will assign responsibility to appropriate divisional personnel to work with him/her to complete the required materials for submission (e.g., prospectus, letters, etc.).

The Accreditation Liaison will notify the President prior to submission of any related documents to SACSCOC, and the President will notify the Board of Trustees of the

substantive change at the next regular meeting of the Board (not less than three months prior to the college submitting materials to SACSCOC).

- The institutional documentation and submission must comply with the current Substantive Change for SACSCOC Accredited Institutions policy for all prior notifications, contact time, and/or prior approval.
- The President and Accreditation Liaison will send completed substantive change documents to SACSCOC according to the Commission's reporting timeline.

PUBLICATION, APPROVAL, IMPLEMENTATION, AND ENFORCEMENT

Publication

The Policy is published in CBU's Administrative Policies & Procedure Manual and is available in the Academic Affairs office and the President's office.

Approval

The Policy was approved by the President's Cabinet on June 4, 2019.

Implemented & Enforced

The President is responsible for ensuring this policy is implemented, and the Accreditation Liaison is responsible for its enforcement.

ADOPTED: 06/2019

S.9 SWIMMING POOL

The Christian Brothers University swimming pool is maintained for the benefit of the students, employees, and alumni of Christian Brothers University and is operated under the supervision of the Director of Athletics.

Dates and hours of operation are posted seasonally

Groups wishing to rent the swimming pool should direct requests to the Director of Athletics.

T.1 SPONSORED TRAVEL OUTSIDE THE UNITED STATES

Any faculty or staff member, or administrator who wants to sponsor a trip outside the continental United States, using the University's name, involving faculty, staff, administration, students or alumni, and/or raising funds for such a trip, should receive approval from the President of the University upon the recommendation of the appropriate Vice President.

Traveling Abroad Course

Faculty interested in developing a course for traveling abroad must contact the Study Abroad office; complete the *Faculty Responsibility and Proposal for Study Abroad Form*, and have it signed by their department chair and dean.

Study Abroad and Exchange Programs

Students wishing to participate in study abroad or exchange programs should contact the Study Abroad office and complete the *Application Booklet for Exchange Programs & Semesters/Summers Abroad*, as well as the *Request to Enroll in Off-Campus Course form*. For semesters and exchanges, CBU must have a signed contract with the university in which the student will be attending. These contracts last for three years and are signed by the CFO, Executive Vice President for Administration & Finance.

Expense Approval and Reimbursements

Any faculty or staff member or administrator who wishes to apply for travel funding and/or reimbursement should submit an *Application for Professional Development and Travel Funding* to the dean of their school or appropriate director.

All fund raising needs to follow University policies.

**T.2 TRAVEL: REIMBURSEMENT AND PAYMENT POLICIES
FOR UNIVERSITY TRAVEL, OUT-OF-POCKET EXPENSES,
AND CREDIT CARD PAYMENTS**

Reimbursement or payment for expenses, charges, and/or invoices when acting on behalf of the University generally fall into one of three categories:

Travel

When traveling on University business, all employees are required to submit **original** invoices, bills, or credit card receipts for items over \$10.00 to substantiate travel advances made and/or to request reimbursement. A CBU Travel Expense Form must also be completed and approved by the appropriate supervisor before any University check or payment will be made.

Effective June 1, 2008, CBU will reimburse individual employees for personal use of automobiles at the rate of 45 cents per mile.

While there is no set “per diem” amount for food and/or lodging, all employees are expected to keep expenses at a reasonable level. Vice Presidents, Deans Department Chairs, and Directors are expected to monitor all budgets and expenditures.

Out-of-Pocket Expenses

When seeking reimbursement for out-of-pocket expenses made on behalf of the University, all employees are required to submit **original** invoices, bills, or personal credit card receipts along with either a CBU Petty Cash Form or CBU Check Request Form signed by the appropriate supervisor(s) before any cash or University check will be issued.

University Credit Card Payments

When requesting payment on a University-issued credit card, all employees are required to attach **original** invoices, bills, or receipts with their credit card statement. A description of who and/or why the charges were University-related should also be made either on the original receipt, on the credit card statement, or on a separate sheet. This statement should be approved by the appropriate supervisor(s) prior to submission to the Business Office for payment.

University-issued credit cards should never be used for personal charges.

T.3 TUITION DISCOUNT POLICIES

(Relates to Non-Employees)

Purpose of the Policy

Tuition discounts are awarded to encourage life-long learning and to provide recognition for particular services or relations to the University.

General Policies

1. All registration procedures and Tuition Discount Forms must be completed and approved before the first day of the classes.
2. All academic policies listed in the Catalog (e.g., admissions requirements, course prerequisites, etc.) must be followed.
3. All university fees, if applicable, are not discounted and are the responsibility of the student.
4. Discounts are not available for special seminars, workshops, or programs unless stated otherwise.

Procedures

1. Eligible persons wishing to receive a tuition discount must first contact the appropriate admissions office, the Day Admissions Office or the College of Adult Professional Studies, for admittance into the university.
2. After general university admissions eligibility has been determined, the individual must complete a Tuition Discount Request Form and submit it for approval to the VP for Academic Affairs. Documentation with proof of eligibility, e.g., letters or verification of employment, copies of degrees, etc., may be requested at the time of the submission of this form. A Tuition Discount Form must be submitted prior to the beginning of EACH semester that a student wishes to receive the discount.
3. Once the course discount is approved, course registration is accomplished through the services of an assigned advisor, the Dean of Academic Services (Day Program), the Academic Director (Evening/Summer Programs), or the appropriate Graduate Director (MBA, MEd, MSEL, MAT, or MEM Programs).
4. Registration is completed upon payment of tuition and appropriate fees.
5. Students who have an unpaid balance on their student account may neither begin a new term of classes nor be eligible for a tuition discount until their account is paid in full.
6. The Vice President for Administration and Finance must approve all tuition discount requests and will be responsible for the final interpretation of all discount policies.

Available Discounts

1. Full-time faculty members currently employed in Catholic Schools of the Diocese of Memphis will receive a twenty-five percent (25%) tuition discount for both undergraduate and graduate courses.
2. Full-time faculty members holding an apprentice or professional license who are currently employed by a local board of education or who are currently employed by an independent school system at an equivalent status will receive a ten percent (10%) tuition discount for graduate education courses when they are enrolled in the MEd or MSEL programs. This discount does not apply to the MAT program or to faculty members, employed in Catholic Schools, who are eligible to receive the twenty-five (25%) tuition discount noted above.
3. Students who have received an undergraduate degree from CBC/CBU will receive a twenty-five percent (25%) discount for any additional undergraduate classes that they wish to take. Students who have received a graduate degree from CBU will receive a twenty-five percent (25%) discount for any additional undergraduate or graduate classes that they wish to take.
4. Internship Supervisors (persons supervising CBU students currently enrolled in credit-bearing internships, e.g., student teaching, will receive a twenty-five percent (25%) tuition discount for one (1) undergraduate or graduate course.
5. Persons auditing a class for no credit will receive a one-half (50%) tuition discount. (For additional information regarding auditing a course at CBU, please refer to the University's Catalog.)

T.4 TUITION REMISSION POLICY

(Relates to CBU Employees and Dependents)

Policies/Undergraduate

1. After a period of six (6) months of employment, all full-time employees are eligible for full tuition remission for undergraduate classes up to a maximum of six (6) credit hours/semester and fifteen (18) credit hours/academic year.
2. Employees who work less than full time, but at least twenty (20) hours per week are eligible for one-hundred percent (100%) tuition remission for up to 3 credit hours per semester and 9 credit hours per academic year of undergraduate courses after two (2) years of employment and a minimum of 2,000 hours worked or (5 semesters taught if they are faculty members). Their spouses and their dependents are also eligible for one-half (50%) tuition remission for undergraduate courses after two (2) years of employment and a minimum of 2,000 hours worked or 5 semesters taught if they are faculty members.

Employee Dependents

3. Completing one (1) year of employment qualifies an employee's dependents for one-half (50%) remission and two (2) years qualifies for full (100%) remission.
4. Spouses and dependent children of full-time employees are eligible for undergraduate tuition remission according to the number of years worked by the employee. Likewise, nieces and nephews of Brothers who are currently employed full-time at CBU are eligible for undergraduate tuition remission according to the number of years worked.
5. Spouses and dependent children of full-time employees are eligible to take up to 18 credit hours per semester. Remission will be paid based on the number of years worked by the employee

Retirees

6. All retired employees with at least 10 years of service and who are 55 years old along with their spouses and dependent children are eligible for full tuition remission benefits.

Policies/Graduate

1. After a period of six (6) months of employment, all full-time employees are eligible for full tuition remission for graduate classes up to a maximum of six (6) credit hours/semester or (15) credit hours/academic year.
2. After two (2) years of full-time employment, spouses and dependents are eligible for one-half (50%) remission for graduate classes up to a maximum of six (6) credit hours per semester.

3. All full-time Resident Directors and Graduate Assistants (by virtue of their employment) are immediately eligible for 100% tuition remission for up to six (6) credit hours of graduate level work per semester and (15) hours per academic year. Depending upon international visa requirements, additional hours per semester may be granted on an individualized basis. Spouses or dependents of these employees are not eligible for any tuition remission.

Policies/General

1. Spouse and dependent children status will be determined by IRS definition.
2. Termination of employment (whether voluntary or involuntary) will result in the immediate termination of remission benefits for the employee and his/her dependents. If this termination occurs prior to the end of a semester or term, the employee will be responsible for the payment of any tuition/fees applicable for the remainder of the semester or term unless other arrangements are made with the Vice President/Administration and Finance. The final date of employment will be used for purposes of calculating the pro-rated amount due.
3. Reduction of hours to less than full-time employment status constitutes an immediate change in eligibility for remission benefits available to a part-time employee. If this change in employment occurs prior to the end of a term or semester, the employee will be responsible for the payment of any tuition or fees applicable for the remainder of the semester or term unless other arrangements are made with the Vice President for Administration and Finance.
4. If an employee/dependent becomes eligible for remission after the beginning an academic semester or term, benefits will not be applicable until the beginning of the next semester or term.
5. Employees, spouses, or dependents who receive full remission benefits are not eligible for any other institutional financial aid, including work study.
6. Tuition remission scholarship is a last-dollar scholarship, meaning it will cover the cost of tuition not met by Pell, Hope, or the Tennessee Student Assistance Award. Please note, fees and housing are additional costs and not included in the tuition remission scholarship calculation.
7. If a dependent was awarded an institutional scholarship/grant prior to being eligible for tuition remission, the dependent's institutional aid will be reduced by at least one-half (50%) during the first year he/she receives the remission allowance. At no time will the remission benefit and the institutional aid exceed the total cost of tuition.
8. Employees or their dependents (including nieces/nephews of Brothers) who is interested in taking part in the Tuition Remission Program and who plans to enroll in an undergraduate degree program for a minimum of 6 semester hours per semester must complete a FAFSA (Free Application for Federal Student Aid) before they begin classes and are allowed to participate in the program. In the event that the student is eligible for any direct Federal or State grant(s) as a result of their FAFSA application, the student's Tuition Remission allocation against their University charges will be reduced by a corresponding amount.
9. Employee's spouse or their dependents (including nieces and nephews of Brothers) who are Tennessee residents and who plan to enroll in an undergraduate degree program at CBU

must apply for the Tennessee Education Lottery Scholarship (TELS/HOPE) before they are allowed to begin classes and to participate in the program. If the spouse or their dependents are deemed eligible for participation in the TELS Program and should they receive an award, their Tuition Remission allocation against their tuition charges will be reduced by a corresponding amount.

The Vice President for Administration and Finance must approve all tuition remission requests and will be responsible for the final interpretation of all remission policies.

Provisions and Conditions

1. All fees and other expenses incurred are the responsibility of the employee or dependent.
2. Dependents who enroll in more than eighteen (18) credit hours per semester are responsible for the per credit hour cost related to this course load.
3. Employees or dependents who have an unpaid balance on their student account may neither register for a new term of classes nor be eligible for tuition remission until their account is paid in full.
4. Tuition Remission for employees and/or their dependents is NOT applicable to the Master of Science in Physician Assistant Studies.
5. Employees or dependents enrolled in graduate courses where books and meals are part of the tuition charge are responsible for a per credit hour fee (currently \$60 per hour).
6. The employee or dependent wishing to receive a tuition remission must first, if they have not done so already, contact the appropriate admissions office for acceptance to the University.
7. After admissions eligibility is determined, the employee must complete a Tuition Remission Request Form and submit it to their immediate supervisor. The supervisor will then forward the request to Human Resources who will determine eligibility under the University's remission policies and then submit it to the appropriate Vice President who will determine eligibility under the University's remission policies, then submit it to the Vice President for Administration and Finance for final approval. Tuition Remission Forms can be obtained in the HR Office and in the Office of the VP/Administration & Finance. An Application for Tuition Remission Form must be submitted at least 10 days prior to the beginning of EACH semester that a student wishes to receive the benefit.
8. Employees may not enroll in courses during their designated working hours without prior approval from their immediate supervisor and the appropriate Vice President. Employees granted this privilege must re-arrange their work schedule, in conjunction with their supervisor, to make up all time missed and ensure the completion of their responsibilities.

V.1 VISUAL ARTS COLLECTION POLICY

Statement of Purpose

In accordance with the educational and spiritual aims of the University and for the enjoyment and edification of the student body, faculty, and the community at large, art of both high quality and visual interest shall be acquired for display throughout the campus. Works proposed for accession into the collection, for de-accession, or for educational or expendable purposes shall be reviewed by the Visual Arts Committee (a subcommittee of the Advancement Committee) for recommendation to the Advancement Committee, which shall, as and when it deems appropriate, present the matter to the Board of Trustees for its information or decision. (Throughout this Policy, the "Board of Trustees" shall refer either to the Board of Trustees or to the Executive Committee of the Board of Trustees.)

Types of Collections

The University shall possess three types of collections: (A) Accessioned, (B) Educational, and (C) Expendable. The University shall designate the collection category to which material is assigned at the time of acquisition and may change the assigned category as collections and direction of the University evolve. Records of the receipt and disposition of all items in the three types of collections shall be maintained.

- A. **Accessioned Collections:** Items in the Accessioned Collections shall relate directly to the Mission Statement of Christian Brothers University and shall be used solely for exhibition, research publications and exhibition loan.
- B. **Educational Collections:** Items designated to this category will be a part of the University's accessioned collections but will be used solely for educational and research purposes.
- C. **Expendable Collections:** This is material which the University shall collect only in the form of donations or bequests. Such items shall be used for utilitarian, trade or sale purposes. This material will not be considered as Accessioned Collection or Educational Collection material.

Role of Visual Arts Committee

The Visual Arts Committee shall be empowered by the Advancement Committee to approve or decline works of art for accession and to de-accession works subject to such final approval as the Advancement Committee deems appropriate: either by the Advancement Committee or the Board of Trustees through the Advancement Committee.

Methods of Acquisition

The University shall acquire its collection through purchase, gift, bequest, exchange, field collection, or any other transaction by which title to objects is transferred to the University. Unless otherwise approved by the Advancement Committee upon recommendation by the Visual Arts Committee, the University shall acquire objects unencumbered by conditions imposed by the owner, donor, or consignee, the nature of the material itself, or, to the extent

possible, restrictions imposed by federal/state/local law including copyright law. If an expenditure which exceeds the Visual Arts Committee's and the Advancement Committee's available funds is required to comply with the conditions imposed, approval by the Board of Trustees shall be required prior to acquisition.

Prior to a purchase, the University will attempt to acquire the object or comparable material through gift, bequest, or exchange. The University will avoid accepting items which its professional staff believes will not be utilized. Only items which the University's professional staff believes can be given proper care for an indefinite period of time will be acquired.

Donations

With the exception of donations requiring no expenditure or no more than a minimal expenditure of funds, which donations may be accepted by the Advancement Committee upon the recommendation of the Visual Arts Committee, donations are subject to approval by the Board of Trustees upon recommendation of the Advancement Committee. All encumbrances shall be stated clearly in an instrument of conveyance, shall be made part of the University's permanent record, and shall be observed by the University. In the absence of indication to the contrary, the University shall assume that all donors are sole owners and shall have no responsibility for confirming ownership.

Bequest

The University reserves the right to accept or refuse any bequest of collection material or any part thereof. In reviewing a bequest, the University shall follow the same policy as for donations.

Purchase

Recommendations to purchase art shall be made by the Visual Arts Committee to the Advancement Committee. All purchases shall be authorized by the Board of Trustees in advance of an expenditure of funds, except purchases of items of minimal value, which may be authorized by the Advancement Committee, as it deems appropriate.

Exchange

In order to enhance the collections of the University, the Visual Arts Committee may recommend the exchange of items in the collection for material of equivalent or superior value. Such a transaction shall be subject to approval by the Board of Trustees, except an exchange involving items of minimal value, the exchange of which may be authorized by the Advancement Committee on recommendation of the Visual Arts Committee.

Other Transactions

Other transactions by which title to material is transferred to the University shall be subject to approval by the Board of Trustees, except a transaction involving material of minimal value, the acceptance of which may be authorized by the Advancement Committee on recommendation of the Visual Arts Committee.

Appraisals

University staff members shall not provide appraisals, either of donations or privately owned materials, although they may assist donors in securing appraisals in cases where the University may benefit from such assistance

De-Accessioning

The University maintains the right to de-accession items from the collections. Only material which is no longer considered relevant or useful to the purposes and activities of the University will be considered for de-accessioning.

De-accessioned items shall not be returned to donors. However, the donor shall not be precluded from purchasing material at its current fair market or appraised value at public sale in the event a public sale is conducted. When an item has been de-accessioned and objects or monies have been received in exchange, the University shall attempt to keep the intention of the original donor in mind when acquiring replacement material and shall transfer the original donor's name to such newly-acquired material, when practical. All monies received from the de-accessioning of material shall be placed in a fund restricted for acquisitions, after costs from such activities have been deducted from the revenue.

No University employee or Trustee may directly purchase de-accessioned items from the University.

Exempted from the above policies are items which must be de-accessioned due to inherent vice or vermin; items in such a condition where repair or restoration is not possible; or objects, materials, or supplies which are of such trifling value that the proceeds would be negligible. A complete and open file of all de-accessioned material shall be maintained by the University.

In de-accessioning, the University shall give preference to retaining in the State or Nation material that is part of the artistic, historical, cultural, technological, or scientific heritage of the State of Tennessee or of the United States, respectively.

Loans To or From the University

The University will accept and initiate long term loans only from or to institutions, organizations, or foundations whose aims and goals are consistent with those of the University. Such loans will be approved only to enhance the purposes of the University. Loans from individuals will be accepted when the loaned items shall be used for exhibition, study purposes, or in anticipation of a future gift. The University shall not accept items only for storage.

Loans of art to the University shall only be approved when consistent with its programs and activities. All such loans shall be for a specific period of time and shall be approved, following recommendation by the Visual Arts Committee, by the Advancement Committee and, when the Advancement Committee deems appropriate, by the Board of Trustees. Only the professional staff of the University may negotiate loans of art.

All rules and regulations governing loans of art to the University shall be clearly stated in a contractual document and agreed to by the lender and the University prior to the University taking custody of loaned material. If the lender does not agree to hold the University harmless in the event the loaned material is damaged or destroyed, the material may be accepted for loan only if the applicable University insurance policy provides adequate coverage in the event of such damage or destruction or if, with Visual Arts Committee approval, other adequate insurance is obtained.

All loans from the University, except those released for conservation, shall be approved by the Board of Trustees.

Object Return / National Patrimony

If the University should, in the future, come into the possession of an object which can be demonstrated to have been illegally exported from its country of origin (and/or the country where it was last legally owned), or if the return of an object in its possession is sought by a country which can clearly prove that the object is an essential part of its national patrimony, the University will, if legally free to do so and given adequate monetary reimbursement, take reasonable steps to cooperate in the return of the object to that country.

The return of objects clearly demonstrated to be essential parts of national patrimonies is not retroactive from the date of adoption of these guidelines; demonstration of illegal export from country of origin and/or country where the object was last legally owned must take place within thirty-six months of the date of purchase of each object sought for return.

General

To deviate from any of these policies shall require the approval of the Advancement Committee and, if the Advancement Committee deems appropriate, the approval of the Board of Trustees.

No member of the staff, the Visual Arts Committee, or the Board of Trustees shall personally receive, directly or indirectly, any favor, promise or thing of value which could, or could appear to, induce, discourage or influence a recommendation, decision or action affecting accessions, de-accessions, exhibitions or related activities by the University.

V.2 VOICE MAIL & EMAIL POLICIES

Broadcast voice mail messages (via campus wide phone system) are those messages sent to all students, faculty and staff, or any one or more of those segments.

Broadcast messages are only used for announcing emergency situations, including updates and instructions regarding University closings or class cancellations due to weather, security threats, and major service issues involving utilities or computer services, last minute changes to schedules and other critical information.

Broadcast messages are not used as a method for general announcements or announcements of events, or “reminders,” etc. The CBU *Connection*, the weekly electronic and published campus newsletter is the official and recommended means for general announcements, fine arts programs, athletic events, special events open to the campus community, etc.

The Communications & Marketing department can also disseminate general email announcements for faculty and staff when announcements are needed that do not fall conveniently into the weekly deadline for items published in *Connection*, the official University newsletter. *Connection* news items are due to the Director of Creative Services each Friday afternoon by 3 p.m.

General news and announcements can also be posted on both the CBU intranet Website through the IT Webmaster or the Vice President for Communications & Marketing. News releases on campus events and programs are prepared by and distributed to local and regional news media by the Communications & Marketing department and are also posted on the CBU Internet Website Campus News pages.

Approvals and Best Practices

Voice Mail: Broadcast voice mail messages to the CBU campus community are initiated and approved only by the Communications & Marketing department, Office of Campus Police and Safety, ITS (computer and systems emergency announcements), any Vice President, and the President.

The ITS Office of Telecommunications and the Communications & Marketing department are responsible for and initiate all campus wide broadcast messages.

CBU resident students are **required** to check their CBU assigned voice mailboxes to ensure they are receiving important announcements.

Email: CBU students are also **required** to check their CBU assigned email addresses regularly. All important University announcements via email are sent to CBU assigned email addresses.

Official Campus Emails and Mass Audience Electronic Messaging

Official campus wide email messages distributed by and approved by the Communications & Marketing department to all faculty, staff, and students as appropriate are:

- Announcements from the President's Office and/or Communications & Marketing department
- Official Campus newsletters
- Campus Police and Safety announcements and advisories
- Inclement weather and University closing information

Informational Messages to the University Community, distributed via specifically designed listservs with assistance from ITS and approved by the Communications & Marketing department are:

- Club and Student Organization Announcements
- School Announcements
- Alumni Newsletter
- Registrar's Office Notices to students

Other emergency email (distributed campus wide as needed by ITS and approved by the CIO/Dean of Information Technology Services or the appropriate Vice President are:

- A. Campus Utilities
- B. Campus IT Services
- C. Campus Police and Safety Advisories when necessary

Program email (distributed by automated program)

- Admissions information to prospective students and accepted students
- Alumni newsletter to alumni who have chosen to receive this newsletter
- Reminder to sign a loan check by the Financial Resources Office

Mass emails, or listserv emails will not be used for any personal matters such as lost items, property for sale or rent, etc.

W.1 POLICY GUIDELINES FOR WORLD WIDE WEB HOME PAGES**Introduction**

Christian Brothers University recognizes the educational value and societal significance of the World Wide Web (WWW). Therefore, CBU supports students, staff and faculty in the electronic publications of information and collaboration.

The University encourages its members to make innovative and effective use of the World Wide Web within a framework which provides standards for the quality and content of information and ensures compliance with the laws of the United States, State of Tennessee and the CBU Code of Computer Practices.

CBU's web policy seeks to ensure that its web pages present a consistent, timely and accurate image of the University which complies with ethical and legal standards.

Official web pages are information representing the University and are authorized by the Communications & Marketing department with the cooperation of schools or departments in accordance with the mission.

Personal web pages are representing only the individual author and not specifically CBU, although, some instances may reference CBU academics or departments. The University acknowledges concerns about academic freedom and rights about freedom of speech and press under common and constitutional law which may apply to the pages created by individuals associated with CBU. Therefore, the University recognizes two categories of web pages, official and personal.

Official Pages

Because CBU is a Catholic institution of higher education in the tradition of the Christian Brothers and because it provides students with an education founded on Lasallian principles, its web publications must adhere to commonly accepted standards of the CBU community.

Official information available on University servers is governed by the Code of Computer Practices, which sets forth moral, ethical and legal standards for University computing activity. The Code of Computer Practices is available online at:

<https://www.speakcdn.com/assets/2091/codeofcomputerpractices.pdf>

Information distributed on web pages must be the intellectual property of the individuals distributing it and must not contain explicit copyrighted material that has not been cleared by the copyright holder for distribution.

The use of images, recorded sounds, copyrighted materials, trade secrets and trademarks is subject to legal restriction. No one may use photographs, artwork, text, video or sound clips, or other materials that are subject to copyright, trademark or trade secret restrictions without written permission of all parties, as applicable.

For reference purposes, it is recommended that each web page contain contact information for the person responsible for maintenance of the web page. This information may be provided as

text in the document or as a link. This encourages the page manager to keep it current thus protecting the viewer from unknowingly reading outdated information.

Purpose of Official Pages

The official University pages communicate with internal as well as broad external audiences, including prospective students, alumni, constituents and the general public. It is recommended that information intended strictly for internal audiences be posted on the myCBU Portal (my.cbu.edu) rather than on the external Website. The content and design of official web pages must be in compliance with the CBU mission and graphic standards. The web graphic standards are located at:

https://www.speakcdn.com/assets/2091/cbu_brand_standards.pdf

These standards are maintained by the Communications & Marketing department with direct oversight by the Director of Creative Services.

Content of Official Pages

The official CBU web pages are official publications of the University. Official pages include content related to admissions, academic programs, administrative and student support offices, programs and services, official University programs and intercollegiate athletic teams and activities.

Text, photographs and graphics appearing on the official pages of CBU's Website are copyrighted by CBU and should not be reproduced or altered without written permission.

Responsibility of the Official Pages

The Communications & Marketing department and Information Technology Services (ITS) provides for the overall management of the web pages, operational practices and policies and for the presentation of a consistent design within the University's graphic standards.

Each academic or administrative department with web pages has the responsibility for the editorial content of these pages. These departments will designate a person responsible for maintaining their web pages either from within the department, contracted services or assistance from ITS. Final approval of the content will be the responsibility of the Communications & Marketing department.

ITS is responsible for maintenance of the Web servers.

Location of the Official Pages

The official University home page is the document located at: <http://www.cbu.edu/>

Organization Pages

Only an officially recognized student organization, in good standing (in compliance with the Student Government Association guidelines), may establish a home page within the CBU network.

Each organization with web pages has the responsibility to maintain its own pages by at least an annual review. A designated Student Life individual must approve the contents of the

organization's pages prior to their appearance on the network. Each organization that wishes to participate in this effort must formally designate a web page manager. Each organization's home page must feature a section which gives information about the purpose and administration of the page. It must include the name and contact information for its own web manager.

Organizations should consider providing information beneficial to the CBU community by making it available on the campus-wide intranet.

Personal Pages

These pages are more loosely regulated than the University's official pages. They are, however, still subject to the universal policies described below.

CBU does not pre-approve, monitor, or edit personal pages.

CBU recognizes the individual and educational value of personal publishing on the Internet, and so as a matter of policy allows and encourages students, staff, and faculty to experiment with producing personal web pages. Due to the free-form nature of this process, the University accepts no responsibility for the content of those pages.

The personal home pages of CBU students, staff and faculty do not in any way constitute official University content. The views and opinions expressed in the personal pages are strictly those of the page authors, and comments on the contents of those pages should be directed to the page author.

Despite the above disclaimer, personal web pages must conform to the commonly accepted standards of the CBU community, because CBU is a Catholic institution of higher education in the tradition of the Christian Brothers and because it provides students with an education founded on Lasallian principles.

Personal home pages available on University servers are governed by the Code of Computer Practices, which sets forth moral, ethical and legal standards for University computing activity. The Code of Computer Practices is available online at:

<https://www.speakcdn.com/assets/2091/codeofcomputerpractices.pdf>

The contents of web pages must adhere to the policies of CBU and to local, state and federal laws. This requirement also applies to all direct links to other pages.

Information distributed on web pages must be the intellectual property of the individuals distributing it and must not contain explicit copyrighted material that has not been cleared by the copyright holder for distribution.

The use of images, recorded sounds, copyrighted materials, trade secrets and trademarks is subject to legal restriction. No one may use photographs, video clips or sound clips or materials which are subject to copyright, trademark or trade secret restrictions without written permission of all parties, as applicable.

For reference purposes, it is recommended that each web page contain contact information for the person responsible for maintenance of the web page. This information may be provided as text in the document or as a link. This encourages the page manager to keep it current thus protecting the viewer from reading outdated information.

Presence of the University on External Websites

Official web pages representing the University and requiring authorization by the Communications & Marketing department include external sites such as Facebook, other social networking sites and any other official external presence on the Web. The Communications & Marketing department must be notified prior to any official CBU pages being posted and "going live" on these sites. The Department will review the pages in order to maintain a consistent identity for the University, to ensure accuracy of information, and to make sure that various pages are cross-linked to maximize the visibility and networking capability that these sites offer. This policy does not apply to personal pages, student or alumni group pages, or any other page not officially affiliated with CBU.

Presence of the University in Mobile/Smartphone Device Applications

Official CBU applications (apps) distributed for mobile/smartphone devices must be approved by and developed in conjunction with the Communications & Marketing department using the University's iOS Developer Program License. These apps are the property of the University and are distributed to the community at no charge. The icon used for each app will be provided to the developer by the Communications & Marketing department to ensure a consistent University identity and distinct design. The Department will review the app to confirm that it features design, content and functionality of the highest standard and is in keeping with universal best practices and the expectations of our constituents. This policy does not apply to unaffiliated apps created by students, faculty or staff using personal equipment and licenses.

Violations of this Policy

In the event that web pages are discovered which violate any of the policies and guidelines outlined in this document, the web page will be removed. The owner will be given an opportunity to correct the violations before those pages are re-posted.

Any user of the CBU network hereby releases the university from all such liability by their accessing or receiving information through the CBU network. The violator shall be subject to disciplinary action, which may include revocation of access privileges to the University network, exclusion or suspension of a student, or suspension or termination of employment for a staff member or faculty, in accordance with the terms of the Student Handbook, Faculty Handbook and the Computer Usage Policy.

W.2 WHISTLE BLOWER POLICY

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

Any University employee or student with reasonable suspicion of such illegal or improper activity should notify the University's Director of Human Resources or the Director of Campus Police and Safety to register a complaint.

Any vendor, guest or alumnus of the University, or any other interested person with reasonable suspicion of such illegal or improper activity should also notify the University's Director of Human Resources or the Director of Campus Police and Safety to register a complaint.

After notification of alleged illegal or improper activity, the University's Human Resources Director will conduct a thorough investigation and recommend appropriate action, including possible termination and/or legal prosecution, to the University's President or, if more appropriate, to the Chairman of the Board of Trustees. All such allegations shall be logged and kept under seal in the University's Director of Human Resources' Office.

Should retaliation actually occur, such act shall be considered a serious violation of University policy and will be dealt with appropriately and could result in termination. Encouraging others to retaliate is also a violation of this policy and will be dealt with as well. Those who file fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary and/or legal action as well.

D. APPENDICES

- I. Bylaws of the University**
- II. Administrative Structure Chart**
- III. President and VP Position Descriptions**
- IV. Revision Index**

I.**BYLAWS OF CHRISTIAN BROTHERS UNIVERSITY
Memphis, Tennessee****ARTICLE I.**

Section 1. The Corporation shall be known by the name of Christian Brothers University (“University”).

Section 2. In the event of dissolution of the University the assets of Christian Brothers University will be turned over to Christian Brothers La Salle High School, Memphis, Tennessee, a Tennessee nonprofit educational corporation, and in the event said corporation is not in existence, then to Christian Brothers of the Midwest, Inc., Burr Ridge, Illinois, an Illinois nonprofit corporation.

ARTICLE II.

Section 1. The governance of the University shall be vested in the Board of Trustees (“Board”), the members of the Board of Trustees being the sole members of the University, there being no shareholders or stockholders. The responsibilities of the Board of Trustees shall be to:

- (a) sustain the principles and purposes on which the University was founded in keeping with the philosophy and purposes of the Christian Brothers;
- (b) manage the business and affairs of the University;
- (c) select, appoint, and remove the President;
- (d) confer honorary degrees;
- (e) establish and review the educational programs and degrees of the University;
- (f) approve annually the operating and capital budgets of the University which shall be submitted to it with the recommendation of the Finance Committee and Executive Committee; and
- (g) institute and promote major fund-raising efforts of the University.

Section 2. The Board of Trustees shall consist of at least 15, but not more than 45, members. The Board shall include at a minimum:

- (a) A minimum of 5 of the Board members shall be Christian Brothers or their designees;
- (b) The President of the University who shall only be a non-voting ex-officio member of the Board;
- (c) The Provincial of the Midwest District of Christian Brothers;
- (d) The President of the National Alumni Board.

Other than the President of the University, no CBU faculty members may be members of the Board.

Section 3. Board members, except those by right of office, shall be elected for a three-year term, and may be re-elected for a maximum of two consecutive additional three-year terms. There shall be at least a one-year absence from the Board before a member who has served nine consecutive years may be re-elected. The nine-year maximum may be extended, on an annual basis, by Board action for an active member who is serving as Chairperson, Vice Chairperson, Secretary or Treasurer of the Board.

Section 4. A member may be removed from the Board by an absolute majority vote of the members of the Board present at any regularly scheduled meeting or any special meeting called for that purpose.

Section 5. A quorum of the Board of Trustees shall consist of one-third (1/3) of the members of the Board as then constituted.

Section 6. Any sale, pledge, mortgage, or transfer of the real property of the University in any amount, and any purchase, loan, pledge, lease, transfer of personal property, or multi-year agreement which is outside of the approved budget which exceeds an aggregate of One Hundred Thousand Dollars must be approved by an absolute majority of the Board of Trustees.

Section 7. Meetings of the Board may be held at any time upon forty-eight (48) hours' notice at the request of the Chairperson of the Board, the President, or seven (7) members of the Board. Board Meetings shall be held at least three times annually.

Section 8. All meetings of the Board shall be conducted in accordance with Robert's Rules of Order Revised unless the Board decides otherwise.

ARTICLE III.

Section 1. The officers of the University shall be a Chairperson, Vice Chairperson, President, Secretary, and Treasurer. These officers shall serve for a one-year term or until their successors are elected. The offices of Secretary and Treasurer need not be filled by members of the Board of Trustees and may be held simultaneously by the same individual.

Section 2. Except as established by the Executive Committee, the Chairperson will determine the Board Committees to be established. The President and Chairperson shall serve as an ex officio member of all such committees. The Chairperson shall approve the size of the membership of each standing committee and the persons appointed to fill those positions. The Chairperson may defer the establishment of any Board Committee except the Chairperson must establish the Executive Committee and the Committee on Trustees or other committee responsible for nominating members of the Board.

Section 3. The officers shall have such authority and perform such duties as are customarily incident to their respective offices or as may be specified.

Section 4. Officers shall be elected at the meeting of the Board held in May or June of each year by a majority vote of those present. Any vacancy existing in the offices shall be filled by vote of the majority of Trustees at any regular meeting or any special meeting called for that purpose.

Section 5. The Chairperson shall preside over all meetings of the Board and shall supervise the preparation of the agenda in consultation with the President.

Section 6. The Vice Chairperson shall perform all duties of the Chairperson in the event of the absence, death, or disability of the Chairperson. In the event both the Chairperson and the Vice Chairperson are absent, the members of the Board present may appoint a temporary chairperson.

Section 7. The President

The President of the University shall be the chief executive officer and shall be responsible for the management of the University within the limits of the policies established by the Board.

Section 8. The Secretary

The Secretary shall keep the minutes of the Board meetings; ensure that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; serve as custodian of the corporate records and of the Seal of the University; and, in general, perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the Chairperson.

Section 9. The Treasurer

The Treasurer shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements and books belonging to the University and shall deposit all monies and other valuable effects in the name of and to the credit of the University in such depositories as may be designated by the Board. The Treasurer shall render to the Board an account of the financial condition of the University at such times as the Board or President may specify.

The Treasurer may delegate any of the above powers to employees of the University with the approval of the Executive Committee of the Board.

ARTICLE IV.**Committees****Section 1. The Executive Committee**

The Executive Committee shall be composed of the Chairperson, Vice Chairperson(s), President, Provincial of the Midwest District of the Christian Brothers, Chairpersons of the various standing committees, and such other Board members selected by the Chairperson of the Board, from time to time.

The Executive Committee has the authority of the Board in the governance of the assets and business of the University. The Executive Committee shall act only in the interval between meetings of the Board and shall meet as frequently as deemed necessary by the Chairperson. Six (6) members of the Executive Committee shall constitute a quorum of the Committee. The Chairperson of the Board shall be the Chairperson of the Executive Committee.

The Executive Committee shall set the policies to determine the reasonableness of the compensation and financial benefits of the President, Vice Presidents of the University and any and all other employees who are "Disqualified Persons" as that term is defined from time to time by the Executive Committee.

ARTICLE V.**Indemnification**

Any Trustee or officer of the University, whether or not then in office, and the executors, administrators, or other legal representatives of any such Trustee or officer shall be indemnified by the University against all reasonable costs and expenses (including the cost of reasonable settlements made with a view to curtailment of the cost of litigation) and counsel fees paid or incurred in connection with or arising from any action, suit or proceeding either civil or criminal, actual or threatened, to which any such Trustee or officer or such person's executors, administrators or other legal representatives may hereafter be made a party by reason of such Trustee or officer having been a Trustee or officer of this University. Such indemnification shall be subject to the following conditions:

(a) In any such action, suit, or proceeding prosecuted to final determination, such officer or Trustee shall not have been finally adjudged therein to have been guilty of misconduct in the performance of duties as a Trustee or officer; and

(b) In any such action, suit or proceeding terminated without a final determination on the merits, such officer or Trustee shall not have been determined, by the vote of the disinterested members of the Board, to have been guilty of misconduct in the performance of such person's duties.

(c) As provided by Tennessee law, T.C.A. §48-58-501, et seq., as supplemented and amended.

ARTICLE VI.

Miscellaneous

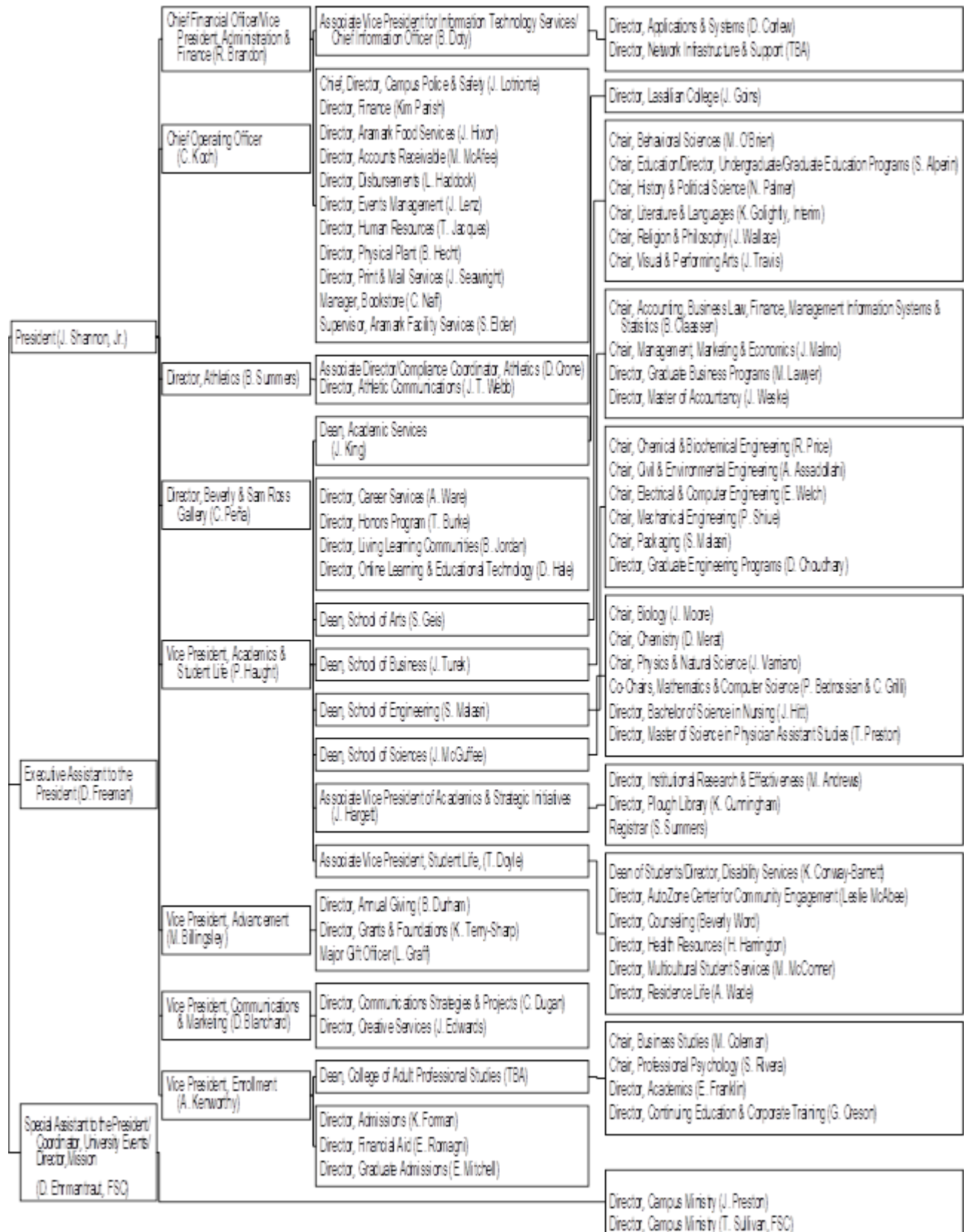
Section 1. Amendments

These Bylaws may be amended by an affirmative vote of three fourths (3/4) of all Board members present and voting at any duly constituted regular or special meeting of the Board, provided the proposed amendment has been distributed to the members at the time of calling the meeting.

4843-6466-4873, v. 1

Updated and approved at October 2015 Board meeting

II. ADMINISTRATIVE STRUCTURE - SPRING 2019 (revised 06/10/2019)



III.

Position: Vice President for Administration and Finance

Reports to: President

Mission:

The Vice President for Administration and Finance serves as the chief administrative and financial officer and is charged with ensuring effective and efficient plant management, food management, IT operations, Safety and Security, fiscal operations, human resources and purchasing, administration and bookstore operations in accordance with the Mission and Goals of Christian Brothers University.

Duties and Responsibilities:

- To model the University Mission through dedicated job performance, excellent service to constituencies, respectful collaboration and active support of the University's Mission as well as the Catholic and Lasallian Identity in higher education.
- To negotiate and approve all major contracts for the University, including grounds maintenance, custodial services, campus food management and bookstore operations, and construction projects.
- To provide overall supervision, guidance, and direction for the day-to-day business operations of the University.
- To secure and monitor appropriate insurance plans for employees, the physical plant, and buildings.
- To develop and update policies and ensure the development of Institutional Effectiveness programs for all offices reporting to the office of Administration and Finance.
- To annually prepare and submit for approval by the President and the Board of Trustees a comprehensive planning document of the University's finances. Said plan shall include the means for effective budgeting, cost control measures, auditing practices, and long-term financing and investment projections.
- To provide interpretation and enforcement of personnel and administrative policies.
- To prepare and effectively administer the approved annual budget for respective areas of the University.
- To prepare the University's fiscal budget and ensure budgetary integrity; to assemble and disseminate annual budget manuals as instructed by the President.
- To coordinate the activities of the Administrative Officers (Business Office Manager, Controller, Director of Physical Plant, Director of IT, Director of Safety and Security, Food Services Director, Bookstore Manager, Human Resources Director, and Director of Custodial and Grounds Services to ensure cooperative leadership, goal achievement and optimum efficiency and effectiveness of manpower, time and funds.
- To recommend employment, advancement and termination of all personnel reporting to the Vice President for Administration and Finance.
- To serve as member of the President's Cabinet and as Secretary for the Finance

Committee, the Investment Committee, IT Committee, Compensation Committees, and the Plant and Grounds Committee of the Board of Trustees.

- To perform other similar activities as assigned by the President.

Qualifications:

- Strong supervisory and interpersonal skills, including significant leadership experience in Finance and Administration at a College or University
- Bachelor's degree in Accounting, Business or related field required; Master's Degree preferred
- Ten years of direct responsibility and experience in Finance and Administration
- Licensed CPA preferred
- Record of significant community involvement on non-profit Boards
- An understanding of the Mission of a Catholic Lasallian University
- Proven ability to manage in a complex organization
- Excellent written and oral communications skills
- Proven record of working well in a team setting

Position: Vice President for Enrollment Management**Reports to: President****Mission:**

The Vice President for Enrollment Management reports to the President and is responsible for leading the University's enrollment management, overseeing enrollment growth and retention and managing related departments that are responsible for recruiting and retaining students.

Duties and Responsibilities:

1. Oversee enrollment growth and student retention and take responsibility for admissions, financial aid, academic services, the registrar, and the career center.
2. Develop strategies for recruitment of students and provide oversight and leadership to all enrollment management functions.
3. Evaluate new initiatives and coordinate campus constituencies, particularly academic affairs and student life.
4. Provide leadership for an integrated program of student engagement and success as measured by high retention and graduation rates.
5. Oversee the development and successful completion of strategic and operational plans within enrollment management.
6. Evaluate operations, staff, programs, and services within enrollment management to effectively and efficiently meet the stated goals and objectives
7. Work with the president and the University's executive team in prioritizing initiatives in accordance with the University's strategic plan.

Qualifications:

- Minimum of five years of demonstrated experience in enrollment management, admissions, and/or financial aid
- Extensive and progressive leadership experience in enrollment management, recruitment, financial aid, admissions, or other highly related fields in higher education
- Master's degree required, doctorate preferred

Position: Vice President of Academics and Student Life**Reports to: President****Mission:**

The Academic Vice President is the chief academic officer. The officer is the academic leader who is responsible for a high quality faculty, a current and outstanding curriculum which supports the Mission and Goals of the University, a viable student enrollment, and the high caliber of the graduates of Christian Brothers University. The AVP is also responsible for effective operation of the instructional areas (the four Academic Schools and the Library) and the academic support areas (the Registrar's Office, the Office of Day Admissions, the Office of Graduate and Professional Studies, Academic Advising, and Off-Campus Programs) in fulfilling the Mission and the Goals of the University.

Duties and Responsibilities:

1. To plan, create, and implement academic policies and programs with the faculty in accordance with the University academic objectives: to introduce and terminate academic programs.
2. To maintain and improve the caliber of the academic programs, specifically with regard to regional and professional accreditation.
3. To recommend to the President all faculty appointments, promotions, and dismissals.
4. To supervise the budget preparations and to approve budgets in the academic areas as well as monitor expenditures within the approved budgets.
5. To coordinate activities with the President, the Vice President for Administrative Services, the Vice President for Student Life, and the Vice President for Advancement.
6. To serve as member of the President's Cabinet and to serve as Chair of the Rank and Tenure Committee, Chair of the Academic Council, Chair of the Strategic Planning Committee and Chair of the Calendar Committee; to serve as Secretary of the Education Committee of the Board of Trustees; to serve on other University committees as required and as appointed by the President.
7. To prepare annually a comprehensive report on the Academic Affairs areas.
8. To assure professional growth for those in the academic areas, preparing subordinates for current and probable future responsibilities and for effective communication with the various parts of the campus.
9. To recommend changes in University policies, directions, and procedures to the President.
10. To perform administrative duties as assigned by the President.
11. To interpret and enforce University academic policies.
12. To supervise, evaluate, coordinate, and assure quality achievement of administrators in

the academic areas: the Deans of the Schools, the Librarian, the Dean of Day Admissions, the Dean of Graduate and Professional Programs, the Registrar, the Dean of Academic Services, the Dean of Information Technology Services, the Director of the Honors Program, the Director of Student Disability Services, and the Director of International Initiatives.

13. To assure quality academic advising for the students.
14. To assume other duties as assigned by the President.

Qualifications:

- Successful record of appropriate administrative experience
- An understanding of the unique Lasallian mission of the University in both local and global contexts
- An earned Ph.D. or other terminal degree meriting tenure in an academic department
- Proven record as an advocate for programmatic and pedagogical initiatives
- Experience identifying and developing partnership opportunities externally that help position an institution in the local area, regionally, and internationally

Position: Vice President for Advancement**Reports to:
President****Mission**

The Vice President for Advancement is responsible for the development, management and implementation of a comprehensive development and public relations program. This individual will develop and supervise all benefactor programs including those focusing on alumni, friends, and parents of the University which will stimulate financial support and enhance total growth of the University.

Duties and Responsibilities:

- Participate in strategic discussions and develop programs to strengthen the financial resources of the University.
 - Maintain a dynamic portfolio of high net worth individuals and secure major, capital, and planned gifts, as well as, advance annual gifts and endowment support.
 - Hire, train, inspire and guide direct reports and the entire Advancement team toward accountable, goal-oriented outcomes.
 - Maintain close working relationships with members of the Board of Trustees and key alumni, parents and friends to the University.
 - Advance the mission, vision, and short and long term goals of the University in concert with the University President and members of the President's Cabinet.
 - Create and execute fundraising plans that best utilize best practices in annual, major and planned giving programs to meet fundraising goals.
Serve as an exemplary University advocate in the community, with local leaders, religious organizations, business and corporate partnerships, and other leaders, and build relationships that closely link the community with the University, its President and members of the President's Cabinet.
 - Play an integral role in supporting the University President's efforts to advance the CBU's priorities and represent the University's position on issues with national, state and local government officials. This role will cultivate and foster bipartisan alliances to address issues of importance to the University and search for appropriate funding and resource opportunities to support CBU.
- Serve as the liaison to the Advancement Committee of the Board of Trustees
 - Perform other duties as assigned by the University President

Qualifications:

- Bachelor's degree is required; Master's degree preferred
- High level of enthusiasm to enhance the Lasallian mission.
- Ten years of direct responsibility in fundraising with a successful record

- Knowledge and understanding of the Mid-South and Memphis fundraising markets preferred
- Proven ability to manage in a complex organization
- Experience in non-profit fundraising and/or higher education sector is desirable
- Excellent written and oral communications skills
- The ability to function well in a team setting
- Strong supervisory and interpersonal skills

Position: Vice President for Communications and Marketing**Reports to: President****Mission:**

The Vice President for Communications and Marketing (VP-C&M) is responsible for the high quality of campus communication as well as local and national university marketing. VP-C&M serves as the university's chief media liaison and spokesperson. She/he supports the university's strategic communications objectives and implements the institutional marketing plan. She/he maximizes positive media coverage to enhance the university's reputation, market position and prominence. As the University's principal communications strategist, understands CBU's mission, strategic goals, issues and challenges, how the University is viewed by internal and external audiences, and identifies, creates and implements communications programs and tools appropriate to each situation and audience. Maintains a broad understanding of contemporary issues affecting institutions of higher learning, anticipates how these issues may impact CBU and its key audiences.

Duties and Responsibilities:

- Provide leadership and direction to the university president to ensure that all communications, marketing, advertising and promotions present a positive, informative and cohesive image of the enterprise.
- Work collaboratively with the president and other campus leaders to develop the long-term communications and marketing strategies to advance the mission of Christian Brothers University.
- Ensure the development and implementation of communications and marketing strategies that promote enterprise-wide initiatives and activities, including enhancing the university's visibility and prestige among target audiences.
- Oversee the university's image and brand, both internally and externally, through management of marketing, communications, market research and web services.
- Ensure the effectiveness of marketing programs and initiatives, measure ROI, and seek to continuously improve methods and outcomes.
- Serve as the principal and strategic communications advisor to the enterprise leadership.
- Oversee a media relations program that will present a positive, informative and cohesive image of the enterprise.
- Provide strategy for internal communications, ensuring collaboration between Communications & Marketing, Human Resources and the leadership team.
- Provide the enterprise vision for web presence by overseeing the design, and developing, executing, and monitoring a strategy to drive web traffic and build vibrant online communication and communities.
- Identify challenges and emerging issues faced by the enterprise, and work with leadership and staff to recognize internal and external marketing and

communications opportunities and solutions, and define and execute appropriate strategies to support them.

- Recruit, hire and supervise staff, including creative directors, graphic designers, application developers and media professionals.

Qualifications:

- Curious with a passion for higher education;
- Strong qualitative and quantitative research skills;
- Strong data visualization and report writing skills;
- Skillful use of statistical software to manage and organize information;
- Expertise of or ability to quickly grasp with Excel, PowerPoint, SPSS and qualitative data analysis tools such as ATLAS.ti or NVivo, Exceptional communication abilities;
- Minimum 10 years marketing, public relations or other relevant experience, Higher education background preferred;
- Bachelors or advanced degree in marketing or public relations, business or management, economics or psychology, sociology or social sciences (Masters preferred)

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- Administrative Structure

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