

WILMINGTON COLLEGE

ADJUNCT FACULTY HANDBOOK

DRAFT

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1 PART I: HISTORY, MISSION, GENERAL ORGANIZATION AND GOVERNANCE

1.1 History

In 1870, the Religious Society of Friends (Quakers) founded Wilmington College. The College has remained on the site of its founding to the present day and the College has remained closely related to the Wilmington Yearly Meeting of Friends. For the first 45 years of its history, Wilmington was a liberal arts college with little indication of a vocational emphasis. Most of the students were from Wilmington and surrounding communities and were primarily Quakers. The Articles of Incorporation were in no way restrictive, describing the purpose of the College as “the promotion of education, religion, morality and the fine arts, and open to all without reference to religious beliefs.”

Wilmington College's vocational emphasis appeared during the second 45 years, from 1915 to 1960. By 1923 the College was offering a bachelor's degree in education and by 1927 a School of Education existed with its own dean. Home economics and secretarial science were introduced several years later. Business administration, created as a separate department in 1921, was incorporated into the social sciences division in 1930 and became a separate department again in 1946. Industrial arts started in 1921 and acquired department status also in 1946. Agriculture, originally part of the science program, developed a 3-2 program with Ohio State. In the late 1960s, however, agriculture developed as a separate department and began to offer its own major.

In the late 1940s the College began to attract students from outside the local area. It was a self-help program that first gave the College wider recognition. Under the direction of President Samuel D. Marble, the College constructed several buildings with donated materials and student and faculty labor. At about the same time, the Randall work-study program began. This program allowed students to earn up to 80% of their College expenses by working in a local factory. At the peak of the program, over half the student body worked at the Randall plant and more than half the Randall labor force was composed of Wilmington College students.

The 1960s witnessed a rapid expansion of the Ohio public higher education system. Increased competition led Wilmington College to expand its recruiting efforts outside of Ohio. The result was a more diversified student body with an increased emphasis on the humanities and the fine arts. By 1971 enrollment reached 999 students.

During the late 1970s and early 1980s three departments grew rapidly: agriculture, economics and administration (business), and education. Supplemented by new programs such as athletic training and communication arts, the on-campus part of the institution gave renewed attention to the career-oriented aspect of the College's mission. From 1975-1995 the College offered degree programs at three state correctional institutions. These programs were a direct outgrowth of Quaker concerns for prisons and prisoners. While funding for these programs has diminished, the College still provides some College level classes and pre-release programming at these institutions.

More recently, the Cincinnati branches have established the College's presence in Cincinnati with high quality programs in accounting, business, organizational leadership and liberal arts.

In 2003, the College added an additional location on the campus of Cincinnati State Technical and Community College. Students at this site have earned an associate degree and are completing Wilmington College bachelor's degrees.

1.2 Mission, Vision and Core Values Statements

1.2.1 Mission Statement

The purpose of Wilmington College is to educate, inspire and prepare each student for a life of success and service.

To fulfill that purpose, Wilmington College provides a high quality undergraduate and graduate education shaped by the traditions of the liberal arts, career preparation and the distinctive values of the Religious Society of Friends (Quakers). By offering academic programs, practical experience and co-curricular activities in a variety of settings to students from diverse backgrounds, the College leads students to gain an awareness of the world, to acquire knowledge of career and vocation and to seek truth and social justice.

In keeping with the rich heritage of the liberal arts, the College seeks to educate the whole person—intellectual, emotional, physical, and spiritual—in ways that foster critical thinking, reflection, the free exchange of ideas, open inquiry, tolerance and a desire for lifelong learning. The liberal arts are integrated with career preparation to help students develop the knowledge and skills to succeed in career or further education.

As an academic community, Wilmington College is rooted in historic Quaker values that include integrity, service, simplicity, equality, peace and social justice and respect for all persons. These values motivate those who learn and work at Wilmington College to make positive contributions to their professions and their communities. *Approved by the Board of Trustees March 25, 2003.*

1.2.2 Vision Statement

Wilmington College intends to make significant progress toward being a model career-oriented liberal arts college. To move toward this vision, Wilmington will:

- Integrate career preparation with the traditions of the liberal arts
- Challenge students to bring the Quaker values of integrity, service, peace and social justice, and respect for all persons into their lives, communities and workplaces
- Promote every student's participation in internship, community service and international study programs
- Create an environment of civility, respect and trust
- Demonstrate a commitment to this vision by placing the needs of students at the center of all decision-making

Approved by the Board of Trustees March 25, 2003.

1.2.3 Core Values Statement

The following core values are fundamental to the success of Wilmington College in realizing its mission and vision. These values are inherited from the College's founding faith, The Religious Society of Friends (Quakers), from important traditions of American higher

education and from universally held beliefs that serve to guide the best in human thought and action.

Community:

- To work in partnership with one another, encouraging broad participation and active engagement of all who learn and work at Wilmington College
- To provide a learning and working environment that encourages and supports open sharing of information, empowerment and shared responsibility for decision-making, and a culture that emphasizes continuous improvement and growth
- To build a sense of shared purpose about the importance and value of the College and to inform stakeholders regularly

Diversity:

- To reflect the state and regional communities that the College serves and to enrich our understanding and appreciation of different people, cultures and ideas

Excellence:

- To foster a commitment to the highest standards in all areas of the College's mission

Integrity:

- To be fair, honest and ethical and assume responsibility for one's action

Peace and Social Justice

- To seek non-violent resolution of conflict and just treatment of the world's resources, both human and physical

Respect for All Persons

- To value the dignity and worth of all persons

Service and Civic Engagement

- To serve others and to accept individual responsibility for being an effective citizen

Approved by the Board of Trustees March 25, 2003.

2 FACULTY PERSONNEL (CONTRACT) POLICIES, REGULATIONS, AND PROCESS

In keeping with its mission statement (1.2), Wilmington College seeks to employ faculty members who are committed to its ideals and who maintain an active interest in the growth and development of their students as well as in their own academic disciplines. While faculty members must be well-qualified in their field of specialization, it is equally important for them to meet students at their own level of development and to help them grow intellectually both in their own understanding of each faculty member's particular discipline and of the inter-relatedness of academic disciplines. While scholarly research and publication are valued and appreciated, they are not a prerequisite for employment at Wilmington College.

2.1 Definition of Faculty Status

2.1.1 Full-Time Faculty

Any person hired to teach at least 22 semester hours of coursework, or its equivalent, during the academic year is a full-time faculty member. Special assignments, e.g., coaching and play directing, may be written into contracts in lieu of a stated number of hours of classroom teaching or as a percentage of the full-time load. Full-time faculty members may be tenured, non-tenured (probationary), notice or term employees. All full-time faculty members carry one of the following ranks: professor, associate professor, assistant professor, or instructor.

Non-tenured faculty on term contracts are entitled to the rights and are subject to the responsibilities of the Faculty Handbook, consistent with their status as full members of the faculty. Such faculty are subject to evaluation and supervision by their Area Coordinator, site Dean and the Vice President for Academic Affairs.

2.1.2 Part-Time Faculty

Any person hired under a single contract to teach at least 12 semester hours, but less than 22 semester hours or its equivalent of coursework during the academic year, is a part-time faculty member. Part-time faculty members are not eligible for tenure, but they carry one of the four ranks listed in 2.1.1. Part-time faculty who teach at least eighteen semester hours in the nine-month academic year and perform advising or committee work are eligible for all fringe benefits that full-time faculty receive. Part-time faculty participate fully in all faculty meetings, and are considered members of that body. They are also entitled to the rights and are subject to the responsibilities of the Part-Time Faculty Handbook.

2.1.3 Adjunct Faculty

Any person hired to teach one or more courses on a semester basis is an adjunct faculty member. Adjunct faculty members are hired as the need arises; therefore, they have no expectation of a continuing contract and are neither eligible for tenure nor fringe benefits. Adjunct faculty members are assigned academic rank based on education and experience. They are subject to the responsibilities of the Adjunct Faculty Handbook.

2.1.4 Special Appointment Faculty

Visiting. Individuals appointed to fill a temporary position, e.g., a vacancy resulting from a leave or an illness of a regular faculty member, are called visiting faculty members. They are assigned one of the four faculty ranks based on educational credentials and experience, and the term "visiting" precedes the rank, i.e., Visiting Assistant Professor of History. Visiting faculty members, although possibly full-time with some fringe benefits, are not eligible for tenure and have no expectation of reappointment. However, years spent in a visiting appointment may be counted as years in rank (for promotion) or years of service (for tenure and/or sabbatical) if a visiting appointee is subsequently hired in a regular full-time position.

2.1.5 Qualifications for Initial Appointment to Academic Ranks for Adjunct Faculty

It is the policy of Wilmington College to recruit and appoint faculty members who are well qualified and hold the doctorate or other appropriate terminal degree whenever possible. Special attention is given to each candidate's potential for teaching and scholarly excellence and for contributing to the college community. The definitions of adjunct rank criteria differ

from those for full time and part-time faculty. If status changes from adjunct to full or part-time, initial rank in the new position will be negotiated at the time of status change.

Adjunct Assistant Professor: Master's degree with minimal prior teaching experience at the college level

Adjunct Associate Professor: Master's degree with significant prior teaching experience at the college level or at Wilmington College; Doctoral degree with minimal prior teaching experience

Adjunct Professor: Doctoral degree with significant prior teaching experience at the college level or at Wilmington College

2.2 Letter of Appointment for Adjunct Faculty

Adjunct faculty are hired as needed for each semester. Since there is no expectation of continuing employment beyond the specified semester, adjunct faculty do not receive contracts. Instead, the Dean of Faculty (for the main campus program) or the Dean of the External Programs (for the Branches) issues a letter of appointment. This letter contains information about the course to be taught (including class meeting times and location) and salary information. The letter indicates that the course is subject to cancellation if minimum enrollment is not achieved.

2.3 Orientation

The orientation of new adjunct faculty members is the responsibility of the Dean of the site of employment. This orientation occurs during the employment interview as well as during faculty meetings scheduled near the beginning of each semester.

2.4 Equal Opportunity

Wilmington College does not discriminate on the basis of race, religion, gender, color, national origin, age, non-performance related disability, or sexual orientation. However, the College does not offer fringe benefits to unmarried partners of full-time employees.

Employment decisions will be based on furthering the principles of equal employment opportunity, and all decisions concerning hiring, promotion, transfer, administration, employee benefits and all other programs will be made on a non-discriminatory basis.

2.5 Human Resources Records

Individuals seeking an adjunct faculty appointment at Wilmington College are required to submit a letter of application, a resume, and an official transcript of previous academic work for the highest earned degree. The Dean of the Cincinnati Branch Campus reviews the resumes for branch adjuncts. Main campus applicants are reviewed in the Academic Affairs Office and by respective Area Coordinators. Applicants will be contacted if a teaching need arises in their area of expertise.

When a newly appointed faculty member returns a signed letter of appointment, a file is created in the office of the respective Dean. Initially, this file contains the application information and a copy of the letter of appointment. The Dean adds information to this file if it falls into one of two categories: (1) information relating to the effectiveness of a faculty member, (2) correspondence between the faculty member and the dean's office. Applicants

must submit an original transcript for their highest earned degree to the Office of Academic Affairs or branch office.

2.6 Evaluation

The evaluation process provides faculty members with information about their performance and promotes excellence in all aspects of their work.

Student and Peer Evaluation of Faculty Members *approved by the faculty 5-13*

All faculty (of any rank, and tenured or non-tenured) have student evaluations in the following manner:

- **each faculty member during his/her first five years has every course every semester evaluated by students**
- **each faculty member from his/her sixth year on has one course per year evaluated by students**

Of course, faculty may choose to have more classes evaluated by students if they wish.

All faculty (of any rank, and tenured or non-tenured) be peer evaluated once per academic year.

Adjunct faculty in the main campus regular programs are required, as requested, to conduct student evaluations using an approved student evaluation instrument. A peer evaluator (usually the Area Coordinator) also visits their classes.

Faculty members will take care to protect the privacy of student responses to the questionnaire. They also will inform students that they will not examine copies of the individual questionnaires until the semester is over. Faculty members will leave the classroom when students are filling out the questionnaires and will ask a student to collect Cincinnati Branch responses and return them to office of the Vice President for Academic Affairs/Dean of the Faculty.

After the questionnaires have been compiled and analyzed, the Vice President for Academic Affairs/Dean of the Faculty will place a summary report in the faculty member's permanent file and provide a copy to the faculty member. The Vice President for Academic Affairs/Dean of the Faculty may choose to discuss the report with the faculty member. The faculty member may ask to discuss the report with the Vice President for Academic Affairs/Dean of the Faculty and may ask to submit written comments to be placed in his/her permanent file. He/she may also choose to discuss the results with their Area Coordinator.

Adjuncts teaching classes at the Branch campuses may be evaluated at mid-term and/or at the end of the semester. Any completed evaluations are typed to maintain confidentiality and are distributed to the instructor, to the academic area coordinator, and to the Dean of the Cincinnati Branch Campuses. In addition full time faculty members may evaluate the classroom performance of adjuncts at the Cincinnati Branch Campuses by means of a classroom visitation arranged in advance or by viewing a videotape of a class. Arrangements for videotaping classes on the main campus can be made through Audio-Visual Services.

2.6.1 Criteria for Faculty Effectiveness

Adjunct faculty may use the following list as “food for thought” when considering their performance in the classroom at Wilmington College:

Teaching effectiveness as evidenced by:

- a. Instructional Delivery.
- b. Instructional Design
- c. Content Expertise.
- d. Course Management.
- e. Other indicators, as deemed useful by departments and/or individual faculty members, such as evidence of implementation of suggestions for improvement of teaching from previous evaluations

Multiple types of information are essential in judging an activity as elusive as “good teaching.” Judgments on teaching effectiveness for decisions on retention, tenure, or promotion will be based on more than one source of information. Student ratings, colleague ratings, and administrative ratings will constitute the minimum types of information on which teaching effectiveness will be based.

2.6.2 Standards of Performance

Adequate teaching involves careful and consistent preparation for classes, clear and stimulating presentation of materials, recognition of the worth of students as individual persons, the use of creative approaches in dealing with individual differences, the evaluation of student work by fair and just standards clearly understood by students, and the development in students of some enthusiasm for the course.

2.7 Faculty Rights and Responsibilities

2.7.1 Academic Freedom

What it does do:

1. Academic Freedom means that both faculty members and students can engage in intellectual debate without fear of censorship or retaliation.
2. Academic Freedom establishes a faculty member’s right to remain true to his or her pedagogical philosophy and intellectual commitments. It preserves the intellectual integrity of our educational system and thus serves the public good.
3. Academic freedom in teaching means that both faculty members and students can make comparisons and contrasts between subjects taught in a course and any field of human knowledge or period of history.
4. Academic Freedom gives both students and faculty the right to express their views – in speech, writing, and through electronic communication, both on and off campus – without fear of sanction, unless the manner of expression substantially impairs the right of others or, in the case of faculty members, those views demonstrate that they are professionally ignorant, incompetent, or dishonest with regard to their discipline or fields of expertise.
5. Academic freedom gives both students and faculty the right to study and do research on the topics they choose and to draw what conclusions they find consistent with their

- research, though it does not prevent others from judging whether their work is valuable and their conclusions sound. To protect academic freedom, universities should oppose efforts by corporate or government sponsors to block dissemination of any research findings.
6. Academic freedom means that the political, religious, or philosophical beliefs of politicians, administrators, and members of the public cannot be imposed on students or faculty.
 7. Academic freedom gives faculty members and students the right to seek redress or request a hearing if they believe their rights have been violated.
 8. Academic freedom protects faculty members and students from reprisals for disagreeing with administrative policies or proposals.
 9. Academic freedom gives faculty members and students the right to challenge one another's views, but not to penalize them for holding them.
 10. Academic freedom protects a faculty member's authority to assign grades to students, so long as the grades are not capricious or unjustly punitive. More broadly, academic freedom encompasses both the individual and institutional right to maintain academic standards.
 11. Academic freedom gives faculty members substantial latitude in deciding how to teach the courses for which they are responsible.
 12. Academic freedom guarantees that serious charges against a faculty member will be heard before a committee of his or her peers. It provides faculty members the right to due process, including the assumption that the burden of proof lies with those who brought the charges, that faculty have the right to present counter-evidence and confront their accusers, and be assisted by an attorney in serious cases if they choose.

What It Doesn't Do:

1. Academic freedom does not mean a faculty member can harass, threaten, intimidate, ridicule, or impose his or her views on students.
2. Student academic freedom does not deny faculty members the right to require students to master course material and the fundamentals of the disciplines that faculty teach.
3. Neither academic freedom nor tenure protects an incompetent teacher from losing his or her job. Academic freedom thus does not grant an unqualified guarantee of lifetime employment.
4. Academic freedom does not protect faculty members from colleague or student challenges to or disagreement with their educational philosophy and practices.
5. Academic freedom does not protect faculty members from non-university penalties if they break the law.
6. Academic freedom does not give students or faculty the right to ignore college or university regulations, though it does give faculty and students the right to criticize regulations they believe are unfair.
7. Academic freedom does not protect students or faculty from disciplinary action, but it does require that they receive fair treatment and due process.
8. Academic freedom does not protect faculty members from sanctions for professional misconduct, though sanctions require clear proof established through due process.
9. Neither academic freedom nor tenure protects a faculty member from various sanctions – from denial of merit raises, to denial of sabbatical requests, to the loss of

desirable teaching and committee assignments – for poor performance, though such sanctions are regulated by local agreements and by faculty handbooks. If minor, sanctions should be grievable; if major, they must be preceded by an appropriate hearing.

10. Neither academic freedom nor tenure protects a faculty member who excessively and unjustifiably misses class or refuses to teach the classes or subject matter assigned.
11. Though briefly interrupting an invited speaker may be compatible with academic freedom, actually preventing a talk or a performance from continuing is not.
12. Academic freedom does not protect a faculty member from investigations into allegations of scientific misconduct or violations of sound university policies, nor from appropriate penalties should such charges be sustained in a hearing of record before an elected faculty body (e.g., Grievance Committee).

2.7.2 Professional Ethics

The faculty of Wilmington College is guided by the following principles in their relations with members of the college community. Each faculty member of Wilmington College is responsible for:

1. being an effective teacher and scholar;
2. devoting time and energy to develop and improve his/her scholarly competence and teaching effectiveness;
3. representing the scholarly standards of his/her discipline;
4. seeking truth and expressing that truth as he/she sees it respecting and defending the free inquiry of colleagues;
5. fully meeting individual commitments to Wilmington College;
6. respecting students as individuals;
7. being honest in dealings with students and encouraging honesty in return; and
8. encouraging a spirit of free inquiry in students.

2.7.3 Unauthorized Disclosure of Confidential Information

As an enterprise involved in the delivery of academic programs, Wilmington College necessarily must gather confidential information about students, employees, and potential employees. Various offices of the College need details about addresses, telephone numbers, Social Security Numbers, family background, and academic and /or employment history in order to make decisions about admission, financial aid, academic placement and progress, and personnel matters. It is the responsibility of all students and employees of the College to provide up-to-date and accurate information as requested. It is the obligation of the College and its employees to respect each individual's privacy rights by restricting access to confidential information stored in electronic and conventional files as far as reasonably practicable. Only those persons who have a business need to know confidential information, have the right of access to it, and care should be taken to avoid unnecessary disclosure. Violation of this policy may result in dismissal.

2.8 Conflict of Interest Policy

Conflict of interest arises when a faculty member is unable to exercise independence of judgment because of tension between responsibilities to the college, to her/himself, or another. In small institutions like Wilmington College, where individuals are often asked to

play a variety of roles, conflict of interest problems have a tendency to arise more frequently than in larger settings where responsibilities can be divided among a larger number of persons.

When a conflict of interest is perceived, one should make a full disclosure of the underlying facts to all affected persons and proceed to act only after their consent is obtained. In instances where one's duties or roles within the institution are themselves in conflict, the only ethical course of conduct is to withdraw from making a decision and to seek the appointment of a disinterested individual to fulfill one or both functions.

2.9 Working Conditions

2.9.1 Offices and Equipment

Space constraints prevent the College from providing each adjunct faculty with private office space. However, an attempt will be made to allocate space so that adjuncts and students may meet in privacy if desired.

2.9.2 No Smoking/Tobacco Policy

No one shall use tobacco in any form in any college-owned or leased building or vehicle. The only places on campus where tobacco use is permitted will be in individual student rooms in residence halls and outside of buildings on campus.

It is the responsibility of all members of the College community to observe this policy. Its success depends upon the willingness, understanding and cooperation of all individuals.

Violation by Employees: If a violation occurs and cannot be resolved between the individuals, the matter should be brought to the attention of the appropriate supervisor or administrator. If the matter cannot be resolved at the supervisory level, the matter may be referred to the Human Resources Office.

2.9.3 Drug and Alcohol Abuse

This policy is based in part on the Testimonies and Queries set forth in the Student Handbook, which directly address behaviors harmful to the body, including the injurious effects of drugs and alcohol. The policy is also based on federal and state laws pertaining to drug and alcohol abuse in the work place. The misuse and abuse of drugs and alcohol pose a serious threat to the College, its employees, and students. College policy for administrators and faculty is as follows:

- a. Possession, use or sale of unauthorized or illegal drugs or the misuse of legal drugs at any time on college premises or during working hours is prohibited.
- b. College employees responsible for student trips off the campus are responsible for understanding and taking reasonable measures to carry out the alcohol policies in the Student Handbook.

Supervisors will apply appropriate disciplinary measures toward those violating these policies. These measures are defined elsewhere in this handbook and will reflect the seriousness of the violation and previous violations of the policy.

2.10 Absences

Faculty are expected to be in attendance for all classes scheduled during the semester. If an absence is necessary and known in advance, an attempt should be made to schedule an alternate lecture or activity for the class that will be missed. Such planned absences should be noted on the class syllabus.

Unanticipated absences due to illness or other factors should be communicated to the respective Dean's Office as quickly as they are known. On the main campus, students will be informed by placing a note on the classroom door or other action at the discretion of the Academic Affairs staff. At the Cincinnati Branch campuses the staff will contact each student in the class to notify them of class cancellation and will provide students with an assignment if requested by the instructor.

2.11 Fringe Benefits

2.12 Mandatory

Workers' Compensation. Subject to law, all Wilmington College faculty members are covered by Workers' Compensation. Should a faculty member be injured while on the job, he/she should notify the Dean of the Faculty and the Human Resources Office immediately. Any medical attention received, either from the hospital or from the faculty member's physician, will be covered by Worker's Compensation. The faculty member is responsible for notifying the hospital or the attending physician that a Worker's Compensation claim should be submitted to the college Human Resources Office. All accidents must be reported to the Human Resources Office immediately and accident forms filled out for proper documentation.

Social Security. All faculty members are covered by Social Security and proper payments are withheld from paychecks.

Unemployment Compensation. Faculty members are covered to the extent required under Ohio law.

2.13 Compensation Policies

2.13.1 Salary

A letter of appointment will specify the amount to be paid and the time period over which payment will occur. Normally paychecks will be available on the 27th of the month. Adjunct faculty members are paid in 4 monthly installments.

2.13.2 Payroll Period

Since payrolls are prepared off campus, any information that will affect a change in the paycheck must be brought to the attention of the Human Resources Office at least 30 days prior to the desired change.

2.13.3 Payroll Deductions

Normally deductions are made for the following items:

1. federal, state, and local taxes (based on W-4 employee-filed statements),
2. Social Security assessments,

Several additional deductions are available with proper notification to the Human Resources Office:
contribution to the college development efforts,
United Way contributions.

2.14 Grievances

2.14.1 Definition of a Grievance

A grievance is an effort to seek redress from an action or condition caused by one of the following:

1. discrimination as defined in 2.3.1 #9 on the basis of age, sex, race, religion, or national origin, sexual orientation or other basis prohibited by law;
2. denial of academic freedom;
3. denial of fair procedures in consideration for tenure, renewal of contract or promotion;
4. a violation, misinterpretation, or inequitable application of the Faculty Handbook; and,
5. manifestly unfair or clearly inequitable treatment.

2.14.2 Standards

1. Any member of the College faculty who encounters an action or situation against which he or she wishes to petition for redress (consistent with 2.17.1 above) is entitled to access to the grievance procedure established in this section. Ordinarily, a grievance must be filed within six months of the event(s) triggering the grievance or within six months of the first knowledge of the event(s) triggering the grievance, unless another section of this handbook specifies an earlier deadline.
2. In general, a grievance is filed only when administrative correction of the situation or condition has been denied, however, failure to avail oneself of administrative remedies does not restrict access to the grievance procedure, although such perusal may be recommended by the Grievance Panel as the appropriate first step in resolving the matter in some cases.
3. A faculty member availing himself or herself of the grievance procedure is not to be subject to recrimination in any form for having done so; nor, however, is he or she exempt from usual and customary evaluation because a grievance procedure is in progress. To the extent possible, and consistent with the necessity of a full and just examination of the matters at issue, those involved in the grievance procedure continue their normal academic activities.

2.14.3 Procedures

1. A Grievance Committee, consisting of nine full-time teaching faculty, elected one-third each year by the faculty at the time of election in the spring, is established to

hear grievances. Members of the Grievance Committee may not be conveners or members of the Committee on Faculty at the same time.

2. Any grievance should be addressed to the presiding clerk of the faculty. Upon receiving notice of the grievance, the conveners of the faculty shall meet informally with the parties in an effort to redress grievances or to otherwise resolve the problem. For this purpose, conveners means persons who have been elected to the offices of presiding clerk, assistant presiding clerk, and recorder in the academic year in which the grievance is filed. If a convener of the Faculty Meeting has a conflict of interest or is otherwise unable to assist substitutions to the extent necessary shall be made from the following list:
 - a. Assistant presiding clerk-elect (for the following year in which the grievance was filed).
 - b. Immediate past presiding clerk
 - c. Recording clerk-elect
 - d. Immediate past recording clerk
 - e. Past presiding clerks in order of most recent.
3. In the event the conveners are unable to resolve the problem, the grieving party may request a formal grievance panel hearing within seven days of the final informal meeting of the conveners. This request should be addressed to the presiding clerk of the faculty.
4. The presiding clerk of the faculty shall see that each party select one individual from the Grievance Panel to review the grievance. The two individuals selected shall, in turn, pick a third member of the Grievance Panel for this purpose. The third member will clerk the hearing of the grievance panel. Grievance Panel members who are in the same academic area as a party, or who serve as Area Coordinator for a party, or who otherwise have a conflict of interest shall be disqualified from reviewing the grievance.
5. The following rules shall apply to the hearing:
 - a. The grieving party and the named party shall have the right to representation by counsel at all stages of the hearing process.
 - b. At least two weeks notice shall be given to both parties prior to the hearing date. Either party can demand 30 days notice.
 - c. Either party may move in writing for a continuance after setting forth the reasons therefore. The Grievance Panel may, in its discretion, grant or overrule the motion, as the interest of justice may require.
 - d. In hearings involving the dismissal or non-renewal of a non-tenured faculty member, the faculty member bears the burden of proving that the administration's decision to terminate or non-renew was clearly erroneous.
 - e. Both parties may present witnesses and other evidence on their own behalf. Although no formal rules of evidence apply during the hearing, the committee

may, at its discretion, restrict evidence that is unduly repetitive, misleading, or prejudicial.

- f. Counsel for either party may attend the hearing, but s/he may not participate directly in the proceedings. The Grievance Panel may restrict questioning that does not tend to elicit facts probative of the matters to be determined.

The Grievance Panel shall issue written findings to the President of the College who shall make the final decision. In the event that an act or omission by the President is the subject matter of a grievance, the Executive Committee of the Board of Trustees shall make the final decision. The mere fact that the President issues a judgment concerning a grievance shall not be construed as "an act or omission by the President" for the purposes of exercising review by the Executive Committee of the Board of Trustees.

3 ACADEMIC POLICIES STANDARDS, AND SERVICES

3.1 Classroom Policies

3.1.1 Planning

It is the policy of Wilmington College to provide a sufficient range of courses, both upper division and lower division, to meet the needs of Wilmington students, at times convenient to these students, with as few conflicts as possible without overloading faculty members and without costly repetition of courses. Implementation of this policy requires careful planning on the part of the Area Coordinator and all members of the department; conscientious review and coordination by the Area Coordinators, the Deans and the Vice President for Academic Affairs; and careful scheduling by the Cincinnati Branch Campus. No one office or person is in a position to understand all the problems involved in curricular planning and in scheduling, although the respective Deans have the greatest responsibility for effective and efficient scheduling at the College. Conferences and cooperation are essential at every step in the process.

3.1.2 Planning Responsibilities of the Deans:

Each individual Dean has oversight of all aspects of their respective academic programs and are, therefore, responsible for coordinating schedules and teaching loads. It is the responsibility of each Dean:

1. To make sure that departmental plans and schedules are adequate and well thought out, and that they conform to faculty work load guidelines.
2. To make sure that schedules are well balanced, that they provide students with as much course access as possible. Final decisions regarding course times and meeting places rest with the appropriate Dean.
3. To provide enrollment projections and such other information as may be useful in the preparation of schedules and determination of staff needs.
4. To review academic plans, especially those which go beyond the immediate year, in the light of overall College objectives and projected fiscal or other constraints, and to assist academic staff in general with the preparation of plans for their own work, on an individual or departmental basis, or through special task groups.

3.2 Classes

Classes in the regular program are not offered ordinarily for less than 10 students at the 100 - 200 level or for 7 students at the 300 -400 level. With the consent of the appropriate Dean, exceptions may be made for good reasons, such as the need to offer the course as part of a major program.

It is especially important that classes be held at the stated time immediately before and after vacation periods, and that examinations be administered at the time indicated on the schedule. The examination period is scheduled so that all courses are assigned an examination period. If for some reason the instructor wishes to provide some other activity than that of testing during this period, the instructor has that right. This period is, however, a regular part of the course and must be scheduled for some activity by the instructor. See also Faculty Attendance at Classes (see Section 2.13.1, Part 2)

3.2.1 Student Attendance at Classes

Each member of the Wilmington College faculty will provide all students enrolled in his/her courses with a written statement on attendance policy for each particular course during the first week of the semester. This statement will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines that term. Individual faculty members may elect to impose penalties on students who have excused absences in excess of one week's worth of class meetings in a course at least eight weeks in length, e.g., more than 3 excused absences in a 3-day per week course. No excused absences are recognized for courses shorter than eight weeks in length. The College accepts these four categories of excused absences:

- Activities in which the student serves as an official representative of the College (e.g., musical performances, athletic contests, field trips);
- Personal illness, with documentation by the College nurse or a physician, if possible;
- Family or personal emergencies; and
- When severe weather makes travel to campus dangerous.

Wilmington College recognizes that reasonable attendance requirements will vary somewhat between disciplines, professors, and even an individual's courses. The purpose of this policy is to ensure all concerned are clear about expectations in a given course. Faculty members are expected to accept the College's basic definition of excused absences in their individual policies and monitor attendance, but faculty members may also choose to accept other absences as excused (entirely at the discretion of each faculty member). Students are expected to be responsible for informing faculty members about excused absences (including documentation, if required) and for arranging to make up all work missed because of absences. An excused absence in no way removes this responsibility or obligates the professor to provide a student with special assignments or opportunities. Students who miss considerable class time, even for excused reasons, must accept the reality that they are increasing the likelihood that they will not do as well in those courses as if they attended class regularly. Particularly in discussion, remedial, performance, and laboratory courses, absences of any sort are liable to be extremely difficult to make up and damaging to the student's grade.

Good communication between students and faculty members is essential in cases of excused absences. Students are responsible for initiating this communication and in as timely a manner as possible. Students who will have to miss class to represent the College should provide schedules of these absences to the faculty member as soon in the semester as they are known. In all cases, it is the student's responsibility to discuss excused absences with affected faculty members and to provide documentation of the excused nature of the absence, if the faculty member requires it.

3.3 Teaching and Learning

Wilmington College places the highest value on good teaching. It does not specify any particular mode of teaching and encourages experimentation. Given their subject matter, the traditions of the discipline that they profess, and the size and level of each class, faculty members should give thought to what procedures are likely to be most effective in promoting student learning.

3.4 Informal Classes

Wilmington College limits independent studies and courses by appointment. (courses from the regular curriculum taught on a conference basis) to a total of 12 credit hours out of the 124 hours needed for graduation. The College clearly discourages courses by appointment except as they become necessary to meet special needs of a student who will otherwise be unable to be graduated or to meet some other requirement, or as they become a means for carrying on in an economical way a course which would otherwise be dropped for inadequate enrollment. Good program planning should make it possible to eliminate nearly all courses by appointment.

Independent studies (defined as courses which deal with subjects which are not in the regular curriculum) can be of great value both to students and to faculty. They are of particular value where students may need to carry out special studies which will give greater depth to their program, or which will help them integrate or relate diverse disciplines. They can also be used by a faculty member as an aid to course development, or as a means of pursuing a particular interest in association with a student or students.

Independent studies place heavy responsibilities on the student. Standards should be high, and students are expected to devote the same amount of time as would be expected in a regular course carrying comparable credit. Faculty members should not expect to carry on the usual classroom procedures, but a weekly conference is in order.

3.5 Syllabus

Every faculty member is expected to have a syllabus for each class. Required elements of syllabus are contained in Appendix 1.2.

3.6 Evaluation of Student Achievement

Evaluation of student achievement is an important instructional responsibility. Instructors are encouraged to use as many evaluative devices as are appropriate to the course, but no particular mode of evaluation is specified.

Students should be told at the beginning of the course what will be expected of them and how their progress will be measured. The role of class attendance should be clear (see Section 3.2.1). If participation in class discussion is also considered, this fact should also be

stated. And the same applies to all other methods of evaluation. In short, the requirements of the course should be made clear to the students in the first few days of class so that there are no surprises later.

Efforts should also be made to provide early evaluations, since a major purpose of evaluation is to help students improve performance. This is especially important with adult learners who may not have attended college in a long time. Short papers and quizzes, which are returned to the student promptly, will aid early assessment.

3.6.1 Meaning of Grades

It is the policy of Wilmington College to strive for fairness in grading and avoid grade inflation. Faculty are encouraged to regard “C-” as a satisfactory grade, which means the student is meeting College standards, and will treat it as such in talking with students, unless otherwise noted on the College catalog. The grade “A”, on the other hand, should mean outstanding achievement, with a grade of “B” in between. The grade “D” represents minimally acceptable achievement, and the grade “F” indicates failure. The grade of “I” (incomplete) should be given rarely and only when work has not been completed for reasons beyond the student's control. Incompletes from the fall semester must be completed no later than the first Wednesday of February. Incompletes from the spring and summer semesters must be made up no later than the first Wednesday of October. It is the student's responsibility to consult with the professor and complete all work required within the designated time period. If there are extenuating circumstances, students may petition the Academic Standards and Appeals Committee for an extension prior to the “I” deadline.

Beginning with the 2002-2003 academic year, faculty may issue grades of A, A-, B+, B, B-, C+, C, C-, D+, D or F in courses.

3.7 Textbooks and Supplies

Textbooks and supplies vary depending on the course taught. Introductory courses and courses that are offered each semester often have a standardized text chosen by the area. Some courses will expect the assigned faculty to choose the appropriate textbooks and/or supplies. The Area Coordinator will offer suggestions for adjunct faculty consideration. Most textbook decisions are made 6 – 8 weeks prior to the start of the term. Instructor's manuals, test files and support materials if available will be provided upon request.

3.8 Academic Integrity and Academic Misconduct Policy

It is the responsibility of faculty members to understand and carry out their part of the Academic Integrity policies that define plagiarism, cheating and classroom misconduct and specify the disciplinary steps involved in responding to such behavior. A full copy of these policies is found in Appendix 1.13 of this document. The policy is also located in the Student Handbook.

3.9 Records Office Policies

3.9.1 Class Meeting Times and Places

The Dean assigns rooms for class meetings and hours during which the class meets. This office keeps a record of available classrooms, and the instructor should consult the office if there is a need to shift a classroom for any purpose (e.g., more space, audio-visual

needs, etc.). Any change of meeting place or of time for more than one class period, should be made only after approval from the respective Dean's Office.

3.9.2 Class Lists

The Registrar distributes a copy of the class list to each instructor for the first three class meetings. Faculty members are asked to ascertain the accuracy of these lists by noting the students not attending class who are on the lists and those who are attending but are not on the lists. One copy of each of these corrected lists is to be returned to the Registrar within several days. The final class roster will be used for recording grades in the class. Faculty members are to make any final corrections on this roster along with submitting the final grades within two working days (48 hours) of the end of the final examination period. Faculty members are expected to make every effort to assist the Registrar's Office in maintaining an accurate class roster.

3.9.3 Reporting Grades

Grades are due in the Cincinnati Branch Campus Office within two working days after the end of an examination period. On the main campus, grades are reported to Academic Records. Grades are to be recorded on Class Lists (see Section 3.2.2) or submitted to the Records Office electronically. With the submission of final grades, the instructor will prepare a special form, supplied by the Records office, for each student who receives a grade of "D", "F", or "I". These forms are used by members of the Academic Appeals Committee as they deliberate the future status of students reported to them for academic reasons. Official grade reports are mailed to students and to academic advisers by the Records Office within two weeks after the end of each semester.

Grades cannot be changed except for a certified error on the part of College faculty or staff. They should be carefully considered, therefore, before being entered on the grade lists. Once recorded, grades are used for a number of purposes, including determining honors, athletic eligibility, probation, or dismissal for academic reasons. Some of these actions are taken immediately and cannot be readily revoked, so it is important that final grades be, in fact, final. Nonetheless, genuine errors should be admitted and corrected.

Faculty submitting grade changes are to fill out a brief form, indicating the nature of the acknowledged error in calculating the grade. The form must be signed by the respective Dean and then submitted to the Records Office.

When a student receives the semester grade in a course and questions the accuracy or fairness of the grade, it is their responsibility to ask the faculty member to review the calculation of the grade. If an error is discovered, the faculty member may submit a grade change as indicated above. If the faculty member finds no errors in the grade calculation and the student feels there is a serious problem with the grade, the student may choose to submit a grade appeal. A grade appeal form is filled out, with comments from the student, from the professor, from the Area Coordinator, from the Area Coordinator and the appropriate academic Dean. The regular petition to the Academic Standards and Appeals Committee is filled out at the same time. When completed, these forms are returned to the Records Office for submission to the Academic Standards and Appeals Committee for its consideration. The committee clerk notifies the student, the faculty member, the advisor, the appropriate Dean, and the Records Office of the committee's action.

3.10 Library Services

Watson Library on the main campus operates as a center for independent learning and inquiry. The Library develops and maintains appropriate collections, provides services to ensure full and effective use of materials, and nurtures skills in information gathering, selection, and synthesis-skills that are becoming an increasingly important part of educational and continuing career success. The library is a member of Ohio Link offering access to academic materials located in member institutions throughout Ohio. These activities make a direct contribution to the teaching mission of Wilmington College.

1. **Collections:** The library collections support the curriculum and serve the information needs of students, faculty, and staff. The library participates in Ohio LINK, a statewide consortium of academic libraries, which provides access to the major collections in the state to faculty and students. Cincinnati Branch Campus students and faculty are encouraged to use the resources of Ohio LINK.
2. **Library Services:** Interlibrary loan (ILL) is provided for faculty and students. There is no charge for obtaining loans or photocopied journal articles. Library instruction is provided informally in the library to students and faculty who want assistance locating and evaluating sources. Formal course related instruction could be scheduled for classes involved in research. A courier service between the main campus and the Cincinnati Branch Campuses delivers requested library material on a daily basis.
3. **The College Archives and Quaker Collection:** includes official college records such as faculty meeting and committee minutes, publications, reports and selected correspondence. College memorabilia is of interest to many campus offices and organizations and often used in creating brochures and displays for reunions and other special events. The department also houses the records of Wilmington Yearly Meeting, Ohio Yearly Meeting and a collection of published materials on all aspects of Quaker history, philosophy, and thought.

4 ADMINISTRATIVE POLICIES

4.1 Emergency Closing Policy

Cincinnati Branch Campus Policy: The Vice President for External Programs will make the decision whether or not to cancel classes in the event of inclement weather. It is possible that one or both of the branches will cancel classes, but the main campus will not. The major radio and TV stations will carry announcements of any class cancellations. Branch faculty will be notified by the office if their class is canceled; students will not be individually called. If classes are not officially canceled, faculty should make a reasonable attempt to hold their class. If, however, it appears that such attempts may put one's life or health in more than normal danger, it is wise to stay put. Faculty members who decide not to make the trip to campus should call the Cincinnati Branch Campus Office as soon as they know they will not be coming, so classes can be canceled.

Main Campus Policy:

- A. Policy for campus operations other than academic classes: Because many students reside on campus in residence halls, apartments or suite facilities, the Wilmington

College main campus (housing staff, food service, maintenance employees, etc.) will be in operation regardless of weather conditions.

- B. Holding of class and other academic events: Off-campus faculty and commuting students should make reasonable attempts, using their own best judgment, to get to classes. At no time are faculty or students expected to violate emergency declarations of cities, counties, or states. Faculty members who decide not to make the trip to campus should call the Office of the Dean of the Faculty as soon as they know they will not be coming, so classes can be cancelled.

Early in the semester a list of radio stations that will broadcast information on the status of College operations will be available from the Office of Public relations.

4.2 Mail, Telephones, Computers

Adjunct faculty members have a mailbox during each semester that they are teaching. The mailboxes are used to communicate routine matters from administrators and students. They are located in the main office area at the Cincinnati Branch Campuses. Adjunct faculty at the Wilmington campus will be given a mailbox in either the main post office area or in the disciplinary area. They will be given the location at the beginning of each term by their Area Coordinator. Adjunct faculty will also have access to a telephone and a shared computer. Computer accounts may be requested from Computer Services at the Wilmington location or from the main office at the Cincinnati Branch Campuses.

4.3 Office Hours

Adjuncts are expected to meet reasonable and customary needs of students outside of class.

The Cincinnati Branch Campus is open daily Monday – Thursday 9:45 a.m. – 6:45 p.m. and Saturday 7:30 a.m. – 2:30 p.m. Clerical support is available to faculty during these hours.

4.4 Exams and Syllabi

Copies of all syllabi are submitted to the Academic Affairs Office each term. Branch Faculty must provide the Cincinnati Branch Campus office with a file copy of their syllabus during the first week of class. At the Cincinnati Branch Campus, copies of all exams and handouts should also be given to our staff during the semester. Branch staff will give a “make up” exam to a student with the instructor’s permission.

5 STUDENT LIFE POLICIES

5.1 Student Conduct Code

There is a basic oneness of humanity that says all persons have worth.

It is out of respect for ourselves as a part of humanity that we at Wilmington College set forth these principles by which we expect our community to live:

1. The expectation at Wilmington College is that all persons and all groups will be treated with respect by trustees, faculty, administrators, staff, and students.

2. Wilmington College does not condone racial or ethnic epithets, slurs or derogatory remarks or publications by any member of the College community at any College event, and public function, or any educational or institutional activity.
3. The College affirms its belief in the equality of the sexes, and its intent is to bring all policies and practices into harmony with the principle of equality.
4. We expect that all members of the Wilmington campus community who attend athletic or other campus or intercollegiate events will refrain absolutely from harassment of an ethnic or racial nature, and will limit personal comments to those which can be reasonably described as good natured. We affirm our belief that sporting events should involve sportsmanlike conduct by participants and spectators alike, and we intend to work with other colleges and groups with which we share activities, such as intercollegiate athletics, to establish similar codes of conduct.
5. We are committed to a Student Code of Conduct that has as its primary objective the solution of problems, and that is so constituted as to minimize the reality or the appearance of conflict of interest.
6. Wilmington intends to go beyond the legal requirements of "equal opportunity" and pledges itself to seek actively members of minority groups, who are qualified for admission as students, for service as trustees and for employment as faculty, administrators, and staff. Wilmington seeks to "make riches of its diversity," and to that end will sponsor and support both intercultural and integrated intramural, social, recreational, educational, cultural, and service activities.

5.2 Records Policy

Wilmington College discloses information in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as articulated in the regulations published in the Federal Register, June 17, 1976. These regulations elevate to the status of law what has long been general policy at Wilmington College, namely, that the information in student records is privileged information and is not to be disclosed without prior written consent of the student. These regulations also give the student the legal right to have inaccuracies in the records corrected. The student has the right to a hearing in the event of a disagreement as to the accuracy of the records (see "Challenge Hearings Policy"). A record must be maintained of all disclosures of these files to parties other than the student and designated College personnel. All incoming students will be given the option to sign a FERPA rights waiver for persons they so designate. Students have access to student files upon request and may request photocopies of information therein. Three photocopies may be obtained free of charge and a \$1.00 charge is assessed for each additional copy. Confidential letters of evaluation and recommendation placed in a student's record prior to January 1, 1975, are not available to students but all such letters written after that date are available, unless the student has signed a waiver.

The following exceptions to the policy of "prior consent of the student" should be noted:

In accordance with Paragraph 36 of Part 99 of the Privacy Rights of Parents and Students under the General Education Provisions Act of 1974, Wilmington College officials will disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other persons. Upon entering the

College, students may elect to allow parents and/or guardians to see their academic records. Any subsequent changes may be pursued at the Office of Academic Affairs.

Under the provisions of Paragraph 34 of said Part 99, the College reserves the right to disclose information from any of the education records of a student, without his/her consent, to any school in which the student seeks or intends to enroll. A photocopy of such information is available to the student (or parent of a dependent student) upon request. When a student is enrolled simultaneously at Wilmington College and some other institution, (e.g., one of the colleges with which the College has a cross-registration agreement), information in the education records of the student at the two or more institutions involved may be shared by the officials of these institutions with one another without prior consent of the student.

5.3 Judicial System

The Wilmington College Judicial System for policy violations is described in the Student Handbook.

5.4 Students' Rights

Students' rights are described in the Judicial Policies and Procedures section of the Student Handbook.

6 EXTERNAL RELATIONS POLICIES

6.1 Communication Channels

As much as possible, all communications with media (newspapers, radio, TV) should be through the Office of the Director of College Relations. When events occur on campus that might be the focus of attention from area media, the Director of College Relations should be notified so that she/he might be prepared if calls are received. Campus personnel, including faculty members, should channel requests for information from media to the office of the Director of College Relations. Exceptions to this policy would be areas where communication between the media and the College is regular and predictable, such as people in athletics and the local media.

The Office of College Relations also handles all publishing and printing that takes place on campus. A Publications Manual is available from this office that describes the type of services they render and the responsibilities on the part of the user that go with their services. Call the Office of College Relations for a copy of the Manual.

6.2 Publicity for Faculty Activities

If a faculty member has an activity that he/she thinks needs publicity, the Director of College Relations should be consulted. Director of College Relations will talk with the faculty member, write a draft of a story, submit it to the faculty member for review, and then submit it to the appropriate media for publicity. Faculty are encouraged to provide this information to the Office of Academic Affairs also.

6.3 Use of Institutional Letterhead

The use of College stationary or any other material bearing an institutional letterhead or symbol should be restricted to official College business. It is particularly important that College letterhead not be used in any way that will indicate the College supports a group or cause that it does not, in fact, support. Private use of the College letterhead or symbols are likewise to be avoided at all costs.

6.4 Political Activity

Wilmington College respects the right of faculty members to support any political activity that is legal. It in no way wishes to restrict the rights of faculty members in the political arena. In exercising this right, however, faculty members should take care not to suggest the College stands for or against any particular political issue. The College agrees with the AAUP principle that "College and University faculty members are citizens, and, like other citizens, should be free to engage in political activities as so far as they are able to do so consistently with their obligations as teachers and scholars. Faculty members should be accurate, exercise appropriate restraint, show respect for the opinions of others, and to make every effort to indicate that she/he is not an institutional spokesperson". (AAUP Policy Document & Reports: 1995 Edition, p. 33)

6.5 Fundraising

The Vice President for Advancement is responsible for coordinating all solicitations and all voluntary gift support for Wilmington College in all its programs. All fundraising activity must be coordinated through the Advancement Office. All gifts (cash, securities, and in-kind) must be reported to the Business office through the Advancement Office so that donors may be given a receipt.

This fundraising policy specifically requires:

1. Pre-approval by the Vice President for Advancement (or his/her designee) of any grant seeking activity.
2. Pre-approval by the Vice President for Advancement (or his/her designee) of personal solicitations for any college approved program or activity.
3. Pre-approval for any direct mail solicitation for any college approved program or activity.
4. Reporting of all outright gifts to the Advancement Office.
5. Reporting of all in-kind gifts to the Advancement Office.

PART 7: TITLE IX POLICY: PROHIBITING DISCRIMINATION BASED ON SEX (INCLUDING SEXUAL MISCONDUCT)

Testimony: I will respect the dignity of all persons.

Wilmington College is committed to providing a learning, working and living environment free of discrimination on the basis of sex, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. Wilmington College considers sex discrimination in all its forms to be a serious offense.

1.0 Statement on Non-Discrimination:

Wilmington College does not discriminate on the basis of religion, race, color, national origin, sex, sexual orientation, disability, age, or any other category protected by law in its programs and activities. This policy extends to employment with and admission to the College.

2.0 Legal Protections:

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. The Higher Education Act also requires institutions of higher education participating in certain federal programs to prohibit and protect against domestic violence, dating violence, sexual assault, and stalking.

For purposes of this policy, “discrimination based on sex” includes sexual harassment, sexual assault (including rape, acquaintance rape, domestic violence, and dating violence), stalking, and all other forms of sexual misconduct.

2.1 Definitions:

2.1.1 Sexual Harassment: Conduct that (1) is sexual in nature; (2) is unwelcome; and (3) denies or limits a student’s ability to participate in or benefit from a school’s education program. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by College employees, other students, and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex. The conduct can occur in any school program or activity and can take place in College facilities or at other off-campus locations. The conduct can be verbal, nonverbal, or physical.

- *What are some examples of sexual conduct?*

Examples of sexual conduct include:

- making sexual propositions or pressuring students for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures, or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other students as to sexual activity or performance; or
- circulating or showing e-mails or Web sites of a sexual nature.

Example: A College official sends a student a text message to arrange a time to meet for a sexual encounter. Sending such a text message would constitute sexual conduct.

- *Is all physical contact sexual in nature?*

No. Legitimate nonsexual touching or conduct generally will not be considered sexual harassment. However, it may rise to that level if it takes on sexual connotations.

Example: A coach hugs a student who makes a goal. This by itself is not considered sexual conduct. However, a coach's hugging of a student could be considered sexual conduct if it is unwelcome and occurs under inappropriate circumstances.

- *Must the sexual conduct be unwelcome?*

Yes. Conduct is considered unwelcome if the student did not request or invite it and considered the conduct to be undesirable or offensive. The age of the student, the nature of the conduct, and other relevant factors affect whether a student was capable of welcoming the sexual conduct. A student's submission to the conduct or failure to complain does not always mean that the conduct was welcome.

- *When does sexual conduct "deny or limit a student's ability to participate in or benefit from a school's education program?"*

Two general types of sexual conduct can deny or limit a student's ability to participate in or benefit from a College's program. One form of sexual harassment occurs when a faculty member or other College employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct. If this occurs, it does not matter whether the student resists and suffers the threatened harm or submits to and avoids the threatened harm.

Sexual harassment also occurs when a faculty member, College employee, other student, or third party creates a hostile environment that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the College's program. Whether such a hostile environment has been created depends on the particular circumstances of the incident(s). Relevant considerations include, but are not limited to:

- how much of an adverse effect the conduct had on the student's education;
- the type, frequency, or duration of the conduct;
- the identity, age, and sex of the harasser(s) and the victim(s), and the relationship between them;
- the number of individuals who engaged in the harassing conduct;
- the size of the College, location of the incidents, and context in which they occurred; and
- whether other incidents occurred at the College involving different students.

The conduct does not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment.

Example: A professor tells a student that he will change her grade from an “A” to a “B” if the student does not agree to go on a date with him. The professor’s conduct is a violation of Title IX and is considered to be sexual conduct that “den[ies] or limit[s] a student’s ability to participate in or benefit from a school’s education.”

U.S. Department of Education, Office for Civil Rights, *Sexual Harassment: It's Not Academic*, Washington, D.C., 2008.

2.1.2 Sexual Assault: Engaging in, without consent, any of the following: vaginal intercourse between a male and a female; anal intercourse, fellatio, or cunnilingus between persons regardless of sex; or the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

2.1.3 Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the relevant jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

2.1.4 Dating Violence: Means violence committed by a person: (1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship; (b) the type of relationship; and (c) the frequency of interaction between the persons involved in the relationship.

2.1.5 Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for his or her safety or the safety of others; or (2) Suffer substantial emotional distress.

2.1.6 Consent: For the purposes of this policy, consent shall be defined as the act of knowingly and willingly agreeing verbally or non-verbally to engage in sexual activity. An individual who is impaired by any drug or intoxicant; or who has been purposely compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to resist is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority cannot consent.

3.0 Title IX Coordinator: The Title IX Coordinator is the designated agent of the College with primary responsibility for coordinating the College’s Title IX compliance efforts. The Title IX Coordinator’s responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Title IX coordinator oversees sexual harassment investigations,

grievance procedures, the disposition of complaints, provides educational materials and training on Title IX, and generally provides guidance and ensures a fair process for individuals involved in Title IX complaints. Below is the contact information for the Title IX Coordinator:

Sigrid Solomon, Vice President for Student Affairs and Dean of Students
1870 Quaker Way
Pyle Center Box 1186
Wilmington, Ohio 45117
Tel: (937) 382-6661 (Ext. 270)
E-mail: sigrid_solomon@wilmington.edu

If the Title IX Coordinator has a conflict of interest in handling the Title IX matter at issue, the Associate Vice President for Student Affairs will act as the alternate Title IX coordinator for that matter. Below is the contact information for the alternate Title IX coordinator:

Ken Lydy, Associate Vice President for Student Affairs
1870 Quaker Way
Pyle Center Box 1294
Wilmington, Ohio 45117
Tel: (937) 382-6661 (Ext. 624)
E-mail: ken_lydy@wilmington.edu

Wilmington College also designates the following individual to assist/support the Title IX Coordinator in his/her work to fulfill the compliance efforts:

Scott Farkas, Director of Human Resources
1870 Quaker Way
Pyle Center Box 1186
Wilmington, Ohio 45117
Tel: (937) 382-6661 (Ext. 282)
E-mail: scott_farkas@wilmington.edu

Ken Lydy, Associate Vice President for Student Affairs
1870 Quaker Way
Pyle Center Box 1294
Wilmington, Ohio 45117
Tel: (937) 382-6661 (Ext. 624)
E-mail: ken_lydy@wilmington.edu

Elizabeth A. Floyd, Sr. Woman Administrator and Head of Women's Softball and Volleyball
1870 Quaker Way
Pyle Center Box 1246
Wilmington, Ohio 45117
Tel: (937) 382-6661 (Ext. 392)
E-mail: Beth_Floyd@wilmington.edu

4.0 Reporting or Questions About Discrimination Based on Sex:

Individuals who feel that they have been discriminated based on sex are strongly encouraged to directly contact the Title IX Coordinator or its designee. Individuals should also direct any inquiries concerning the application of Title IX to the Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights.

Individuals who report that they have been discriminated based on sex will be provided with another copy of this policy, which explains the student or employee's rights and options.

5.0. Guidance on taking immediate action

5.1 Tell a trusted person about the incident. You may contact Wilmington College Campus Security at 937-382-0100 and/or the College's Title IX Coordinator. You may also contact the Wilmington College Counseling Center at 937-382-6661 x272. Campus Safety and the Title IX Coordinator can provide immediate referral information, access to the College counselor on call, and/or investigation assistance.

5.2. In the event that a sex offense (including sexual assault or stalking) has occurred, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future and will help in obtaining a protective order, if necessary.) Survivors should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but if they are bring all the original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)

5.3. When necessary seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

5.4 In addition to the above College resources, there are also independent resources available to victims of sexual assault. The Alternatives to Violence Center serves any person who is a survivor of sexual assault, including providing court advocacy, counseling, support groups, temporary shelter, education, and a 24-hour crisis line. The Center is located at 32 East Sugartree Street, Wilmington, OH 45117. The telephone number for the Center is (937) 383-3285 and the crisis line number is (888) 816-1146.

5.5 Though the College will undertake its own investigation of any report of sexual harassment, you may also: (1) notify proper law enforcement authorities, including the Wilmington Police Department; (2) Be assisted by campus authorities in notifying law enforcement; or (3) Decline to notify such authorities.

6.0 Grievance Procedure

6.1. All incidents of sex discrimination, including sexual misconduct or retaliation, should be reported to the College. The Title IX Coordinator will provide for the adequate, reliable, and impartial investigation of all complaints.

6.2. The College has developed both an informal and formal complaint and resolution procedure to respond to discrimination based on sex. The use of the informal complaint and resolution procedure is optional. In instances where parties involved do not wish to engage in the informal procedure, where informal resolution is not appropriate, or in situations where attempts at the informal procedure are unsuccessful, the formal procedure may be followed.

6.3. Whether the informal or formal complaint and resolution procedure is used, all proceedings involving discrimination based on sex will (A) Provide a prompt, fair, and impartial investigation and resolution; and (B) Be conducted by officials who receive annual training on the issues related to discrimination based on sex and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

6.4. Both the accuser and the accused shall be simultaneously informed, in writing, of: (A) The outcome of any hearing, whether under the formal or informal resolution procedures, that arises from an allegation of discrimination based on sex; (B) The procedures for the accused and the victim to appeal the results of the hearing; (C) Of any change to the results that occurs prior to the time that such results become final; and (D) When such results become final.

7.0 Protective Measures

During the pendency of any complaint of sex discrimination, the College will make every effort to protect both the complainant and the accused from reprisal, harassment and injury. The College may, on its own accord, take interim measures, such as separating the parties, including transfer to another class, placing limitations on contact between the parties, suspension, or making alternative workplace or student housing arrangements. Additionally, complainants may also request that such measures be taken. The College will comply with such requests if the accommodations are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement.

A victim always has the right to seek a restraining order or similar lawful order issued from a court of law or to request a no-contact or protective order from the College. Regardless of the tribunal issuing the order, the College is responsible for taking any measures necessary to ensure that such orders are complied with.

8.0 Informal Grievance Procedure

8.1. Some complaints of sex discrimination can be resolved through an informal resolution process between the parties. The informal process is strictly voluntary. The complainant may end the informal resolution at any time and access the formal grievance procedure (discussed below).

8.2. Once a report of sex discrimination has been made, informal resolution procedures will be pursued within ten (10) school days of the initial report.

8.3. Informal resolution procedures are optional and may be used when the College determines that it is appropriate. Informal procedures are never applied in cases involving violence or nonconsensual sexual intercourse.

8.4. An investigation into the report shall be conducted by the Title IX Coordinator within ten (10) school days of the report being made.

8.5. The Title IX Coordinator(s) may determine what action, if any, is warranted under the circumstances. Appropriate actions may include, but are not limited to, informal meetings with the accused harasser to discuss the allegations, meetings with the accused harasser's supervisor, further investigation and hearings pursuant to Student or Faculty Handbook, whichever is applicable, and/or appropriate sanctions, up to and including dismissal, where warranted.

8.6. Once the informal resolution procedure is complete, written notification to all parties shall be given simultaneously by the Title IX Coordinator within ten (10) school days of the determinations of findings.

8.7. The College shall take reasonable steps to prevent the recurrence of sex discrimination in any form and remedy the discriminatory effects on the victim(s) and others. The appropriate steps will be tailored to the specific situation. Depending on the nature and severity of the harassment, counseling, discipline, or further separation of the victim and harasser may be necessary. Examples of such victim sensitive remedies may include: order of no contact, residence hall relocation, adjustment of schedule, etc. The College may also need to develop and publicize new policies or conduct training.

8.8. If the reporting party is unsatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

9.0 Formal Grievance Procedure

9.1. The complainant should prepare a written complaint of the incident, providing a detailed statement of the events of harassment and/or discrimination based on sex, including dates, places, the identity of the alleged harasser and the names of any witnesses. S/he submits the complaint to the Title IX Coordinator. Any member of the campus community may assist the complainant in preparing the complaint.

9.2. Following submission of the complaint, the Title IX Coordinator notifies the complainant and contacts the accused individual requesting a written response to the complainant. The response shall be returned to the Title IX Coordinator within ten (10) school days.

9.3. At any time during the investigation, the Title IX Coordinator may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate College officials.

9.4 Once a complaint of sex discrimination or harassment is made, an investigation of the report shall be pursued within ten (10) school days.

9.4.1 An investigation into the report shall be conducted by the Title IX Coordinator or its designee.

9.4.2 The investigation shall be concluded within thirty (30) calendar days.

9.4.3 The investigation will be conducted in a manner so that it is adequate, reliable and impartial. The parties will have an opportunity to identify witnesses and other evidence.

9.4.4 The investigation may include any of the following: interviews of the parties involved, including witnesses, and the gathering of other relevant information.

9.4.5 It is the College and not the complainant of discrimination who is responsible for investigating and responding to sex discrimination and harassment.

9.5 Following a review of both reports, and other investigatory steps, the Title IX Coordinator determines if there are reasonable grounds for proceeding with the grievance. If the Title IX Coordinator decides that there are no reasonable grounds for a sexual discrimination complaint, the proceedings are concluded.

9.5.1 If the Title IX Coordinator decides that there are reasonable grounds for a sexual harassment complaint, s/he may refer the matter to the Judicial Board or render a decision if s/he determines that a judicial hearing is unnecessary.

9.5.2 The Title IX Coordinator shall inform all parties, simultaneously, of his/her decision in writing within ten (10) school days of the close of its investigation.

9.5.3 The complainant may contest the Title IX Coordinator's decision by submitting a written appeal to the President within ten (10) school days of the issuance of the Title IX Coordinator's judgment. The President may uphold the decision or elect to refer the matter to the Judicial Board. The President will provide its decision in writing to all parties, simultaneously, within ten (10) school days of the appeal.

9.6 **Judicial Board**

9.6.1 When the Judicial Board hears a complaint, its composition shall include two faculty members, one student and two members of the administration or support staff, all of whom have received Title IX training. Care shall be taken to ensure gender diversity in the composition of the Judicial Board members. The composition of the Judicial Board may be altered at the Judicial Advisor's discretion, but all members shall have Title IX training.

9.6.2 The Title IX Coordinator presents the written reports of both parties to the Judicial Board, and s/he serves as a non-voting, ex officio member of the Board.

9.6.3 The Judicial Board selects a Judicial Advisor who has primary responsibility for conducting the hearing and making any determinations concerning the admissibility of evidence.

9.6.4 The Judicial Board is responsible for providing adequate notice of all meetings, including notification of agendas, closed proceedings and the confidentiality of all evidence.

9.7 Hearing

9.7.1 The complainant and the accused are entitled to the same opportunities to have others present during a hearing. Both parties have the right to be assisted by any member of the College community they choose to act as their support person. The support persons should assist the individual in understanding the judicial process as an educational one.

9.7.2 Hearings normally shall be conducted in private. Admission of any person to the hearing who is not a support person or a witness shall be at the discretion of the judicial body and/or Judicial Advisor. However, the hearing will be closed at the request of the Judicial Advisor, the complainant, or the alleged attacker.

9.7.3 In hearings involving more than one accused individual, the Judicial Advisor may permit the hearings concerning each individual to be conducted separately.

9.7.4 The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses. The Judicial Advisor has the right to deny or limit testimony that is repetitious or irrelevant. An expert in the area of rape trauma syndrome (such as our Director of Counseling or a staff member of Clinton County Counseling Center) may be called upon as an expert witness during the hearing.

9.7.5 Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the Judicial Advisor. Any consensual sexual relationship involving the alleged attacker, the survivor(s), or others is deemed irrelevant to a finding in a hearing.

9.7.6 All procedural questions are subject to the final decision of the Judicial Advisor.

9.7.7 There shall be a single verbatim record, such as a tape recording of all hearings before a Judicial board and Appellate board. The record shall be the property of the College. The accused and/or the complainant shall have access to a record of the hearing. All tapes are destroyed either after appeals are completed or after the time allotted for appeals has passed.

9.7.8 After the hearing, the judicial body shall determine (by consensus) whether the individual has violated this Policy.

9.7.9 Standard of Review: The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused violated the Title IX Policy.

9.7.10 No individual can be found responsible for violating this Policy solely because he or she failed to appear before a Judicial Board.

9.7.11 In each case in which a judicial body determines that the Title IX Policy has been violated, the sanction(s) shall be determined and imposed by the Judicial Advisor. The recommendation of all members of the judicial body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the Judicial Advisor shall advise the accused and complainant, simultaneously, in writing within ten (10) school days of its determination and of the sanction(s) imposed, if any.

9.8 Alternative Testimony Options for Judicial Board Hearings

For student conduct complaints of a sensitive nature, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options may be given, such as placing a privacy screen in the hearing room.

9.9 Cooperation with Law Enforcement

In instances where conduct of a criminal nature is involved, the College may suspend its fact-finding process under Title IX only if required by law enforcement during its initial evidence-gathering process to determine if criminal charges will be prosecuted. In such instances, the College will resume its fact-finding portion of its Title IX investigation when law enforcement notifies the College that it has completed its evidence-gathering process.

During the pendency of the initial evidence-gathering by the law enforcement authority, the College is not precluded from providing witnesses and parties with information about their Title IX rights or resources for victims nor from taking such interim actions as may be necessary to ensure the safety of any victims and the College community.

9.10 Appeals

9.10.1 Either party may appeal the Judicial Board's decision or any imposed sanctions to the Appellate Board within ten (10) school days after receiving notification of the decision or disciplinary sanction.

9.10.2 The Appellate Board's composition shall include two faculty members, two students and one member of the administration/support staff, all of whom have received Title IX training. The composition may be altered with the consent of both parties, but all members shall have Title IX training.

9.10.3 The Appellate Board may affirm the Judicial Board's decision or reverse it and remand the case to the Judicial Board for further proceedings. The Appellate Board will provide its decision in writing to the accused and complainant within ten (10) school days of the hearing.

9.10.4 Following the issuance of the Appellate Board's decision, either party may file a written appeal to the President within ten (10) school days. In the event the President is a direct party to the proceedings, the Executive Committee of the Board of Trustees shall issue the final decision. The decision of the President, or in appropriate instances, the Executive Committee of the Board of Trustees, is final and binding and shall be provided in writing to the accused and complainant, simultaneously, within ten (10) school days of the filed appeal.

10.0 Retaliation

10.1 Wilmington College strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of sex discrimination. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or dismissal if they are a student.

10.2 Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and investigation of the report.

11.0 Confidentiality

Due to the sensitive nature of allegations of sex discrimination and the potential for such impacts on the lives and/or careers of faculty, staff or students, throughout all proceedings confidentiality will be maintained to the greatest extent possible by all persons involved, including redacting identifying information in publicly available records, to the extent permitted by law.

12.0 Consequences

12.1. The College reserves the right to take whatever measures it deems necessary in response to an allegation of discrimination based on sex in order to protect students' rights and personal safety.

12.2. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting to the local police.

12.3. Not all forms of discrimination based on sex will be deemed to be equally serious offenses, and the College reserves the right to impose differing sanctions, ranging from oral warning to expulsion, depending on the severity of the offense.

13.0 Special Provisions

13.1. Attempted violations: In most circumstances, the College will treat attempts to commit any of the violations listed in this policy or in the Student Code of Conduct as if those attempts had been completed.

13.2. The College as Complainant: The College reserves the right to initiate a student complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim or complainant.

13.3. False Reports: The College will not tolerate intentional false reporting of incidents. It is a violation of the Student Handbook and Faculty Handbook to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

14.0 Options Outside the College For Resolution of Discrimination Based on Sex

Students may file complaints under Title IX with the Office for Civil Rights, U.S. Department of Education, or with the State Department of Fair Employment and Housing. Contact the campus Title IX/SJO for current information. The Office for Civil Rights is not a party to the College's internal grievance process and a complaint may be filed with the Office of Civil Rights at any time.

Staff and faculty may file complaints under Title IX under certain conditions, as above; under Title VII, with the Equal Employment Opportunity Commission; or with the State Department of Fair Employment and Housing.

The time limits for filing complaints with State or Federal agencies vary. Contact the relevant State or Federal agency for further information.

15.0 If You Have a Disability

The Office of Disability Services works with students and faculty to ensure that a disability will not be a barrier to equal opportunity and access to educational programs and services. If an alleged victim, harasser, or witness needs an accommodation for a disability in order to participate in the investigation and/or grievance procedure, he or she should make the request for an accommodation to the Academic Services Director, whose contact information is below:

LeighAnn M. Oettinger, Academic Services Director
Robinson 107
(937) 382-6661 Ext. 684

leighann_oettinger@wilmington.edu

The Disability Services Handbook provides additional information about policies, procedures, and resources available at Wilmington College for students with disabilities.

16.0 Education Programs

Wilmington College is committed to taking steps to prevent discrimination based on sex, including all forms of sexual misconduct, and to address its impact upon any victims. Efforts to address these issues are made from a variety of programs, departments and services available on campus. For example, the College provides new student orientation and employee training programs addressing topics such as (1) The provisions of this policy; (2) Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual misconduct; and (3) Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks. The College also provides education on these topics on an ongoing basis for students and faculty.

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APPENDIX 1.1: CONSENSUS DECISION-MAKING

Quakers conduct business meetings using consensus to arrive at group decisions. Quakers often describe this process as "reading the sense of the meeting." At Wilmington College we use this process to make decisions in Faculty Meetings and committee meetings.

The consensus process differs from the Robert's Rules process both philosophically and practically. Philosophically, sense of the meeting aims to help the group reach a decision that all can support. Meeting members begin with a commitment to seek unity.

Practically, the consensus process follows these steps:

1. The presiding clerk conducts the meeting.
2. The clerk states the issue -- usually from a written agenda.
3. The clerk asks for clarification. Committees or other meeting members add information and clarify the issue.
4. The clerk invites all to speak to the issue. Members express their various perspectives, saying where they agree and disagree.
5. The clerk "reads" the sense of the meeting. The clerk states what he or she thinks most or all members want the meeting to decide.
6. A minute is written by the recording clerk. If all members agree informally with this "sense of the meeting" statement, the recording clerk formulates a minute and reads it to the meeting.
7. The presiding clerk then asks if the meeting approves of the minute. Members who approve respond by saying "I approve." The clerk then asks if anyone does not approve, and members who disapprove express their reservations. If all approve, the minute is then recorded as officially approved by the faculty.

When Disagreements Occur

Sense of the meeting does not require unanimity, but it does require more than a majority vote. It seeks a unity "beyond majority rule" as Michael Sheeran says. Sense of the meeting goes "beyond" in at least three noticeable ways:

1. **Openness** -- Instead of adversaries with fixed positions, members approach the meeting open to possibility, together seeking wisdom leading to the best solution for the group. The decision may be something quite different from any one person's view or desire, a decision that the whole meeting has created. One person's ideas build on another's, and differing perspectives are recognized as an integral part of the process.
2. **Differing Views in Discussion** -- Differing views may cause the clerk or the meeting members to modify a developing decision and incorporate those ideas.
Or

3. the clerk may decide that the sense of the meeting still affirms the direction in which the discussion is moving. To clarify positions, the clerk may ask for those dissenting from the sense of the meeting for reasons for their disagreement, particularly those who have not spoken. Or the clerk may call for moments of silence to allow members to refocus on accomplishing their common purpose.

The clerk's task throughout the discussion is to encourage members to voice various perspectives on the issue and to pick up the points of agreement that can lead to a unified sense of the meeting. In this way, the process moves beyond majority rule.

4. **Differing Viewpoints in a Sense of the Meeting Decision** -- When all views have been heard, the clerk and those who disagree with the sense of the meeting have some specific choices to make to carry out the process. Those who disagree have three choices when the clerk calls for approval:
 - a. **Stand Aside** -- Express disagreement but agree to accept and support the decision the rest of the meeting favors.
 - b. **Ask to be minuted as opposed** -- Express disagreement and ask to be formally recorded in the minutes as opposed.
 - c. **Oppose the sense of the meeting** -- In rare instances, an individual feels so strongly that he or she may ask the other members not to proceed with any action on this issue.

The clerk has four ways to respond to those who disagree with the sense of the meeting:

- a. **Delay the Decision** - The clerk waits for the next meeting to give members time to think and discuss with each other in light of the differences expressed. Each person should use this time to understand one another. The clerk and assistant clerk will also spend time talking with various persons to seek agreement.
- b. **Send the issue to a committee** - The committee will take the issue for further study and report back to the faculty meeting. The issue can go to a standing committee, or the clerk can call for an ad hoc committee, usually composed of persons presenting the different positions in the meeting.
- c. **Decide to act on the sense of the meeting** - Occasionally, a decision must be made in a restricted amount of time. Or the clerk realizes that strong favorable feelings from most in the meeting are pushing for a decision now. In these situations, the clerk must weigh carefully the strength and nature of opposing viewpoints and proceed cautiously to read the sense of the meeting.
- d. **Drop the issue.**