

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA  
Number: 100

Page: 1

Issued: Trustees, April, 1998  
Revised/Approved: 11/6/08

### **SUBJECT: ADMINISTRATIVE STRUCTURE**

#### **POLICY STATEMENT**

It is the policy of William Carey University to delineate each administrative position and line of authority.

#### **FACTS OF INTEREST**

Each position at William Carey University is a significant one. Each person has his or her place of responsibility which is essential to the total operation of the University.

#### **PROCEDURES**

The following organizational outline shows how the University is structured under the direct supervision of the President:

- A. President
  - 1. All Vice Presidents and Associate Vice President
  - 2. Administrative Dean, Coast Campus
  - 3. Director of Facilities and Grounds
  - 4. Director of Intercollegiate Athletics
  - 5. Director of Information Technology
  - 6. Coordinator of the New Orleans Campus
  - 7. Dean of Enrollment Management & Records
  - 8. External Relations
- B. Vice President for Academic Affairs
  - 1. Departments Chairs/Faculty
  - 2. Deans of Schools
  - 3. Director of Libraries & Learning Resources
  - 4. Academic Dean of the Coast Campus
  - 5. Coordinator of Desktop Publishing
- C. Vice President for Institutional Advancement & Church Relations
  - 1. Grant Writer
  - 2. Director of Baptist Student Union
  - 3. Annual Fund Director & Special Gifts Officer
  - 4. Alumni Director

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### **ADMINISTRATIVE STRUCTURE, CONT...**

- D. Vice President for Institutional Effectiveness and Long Range Planning
  - 1. Director of Institutional Research
- E. Vice President for Student Services
  - 1. Food Services
  - 2. Security
  - 3. Director of Student Support Services
  - 4. Career Services
  - 5. Administrative Director of Housing
  - 6. Student Life Administrative Assistant
  - 7. Director of Student Activities & Cheerleading Coach
  - 8. Counseling Services
  - 9. Common Grounds
- F. Associate Vice President and Chief Financial Officer
  - 1. Post Office
  - 2. Bookstore
  - 3. Budget Manager & Financial Analyst
  - 4. Student Refund Representative
  - 5. Cash Management Accountant
  - 6. Student Account Representative
  - 7. Director of Personnel & Payroll Services
  - 8. Staff Accountant & Team Leader
  - 9. Switchboard Operator
  - 10. Collection Manager
- G. Vice President for Medical Education and Dean, College of Osteopathic Medicine
  - 1. Associate Dean of Academics
  - 2. Associate Dean Basic Sciences
  - 3. Associate Dean Clinical
  - 4. A-Optic
- H. Administrative Dean of the Coast Campus
  - 1. Assistant Director of Baptist Student Union
  - 2. Academic Dean for the Coast Campus
  - 3. Director of Keesler Center
  - 4. Director of Business Services/Recruiting
  - 5. Gulfport Management Information System

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- I. Director of Facilities, Grounds and Maintenance
  - 1. Grounds Personnel
  - 2. Housekeeping
  - 3. Building Mechanics
  - 4. Gardener
  - 5. Fabricator
  - 6. HVAC Supervisor
- J. Director of Intercollegiate Athletics
  - 1. Men's Golf Coach
  - 2. Sports Information Director
  - 3. Women's Basketball Coach
  - 4. Assistant Men's Basketball Coach
  - 5. Men's Baseball Coach
  - 6. Women's Softball Coach
  - 7. Men's Soccer Coach
  - 8. Women's Soccer Coach
  - 9. Men's and women's Tennis Coach
- K. Director of Information Technology & Coordinator of the New Orleans Campus
  - 1. Gulfport Management Information Systems
  - 2. Programmer/Analyst
  - 3. Computer/Network Technician
  - 4. Coordinator of Network and Infrastructure Services
  - 5. Telecommunications Technician
  - 6. CAMS Manager/SQL DBA
  - 7. Director of Student & Administrative Services, New Orleans Campus
- L. Dean of Enrollment Management and Records
  - 1. Associate Director of Financial Aid
  - 2. Associate Director of Admissions
  - 3. Director of International Admissions/Immigration Specialist and International Recruitment
  - 4. Registrar

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**President** – The President shall be the Chief Executive Officer of the University and shall report directly to the Board of Trustees. The President shall be the official adviser to and executive agent of the Board of Trustees and its Executive Committee. The President shall, as educational and administrative head of the University, exercise a general superintendence over all of the affairs of the institution, and bring such matters to the attention of the Board as are appropriate to keep the Board fully informed to meet its policy-making responsibilities. The President shall have power, on behalf of the Trustees, to perform all acts and execute all documents to make effective the decisions of the Board or its Executive Committee. The President shall give proper notice of all meetings of the Board of Trustees and shall keep a record of all committee appointments of the Board of Trustees and members of the administrative offices. The President shall be an *ex-officio* member of all committees of the Board without power to vote.

In addition to the responsibilities related to the Board of Trustees, the President will give primary focus to the following:

1. Implement the University statement of Purpose
2. Implement the long-range institutional and financial plans of the University
3. Secure financial resources for the University
4. Expand the donor base of the University
5. Strengthen ties between the University and the churches of the Mississippi Baptist Convention
6. Give direction and oversight to the intercollegiate athletic program
7. Keep faculty, staff, students, and alumni informed about the progress of the University
8. Evaluate annually the effectiveness of the Office of the President to make improvements
9. Conduct annual performance evaluations of those persons reporting directly to the President
10. Assume other functions necessary for achieving excellence as a Christian liberal arts University

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**Vice President for Academic Affairs** - The Vice President for Academic Affairs in the role as Chief Academic Officer shall report directly to the President. The Vice President for Academic Affairs primary responsibilities are as follows:

1. Assist the University in implementing the Statement of Purpose
2. Assist the University in implementing the long-range institutional and financial plans
3. Provide oversight for all academic matters of the university
4. Evaluate annually the effectiveness of the Office of Academic Affairs to make improvements
5. Serves as SACS-COC liaison; provides leadership for SACS-COC accreditation activities.
6. Supervises and evaluates appropriate staff.
7. Evaluate annually the effectiveness of the Academic deans.

**Vice President for Institutional Advancement and Church Relations** – The Vice President for Institutional Advancement and Church Relations shall report directly to the President. The Vice President for Institutional Advancement and Church Relations primary responsibilities are as follows:

1. Assist the university in implementing the Statement of Purpose.
2. Assist the university in implementing the long-range institutional and financial plans.
3. Assist President in development efforts which include coordination of development calls and visits and follow-up support.
4. Develop new donor prospects. This activity includes cultivation of potential benefactors.
5. Initiate and develop an aggressive grant writing program in which the primary goal is to strengthen our grant writing efforts to include larger national foundations to increase substantially revenue received by the university. The possibility of sub-contracting the preparation of *some* grants should be explored.

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6. Develop additional support in the small business community. Solicit support in the form of smaller gifts (\$500-2,000) by strengthening ties to local businesses.
7. Solicit and secure gifts from corporate sponsors. This plan targets larger gifts from major corporations engaged in finance and industry.
8. Increase annual giving by alumni. This includes working with the alumni office in phonathon and annual fund drives, and organizing regular alumni gatherings to increase support of the university.
9. Executive-in-Residence program. Engage high profile members of the business community to lecture at the university.
10. Call alumni on a weekly basis
11. Represent the university as requested at the Mississippi Baptist Convention, Southern Baptist Convention, and other meetings that might affect Christian education.
12. Participate in recruiting events, Homecoming and other special events on campus.
13. Evaluate annually the effectiveness of Office of Vice President of Institutional Advancement and Church Relations.
14. Advance Small Business Luncheon with Area Development Partnership and the School of Business.
15. Take an active role in existing donor functions which includes:  
Annual Friends of Carey Dinner  
Participate in donor lunches on campus and in the community
16. Speak at community organizations and civic clubs on behalf of the university and as requested in associations and churches to promote the mission of William Carey University.
17. Assist in recruitment activities when conducting development and alumni visits.

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18. Execute direct day-to-day supervision of staff for the offices of alumni and advancement, excluding external relations.
19. Annually set and implement financial goals using Five-Column Models.
20. Develop and implement an annual plan with staff participation.
21. Participate in developing and implementing the strategic plan, annual budget, and evaluation of the department
22. Maintain appropriate communications within areas of responsibility.
23. Ensure that duties, responsibilities, authority, and accountability of all direct subordinates are defined and understood.
24. Develop and manage corporate and foundation campaigns.
25. Co-host religious conferences on campus that serves the needs of churches and associations of the Mississippi Baptist Convention. Assume the lead role in planning preaching conferences and leadership activities for pastors and church staff, especially bi-vocational events.
26. Participate in mission trips overseas and in the states to assist the Mississippi Baptist Convention in implementing the Great Commission.
27. Supervise the BSU personnel and activities.
28. Serve on university committees as assigned by the Committee on Committees or the president.
29. Plan and coordinate C-Day (Carey Day) in churches.
30. Coordinate speakers for annual association meetings and other church appearances.

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**Vice President for Institutional Effectiveness and Long Range Planning** - The Vice President for Institutional Effectiveness and Long Range Planning shall report directly to the President. The Vice President for Institutional Effectiveness and Long Range Planning primary responsibilities are as follows:

1. Assists the university in implementing the Statement of Purpose
2. Assists the university in implementing the long-range institutional and financial plans
3. Assist the Long-range Planning and Institutional Development Committee with the process of review and update annually of the Institutional Plan and the Financial Development Plan.
4. Monitor the planning and evaluation procedures of the university to ensure that the procedures are effective in improving the operations of the university.
5. Increase awareness of institutional effectiveness as the foundation of operational procedures.
6. Recommend to the Vice President for Academic Affairs and the President changes in planning and evaluation that can strengthen the institution.
7. Assist the Institutional Effectiveness Committee in monitoring the effectiveness process at the university.
8. Monitor the distribution of institutional data.
9. Annually assist in the effectiveness program in order to improve the university.

**Vice President for Student Services** - The Vice President for Student Services shall report directly to the President. The Vice President for Student Services primary responsibilities are as follows:

1. Assist the university in implementing the Statement of Purpose.
2. Assist the university in implementing the long-range institutional and financial plan.
3. Provide leadership, management, and administrative direction to the student services department which complements and supports the academic mission of the university.
4. Create, enhance, support, and coordinate activities that foster learning and development for students.

Work collaboratively with other administrators, faculty, staff, and students to create learning opportunities to integrate students' academic, civic, and community experiences and responsibilities.



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5. Assist with the university's efforts to create a student approach to recruitment and retention.
6. Oversee, promote, and accept ultimate responsibility for the following student services functions:
  - a. Career Services
  - b. Counseling Services
  - c. Disability Support Services
  - d. Residential Life
  - e. Security
  - f. Student Activities
  - g. Student Support Services
7. Prepare, recommend, and administer a budget for above student services functions.
9. Prepare, print, and distribute student handbook annually.
10. Represent the viewpoint of students to the President, Vice Presidents and other university personnel.
11. Initiate recommendations for the supervision of appropriate student conduct on campus and administer discipline.
12. Assume other duties as assigned by the President.

**Associate Vice President and Chief Financial Officer** - The Chief Financial Officer of the University shall report directly to the President. The Chief Financial Officer shall be responsible for the following:

1. Assist the University in implementing the Statement of Purpose
2. Assist the University in implementing the long-range institutional and financial plans
3. Provide a bond to the University to faithfully perform the duties of the office, and to account for all monies
4. Cooperate with any independent auditors or certified public accountants retained by the Board of Trustees for the purpose of conducting audits of the financial statements and accounts of the University, and shall make reports at all meetings of the Board of Trustees and the Committee on Budget, Finance, Investments, and Audits with respect to the financial condition and operations of the University
5. Evaluate annually the effectiveness of the Business Office to make improvements. The Chief Financial Officer has general oversight of all business and financial matters of the university. Other responsibilities are contained in the job description and organizational chart of the University.

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**Vice President for Medical Education and Dean, College of Osteopathic Medicine** - The Dean of the College of Osteopathic Medicine reports to the President and is the Chief Academic Officer directly responsible for the administration and leadership of programs leading to the awarding of the Doctor of Osteopathic Medicine (D.O.) degree.

1. Assist the University in implementing the Mission Statement.
2. Assist the University in implementing the long-range institutional, financial and strategic plans.
3. Responsible for securing external funding for construction of buildings, equipment, and endowment for the College of Osteopathic Medicine.
4. Provide for oversight for all academic matters concerning the College of Osteopathic Medicine.
5. Evaluate annually the effectiveness of the College of Osteopathic Medicine to make improvements in faculty, facilities and curriculum.
6. Evaluate annually the effectiveness of the Assistant and Associate Deans of the College of Osteopathic Medicine.
7. Uphold and implement all standards of the Council on Osteopathic College Accreditation of the American Osteopathic Association to maintain accreditation.
8. Supervise and evaluate the Chairs of all clinical sciences (Family Medicine, etc.).
9. Supervise and evaluate the Associate and Assistant Deans.
10. Oversee and manage the faculty and staff, and assure yearly evaluations are performed (Acts on recommendations made for hiring, promotion and release of faculty). Make recommendations to the President for hiring, promotion, and dismissal of faculty in the College of Osteopathic Medicine.
11. Oversee College of Osteopathic Medicine budget.
12. Is the Chief Academic Officer the College of Osteopathic Medicine.
13. Approve the selection and purchase of required texts, and equipment.
14. Sign Medical School evaluation forms for all graduates.
15. Mentor faculty and students to promote their growth and development.
16. Oversee all WCU-COM committees
17. Approve all affiliation agreements for educational partners.
18. Approve the students recommended to attend WCU-COM
19. Serve as an ambassador to the medical community and state divisional society.

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**Administrative Dean and Director of Business Services and Recruiting Coast Campus** - The Administrative Dean and Director of Business Services and Recruiting reports to the President. The Administrative Dean for the Coast Campus shall be responsible for the following:

1. Assist the University in implementing the Statement of Purpose.
2. Assist the University in implementing the long-range institutional and financial plans.
3. Responsible for the management and day-to-day operations for the following offices:
  - Recruiting/Student Marketing
  - Office of Admissions
  - Financial Aid Office
  - Business Office
  - Bookstore
  - Post Office
  - Grounds Maintenance
  - Housekeeping
  - Physical Plan/Facilities
  - Contract Campus Security

Responsibilities include: personnel management, administrative management, budgeting, financial management, and other duties as assigned by the President.

4. Participate in the annual evaluation of the effectiveness of all administrative and support offices.

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### ADMINISTRATIVE STRUCTURE, CONT. . .

**Director of Facilities, Grounds, and Maintenance** – The Director of Facilities, Grounds, and Maintenance shall report directly to the President. The Director of Facilities, Grounds, and Maintenance shall be responsible for the following:

1. Assists the University in implementing the Statement of Purpose.
2. Assists the University in implementing the long-range institutional and financial plans.
3. In charge of building services and maintenance efforts for all land and building assets at all campus locations. Direct the efforts and evaluate the results of work performed by various skilled trades, including HVAC, house service, plumbing, electrical, telecommunications, and mechanical service personnel. Implement construction projects, perform pre-construction planning, perform site inspections and participate in job finals. Administer contracts on an ongoing basis. Responsible for certification of contractor payment requests. Participate in joint inspections in correct deficiencies, resulting from audits by in-house and outside agencies such as insurance agencies, OSHA, safety reviews, operational reviews, environmental reviews and fire department inspections. Provide for planning and implementation of facilities required for special functions such as graduation, preview days, and requirements for public use of the college facilities. Budget for and monitor requirements of the Facilities, Grounds, and Telecommunications departments.
4. Participate in the annual evaluation of the effectiveness of the Physical Plant.

**Director of Intercollegiate Athletics - Job Summary:** The Director of Intercollegiate Athletics shall report directly to the President. The Director of Intercollegiate Athletics shall be responsible for the following:

1. Assists the University in implementing the Statement of Purpose.
2. Assists the University in implementing the long-range institutional and financial plans.
3. Provide leadership and oversee all areas of athletic department.
4. Evaluate annually the effectiveness of the Athletic Department in order to improve each area of responsibility.

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**Director of Information Technology & Coordinator of the New Orleans Campus** – The Director of Information Technology shall report directly to the President. The Director of Information Technology provides an essential perspective on ways in which information technology can advance the academic and administrative goals of the University. The Director of IT directs the staff in the Office of Information Technology Services and has responsibility for the planning and delivery of all academic and administrative technologies at the University's campuses in Hattiesburg, Gulfport, New Orleans and Keesler AFB. The Director of IT works collaboratively with members of the Carey community to achieve a technology environment that is user-focused, flexible, cost-effective, and secure. The Director of Information Technology and Coordinator of the New Orleans Campus shall be responsible for the following:

1. Assist the University in implementing the statement of purpose;
2. Provide ongoing assessment of the technology needs and goals of faculty, students, staff, and other members of the Carey community;
3. Develop annual and strategic plans to meet the institution's evolving technological objectives;
4. Identify staffing, budgetary and other technology resource requirements and develops creative approaches to meet these requirements;
5. Develop appropriate two-way communication channels between the IT organization and members of the University community;
6. Manage IT personnel including recruitment, training, coordination, internal communication, and performance evaluation;
7. Monitor IT operations and budgets to ensure optimal use of financial and other resources;
8. Monitor user satisfaction levels in collaboration with the Technology Committee;
9. Oversee the selection, procurement, maintenance, and replacement of central and distributed computing, networking, and telecommunications software and hardware;
10. Collaborate with the Technology Committee to establish policies, standards, guidelines, and security practices for information technology resources;
11. Coordinate allocation and use of technology spaces and infrastructure;
12. Review and authorizes all staff requests for hardware, software, and training
13. Oversee the maintenance and creation of databases, reporting solutions, and other data management resources in support of administrative operations;
14. Negotiate IT contracts and coordinates relations with vendors, government agencies, and other external entities;
15. Represent the interests of the University in local, regional, and national IT committees, organizations, and other collaborative efforts;
16. Maintain currency with technology trends applicable to higher education; Provide periodic reports on the status of Carey's technological posture to executive officers, the Board of Trustees, and the University community.

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### **ADMINISTRATIVE STRUCTURE, CONT...**

**Dean of Enrollment Management and Records** - The Dean of Enrollment Management and Records shall report directly to the President. The Dean of Enrollment Management and Records shall be responsible for the following:

1. Assists the University in implementing the Statement of Purpose.
2. Assists the University in implementing the long-range institutional and financial plans.
3. Specific job duties are as follows:
  - a. Oversee overall operations of the admissions, financial aid and registrar offices on three campuses.
  - b. Responsible for end of year close out of all federal funds and the appropriation of funds for the next year.
  - c. Responsible for the Circular A-133 Compliance Audit performed by the independent auditing firm.
  - d. Assist other employees as necessary.
4. Perform other tasks as deemed necessary for operation of the Financial Aid office and Registrar's office.
5. Participate in the annual evaluation of the effectiveness of the Financial Aid office and Registrar's office.

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### **SUBJECT: EMPLOYEE BENEFITS**

#### **POLICY STATEMENT**

It is the policy of William Carey University to provide specified benefits to eligible employees.

#### **PROCEDURES**

The following chart presents the eligibility of employees to participate in the University's benefit programs.

**Benefits Eligibility Chart**

	Holidays	Annual Leave (Vacation)	Sick/Personal Leave	Jury-Civic Duty Leave	Military Leave	Family Medical Leave	Sabbatical Leave	Leave of Absence	Education Benefits for Employees	Education Benefits for Dependents	Health Insurance Benefits	Retirement Programs	F.I.C.A. *	Workman's Compensation	Long-Term Disability Ins.	Group Life Insurance
<b>Employment Status</b>																
<b>Full-Time Employee – 12 Months</b> (Including those with faculty rank)	A	A	A	A	A	F	A	A	A	A	A	C	C	A	A	A
<b>Part-Time Employee</b> (Employed on a 12 month basis working less than 40 but more than 19 hours per week.)	B	B	B	A	A	F	B	B	B	B	E	C	C	A	E	E
<b>Part-Time Employee Working Less Than 20 Hours Per Week and Temporary Employee</b> (Employed on an established work schedule for a period not to exceed 4 ½ months.)	B	B	B	B	B	B	B	B	B	B	B	B	C	A	B	B

\*Optional for Ministers

#### **KEY:**

- A Fully Eligible
- B Not Eligible
- C Mandatory
- D Must work at least 20 hrs per week
- E Must work at least 30 hrs per week
- F Eligible-Unpaid Leave

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### **SUBJECT: FACULTY CONTRACTS**

#### **POLICY STATEMENT**

It is the policy of William Carey University to recruit faculty and other employees to fulfill the mission of WCU which is: to provide quality liberal arts and professional education programs within a caring Christian academic community. The individual student is encouraged to develop his or her highest potential in scholarship, leadership, and service. The University collaborates with churches, organizations, and individuals to affirm its Baptist heritage and namesake—William Carey.<sup>1</sup>

In accordance with the Mission Statement, the University exercises its legal right to employ only full-time and adjunct faculty who identify themselves as Christian.

#### **PROCEDURES**

##### *Credentials and Hiring*

All faculty are required to complete an *Application for Faculty Employment* (see attachment) and to submit an up-to-date *curriculum vitae* or résumé. These documents must be completed *prior* to the interview process with the dean or the site director, who determines whether an adjunct contract will be offered. Selection is not complete until all documents have been reviewed by the VPAA.

All faculty are required to ensure that *official transcripts* of all undergraduate and graduate work are sent to the following address prior to employment:

Office of Academic Affairs  
William Carey University  
498 Tuscan Avenue  
Hattiesburg, MS 39401-5499

In most cases, transcripts of completed degrees are what is necessary unless certain coursework in addition to a completed degree qualifies one to teach in a particular area. An *official transcript* is one mailed from the institution where the coursework was taken directly to the Office of Academic Affairs at William Carey University.

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<sup>1</sup> “Mission Statement for William Carey University.” The faculty approved the statement on April 24, 1998, followed by the board of trustees’ approval on May 14, 1998.

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### **SUBJECT: FACULTY CONTRACTS**

#### *Syllabus*

All faculty, including adjuncts, are responsible to follow the approved departmental syllabus for a course that they teach. Any additions or deletions of course content from the approved syllabus must be approved by the departmental chair or the dean of the school of instruction.

The syllabus must contain information about the goals and requirements of the course, the nature of the course content, and the methods of evaluation to be employed. The methods of instruction must be appropriate to the goals of the course and the students' capabilities.

#### *Textbooks*

Textbooks for all courses are selected by the full-time faculty in conjunction with the departmental chair or dean of the school of instruction. The departmental chair or the site director is responsible to order textbooks for all courses, and adjunct faculty may obtain a desk copy of the textbook(s) with the assistance of the departmental chair, dean, or site director. Adjunct faculty are required to use the departmentally selected textbooks.

#### *Class Meeting Times*

William Carey University offers its academic, semester-hour coursework on a *trimester* calendar, including the fall, winter, spring, and summer trimesters. Each trimester includes ten weeks of class, with additional time for final examinations. In addition, the University offers a limited number of intensive courses in the J-Term and May Term. Within the Summer schedule on the Hattiesburg campus, there are two five-week terms, known as Summer I and Summer II. Regardless of the length of the course, each semester hour of academic credit must meet for 750 minutes.

Below are listed the required meeting times for a typical three-hour course:

#### *Ten-Week Trimester*

MWF—75 minutes each session (1 hour and 15 minutes)

TTH—115 minutes each session (1 hour and 55 minutes)

MW—115 minutes each session (1 hour and 55 minutes)

Night Class—3 hours and 45 minutes on one night

Five-Week Term—Daily Meeting for 90 minutes (1 hour and 30 minutes)

Two-Week Term—Daily Meeting for 3 hours and 45 minutes each day plus assignments that extend the course for a third week

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Courses that involve laboratories must meet for the required 750 minutes per semester hour of academic credit *plus* the lab session(s) that may be 2-4 hours per week. The departmental chair or site director determines the length for laboratory sessions.

All faculty are expected to meet class for the full amount of the time scheduled.

#### *Advisement of Students*

All regular faculty will maintain office hours during which they will be available to students. The adjunct faculty member is expected to be available to students before and after their classes so that students' questions about the course and/or requirements may be resolved. Adjunct faculty are not expected to advise students regarding their academic schedules. Rather, students should be referred to their departmental chair, dean, or site director for advisement.

#### *Student Records and Grades*

All faculty, including adjuncts, are expected to maintain accurate records of class attendance and student performance, and promptly to present this information to various offices of the University as requested. In addition, all faculty are expected, upon request, to transmit information to students from the offices and officers of the University.

Grades must be submitted promptly to the Registrar as requested. ***The University policy, in keeping with the "Family Educational Rights and Privacy Act" (PL 93-380; commonly known as the Buckley Amendment) does not permit any faculty member, full-time or adjunct, to post grades in a public location, either by student name, number, or any other means of categorization.***

#### *Supplies and Equipment*

All faculty including adjuncts should request any needed supplies or equipment through the departmental chair, the dean, or the site director. If possible, advance notice of needs should be given. Photocopying is available at various sites on campus; see the departmental chair, dean, or site director to process requests for copying.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA  
Number: 102

Page:

Issued: November 1996

Revised: 12/97; 5/98

Revised/Approved: 11/6/08

### **SUBJECT: FACULTY CONTRACTS**

#### *Evaluation and Governance*

All faculty, full-time and adjunct, are evaluated by the students they teach during the ninth week of each trimester. The evaluation instrument, which includes specific instructions, is distributed by the director of institutional research to each dean who ensures the completion of the forms according to the instructions. The results of these evaluations are mailed directly to all faculty after the results are tabulated; a permanent copy of the results is retained in the faculty member's personnel file in the Office of Academic Affairs, Hattiesburg campus.

#### *Adjunct Faculty*

Adjunct faculty are responsible to the departmental chair, the dean of the school of instruction, or the site director. Adjunct faculty who teach on a regular basis (i.e. more than one course per academic year) must undergo peer evaluation in their department of instruction. The departmental chair or dean is responsible for these peer evaluations, including the selection of the evaluator.

Undergraduate adjunct faculty must meet the same credentials requirements as full-time faculty. All faculty teaching at the undergraduate level must hold a master degree and have at least eighteen (18) graduate semester hours in the teaching discipline. Persons holding a terminal degree in the teaching field are given preference for any available adjunct position. On the graduate level, a terminal degree in the teaching field is required. Adjunct faculty must demonstrate oral and written communication in the language in which the assigned courses are taught.

The selection of adjunct faculty includes the approval by the departmental chair and the dean of the school of instruction, or the site director, and the vice president for academic affairs. Typically, an adjunct instructor is interviewed by the departmental chair, the dean of the school of instruction, or the site director.

#### *Adjunct Faculty Contracts*

Adjunct faculty contracts are issued after classes begin, and are not official until issued by the University and signed by the adjunct faculty member. A limited number of circumstances may result in the class being reassigned or withdrawn from the schedule. These circumstances are: 1) cancellation of a class due to low enrollment or budgetary reasons, or 2) reassignment of the class to a full-time faculty member. Payment is due to the adjunct faculty member upon completion of the course and is rendered on the 15th of month or the end of the month.

Adjunct faculty are paid in the form of an honorarium. Federal, State, and FICA taxes are deducted. The University will issue a W-2 income statement after January 1 of the following year for all monies paid to an adjunct instructor.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

Number: 104

Page:

Approved: Trustees 4/23/09

### **SUBJECT: PERFORMANCE EVALUATIONS: ADMINISTRATION AND STAFF**

#### **POLICY STATEMENT**

It is the policy of William Carey University that administrative and staff performance evaluations will be conducted annually beginning in January and completed prior to the date for contract renewals. Evaluations will be used in determining promotions, pay adjustments, and continued employment at William Carey University.

#### **PROCEDURES**

The person who directly supervises an employee will evaluate his/her performance. In some cases where a direct supervisor is not familiar with all areas of an employee's job, another supervisor will also evaluate the employee's performance. Employees will have an opportunity to see, discuss, and sign their evaluations during the performance evaluation interview conducted by their supervisor. This is an interview process for employees to discuss openly their evaluation and job performance with their supervisor. The employees may submit a written response to be filed with their evaluations. Performance evaluations will be based on the following:

- \* Is committed to the Christian mission of William Carey University.
- \* At all times reflects Christian integrity and values to colleagues and students.
- \* Arrives to work on time; remains to closing time.
- \* Maintains a neat appearance and good personal hygiene.
- \* Exhibits good interpersonal skills by maintaining a positive attitude toward students, visitors and other employees.
- \* Builds relationships by being courteous and helpful to students, visitors and other employees.
- \* Works well with others and contributes to the accomplishment of departmental goals.
- \* Does more than expected, gets involved and goes beyond their assigned role.
- \* Receives constructive criticism well.
- \* Exhibits a strong work ethic.
- \* Is self-motivated and anticipates needs.
- \* Meets deadlines and reports promptly.
- \* Develops goals and alternatives for accomplishing tasks.
- \* Demonstrates competence in required job skills and knowledge.
- \* Work is accomplished with accuracy, speed, clarity, consistency and thoroughness.
- \* Solves problems and takes action.
- \* Gives feedback for continuous improvement of work product.
- \* Is active in church/community service.
- \* Participates in campus events including religious emphases (chapel, preview day, homecoming, convocations, commencements, etc.).
- \* Is actively involved in contributing to the school's/department's Institutional Effectiveness Program.
- The employee's job description.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

Number: 104

Page:

Approved: Trustees 4/23/09

### **SUBJECT: PERFORMANCE EVALUATIONS: ADMINISTRATION AND STAFF**

#### **Terms/Conditions**

All staff employees are required to serve on a six (6) month probationary basis. The probationary period shall be utilized by the department head for observing closely the employee's work and serves as a means of training or rejecting an employee whose performance does not meet required standards. The supervisor will complete an employee performance evaluation at the end of the probation period and make a recommendation to continue employment, request to extend probation or terminate employment. This letter, along with a copy of the performance evaluation, will be provided to and serve as notification of the employee's status to the personnel office.

Supervisors are responsible for initiating termination if a staff member's performance is not acceptable. The employee will be given a written notice from the supervisor if probationary termination is necessary. The President may extend the one-hundred-eighty (180) day probationary period upon the recommendation of a supervisor. Completing the probationary period is not a guarantee of continued employment.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

Number: 105

Page: 1

Approved: Trustees 11/6/08,  
4/23/09

### **SUBJECT: DISCIPLINARY PROCEDURES AND TERMINATION OF EMPLOYMENT**

#### **POLICY STATEMENT**

It is the policy of the University that supervisory efforts should concentrate on preventing serious personnel problems from occurring rather than on disciplining employees. However, certain standards of performance and conduct must be maintained in any work group. For this reason, the University shall have the right to discipline or discharge an employee for cause.

#### **PROCEDURES**

When the facts indicate that an employee has failed to perform either in work or by conduct in accordance with requirements, the supervisor should discuss the matter with the employee privately and should fully explain what is expected. The supervisor will give the employee a stipulated verbal warning with documentation of this warning included in the personnel file. A second offense of the same nature will be cause for a formal written warning in which the supervisor will refer to the first incident. This warning will be issued to the employee with a copy placed in the personnel file.

Termination of Employment – At any time during the probationary period, employment may be terminated immediately by either party. A written notice will be required. The following procedures outlined in the remaining paragraphs under this title do not apply to probationary personnel.

When an employee wishes to terminate, a notice of ten (10) working days is requested from all non-contracted personnel and a notice of twenty (20) working days is requested of all contracted personnel. In the absence of a valid reason for requesting release on the part of the employee and/or when release would affect an extreme hardship on the University, the University reserves the right to refuse a release for contracted personnel during the period of the contract.

Dismissal of employees for cause may be affected by the immediate administrative supervisor but must be cleared with the President. The dismissal of contracted administrative and staff personnel may be initiated upon the recommendation of the immediate supervisor but requires the action of the President. Two (2) week's notice of dismissal normally is given, but discharge without prior warning may be justified for very serious offenses.

An employee may be discharged for such cause as violation of University rules, gross negligence, insubordination, habitual tardiness, unauthorized absences, or unacceptable behavior.

Whenever it becomes necessary to reduce personnel in the University because of lack of funds or because of major changes in duties or organization, a thirty (30) day notice will be given to the affected employee(s).



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

Number: 106

Page:

Approved: Trustees 4/23/09

### SUBJECT: LEAVE AND VACATION

#### POLICY STATEMENT

It is the policy of William Carey University to provide leave and vacation time to eligible employees (see chart).

#### PROCEDURES

##### **Leave Request**

Employees will schedule leave with their immediate supervisor by filling out a leave request form. At the end of each month, each supervisor will use those forms to fill out a monthly attendance report for submission to the personnel office. The personnel office will return to each department a report listing all remaining leave for each employee.

##### **Annual Leave (Paid Vacation)**

Only twelve-month full-time employees are eligible for paid vacation benefits in accordance with the Benefit Eligibility Chart. Full-time employees are eligible for vacation time *accrued in the prior calendar year* after the completion of six (6) months of continuous employment. *For example: An individual who began employment on September 1, 2005 would have accrued two days of vacation time through December 31, 2005. In this example the employee's sixth month of service would be February, 2006. Therefore, the two days of vacation earned in 2005 must be taken between March and December of 2006. Starting January 1, 2007 the employee would be eligible for five days of vacation time that was earned in calendar year 2006.*

*The vacation year is a calendar year that starts January first and ends December 31. Vacation time is determined by the number of months worked during the calendar year. All vacation time accrued during a calendar year must be taken by December of the following year.* Unless the University approves it, employees will not be paid for unused vacation time.

Full-time employees accrue vacation leave based on the following scale:

First two calendar years of employment:	.5 days per month up to 5 work days per year
Third through fifteen years:	1.0 day per month up to 10 work days per year
Over fifteen years:	1.5 days per month up to 15 work days per year

Employees who are terminated, resign, or retire are entitled to earned vacation provided the employee has completed at least six (6) months of continuous employment.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

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Approved: Trustees 4/23/09

### SUBJECT: LEAVE AND VACATION

Vacation time must be arranged by the employee with the employee's supervisor. It is then the supervisor's responsibility to notify the appropriate vice president (if other than the supervisor) who in turn will advise the President. Preference will be respected wherever practicable; however, the University reserves the right to deny requests which may jeopardize the operation of the University. Employees should not make travel plans or deposits on accommodations prior to receiving approval for vacation.

#### **Personal/Sick Leave Policy**

The University values its employees and realizes that at certain times employees will be absent from work due to illness, injury or personal business needs. The University provides a paid personal/sick leave policy to help protect employees against loss of income during these times. Twelve-month full-time employees begin to accrue personal/sick leave at the end of the first full month of employment. A full-time employee becomes eligible to use leave after six (6) full months of continuous employment. Full-time 12-month employees accrue sick leave at the rate of 8 hours per month up to a maximum accrual of 720 hours (90 days) and **the University encourages employees to accumulate this leave for times of emergency and extended illness.** Sick leave may be granted for personal illness, care of a sick family member, pregnancy and related issues, maternity leave following the birth, adoption or placement of a child, dental and eye care examinations and required medical examinations, or inpatient/outpatient treatment in approved centers for substance abuse, psychiatric or counseling care. Whenever possible, leave should be scheduled in advance with the employee's supervisor. No more than 16 hours of personal leave may be taken in a calendar month. *Employees will not be compensated for unused personal/sick leave upon termination of employment.*

In addition, up to 40 hours of accumulated sick leave may be used each calendar year for a death in the immediate family, temporary care of immediate family members, or a call to state active duty for military reserve or annual national guard training.

- (a) **Advanced Leave.** An employee may request advanced vacation or sick leave for extended time off needed to recover from a major illness or injury not to exceed 19 working days (152 hours) per calendar year. An employee must have worked at least one year before becoming eligible for this privilege. Before advanced vacation or sick leave is granted, an employee must have used all of his/her accumulated sick leave and vacation leave. *The request for advanced leave form must be completed and submitted along with a cover letter to the personnel office to be forwarded to the Office of the President. Advanced Leave forms are located in the personnel office.* Requests will be answered in writing within one work week.

If the request is granted, the amount of time that is advanced will be charged to subsequent accrued vacation and sick leave and/or payroll deduction. In other words, advanced leave time must be paid back with future earned vacation and sick days or deducted from future pay.

- (b) **Unpaid Leave.** Once an employee has exhausted all vacation, sick leave, and advanced leave, he or she will be placed on unpaid leave under the Family Medical Leave Act of 1993. Leave status (paid and unpaid) for an employee will be for a maximum period of twelve (12) weeks. Accrued sick leave and vacation time are the only forms of paid leave.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

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Approved: Trustees 4/23/09

### SUBJECT: LEAVE AND VACATION

- (c) **Long-Term Disability.** The University provides long-term disability coverage for all full-time employees, which may pay a *loss of income benefit to employees who are absent from work, for more than 90 days, due to sickness or injury. This policy has a 90-day elimination period and will not pay benefits until after the 90 day period has expired.* To receive this benefit, an employee must **file a claim** and **qualify** for the benefit under the terms of the policy. The insurance carrier determines who is qualified to receive this benefit. Long-term disability claim forms are located in the personnel office.
- (d) **Job Related Illness.** Employees who are absent from work due to a job related illness or injury and collecting workers' compensation benefits will be entitled to use earned sick leave to supplement workers compensation benefits up to 100% of their salary. The combined sick leave and workers' compensation pay can never exceed 100% of regular salary. Proof of workers' compensation benefits must be furnished to the personnel office.
- (e) **Short-Term Disability.** The University offers a short-term disability policy through its cafeteria plan for employees who choose to participate through payroll deduction. Information on this policy may be obtained from the personnel office.

### Family and Medical Leave Act of 1993

In compliance with federal law, William Carey University offers up to twelve (12) weeks of unpaid family and medical leave to its eligible employees.

Under federal law, employees are eligible for leave if they have worked for the University for at least twelve (12) months and, during that time, logged a minimum of 1,250 hours of service to William Carey University. The University guarantees its eligible employees a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period for the following purposes: 1) caring for a child following birth, adoption, or placement in the employee's home for foster care; 2) caring for a spouse, child or parent who has a serious health condition; or 3) recovering from a serious health illness or injury rendering the employee unable to perform job responsibilities.

Leave for childcare must be taken within twelve (12) months of the date of birth, adoption or placement.

Employees requesting leave will be required to use accrued vacation days or other personal leave time as part of the twelve (12) week leave.

The employee is obliged to give at least thirty (30) day notice of any foreseeable need for extended leave.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

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Approved: Trustees 4/23/09

### **SUBJECT: LEAVE AND VACATION**

At the University's request, eligible employees requesting leave must provide certifications by medical professionals documenting the health conditions of the employee, spouse, child, or parent. At its own expense, the University may require the employee to secure second and third medical opinions should the University believe there is reason to doubt the validity of the initial certification.

During the leave period, the University will continue to pay its share of the employee's premium payments under William Carey University's group health insurance plan. Employees must reimburse the University the amount of these premium payments if they do not return to work at the expiration of the leave period.

Upon return from leave, employees are entitled to their former position or an equivalent position with equivalent pay and benefits. However, the University may, at its discretion, deny employees who are among the highest paid ten percent of the University's personnel the right to return to their job if the denial is necessary to prevent substantial and grievous economic injury to the operations of the University.

#### **Jury Duty and Civic Duty Leave**

When called for jury duty and while serving as a juror, full-time and part-time salaried employees receive time off. Verification of jury service must be submitted to the supervisor to be filed with the appropriate monthly attendance report. Except in unusual circumstances, other civic duties should be performed during off-duty hours.

#### **Maternity Leave**

Maternity Leave is granted in accordance with the Family and Medical Leave Act of 1993.

#### **Sabbatical Leave -**

##### **a. With salary**

The University recognizes the value of making it possible for its personnel to obtain leave for the purpose of engaging in activities of professional value that could not otherwise be undertaken. When circumstances warrant, full-time personnel who have served the University effectively for a minimum of five (5) continuous years may apply for leave. In no case will such leave exceed six (6) months with full salary or one (1) year with half salary. Administrators and staff members are eligible to apply.

Sabbatical leave is not automatic. Sabbatical leave is granted by the President with approval of the board of trustees following receipt of a letter of request addressed to the President, and bearing the written approval of the dean, department head or administrative division head involved. Final approval or disapproval is to be given in writing by the President.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

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Approved: Trustees 4/23/09

### SUBJECT: LEAVE AND VACATION

Sabbatical leave shall be limited at any one time to not more than five (5) percent of the total eligible employees. In the case where an employee received a salary, grant, stipend, or other compensation from another source while on leave, the University will reduce the usual salary accordingly. Employees granted sabbatical leave must serve a minimum of one (1) additional contract year following expiration of the leave or repay the salary paid during the leave period.

#### b. Without salary

Professional leave without pay is subject to the same policies as sabbatical leave with pay except that part pertaining to salary payment. When on unpaid sabbatical leave, an employee may continue to participate in certain employee benefit programs, such as the group health insurance plan. The employee must pay the total cost of participation while on leave without pay. The employee is responsible for making arrangements with both the insurance company and the personnel office so that benefits can continue during the absence.

Plans for sabbatical or professional leave should not be made until first obtaining approval for such leave.

#### **Leave of Absence** (without Salary)

Leave of absence without compensation may be granted at the discretion of the President for good cause to any full-time employee after the employee has been employed for not less than one (1) year. Failure to abide by the terms of a leave of absence or to return to work as agreed will be considered a resignation. Good cause includes the employee's desire to be with a newborn or newly adopted child.

When on leave of absence without pay, an employee may continue to participate in certain employee benefit programs, such as the group health insurance plan. The employee must pay the total cost of participation while on leave without pay. The employee is responsible for making arrangements with both the insurance company and the personnel office so that benefits can continue during the absence.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA  
Number: 107

Page:

Approved: Trustees 2/12/09  
Revised: 4/23/09

### **SUBJECT: NON-DISCRIMINATION POLICY**

#### **POLICY STATEMENT**

As stated in Article XIV of the Bylaws of William Carey University, "In administering its affairs, the university shall not discriminate against any person on the basis of race, color, national or ethnic origin, sex, age, gender, or disability. However, in the University's employment of faculty, the university shall implement its free exercise of religious rights under the First Amendment of the United States Constitution." To assure compliance with Standards (currently standards 2.8 and 5.6) of the Commission on Osteopathic College Accreditation (COCA), in administering its affairs the College of Osteopathic Medicine (COM) will not discriminate on the basis of race, gender, color, religion, creed, national origin, age or disabilities.

In order to comply with IRS regulations, the following statement is included: William Carey University admits students of any race, color, national and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school. William Carey University does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

#### **PROCEDURES**

1. The vice president for academic affairs is designated as the responsible individual to assure non-discrimination and to investigate complaints relating to discrimination.
2. William Carey University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in policies, scholarships and loan programs, and athletic and other school-administered programs.
3. The Non-Discrimination Policy shall be publicized in university publications and at least annually in a general circulation newspaper.



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

Number: 108

Page:

Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: EMPLOYEES – CONFLICT OF INTEREST**

#### **POLICY STATEMENT**

All employees of William Carey University have an obligation to act in the best interests of the University and must not permit outside financial and/or personal interests to interfere with that obligation.

#### **CONFLICT OF INTEREST**

A conflict of interest, including an apparent conflict, exists whenever an employee, or any member of an employee's immediate family (spouse, child, brother, sister, parent, grandparent, grandchild, and the respective spouse of the foregoing or any person residing within the employee's household) has a significant relationship, whether economic or otherwise, as owner, investor, officer, director, trustee, partner, employee, consultant, or recipient of a gift (whether in money, goods or services, for a value greater than \$100 whether received directly or indirectly) with any entity (person, firm, corporation, organization) that supplies or receives funds, goods, services, or required approvals to or from the University, or proposed to do so in the future.

A conflict can also occur if an employee has a continuing relationship with any other entity engaged in the delivery of educational or other services that fall within the scope of the University's activities or which may influence the exercise of the employee's professional judgment on behalf of the University.

It is understood that not all interests and financial relationships represent conflicts, and not all conflicts are forbidden.

#### **DISCLOSURE OF CONFLICTS**

If a situation arises that could present a conflict of interest, the employee must make full and immediate disclosure of the relevant information to the president, in writing.

In addition, the president and all vice presidents, and any other employee the president may designate, shall be required to complete and forward a written disclosure of any potential conflicts of interest annually to the president, and the president, to the Chairman of the Board of Trustees.



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA  
Number: 108

Page:

Approved: Board of Trustees,  
August 7, 2008

### SUBJECT: EMPLOYEES – CONFLICT OF INTEREST CONT...

#### OFFICER AND KEY EMPLOYEE DISCLOSURE OF POSSIBLE CONFLICT OF INTEREST

I have read and understand the William Carey University Employee Conflict of Interest and Commitment Policy and the University's Student Loan Code of Conduct, and I will conduct myself so as to comply with the policy and the code, and I will promptly take the initiative to disclose any conflicts which may occur or violations I may commit.

I offer the following answers to the posed questions:

1. Are you aware of any conflict of interest which you may have, as defined by the letter and spirit of the Policy, and have you committed any violation of the Code of Conduct which you have not reported to the President in writing?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please elaborate. \_\_\_\_\_  
\_\_\_\_\_

2. During the past twelve months, did you or a member of your immediate family as defined in the policy receive any gifts, gratuities, services, consideration, loans, or things of value or loans from any source from which the University buys goods or services or otherwise has significant business dealings, or which might be reasonably perceived as possibly influencing your judgment regarding the business and activities of the University?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please list such gifts, etc. here.

Name of Source	Item	Approximate Value
----------------	------	-------------------

\_\_\_\_\_

3. Identify any interest or position which you or a member of your family as defined in the policy, directly or indirectly, hold in any outside concern from which the University receives goods or services, or that provides services competitive with the University.

\_\_\_\_\_ None

\_\_\_\_\_

4. Identify any employment which may be in conflict with your duties as an employee to be loyal to the University.

\_\_\_\_\_ None

\_\_\_\_\_

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

Number: 108

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Approved: Board of Trustees,  
August 7, 2008

### SUBJECT: EMPLOYEES – CONFLICT OF INTEREST CONT...

5. In the past twelve months, has the University, directly or indirectly, engaged in any of the following acts with you or a member of your family or with any taxable organization with which you are affiliated as an officer, director, trustee, majority owner, or principal beneficiary: Sale, exchange, or leasing of property by the University; lending of money or other extension of credit by the University; furnishing of goods, services or facilities by the University; payment by the University of compensation (or payment or reimbursement for expenses if more than \$1,000); transfer by the University of any part of the University's income or assets. If yes, please attach explanation.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

6. The following three questions are asked for information needed for institutional certification under federal law, and are not related to conflict of interest. If the answer to any of the questions is "Yes," please attach an explanation.

- A. Are you currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from dealings defined by any Federal department or agency as a covered transaction?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

- B. Within the past 20 years have you had a criminal or civil judgment rendered against you for commission of fraud in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

- C. Are you currently convicted, under indictment, or have you previously been convicted or otherwise criminally or civilly charged by a governmental entity, federal, state or local, with commission of any of the offenses enumerated in question 6B above?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

7. Within the past three years have you had one or more public transactions (federal, state or local) terminated for cause or default?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

I certify that the foregoing information is true and complete to the best of my knowledge.

\_\_\_\_\_  
Names (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA  
Number: 109

Page: 1

Approved: Board of Trustees  
2/12/09

### **SUBJECT: ADMINISTRATIVE CONTRACTS AND AGREEMENTS**

#### **POLICY STATEMENT**

It is the policy of William Carey University to enter into contracts and agreements necessary for the functioning of the university. All contracts for the purchase or sale of university property, construction of major university buildings, and other agreements specifically referenced in the bylaws or otherwise obligating the university for an extended period of time must be approved by the Board of Trustees or the executive committee acting on behalf of the board. Routine administrative contracts and agreements are permitted with the approval of the president. Examples of such agreements include: post office services, routine maintenance repairs, temporary consultants, clinical agreements, athletic conference tournaments, and any other matter of a routine nature that does not bind the university for an extended period of time nor demands extensive resources. All such agreements will be kept on file in the appropriate office and a copy available for inspection by authorized individuals.

#### **PROCEDURES**

1. When the need for any contract covered under this policy arises the responsible party shall confer with the president to determine the appropriate level of approval.
2. Any question regarding contracts will be submitted to the university's legal counsel for review.
3. Any contract for major construction must be approved by the Board of Trustees.
4. All contracts obligating the university must be signed by the president and/or chairman of the Board of Trustees as appropriate.
5. Contracts that do not receive approval as stipulated in this policy are null and void.



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

Number: 110

Page: 1

Issued: Trustees, April, 1998

Revised/Approved: 11/6/08

### **SUBJECT: UNIVERSITY PUBLICATIONS**

#### **POLICY STATEMENT**

It is the policy of William Carey University that all materials (magazines, brochures, flyers, form letters, etc.) published for external distribution must be reviewed and approved by the Publications Review Council.

#### **PROCEDURES**

The membership of this council includes the president (Dr. King), the vice president for academic affairs (Dr. Breland), the vice president for institutional effectiveness and long range planning (Dr. Crockett), and the executive assistant to the president (Ms. Hamilton).

1. Materials related to the Coast campus must also be reviewed by the administrative dean of the coast campus.
2. Materials related to the New Orleans campus must also be reviewed by the dean of the New Orleans nursing program.

Proposed materials should be submitted to Ms. Barbara Hamilton who will distribute them to the other members of the council.

When the draft has been approved by two or more Publications Review Council members, the executive assistant to the president (Mrs. Hamilton) will notify the individual and the desktop publishing coordinator to proceed with publication.

#### **WCU PUBLICATIONS**

*Faculty Handbook*

*Administrative and Staff Handbook*

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: GA

Number: 111

Page:

Issued: Trustees May 14, 1998

Revised/Approved: 11/06/08

### **SUBJECT: COMPLAINT TO SACS AGAINST WILLIAM CAREY UNIVERSITY**

#### **POLICY STATEMENT**

In accordance with the Southern Association of Colleges and School's requirement, William Carey University establishes the following policy and procedure to handle complaints. "Complaint" herein refers to a complainant's (i.e. student, faculty, staff, or interested party) written and signed letter that the University is in significant non-compliance with *Criteria for Accreditation*. The policy is sited in University catalogs and student handbooks and complete copies are available in the Offices of the President, Vice President for Academic Affairs, Vice President for Student Services, Dean's, and the Registrar.

#### **PROCEDURES**

1) The institution hereby makes available the following addresses to anyone who wishes to register a complaint with SACS against William Carey University:

Dr. Joseph Silver, Vice President  
Commission on Colleges  
Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, GA 30033-4097

President/Chief Executive Officer  
William Carey University  
498 Tuscan Avenue Box 1  
Hattiesburg, MS 39401-5499

2) Any complaint against William Carey University to SACS will be dealt with by the president/chief executive officer of William Carey University. A complaint registered with the president will be copied to SACS, and the procedure outlined herein will be followed.

3) The University will not respond to accreditation complaints unless they are formal, written complaints. The complaint must include:

- a) a specific, brief statement of the complaint,
- b) identification of the section(s) of *Criteria for Accreditation* with which the complainant believes the University is in non-compliance,
- c) evidence that the complainant believes supports (b)

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### **SUBJECT: COMPLAINT TO SACS AGAINST WCU CONT...**

- 4) As soon as the president receives the material in #3 above, the president will furnish a copy of this policy to the complainant and set a meeting with the complainant to hear the complaint.
- 5) If the complainant does not furnish the documentation outlined in #3 above, the president will not hear the complaint, and the University will not consider the complaint.
- 6) During the hearing, the president may invite other institutional officers to hear the complaint. The complainant also may have present a person to witness the hearing.
- 7) Upon receipt of a complaint (i.e. #3 above), the president will contact the Vice President of the Commission on Colleges, SACS, in order to assure the accrediting body of William Carey University's commitment to deal forthrightly with all complaints.
- 8) The president's contact with the Vice President of SACS will be followed by a letter to the complainant informing the complainant of the institution's prompt and forthright dealing with the complaint.
- 9) After receipt of the complaint and the hearing of the complaint, the president will—within 30 days—formulate a written response to the complainant; a copy of this response will also be copied to SACS.
- 10) The president will inform the complainant of any actions that the institution may or may not have to complete in order to resolve the complaint.
- 11) The president will ensure that no punitive actions are taken against the complainant who may choose to register a complaint to SACS against William Carey University.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

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Approved: Trustees 11/6/08

### **SUBJECT: COMPUTER BACKUP**

#### **POLICY STATEMENT**

It is the policy of William Carey University to protect against loss of data in the event of equipment malfunction, natural disaster, sabotage, or any other cause by providing for backup of critical data.

#### **PROCEDURES**

The purpose of this policy is to provide backup of all critical university data, in order to provide recovery of that data in the event it becomes necessary. The university IT department is responsible for the backup and protection of the following data sources:

- 1) System State – Group policy and user account information from Active Directory.
- 2) CAMS – Student Information System
- 3) Fundware – Financial Information System
- 4) Exchange Mailboxes
- 5) WCU Website
- 6) Student Support Services Database
- 7) Internal Shared Documents
- 8) SharePoint Services
- 9) Business Office Shared Documents

#### **1. General Server Backup**

Scheduled tasks run on each server to take snapshots of the data sources which are saved in a dedicated partition on each machine.

4.1.1 These individual backup files are swept to a central data store in the equipment room

4.1.2 This central store is swept to an alternate location store on the Hattiesburg campus

4.1.3 In addition, data from the CAMS student information system is swept each night at midnight to a co-location facility in Birmingham, Alabama

#### **2. Individual Personal Computer Backup**

It is the responsibility of each user to make backups of his/her PC at regular intervals

#### **3. Faculty, Staff and Students**

Any faculty, staff or student who fails to backup their PC are at risk to lose their data.



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## WILLIAM CAREY UNIVERSITY

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Approved: Trustees 11/6/08

### SUBJECT: POLICY ON POLITICAL ACTIVITY

#### POLICY STATEMENT

The university is a nonprofit institution of higher education and is a charity regulated by Section 501(C)(3) of the Internal Revenue Code. As such, the university is prohibited from participating or intervening in any political campaign of a candidate for public office. All employees and students are expected to act in harmony with this restriction upon the university, and avoid the appearance of policy, practice, or conduct by the university which is inconsistent with this restriction.

Students are free to express their individual and collective political views provided they make clear that they are not speaking for or in the name of the university. However, endorsement of a particular candidate by a recognized student organization is not permitted. Any employee who endorses a political candidate shall exercise care that his endorsement is not to be understood as an endorsement by the university. Student, faculty and administrator expressions of their personal endorsement of political candidates to others in the university community should be made with respect for the opinions of others, should be guarded so as not to be intimidating or harassing, and should in all respects be professional.

The appearance of candidates for public office on campus is encouraged so long as it is for an educational purpose. Such appearances may only occur upon the approval or invitation of the president, upon recommendation of any faculty, student, or administrator, and in the event that one candidate for office is permitted to appear on campus, all viable candidates for the office will be given an equal opportunity. In any event that an active candidate for office is permitted to appear on campus the event shall begin with a clear statement that the university does not support or oppose the candidate.

This policy is not intended to restrict the university from expressing its position on principles or beliefs that are identified with traditional Judeo-Christian teachings and are consistent with the Mission Statement and Core Values of the University.

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## WILLIAM CAREY UNIVERSITY

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Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: DRUG-FREE WORK PLACE**

#### **POLICY STATEMENT**

William Carey University has adopted a policy of maintaining a drug-free workplace. All employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Any employee violating this prohibition will be subject to termination.

#### **PROCEDURES**

As a condition of employment, all employees will abide by the terms of this statement and will also notify the William Carey University administration within (5) days of being charged with violation of any drug statute. University officials will monitor the charges until final disposition. An employee may be suspended, with pay, pending the outcome of such criminal charges. (Conviction of such charges will result in termination of employment)

For information on available drug counseling and rehabilitation, please contact the Office of Student Services.

#### **WCU PUBLICATIONS**

*Faculty Handbook*

*Administrative and Staff Handbook*

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## WILLIAM CAREY UNIVERSITY

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Approved: Trustees 11/6/08

### **SUBJECT: WHISTLEBLOWER POLICY**

#### **POLICY STATEMENT**

It is the policy of William Carey University to use its best effort to protect whistleblowers from retaliation.

#### **PROCEDURE**

In keeping with the mission and purpose of William Carey University the Board of Trustees seeks to maintain high standards of conduct and ethics. All trustees, employees, and students are encouraged to report fraudulent, dishonest or illegal conduct pursuant to the procedures set forth in these procedures.

It is the intent of William Carey University to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the University's goal of legal compliance.

Any person who has a reasonable concern about fraudulent, dishonest or illegal use or misuse of William Carey University resources or property should report their concerns to the president, chief financial officer or the chair of the Board of Trustees. Reports should be in writing, should contain enough information to substantiate the concern and allow appropriate investigation to begin, and should be signed by the individual making the complaint.

William Carey University will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of William Carey University that the employee reasonably believes is in violation of a law, policy, or regulation mandated in pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment. This protection shall likewise apply to an employee ("whistleblower") who in good faith, has reported another individual or entity with whom William Carey University has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

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Issued: Trustees, Feb. 7, 2008

### **SUBJECT: SOLICITATION ON OR ACCESS TO CAMPUS BY OUTSIDE INDIVIDUALS OR GROUPS**

#### **POLICY STATEMENT**

It is the policy of William Carey University that solicitation by outside groups, or access to WCU property by outside groups, shall not be permitted unless such activity is by invitation of William Carey University and contributes to the achievement of the mission of William Carey University. In cases where solicitation or distribution by outside groups has been authorized, such authorization will be revoked where any activities or conduct by outside groups results in the disruption or interference with university, administrative, educational, or operational activities. The university will not, under any circumstances, provide any access to outside groups whose activities, in the judgment of designated university officials, are inconsistent with the stated mission of William Carey University.

For purposes of this policy “solicitation” shall mean commercial and non-commercial activities, including, but not limited to, campaigning, canvassing, demonstrating, distributing or posting books, coupons, flyers, leaflets, literature or other documents, lecturing (outside of regularly invited and approved speakers for scheduled courses), petitioning, or selling.

The purpose of this policy is to ensure that any solicitation or distribution on university property by an outside group does not interfere with the university’s commitment and mission to provide quality higher education and related activities to its students. Access and regulation of non-university related individuals, groups or organizations on all WCU property is intended to safeguard the health, safety, and freedom from harassment of university personnel, students, and guests.

#### **WCU PUBLICATIONS**

##### *The Redbook*

A request to distribute information (advertise) to students and university departments must be submitted and approved by the office of student services prior to solicitation. Persons requesting approval should mail or present in person samples of all material to student services before any distribution or set-up takes place. The office of student services is located in Lawrence Hall; the telephone number is 601-318-6188; e-mail [bwaldrip@wmcarey.edu](mailto:bwaldrip@wmcarey.edu).

Similar requests for the Tradition campus should be submitted to the administrative dean of the campus at 228-897-7102; e-mail [jbracey@wmcarey.edu](mailto:jbracey@wmcarey.edu). The New Orleans School of Nursing operates under the guidelines of the New Orleans Baptists Theological Seminary for advertising and solicitation.

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### **SUBJECT: SEXUAL HARASSMENT - EMPLOYEES**

#### **POLICY STATEMENT**

It is the policy of William Carey University to comply with all federal and state laws governing sexual harassment. Further, William Carey University is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the University community. Sexual harassment of any person is inappropriate, unacceptable, and contrary to the Christian standards of conduct expected of all members of the University community, students, faculty, and staff.

#### **PROCEDURES**

Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal comment or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to discharge. Those who have a complaint regarding sexual harassment should contact the Vice President for Academic Affairs who will conduct an investigation in accordance with the complaint procedure stated in the *Faculty Handbook* and the *Administrative and Staff Handbook*.

#### **WCU PUBLICATIONS**

*Faculty Handbook*

*Administrative and Staff Handbook*

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Approved: Trustees, 1/1/95

Revised/Approved: 11/6/08

### **SUBJECT: AWARDING DEGREES HONORIS CAUSA**

#### **POLICY STATEMENT**

Consistent with historical precedent in the early American colonies (Harvard, 1692), Baptist history, and its own historical practice, William Carey University awards honorary degrees, usually on an annual basis. It is customary for WCU to award at least one honorary degree each year. The awarding of honorary degrees at William Carey University fulfills the mission statement of WCU which promotes scholarship, leadership, and service.

While an honorary degree at William Carey University does not imply a *quid pro quo* context, each honorary degree recipient at the University must demonstrate by example and interests that his or her personal accomplishments or service to the University are consistent with the University's stated purpose. Further, each recipient must be a positive role model that students may emulate whether in intellectual, artistic, literary, or professional achievement or humanitarian service.

#### **PROCEDURES**

The Board of Trustees of William Carey University awards honorary degrees based on the recommendations of the University faculty and administration. The process for awarding an honorary degree follows a method by which any person interested in the University may submit a nomination (prior to February 1 of each respective year) for an honorary degree to the joint Faculty/Trustee Honorary Degree Committee appointed by the president. The recommendation of the Honorary Degree Committee will be presented to the Faculty Assembly and university administration and forwarded to the Board of Trustees for their consideration. After approval by these diverse bodies, the academic sub-committee of the Board of Trustees reviews the faculty/administrative recommendation and determines whether to recommend the nominee to the full Board of Trustees for final approval or disapproval.

Persons who submit a nomination for an honorary degree must include the following information about the nominee: full name, date of birth, current address, academic background, professional background, current occupation, church affiliation, family relations, contribution to his or her chosen field of study or professional vocation, and the appropriate honorary degree to be awarded. A full *curriculum vitae* is desired for each nominee.

In facilitating the nomination and selection of honorary degree recipients, five categories of accomplishment are suggested: academic or scholarly achievement, artistic achievement, religious or community service, and philanthropic service. The nominee's accomplishments may be in one particular category or a combination thereof. The five categories of accomplishment are:

- 1) ***Academic or Scholarly Achievement.*** Unusual achievement in teaching, research, scholarly publications, scientific invention or discovery, or other activities that propagate the advancement of knowledge.

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### SUBJECT: AWARDING DEGREES HONORIS CAUSA CONT...

- 2) ***Artistic Achievement.*** Creativity in the visual, literary, or performance arts that contributes to the creation or appreciation for the aesthetic moment.
- 3) ***Religious or Community Service.*** Distinguished service to a religious or community institution or organization that demonstrates a commitment to assisting one's fellow persons.
- 4) ***Philanthropic Service.*** Unusually generous philanthropy to the University for the University's advancement in achieving its purpose of achieving excellence in Christian higher education.
- 5) ***Professional or Humanitarian Service.*** Outstanding professional achievement or humanitarian service that exemplifies a consistency with the University's stated purpose.

Honorary degrees are awarded typically during the May commencement ceremony. However, an honorary degree may be awarded at other ceremonial exercises (i.e. Convocation, Honors Day) that the University observes.



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Approved: Trustees 11/6/08

**SUBJECT: INFORMATION TECHNOLOGY – ACCEPTABLE USE**

### POLICY STATEMENT

The Office of Information Technology's intention for publishing an Acceptable Use Policy (AUP) is to provide guidelines for the appropriate and inappropriate use of the computing resources of William Carey University. The computing resources of William Carey University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the University.

All users must have proper authorization for the use of the University's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. *Users have a responsibility not to abuse network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.*

The purpose of this policy is to outline the acceptable and unacceptable use of the computing resources at William Carey University. The guidelines in this policy help to minimize the exposure of WCU computer networks to risks including malware, the compromise of personal information, and legal liability.

This policy applies to all users of the University's computer resources, including faculty, staff, students, alumni, University guests, contractors, consultants, temporaries, and other workers at William Carey, including all personnel affiliated with third parties. Computing resources include all computers, related equipment, software, data and networks for which the University is responsible as well as networks throughout the world to which the University provides computer access.

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**SUBJECT: INFORMATION TECHNOLOGY – ACCEPTABLE USE CONT...**

### **PROCEDURES**

#### *1.1. University Policies*

In addition to the policy contained herein, usage must be in accordance with applicable University Policies contained in the *Faculty Handbook*, the *Administrative and Staff Handbook*, *The Red Book: The Student Handbook*, *The Redbook*, and applicable State and Federal laws.

#### *1.2. General Use and Ownership*

- 1.2.1. While William Carey's network administration desires to provide a reasonable level of integrity, users should be aware that the data/e-mail they create/receive on University systems remain the property of William Carey and that no privacy can be expected while using these systems. Because of the need to protect the University's network, management cannot guarantee the confidentiality of information stored on any network device belonging to William Carey.
- 1.2.2. Faculty and staff are responsible for exercising good judgment regarding the reasonableness of personal use. The IT Office recommends that any information which users consider sensitive or vulnerable be password protected.
- 1.2.3. For security and network maintenance purposes, authorized individuals within the William Carey IT Office may at any time analyze network utilization, traffic patterns and volumes related to William Carey systems/equipment and network.
- 1.2.4. The William Carey IT Office reserves the right to audit networks and systems periodically to ensure compliance with this policy.

#### *1.3. Internet Content and Bandwidth Management*

To minimize our exposure to legal liability and to support the mission of the university, access to websites containing nudity, sex, adult content, gambling, illegal or questionable activity, racism, hate and violence is blocked. Additionally, network protocols that support illegal file sharing through P2P or torrent networks are disabled.

Website categories and network protocols that consume network resources and available bandwidth for activities, not essential for university operations are restricted by time quota and bandwidth limiting software. Once user's quota time has expired or the utilization rate of the Internet link passes 75%, additional connections are blocked.

Websites that appear to be improperly restricted should be reported to the IT Department for investigation and re-classification.

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### SUBJECT: **INFORMATION TECHNOLOGY – ACCEPTABLE USE CONT...**

#### 1.4. Unacceptable Use

Policy violations generally fall into four categories that involve the use of computing resources to:

- Harass, threaten or otherwise harm specific individuals or class of individuals.
- Impede, interfere with, impair, or otherwise cause harm to the activities of others.
- **Download, post or install to University computers, or transport across University networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of University contracts, or otherwise damaging to the institution.**
- Recklessly or maliciously interfering with or damaging computer or network resources or computer data, files, or other information.

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., IT Office staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances are faculty, staff, and students of William Carey authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing William Carey-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

##### 1.4.1. System and Network Activities

The following activities are strictly prohibited, without exception:

- Using a William Carey computing asset to actively engage in procuring or transmitting material in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at his/her personal information).
- Revealing university account password to others, or allowing use of your university account by others. This includes family and other household members when work is being done at home.
- Obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained.
- Propagating electronic chain mail or sending forged or falsified E-mail
- Unauthorized copying/downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, copyrighted movies and the installation of any copyrighted software for which William Carey or the end user does not have an active license is strictly prohibited.
- Posting a University site-licensed program to a public bulletin board.

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### SUBJECT: **INFORMATION TECHNOLOGY – ACCEPTABLE USE CONT...**

- Illegally exporting software, technical information, encryption software or technology in violation of international or regional export control laws.
- Using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements.
- Violating the Federal copyright laws.
- Releasing a virus, worm or other program that damages or otherwise harms a system or network
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Circumventing user authentication or security of any host, network, or account.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with or disable a user's terminal session, by any means, locally or via the Internet/Intranet/Extranet.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information.
- Using or attempting to use the University's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the University.
- Port scanning or security scanning is expressly prohibited unless prior notification is given to the IT Office and /or these processes are within the scope of regular duties.
- Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duties.
- Collection, storage or distribution of pornography or material considered to be obscene.
- Using the University's resources for unauthorized purposes (e.g., using personal computers for illegal, commercial, or profit-making purposes).
- Making fraudulent offers of products, items, or services originating from any William Carey account.
- Providing information about (or lists of) William Carey faculty, staff, or student protected/non-directory information to parties outside the University without the express written permission of the University Administration.

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### SUBJECT: **INFORMATION TECHNOLOGY – ACCEPTABLE USE CONT...**

#### 1.4.2. Email and Communications Activities

The following activities are strictly prohibited, without exception:

- Sending email messages, including "junk mail/SPAM" or other advertising material, to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone, or paging; whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information in an attempt by an individual to misrepresent or hide his or her identity.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding chain letters or other pyramid schemes of any type.
- Use of unsolicited email originating from within William Carey's networks to advertise, any service not hosted by William Carey.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Any person found in violation of this AUP policy will be notified immediately to cease and desist. The user will be given a time frame to comply or be disconnected from the William Carey network until they can prove the issue has been addressed.

#### 1.5. Secured and Proprietary Information

Personally Identifiable, FERPA, GLBA, SOX, Federal/State, SBC regulated. See definitions in Section 6 of this policy.

- 1.5.1. Faculty and staff should take all necessary steps to prevent unauthorized access to this information.
- 1.5.2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. All passwords should be created and maintained in accordance with the WCU Password Policy.
- 1.5.3. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K/XP users) when the system will be unattended.
- 1.5.4. Because information contained on portable computers is especially vulnerable, special care should be exercised to protect this data.
- 1.5.5. All Postings by employees from William Carey University e-mail addresses to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of William Carey, unless posting is in the course of business duties.

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### SUBJECT: **INFORMATION TECHNOLOGY – ACCEPTABLE USE CONT...**

- 1.5.6. All hosts used by the employee that are connected to the William Carey Internet/Intranet/Extranet, whether owned by the employee or by William Carey, shall continuously execute approved virus-scanning software with a current virus database. The IT Office pushes **SOPHOS** to all University owned computers. At risk are transient machines such as notebook computers that leave campus and home computers – all of which connect to the campus network from potentially unprotected networks.
- 1.5.7. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

### ENFORCEMENT:

#### *1.6. Faculty, Staff and Students*

Inappropriate conduct and violations of this policy will be addressed through the appropriate procedures and agents depending on the individual's affiliation to the University.

#### *1.7. External Entities*

Any external entity, contractor, consultant, or temporary worker found to have violated this policy may be held in breach of contract, and as such, may be subject to grievances or penalties allowed by such contract.

### DEFINITIONS:

**FERPA** – Family Educational Rights and Privacy Act

**GLBA** – Gramm-Leach-Bliley Act (Protection of banking information)

**Junk** – Non-University business related email

**Personally Identifiable** – Information that can be directly tie to an individual

**SBC** – Southern Baptist Convention

**SOX** – Sarbanes-Oxley Act (integrity of financial reporting)

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Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: BOARD OF TRUSTEES – CONFLICT OF INTEREST**

#### **I. POLICY STATEMENT**

It is the policy of William Carey University that:

Each trustee shall at all times act in a manner that furthers the purpose of William Carey University as described in its statement of purpose and core values as from time to time amended.

Each trustee shall not act in a manner that furthers the trustee's private interests to the detriment of William Carey University.

Each trustee shall avoid conflicts of interest and shall fully disclose to the Board of Trustees any potential or actual conflict of interest if such cannot be avoided so that such conflicts are dealt with in the best interests of William Carey University.

This policy shall cover all trustees and all members of any Board committee who do not serve on the Board of Trustees and is intended to supplement any applicable laws governing conflicts of interest applicable to nonprofit corporations.

If a trustee has a potential or actual conflict with William Carey University such trustee is deemed to have a potential or actual conflict with respect to William Carey University and any of its subsidiaries for purposes of this policy.

#### **II. PURPOSE**

The purpose of this Policy is to protect the interests of William Carey University in circumstances that may result in a conflict between the personal interests of a trustee and those of the University

#### **III. CONFLICT OF INTEREST DEFINED**

A conflict of interest exists when the personal interests of a trustee may affect the ability of a trustee to act in the best interest of and with good faith and loyalty to William Carey University. A conflict of interest can be considered to exist in any instance where the actions or activities of an individual on behalf of the University also involve:

The obtaining of direct or indirect personal gain or advantage; or  
An adverse or potentially adverse effect on the interests of the University.



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Approved: Board of Trustees,  
August 7, 2008

### SUBJECT: **BOARD OF TRUSTEES – CONFLICT OF INTEREST CONT...**

A conflict of interest transaction is one in which the University and/or any of its subsidiaries is a party and in which a trustee has a direct or indirect financial interest, or other fiduciary duty, which could influence the trustee's action on the matter while acting on behalf of William Carey University.

Conflicts of interests can also arise in other instances. While it is impossible to list every circumstance giving rise to a conflict of interest, the following will serve as a guide to the possible types of activities that might present potential or actual conflicts of interest and that should be fully and promptly reported as provided below.

**1. Financial/Outside Interests.** The personal interests of a trustee may conflict with the interests of the University if he or she or any immediate family member is a person:

- (a) who solicits, bids, contracts or supplies goods or services (including consulting or professional services) to William Carey University;
- (b) from whom or to whom the University leases property or equipment;
- (c) with whom the University is dealing or is planning to deal in connection with the gifting, purchase or sale of real property, investment securities, or other property;
- (d) who is an officer, serves on the Board of Trustees, participates in management, or is otherwise employed or compensated by a person, company, or organization which competes with William Carey University;
- (e) who is an officer, serves on the Board of Trustees, participates in management, or is otherwise employed or compensated by a person, company, or organization that is engaging in transactions, with William Carey University other than any subsidiary or affiliate of the University;
- (f) who has a material financial interest through ownership of stock or other types of equity interests ("equity interests") in a person or company ("entity") that is engaging in transactions or competes with the University and/or any of its subsidiaries or affiliates of the type listed in (a) through (e) above. For purposes of subsections (f) and (g), a "material financial interest" shall not include equity interest of less than 1% in entities whose securities are listed on an established public securities exchange and have \$75,000,000 or more in shareholder equity. It shall be a "material financial interest" if equity interest exceeds 1% of the entity's market capitalization, or 5% of the trustee's, or of a trustee's immediate family member's, personal assets; or
- (g) who has a material financial interest as a creditor of a company that is engaging in transactions or competes with William Carey University of the type listed in (a) through (e) above.

An "immediate family member" includes the trustee's spouse, child, brother, sister, parent, grandparent, grandchild, and the respective spouse of the foregoing or any person residing with the trustee's household.

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## WILLIAM CAREY UNIVERSITY

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August 7, 2008

### SUBJECT: **BOARD OF TRUSTEES – CONFLICT OF INTEREST CONT...**

2. **Corporate Opportunity.** It may be a conflict of interest when a trustee fails to inform the University of a corporate opportunity and instead diverts it to himself or herself (or immediate family member) to the detriment of the University. A “corporate opportunity” is a business opportunity that the University: (i) has a reasonable interest in or could be expected to take advantage; and (ii) is financially able to undertake. The opportunity must be in a line of business similar to those that William Carey University currently operates and must be one that could be advantageous to the University.
3. **Non-public Inside Information.** It is a conflict of interest to disclose non-public inside information relating to the University’s business and/or use such information for the personal profit or advantage of any trustee, his or her immediate family, or any other entity of which the trustee is an employee, officer, director or shareholder. It also may be a conflict of interest if the trustee possesses non-public confidential information concerning a transaction involving the University which cannot be disclosed to the University.
4. **Gifts, Gratuities, and Entertainment.** It may be a conflict of interest for a trustee (or an immediate family member) to accept gifts, excessive entertainment, unsecured loans, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of William Carey University under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the trustee in the performance of his or her duties. This does not include the acceptance of items of nominal or minor value that are clearly tokens of respect or friendship and not related to any particular transaction or activity of William Carey University.
5. **Other Areas of Conflicting Interest.** Other circumstances may arise which could result in a conflict between the trustee’s personal interest and those of the University. These Policy guidelines are not intended to describe all potential conflict situations. In general, any circumstance that may give rise to reasonable question or possible favoritism, self-dealing or undue influence may be a conflict of interest. All such conflicts should be avoided, if possible. The trustee should also be sensitive to the appearance of conflict, even if no actual conflict exists.

If an actual or possible conflict cannot be avoided, it shall be disclosed according to the procedures set forth in Article IV of this Policy.

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### **IV. DISCLOSURE, REVIEW AND INITIAL DETERMINATION**

1. **General Obligation.** Each trustee must promptly and fully report to the Board Chair, the chair of a particular committee, or the Finance Committee situations that may create a conflict of interest when he or she becomes aware of such situation. In any situation where a trustee is in doubt, full disclosure should be made so as to permit an impartial and objective determination. A written record of the disclosure will be made.
2. **Annual Disclosure Statement.** In addition to the ongoing disclosure obligation, the University shall annually send all trustees a copy of this Policy and the Conflict of Interest Trustee Disclosure Statement. The Trustees must promptly complete, sign and return the statement to the University. The completed statements will be reviewed by the Board Chair.
3. **Review, Evaluation and Initial Determination.** The Board Chair, the committee chair of a committee at which a potential conflict arises, or the Finance Committee shall make such further investigation of conflicts of interest disclosures deemed appropriate. If the conflict involves the Board Chair, the Vice Chair will assume the Chair's role outlined in this Policy. Based on review and evaluation of the relevant facts and circumstances, the Board Chair, Committee Chair, or Finance Committee will make an initial determination as to whether a conflict of interest exists and whether, pursuant to this Policy, review and approval or other action by the Finance Committee or the Board of Trustees is required. A written record of the determination, including relevant facts and circumstances, will be made. The Board Chair or Committee Chair shall then make an appropriate report to the Finance Committee of the Board concerning such review, evaluation and determination. If there is a difference of opinion between the Board Chair or Committee Chair and another trustee whether the facts and circumstances of a given situation constitute a conflict of interest, the matter shall be submitted to the Board's Finance Committee. The Finance Committee shall make a final determination as to the matter presented. Such determination, including relevant facts and circumstances, will be reflected in the Finance Committee minutes and will be reported to the Board of Trustees.
4. **Board Review and Action with Regard to Conflicts.** Once a conflict of interest has been established, as provided above, the transaction may still be approved by the Board of Trustees; provided the following procedures and any bylaw provision which is relevant are followed. The following procedures are equally applicable to action by any committee of the Board of Trustees.
5. **Transactional Conflicts of Interest.** The Board of Trustees shall carefully scrutinize and must in good faith approve or disapprove any transaction in which the University is a party in which one or more of the University's trustees either: has a material financial interest, or is a trustee or officer of the other party.

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### **SUBJECT: BOARD OF TRUSTEES – CONFLICT OF INTEREST CONT...**

The Board of Trustees must approve the transaction by a majority of the trustees in office without counting the vote of any trustee who has an interest in the transaction. In reviewing such transactions between the University and vendors or other contractors who are, or are affiliated with, trustees, the Board shall act no more less favorable than it would in reviewing transactions with unrelated third parties. The transaction will not be approved unless the Board determines that the transaction is fair to the University.

6. **Other Conflicts of Interest.** The Board shall carefully review and scrutinize non-transactional conflicts of interest (e.g., disclosure of non-public information, competition with the University, failure to disclose a corporate opportunity, excessive gifts or entertainment, etc.). By a majority vote of the disinterested trustees voting, the Board shall take whatever action is deemed appropriate under the circumstances with respect to the trustee in order to best protect the interests of the University including possible disciplinary or corrective action.
7. **Disclosure by Interested Trustee.** When conflicts of interest are considered by the Board, the trustee must disclose all of the material facts to the Board. The trustee shall not vote or use his or her personal influence on the matter. However, if requested, such trustee is not prevented from briefly stating his or her position in the matter, nor from answering pertinent questions from Board members, as his or her knowledge may be of significant importance. The trustee shall be excused from the meeting during discussion and vote on the conflict of interest.
8. **Record Proceeding.** Minutes of the Board of Trustees shall reflect the following: the individual making the disclosure, discussion regarding any proposed transaction, the decision made by the Board, and that the interested trustee abstained from voting.

### **V. POLICY VIOLATIONS**

If the Finance Committee reasonably believes that a trustee has failed to disclose either an actual or potential conflict of interest, or all material facts surrounding an actual or possible conflict as required by this Policy, the trustee shall be given an opportunity explain such alleged failure to disclosure. After hearing the response of the trustee, the Finance Committee will conduct such additional investigation as may be appropriate. If the Finance Committee determines that the trustee has failed to disclose as required by this Policy, the Finance Committee will recommend to the Board that it take appropriate disciplinary or corrective action.

### **VI. LOANS AND GUARANTEES**

The University is prohibited from lending money to or guaranteeing the obligation of any trustee or officer.

# POLICY AND PROCEDURES MANUAL



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### SUBJECT: **BOARD OF TRUSTEES – CONFLICT OF INTEREST CONT...**

#### **CONFLICT OF INTEREST TRUSTEE DISCLOSURE STATEMENT**

I have read and understand the William Carey University Board of Trustees Conflict of Interest Policy and the University's Student Loan Code of Conduct, and I will conduct myself so as to comply with the policy and the code, and I will promptly take the initiative to disclose any conflicts which may occur.

I offer the following answers to the posed questions:

1. Are you aware of any conflict of interest which you may have, as defined by the letter and spirit of the Board of Trustees Conflict of Interest Policy?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please list or elaborate such relationships and the details of annual or potential financial benefit as you can best estimate them and attach that listing or elaboration to this disclosure form.

2. During the past twelve months, did you or a member of your family as defined in the policy receive any gifts, gratuities, services, consideration, loans, or things of value or loans from any source from which the University buys goods or services or otherwise has significant business dealings, or which might be reasonably perceived as possibly influencing your judgment regarding the business and activities of the University?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please list such gifts, etc. here.

Name of Source	Item	Approximate Value
----------------	------	-------------------

_____	_____	_____
_____	_____	_____

3. Identify any interest or position which you or a member of your family as defined in the policy, directly or indirectly, hold in any outside concern from which the University receives goods or services, or that provides services competitive with the University.

\_\_\_\_\_ None

\_\_\_\_\_  
\_\_\_\_\_

4. Identify any employment which may be in conflict with your position as a trustee.

\_\_\_\_\_ None

\_\_\_\_\_

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5. In the past twelve months, has the University, directly or indirectly, engaged in any of the following acts with you or a member of your family or with any taxable organization with which you are affiliated as an officer, director, trustee, majority owner, or principal beneficiary: Sale, exchange, or leasing of property by the University; lending of money or other extension of credit by the University; furnishing of goods, services or facilities by the University; payment by the University of compensation (or payment or reimbursement for expenses if more than \$1,000); transfer by the University of any part of the University's income or assets. If yes, please attach explanation.

\_\_\_\_\_ Yes \_\_\_\_\_ No

6. The following three questions are asked for information needed for institutional certification under federal law, and are not related to conflict of interest. If the answer to any of the questions is "Yes," please attach an explanation.

- A. Are you currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from dealings defined by any Federal department or agency as a covered transaction?

\_\_\_\_\_ Yes \_\_\_\_\_ No

- B. Within the past 20 years have you had a criminal or civil judgment rendered against you for commission of fraud in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property?

\_\_\_\_\_ Yes \_\_\_\_\_ No

- C. Are you currently convicted, under indictment, or have you previously been convicted or otherwise criminally or civilly charged by a governmental entity, federal, state or local, with commission of any of the offenses enumerated in question 6B above?

\_\_\_\_\_ Yes \_\_\_\_\_ No

7. Within the past three years have you had one or more public transactions (federal, state or local) terminated for cause or default?

\_\_\_\_\_ Yes \_\_\_\_\_ No

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8. Was an immediate family member involved in any single transaction with the university totaling more than \$10,000 or total transactions totaling more than \$100,000?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please list name, relationship, and amount if known.

9. Did you have a business relationship with any other officer, director, trustee, or key employee that is not considered in the ordinary course of either party's business and on terms available to the general public?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please list name, relationship, and dollar amount.

10. Do you have a family member who is an employee, faculty member, or officer of WCU or served as an officer, director, trustee, key employee, partner of a company doing business with WCU?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please list the name of the family member and the relationship.

I certify that the foregoing information is true and complete to the best of my knowledge.

\_\_\_\_\_  
Names (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

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Approved: Trustees 4/23/09

### SUBJECT: HOLIDAYS

#### POLICY STATEMENT

It is the policy of William Carey University to observe a uniform minimum number of holidays for all full-time salaried employees as listed below:

- Fall and Winter Trimester Break Days - One Day during the break between fall and winter trimesters and one day during the break between winter and spring trimesters (can be taken any time with permission of supervisor)
- Martin Luther King, Jr. Holiday
- Spring Break\* - Wednesday through Friday of Student Spring Break Week
- Friday preceding Easter
- Memorial Day
- July Fourth
- Labor Day
- Thanksgiving Break – Wednesday through Friday the week of Thanksgiving
- Christmas – week of Christmas and the next week to include New Year's Day.

#### PROCEDURES

Additional holidays may be designated only by the President. The academic calendar is not to be confused with the official holidays of the University. Also, academic personnel may be required to teach an evening class on holidays.

University designated holidays will be observed on the calendar date on which each falls, and holidays falling on a Saturday or Sunday will be observed on an alternate work day.

Employees who are entitled to vacation and leave may not schedule either vacation or personal leave during registration, during the week prior to or immediately following Christmas holidays, or prior to or following days when the employee is scheduled to be off-campus for more than two consecutive days. – Trustees approved 2-7-08

***Terminating employees must work a minimum of five (5) working days following Christmas, Thanksgiving, and Spring Break in order to be eligible for holiday pay.***

\*The New Orleans campus will observe a Mardi Gras holiday (Monday – Wednesday) in lieu of the Spring Break holiday taken by the other campuses.



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## WILLIAM CAREY UNIVERSITY

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### SUBJECT: JOINT VENTURE POLICY

#### **POLICY STATEMENT**

It is the policy of William Carey University to evaluate its participation in and proposed joint venture arrangement under federal tax law and take steps to safeguard the university's exempt status with respect to such arrangements. This policy applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

#### **PROCEDURES**

- 1) **Joint ventures or similar arrangements with taxable entities.** For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the university controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:
  - a) 95% or more of the venture's or arrangement's income for its tax year ending within the university's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (ii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and
  - b) The primary purpose of the university's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.
- 2) **Safeguards to ensure exempt status protection.** The university will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the university's exempt status is protected; and (b) take steps to safeguard the university's exempt status with respect to the venture or arrangement. Some examples of safeguards include:
  - (i) Control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the university;
  - (ii) Requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
  - (iii) That the venture or arrangement not engage in activities that would jeopardize the university's exemption; and
  - (iv) That all contracts entered into with the university be on terms that are arm's length or more favorable to the university.

Participation in any joint venture must be reviewed by the university's attorney and accountant and approved by the Trustees in advance.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

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### **SUBJECT: RETENTION OF RECORDS**

#### **POLICY STATEMENT**

It is the policy of William Carey University to adhere to all laws and regulations governing the retention and disposition of required records. Specific standards governing the management of records require educational institutions to:

- a. Make and maintain records documenting the organization, functions, policies, decisions, procedures, and essential transactions of the institution;
- b. Establish and maintain an active, continuing program for the economical and efficient management of the records of the institution;
- c. Maintain schedules proposing the length of time each type of record warrants retention for administrative, legal, or fiscal purposes;
- d. Destroy any records in the custody of the institution which have no further legal, administrative, or historical value; and
- e. Appoint a Records Retention Committee.

#### **PROCEDURES**

The President is the official custodian of all University records although records may be maintained in a variety of offices. The President shall appoint a Records Retention Committee to manage the retention and disposition of records for the University. The Vice President for Academic Affairs will chair the committee and schedule the meetings.

At least yearly the committee will review the record retention schedule. Offices will be reminded of record retention policies and procedures. The committee will report to the appropriate Vice Presidents and President record retention and disposal activities as well as recommendations for changes in policy or procedure.

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### **SUBJECT: RETENTION OF RECORDS, CONT...**

The Record Retention Committee shall consist of the persons holding the following positions:

Dean of Enrollment Management and Records  
Registrar  
Vice President for Academic Affairs (Chair)  
Chief Financial Officer  
Vice President for Student Services  
Vice President for Institutional Advancement

The committee shall assist in developing of policies and procedures to ensure that records are protected from deterioration, alteration, mutilation, loss, removal, or destruction and that records are disposed of properly and according to the established schedule.

A schedule defining the period of retention for certain student, financial, business, and other administrative records, as well as the office responsible for maintaining these records, is presented as Attachment A. The designated office shall develop procedures for handling records in their possession. Records listed on this schedule may be destroyed upon expiration of the required retention period. There is no prohibition, however, against retaining selected records beyond the stipulated time, if the records are deemed to have further legal, administrative, or historical value.

The retention periods apply to either original hard copy, microfilmed or electronic media storage. During the retention period it may become useful to convert hard copy to microfilm or electronic media. Changes relating to records of a financial or fiscal nature will require the approval of the University's auditor. The records manager shall submit any changes relating to retention periods to the Office of the President.

Prior to the disposal of any records which are not on the approved retention schedule, the records manager shall submit a request for disposal of such records to the Vice President for Academic Affairs. For records of a financial or fiscal nature, the request shall be submitted through the Chief Financial Officer. The request must include the following information:

- a. Reason for disposition;
- b. Original purpose and contents; and
- c. Sample of the record(s) to be destroyed.

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### **SUBJECT: RETENTION OF RECORDS, CONT...**

The schedule for retention of records is listed below. Records are to be properly disposed of after the required retention period has passed. It is the responsibility of each office/area to properly and regularly dispose of old records and to keep the appropriate administrator informed.

#### Contact for Interpretation:

Student academic records: Vice President for Academic Affairs

Student housing/discipline/life records: Vice President for Student Services

Alumni and donor records: Vice President for Institutional Advancement

Admission and financial aid records: Dean of Enrollment Management and Records

Financial, business, health, physical facilities, student account records: Chief Financial Officer

Personnel records: Chief Financial Officer and Vice President for Academic Affairs

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### **SUBJECT: RETENTION OF RECORDS, CONT...**

#### **ATTACHMENT A -- RETENTION SCHEDULE**

All university records shall be retained in accordance with the following prescribed schedule. Records having no further value may be disposed of after the expiration of the period of retention.

<b><u>Type of Record</u></b>	<b><u>Office Responsible</u></b>	<b><u>Period of Retention (Yrs)</u></b>
<b><i>ACCOUNTING</i></b>		
Accounts Payable (Vouchers) invoices & Credits (Assuming there are not pending audits)	Business	5
Audit Working Papers	Business	20
Bank Statements & Reconciliations	Business	5
Bonds & Notes – Cancelled & Paid Interest Coupons	Business	5
Bonds – Record of Interest Coupons	Business	5
Budgets & Comparison Reports	Business	5
Cancelled Voucher Checks	Business	5
Cancelled Payroll Checks	Business	5
Cash Receipt Books	Business	5
Claim Files When Settled	Business	10
Deposit Books and Slips	Business	5
Employee Travel Expense Reports	Business	5
<b><i>ADVANCEMENT</i></b>		
Donor Giving Records	Advancement	Permanent
Endowed Scholarship Agreements	Advancement	Permanent
Donor Historical Files	Advancement	Permanent
Fund-Raising Campaign Summaries	Advancement	10 years
Fund-Raising Campaign Solicitation Lists	Advancement	3 years
Correspondence	Advancement	10 years

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### **SUBJECT: RETENTION OF RECORDS, CONT...**

<b><u>Type of Record</u></b>	<b><u>Office Responsible</u></b>	<b><u>Period of Retention (Yrs)</u></b>
Appraisals of Donated Property	Business	Permanent
<b><i>ENGINEERING</i></b>		
Building Plans	Facilities	Permanent
<b><i>FINANCIAL AID</i></b>		
Student Status Confirmation	Financial Aid	3
Fiscal Operations Report and Application to Participate	Financial Aid	3
Student's Financial Aid File	Financial Aid	(3 years after student graduates or leaves school)
Perkins Loan- Student's Financial Aid File	Financial Aid	(3 years after final loan payment)
<b><i>GENERAL RECORDS</i></b>		
Bonds, Surety	Business	(3 years after expiration)
Correspondence	Office of Origin	5
Contracts and Agreements	Business	(5 years after cancellation or termination)
Fidelity Bonds of Employees	Business	(5 years after termination)
Leases of Real Property	Business	(5 years after expiration)
<b><i>LAW</i></b>		
Case Files, Affidavits, Testimony, Depositions, Briefs	President	(20 years after settlement)
Legal Correspondence File	President	(20 years after settlement)
General Agreements	President	(20 years after expiration)
Patents, Assessments thereof; Patent Applications, Dockets; Files connected therewith)	President	(20 years after expiration)

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### **SUBJECT: RETENTION OF RECORDS, CONT...**

<b><u>Type of Record</u></b>	<b><u>Office Responsible</u></b>	<b><u>Period of Retention (Yrs)</u></b>
<b><i>PAYROLL AND RELATED RECORDS</i></b>		
Assignment, Attachments and Garnishments after Settlement or Termination	Business	5
Employees' Deduction authorizations – Includes Rate Changes, Discharges, "Add to Payroll" Notices	Business	(5 years after termination)
Individual Employee Earnings Records	Business	5
Payroll Registers (Gross and Net)	Business	5
Payments and Reports to Government – Includes Federal, State & Municipal authorities covering payments and reports relating to income tax withholding, contributions to FICA, workmen's compensation, reports on employees' earnings, etc.	Business	5
Time Cards – Time Sheets	Business	5
<b><i>PERSONNEL</i></b>		
Accident Reports	Business	5
Disability and Sick Benefits Records	Business	5
Employee Contracts	Business/Academic/President	(5 years after termination)
Group Insurance Records	Business	(5 years after termination)
Individual Employee Personnel File	Business	(5 years after termination)
Faculty records:		
Application, vita, letters (pre-employment)	Academic Affairs	(5 years after termination)
Search committees and other evaluations for suitability for hire	Academic Affairs	(2 years after employment)
Transcripts	Academic Affairs	(5 years after termination)

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### **SUBJECT: RETENTION OF RECORDS, CONT...**

<b><u>Type of Record</u></b>	<b><u>Office Responsible</u></b>	<b><u>Period of Retention (Yrs)</u></b>
Faculty records continued:		
Annual faculty reports/evaluations/review	Academic Affairs	(5 years after termination)
Other faculty documents	Academic Affairs	(5 years after termination)
Application (for individuals not hired)	Academic Affairs	(1 year after hiring)
<b><i>PURCHASING</i></b>		
Acknowledgement of Orders	Business	After Completion
Contracts with Vendors	Business	(3 years after expiration or termination)
Correspondence with Vendors, etc.	Business	3
Purchase Orders – Filled & Unfilled	Business	(3 years after expiration or cancellation)
Purchase Requisitions	Business	3
Quotations (those acted upon)	Business	1
<b><i>STUDENT RECORDS</i></b>		
Admissions for student not admitted	Admissions	2
Student Academic Record	Registrar	Last term of enrollment
1. Application for admission		
2. Application fee receipt		
3. High school transcript(s)		
4. All College/University transcript(s) from institutions from which credit was accepted for transfer.		
5. Applicable Test Scores		
a) all test scores impacting on admissions to university awarding credit, admission to the program of the university, graduation, and certification.		
6. Documents justifying the awarding of credit.		
7. Official signed degree plan.		
8. VA Information.		



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### **SUBJECT: RETENTION OF RECORDS, CONT...**

<b><u>Type of Record</u></b>	<b><u>Office Responsible</u></b>	<b><u>Period of Retention (Yrs)</u></b>
WCU Transcripts	Registrar	Permanent
International Student Immigration Documents	International Admissions	Permanent
Counseling	Student Services	(3 years after graduation or withdrawal)
Discipline	Student Services	(Permanent)
Student Activity	Student Services	(3 years after graduation or withdrawal)
General Student Files (Student Profile, Housing, Health)	Student Services	(5 years after graduation or withdrawal)

### ***TRAFFIC, SHIPPING, AND RECEIVING***

Bills of Lading	Appropriate Department	2
Claims	Appropriate Department	2
Delivery Reports	Appropriate Department	3
Receipts for Registered Mail & Packages	Appropriate Department	1
Receiving Reports	Appropriate Department	

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## WILLIAM CAREY UNIVERSITY

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August 7, 2008

### **SUBJECT: STUDENT LOAN CODE OF CONDUCT**

#### **POLICY STATEMENT**

It is the policy of William Carey University to facilitate student loans for students within accepted ethical standards of conduct.

#### **PROCEDURES**

##### **I. PROHIBITION OF CERTAIN REMUNERATION TO UNIVERSITY PERSONNEL**

The University shall require and ensure that no officer, trustee, employee, or agent of the University accepts anything of more than nominal value on his or her own behalf or on behalf of another during any 12 month period from or on behalf of a Lending Institution, except that this provision shall not be construed to prohibit any officer, trustee, director, employee, or agent of the University from conducting non-University business with any Lending Institution. As used in the preceding sentence and throughout this policy, a Lending Institution is defined as:

- a. Any entity that itself or through an affiliate engages in the business of making loans to students, parents or others for purposes of financing higher education expenses or that scrutinizes such loans; or
- b. Any entity, or association of entities, that guarantees education loans; or
- c. Any industry, trade or professional association that receives money from any entity described above in subsections a and b.

Nothing in this Code of Conduct shall prevent the University from holding membership in any nonprofit professional association.

The prohibition set forth in the previous paragraph shall include, but not be limited to, a ban on any payment or reimbursement by a Lending Institution to a University employee for lodging, meals, or travel to conferences or training seminars.

##### **II. LIMITATIONS ON UNIVERSITY EMPLOYEES PARTICIPATING ON LENDER ADVISORY BOARDS**

The University shall prohibit any officer, trustee, employee, or agent of the University from receiving any remuneration for serving as a member or participant of an advisory board of a Lending institution, or receiving any reimbursement of expenses for so serving, provided, however, that participation on advisory boards that are unrelated in any way to higher education loans shall not be prohibited by this policy.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF

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Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: STUDENT LOAN CODE OF CONDUCT CONT...**

#### **III. PROHIBITION OF CERTAIN REMUNERATION TO THE UNIVERSITY**

The University may not accept on its own behalf anything of value from any Lending Institution in exchange for any advantage or consideration provided to the Lending Institution related to its education loan activity. This prohibition shall include, but not be limited to (i) "revenue sharing" by a Lending Institution with the University (ii) the University's receipt from any Lending Institution of any computer hardware for which the University pays below-market prices, and (iii) printing costs or services. Notwithstanding anything else in this paragraph, the University may accept assistance as contemplated in 34 CFR 682.200(b) (definition of "Lender") (5)(i).

#### **IV. PREFERRED LENDER LISTS**

In the event that the University promulgates a list of preferred or recommended lenders or similar ranking or designation ("Preferred Lender List"), then

- a. Every brochure, web page or other document that sets forth a Preferred Lender List must clearly disclose the process by which the University selected lenders for said Preferred Lender List, including but not limited to the criteria used in compiling said list and the relative importance of those criteria; and
- b. Every brochure, web page or other document that sets forth a Preferred Lender List or identifies any lender as being on said Preferred Lender List shall state in the same font and same manner as the predominant text on the document that students and their parents have the right and ability to select the education loan provider of their choice, are not required to use any of the lenders on said Preferred Lender List, and will suffer no penalty for choosing a lender that is not on said Preferred Lender List.
- c. The University's decision to include a Lending Institution on any such list and the University's decision as to where on the list the Lending Institution's name appears shall be determined solely by consideration of the best interests of the students or parents who may use said list without regard to the pecuniary interests of the University.
- d. The constitution of any Preferred Lender List shall be reviewed no less than annually.
- e. No Lending Institution shall be placed on any Preferred Lender List unless the said lender provides assurance to the University and to student and parent borrowers who take out loans from said Lending Institution that the advertised benefits upon repayment will continue to inure to the benefit of student and parent borrowers regardless of whether the Lending Institution's loans are sold;
- f. No Lending Institution that has an agreement to sell its loans to another unaffiliated Lending Institution shall be included on any Preferred Lender List unless such agreement is disclosed therein in the same font and same manner as the predominant text on the document in which the Preferred Lender List appears;
- g. No Lending Institution shall be placed on any one of the University's Preferred Lender Lists or in favored placement on any one of the University's Preferred Lender Lists for a particular type of loan, in exchange for benefits provided to the University or the University's students in connection with a different type of loan;

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

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August 7, 2008

### **SUBJECT: STUDENT LOAN CODE OF CONDUCT CONT...**

h. Any Preferred Lender List shall include no fewer than three lenders.

### **V. PROHIBITION OF LENDING INSTITUTION'S STAFFING OF UNIVERSITY FINANCIAL AID OFFICES**

The University shall ensure that no employee or other agent of a Lending Institution is ever identified to students or prospective students of the University or their parents as an employee or agent of the University. No employee or other agent of a Lending Institution may staff the University financial aid offices at any time.

### **VI. PROPER EXECUTION OF MASTER PROMISSORY NOTES**

The University shall not link or otherwise direct potential borrowers to any electronic Master Promissory Notes or other loan agreements that do not allow students to enter the lender code or name for any lender offering the relevant loan.

If the university participates in the "School as Lender" program under 20 U.S.C. §1085(d)(1)(E), the University may not treat School As Lender loans any differently than if the loans originated directly from another lender; all sections of this policy shall apply equally to such School as Lender loans as if the loans were provided by another lender.

### **VII. PROHIBITION OF OPPORTUNITY LOANS**

The University shall not arrange with a Lending Institution to provide any Opportunity Loans if the provision of such Opportunity Loans prejudices any other borrower. Opportunity Loans are defined as: Agreements which provide that the lender will make loans up to a specified aggregate amount to students with poor or no credit history, or international students, who the lender claims would otherwise not be eligible for the lender's alternative loan program. In exchange for the lender's commitment to make such loans, the institution may provide concessions or promises to the lender that may prejudice other borrowers.

### **VII. COMPLIANCE WITH LAWS AND REGULATIONS**

The University and each employee of the University shall comply with all laws which relate to student loans, federal and state, and regulations issued pursuant to those laws. To the extent those laws and regulations require less of the University and its employees than this policy requires, this policy shall control.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF

Number: 201

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Approved: Trustees, 3/31/99

Revised/Approved: 11/6/08

### **SUBJECT: CONTRACTS AND LEASES**

#### **POLICY STATEMENT**

It is the policy of William Carey University that all contracts and leases must be approved and signed by either the president of the university or his appointed representative.

#### **PROCEDURES**

All signed executed original contracts and leases must be forwarded to the office of the Chief Financial Officer to remain on file. A copy of the contract/lease should also be on file in the department initiating the same.

Original signed contracts and/or insurance binders must be on file in the business office before any payments are made.

Contracts and leases are to include but are not limited to the following:

1. Construction Contracts
2. Insurance Contracts
3. Security Contracts
4. Food Service Contracts
5. Copier and Office Equipment Leases
6. Copier and Office Equipment Service Agreements
7. Building Leases
8. Clinical contracts and contracts for practica/internships where such are required.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF  
Number: 202

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Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: ASSET MANAGEMENT**

#### **POLICY STATEMENT**

It is the policy of William Carey University to demonstrate good stewardship in the management of all physical assets of the university in a manner that permits accountability for university-owned items.

#### **PROCEDURE**

- Annual inventories of all equipment are initiated by the Budget Office.
- The Director of Information Technology is responsible for annual and ongoing inventory of all I.T. equipment.
- The Director of Facilities is responsible for all maintenance, housekeeping, and grounds equipment, as well as automobiles and other equipment of a general nature utilized by the university at large.
- The Vice President for Student Services is responsible for the inventory of all residence furniture, equipment, and other items housed in residence halls; cafeteria and other food-service equipment, Common Grounds equipment and fitness and recreational equipment.
- The Director of Libraries is responsible for all equipment, books and other resources cataloged or otherwise located in the libraries.
- The artwork in the Sarah Gillespie Collection is inventoried by the curator of that collection; the Lucile Parker Collection, the William Carey Collection, and the Dr. Larry H. Day Collection are inventoried by the gallery curator.
- All other items will be accounted for by the individual responsible (dean, chair, individual faculty or staff member within each department)

#### **Newly-Acquired Equipment**

- The purchase of new equipment is initiated by a request to the Budget Director to include funds in the annual budget for such equipment.
- When funds are approved the regular purchasing procedure will be followed; a purchase requisition will be completed and all required approvals obtained.
- When new equipment arrives the individual who requested the equipment will check all items against the packing slip and purchase order and contact the vendor and Budget Office if any discrepancies exist.
- Where appropriate, items will be identified with a tag or other mark of identification.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

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Approved: Board of Trustees,  
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### SUBJECT: ASSET MANAGEMENT CONT...

#### Disposal of equipment

- No equipment may be disposed of at any time without proper approval.
- When it has been determined that an item of equipment is no longer needed by the entity to which it is assigned, it should be publicized through university saderstaff email to determine whether another department can utilize it.
- If the item can be used by another department, the Budget Office must be notified that the item is being transferred.
- After evaluating that the item cannot be used by other university departments it should be determined whether it should be stored for future use.
- If an item is not needed by another department and it is determined that it is not feasible to store it the item may be declared surplus and a "Property Disposal" form must be completed and approved by the immediate custodian of the item, the Chief Financial Officer, the Director of Facilities and the President.
- Items that are declared surplus and approved for disposal must be disposed of in a manner to receive the greatest benefit to the university (auctioned, sold for "fair market" value, traded, sold for scrap, junked, or donated).
- Items that are junked that may pose a hazard must be properly disposed of through the Director of Facilities.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF  
Number: 203

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Approved: Trustees 2/24/ 98  
Revised/Approved: 11/6/08  
Revised/Approved: 8/27/09

### SUBJECT: INVESTMENTS

#### POLICY STATEMENT

##### *Delegation of Authority*

The Committee on Finance and Investment, acting in accordance with the Bylaws of William Carey University and under the instructions of the William Carey University Board of Trustees, shall make or cause to make investments of all University funds available for investments including endowment, general operating funds, designated restricted funds and all other funds managed by the University. The President and Chief Financial Officer shall serve as agents for the committee in matters pertaining to investments.

##### *Responsibility of the Committee on Finance and Investment*

The Committee is charged with the responsibility for the management of all University invested funds. Specific responsibilities include:

1. Provide guidelines to the president and chief financial officer in directing investment of funds.
2. Determine risk tolerance and asset allocation mix for endowment funds.
3. Selection of Custodian/Master Trustees.
4. Authorize spending of realized and unrealized capital gains.
5. Regularly evaluate the performance of the Custodian/Master Trustees and report to the Board of Trustees on investment results.

##### *Investment of University Endowment*

Endowment funds may be invested with the Mississippi Baptist Foundation, the William Carey University Development Foundation, or other endowed fund according to the wishes of the donor. Funds that come to the University without restrictions may also be placed in the endowment.

Funds invested with the Mississippi Baptist Foundation go into a pooled investment fund. Individual donor accounts are established and dividend and interest income, as well as capital gains and losses, are allocated to each individual account based on the number of pro-rata shares owned. The Baptist Foundation distributes interest and dividend income to the University on a quarterly basis to support scholarships, faculty chairs, and other University programs. Along with the quarterly earnings, the Baptist Foundation sends a complete accounting of all investment activity on each donor account established for the benefit of William Carey University.

Assets in the William Carey University Development Foundation are managed according to the direction of the donor. If the donor does not stipulate investment procedures, the Development Foundation may invest the funds in a manner that preserves the safety of the principle while maximizing earnings. As indicated in its *Certificate of Incorporation*, the Development Foundation exists to support the mission and programs of William Carey University. To that end, the Trustee distributes quarterly interest and dividends, as well as a complete accounting of investment activity, to the University for use as stipulated by donors where such directives exist.

##### *Objective*

The overall investment objective of the University's endowment is to preserve capital while achieving an appropriate rate of return with some capital appreciation that supports the overall mission of the University. The particular mix of investments among stocks, bonds, and other financial instruments is determined by the fund's managers to achieve the overall investment objective as determined by the Finance and Investment Committee of the Board of Trustees.



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF  
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Approved: Board of Trustees  
2/12/09

### **SUBJECT: STUDENT WORKERS POLICY**

#### **POLICY STATEMENT**

It is the policy of William Carey University to allow students to work on campus through the Federal Work-Study Program, institutional work-study and other programs. Each office or other work site will develop regulations and procedures governing student workers.

#### **PROCEDURES**

1. In order to be considered for work-study a student must complete the FAFSA and other required paperwork.
2. Assignments will be made based on the needs of the institution and the availability of funds.
3. Each office or other work site will develop regulations and procedures governing student workers and reflecting the needs of the site. All regulations must be consistent with William Carey University's mission and policies.
4. Each set of regulations will address confidentiality, appropriate dress, language and behavior.
5. Regulations will outline how unsatisfactory performance will be handled.
6. All student workers will be trained in the specific job skills needed for the work site.
7. All supervisors of student workers will serve as a model for them and will ensure that they abide by university policies regarding use of tobacco, alcohol, and conduct expected of a representative of a Christian institution.
8. All student workers are required to attend Chapel.



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF  
Number: 205

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Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: ALLOWING PERSONS TO DRIVE WCU VEHICLES**

#### **POLICY STATEMENT**

It is the policy of William Carey University to allow employees, students and others to drive school-owned vehicles under very restrictive conditions.

#### **PROCEDURES**

Any vehicle owned by, leased by or borrowed for use by the University is considered a University vehicle for liability purposes. This includes vehicles purchased with restricted funds for individual department use, but titled to and under the liability of the University insurance policies.

Any person, whether an employee or student of the University, driving a vehicle for **any** purpose (including running short errands off-campus) must be added to the school's insurance policy.

- a. The insurance company requires drivers to be at least 21 years of age to be included on the insurance policy.
- b. A person can be added to the insurance policy by filling out the proper request form and by providing a current driver's license to the Personnel Office.
- c. The request form also allows the school to pull that person's driving history from the Department of Motor Vehicles. This is required to insure that someone with a questionable driving record is not put in a position of responsibility over the safety of our students.
- d. This process takes 48 to 72 hours, so requests to be added to the insurance policy must be submitted a minimum of 3 working days prior to the driving event.
- e. **ANYONE DRIVING A SCHOOL VEHICLE WHO HAS NOT COMPLETED THIS PROCESS IS IN VIOLATION OF UNIVERSITY POLICY AND IS DRIVING AS AN UNINSURED MOTORIST AND PLACING FULL LIABILITY ON HIMSELF OR HERSELF.**
- f. **There can be absolutely no exceptions to this policy as the insurance company will completely relinquish any liability or responsibility for any person not on their insured drivers list.**

Person's requesting to be added to the insurance policy will be required to watch a 15 minute Driver's Safety video and sign a form stating that they have indeed seen the video. This helps show that the University is committed to promoting safe driving.

Due to recent safety concerns the University has instituted a policy that the university will not use vans intended for 15 passengers or more.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF  
Number: 206

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Approved: Trustees 11/8/01  
Revised/Approved: 11/6/08

### **SUBJECT: TOBACCO-FREE CAMPUS**

#### **POLICY STATEMENT**

It is the policy of William Carey University that all of its campuses are tobacco-free.

#### **PROCEDURES**

The university administration is instructed to disseminate the tobacco-free policy to students, faculty and staff and to implement disciplinary action for violations of the tobacco-free policy among the student population.

The penalties will include:

- a. First offense: a warning
- b. Second offense: a \$50 fine, which may not be paid with grants, scholarships, or loans
- c. Third offense: a \$100 fine, which may not be paid with grants, scholarships, or loans
- d. Repeated violations: loss of college scholarship **or** suspension from the college and loss of academic credit for the suspended trimester.

These penalties are subject to change.

Campus security officers will enforce the policy, and signs will be posted on the campuses to indicate that William Carey University is a tobacco-free campus.

#### **WCU PUBLICATIONS**

*Faculty Handbook*

*Administrative and Staff Handbook*

*The Redbook*

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF  
Number: 207

Approved: Board of Trustees,  
August 25, 2011

### SUBJECT: IDENTITY THEFT PREVENTION

#### **POLICY STATEMENT:**

It is the policy of William Carey University to defend against identity theft by protecting and securing access to sensitive information.

#### **A. Sensitive information to be protected includes:**

1. Personal information including social security number, date of birth, address, phone numbers, and maiden name
2. Payroll information including paychecks, paystubs, or any document or electronic file containing salary information
3. Banking information including account numbers
4. Credit card information including credit card number, credit card expiration date, cardholder name, cardholder address
5. Any other information which may allow access to personal data

#### **B. Actions to protect sensitive information:**

1. File cabinets, desk drawers and any other storage space containing documents with sensitive information will be locked when not in use, at the end of the day or when unsupervised.
2. Writing tablets, post-its, etc. in common shared work areas will be erased, removed or shredded when not in use.
3. Sensitive information to be discarded will be placed in a locked shred bin or immediately shredded.
4. Computer passwords must be at least 8 characters long and changed at least every 60 days.
5. Computer screens must be "locked" when leaving work station.
6. Student workers with access to sensitive information must receive training (see below) and sign a statement of confidentiality. They are also subject to all provisions of the University's ID theft prevention policy.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF  
Number: 207

Approved: Board of Trustees,  
August 25, 2011

### SUBJECT: IDENTITY THEFT PREVENTION CONTINUED

#### C. Program administration:

The University's Chief Financial Officer is responsible for the program and his/her oversight shall include:

1. Assigning specific responsibility for implementation of the program
2. Providing training as necessary to effectively implement the program, including:
  - a. Annual dissemination of IT training Powerpoint
  - b. Annual dissemination of Federal Trade Commission brochures and training videos
  - c. Annual dissemination of this policy to all employees for certification
  - d. Provision of training materials and policy to all new hires
  - e. Quarterly random departmental sensitive information interviews/training
3. Review staff reports regarding the detection of "red flags" (see below)
4. Determining the steps of prevention and mitigation that should be taken in particular circumstances
5. Approval of material changes to the program
6. Ensuring that the activity of a service provider is conducted in accordance with reasonable policies and procedures to detect, prevent and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity involving sensitive information
7. Review the program periodically to determine whether all aspects are up to date and applicable in the current business environment. Such review of the program will consider changes in risks based on experiences of the organization with identify theft, changes in methods of identity theft, changes in the types of accounts that the University offers or maintains and changes in business arrangements with other entities.

Departmental supervisors are responsible for ensuring that all departmental employees understand and adhere to the University's policy to protect sensitive information for the prevention of identity theft.

#### D. Red Flags Rule:

The "Red Flags Rule" of the Federal Trade Commission requires institutions that hold "covered accounts" to develop and implement an identity theft prevention program for new and existing accounts. "Covered Accounts" include Perkins Loans, Institutional Loans, Student Accounts, or any other account involving the extension of credit and also any credit reports that might be obtained in the employee hiring process.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF  
Number: 207

Approved: Board of Trustees,  
August 25, 2011

### SUBJECT: IDENTITY THEFT PREVENTION CONTINUED

#### **E. Identification of red flags:**

All employees must be alert to the following “red flags” that could indicate the possibility of identity theft:

1. Notifications, alerts, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services
2. The presentation of documents that appear altered or forged, or otherwise suspicious
3. The presentation of suspicious personal identifying information, such as photograph or physical description on the identification that is not consistent with the appearance of the person presenting the identification
4. A request made from a non-college issued E-mail account
5. A request to mail something to an address not listed on file
6. The unusual use of, or other suspicious activity related to, a covered account
7. Notice from account owners, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts

#### **F. Action to be taken upon detection of red flags:**

1. Gather all relevant documentation and prepare a brief description of the situation
2. Forward the information to the Chief Financial Officer
3. The CFO submit an annual summary of detected red flags to the Board of Trustees

Upon review of the information, the Chief Financial Officer may also recommend one or more of the following additional responses:

1. Monitor an account for evidence of identity theft
2. Deny access to the covered account until other information is available to eliminate the red flag
3. Contact the account owner
4. Change any passwords, security codes or other security devices that permit access to a covered account
5. Close the existing covered account and reopen with a new number
6. Notify law enforcement or
7. Determine no response is warranted under the particular circumstances

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AF  
Number: 207

Approved: Board of Trustees,  
August 25, 2011

### SUBJECT: IDENTITY THEFT PREVENTION CONTINUED

#### Identity Theft Prevention Policy Certification of Receipt

I hereby certify that I have received, read, and understood the Identity Theft Prevention Policy of William Carey University and that I have received and reviewed the training materials referenced above (C.2).

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this form to: Office of the President  
William Carey University, Box 1  
498 Tuscan Avenue  
Hattiesburg, MS 39465



# **POLICY AND PROCEDURES MANUAL**



## **WILLIAM CAREY UNIVERSITY**

Classification: IA

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Approved: Trustees 11/6/08

### **SUBJECT: FUND-RAISING**

#### **POLICY STATEMENT**

William Carey University's fund-raising policy is that all fund-raising activities are conducted in a manner consistent with the mission of the institution and coordinated with the total institutional development program.

#### **PROCEDURES**

- 1) Individual academic departments are encouraged to raise funds for designated use, but such fund-raising must be approved by the president and the vice president for institutional advancement/church relations.
- 2) All funds received by any institutional employee must be deposited in the business office through the Office of Institutional Advancement or the Business Office.
- 3) Donation receipts will be issued by the Office of Institutional Advancement and funds will be deposited into the proper bank account by the business office.
- 4) Student organizations may choose to hold fund-raisers for designated use, but all student fund-raisers first must be approved by the advisor to the student organization involved and by the director of student activities. Fund-raisers by student organizations must be consistent with the mission of WCU. All monies collected must be deposited into the organization's restricted fund in the William Carey University Restricted Bank Account for use by the student organization.

#### **WCU PUBLICATIONS**

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: IA

Number: 301

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Approved: Trustees, 8/6/98

Revised/Approved: 11/6/08

### **SUBJECT: GIFTS, GRANTS, SCHOLARSHIPS, AND BEQUESTS**

#### **POLICY STATEMENT**

It is the policy of William Carey University to accept and encourage gifts, grants, scholarships, and bequests which contribute to the attainment of the Mission of William Carey University and comply with non-profit corporate law and IRS regulations governing 501(C)(3) organizations.

#### **PROCEDURES**

All gifts are accepted by the Board of Trustees; however, the Board of Trustees of William Carey University may authorize the president, or the president's designee to accept gifts, grants, loans, scholarships, and bequests contributed to the University. The president, or the president's designee, will issue appropriate statements of acceptance and appreciation at the earliest possible date following the receipt of the gift.

The president of the University, in consultation with the vice president for institutional advancement/church relations, shall establish procedures for communicating with donors and/or others involved in the solicitation of contributions. The Office of Institutional Advancement is responsible for the internal reporting and recording of gifts, scholarships, and bequests.

#### **Conditions for Acceptance**

Acceptance of gifts, scholarships and bequests are subject to the following conditions:

- 1) A gift or bequest which may require commitment of funds, personnel, or space for housing, or which might cause the University to become involved in a controversy, shall be approved by the Board of Trustees, or by the president as authorized by the Board of Trustees.
- 2) Subject to the open record laws and with prior approval of the Board of Trustees or the president as authorized by the Board of Trustees, anonymity may be granted if requested by a donor.

The terms under which any bequest is offered and accepted shall be provided in a written agreement between the donor and University. The Board of Trustees, or the president as authorized by the Board of Trustees, shall approve any offers of real property before any commitment is established.

#### **Utilization and Management**

Gifts, scholarships, and bequests made to the University shall be used for the purpose designated by the donor. If a purpose is not specified by the donor, funds shall be considered unrestricted. In all instances, donors will be notified of the use of their contributions.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

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Approved: Trustees, 8/6/98

Revised/Approved: 11/6/08

### **SUBJECT: GIFTS, GRANTS, SCHOLARSHIPS, AND BEQUESTS CONT...**

Real or personal property acquired through gifts, grants, loans, scholarships, and bequests is subject to the same management requirements as other University-owned property. Disposal of any property acquired through gifts, grants, loans, scholarships or bequests shall be handled in accordance with state law and University policies.

#### **Criteria for Establishing Scholarships or Awards**

The Office of Institutional Advancement holds the responsibility for constructing acceptable scholarship agreements between the University and donors.

New endowed scholarships will be prepared in accordance with the prescribed criteria in Attachment A.

The Office of Institutional Advancement will receive, record and direct revenues contributed for all existing scholarships and any created in the future.

#### **PROCEDURES**

An ongoing facet of the Office of Institutional Advancement is the acquisition of endowed scholarship funds. An endowed scholarship fund shall be interpreted as a fund from which accrued interest, dividends, or capital gains produced by the fund may be awarded as scholarships and the corpus or principal of the fund remains intact or even increases due to special provisions whereby a portion or percentage of interest, dividends, or gains are added to the corpus of the fund.

Cash gifts and contributions to the University which are designated by the donor(s) to be awarded to students in total shall be termed restricted awards/annual scholarship awards and are not endowment. Restricted scholarships are awarded according to stipulations of donors.

In cases where the donor has no preference as to area of academic study or other stipulations, pending donor approval, the scholarship will be established as undesignated and will be awarded according to need and/or merit as determined by the Scholarship and Financial Aid Committee. Donors are also informed concerning current University scholarship needs relating to specific academic areas or needs relating to grade point average or scholastic standing should the donor choose to designate his scholarship for those projects.

In reference to establishing scholarships, the following information is made available to donors:

1. The original donation establishing the scholarship fund and all subsequent additions to the fund shall be owned and managed by the University.
2. Endowed scholarships are "open-ended," meaning additional funds may be added to the existing fund at any time by any one to perpetuate growth of the endowment.

# POLICY AND PROCEDURES MANUAL



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Revised/Approved: 11/6/08

### **SUBJECT: GIFTS, GRANTS, SCHOLARSHIPS, AND BEQUESTS CONT...**

3. Accrued interest, dividends, and capital gains of the scholarship fund may be awarded as scholarships and a portion or percentage of the earnings may be put back into the corpus of the fund to offset inflation and perpetuate endowment growth.
4. The minimum amount for establishing an endowed scholarship is \$10,000; however, the fund may be initiated with a lesser amount and the fund increased until the \$10,000 level is reached. Interest, dividends, and capital gains from the fund are also added to the fund until the \$10,000 level is attained at which time scholarship awards will begin to be made and the scholarship will be recognized in university literature.
5. The first priority in awarding scholarships is to adhere to the guidelines set forth by the donor.
6. Earnings on endowment funds should be used to assist students and not allowed to accumulate.
7. The name of the scholarship will be listed in the appropriate university publications such as the catalog, etc.
8. Scholarship donors should be informed that naming a relative or particular student as a recipient of the scholarship is disallowed under IRS regulations governing tax deductible gifts.
9. Earnings from relatively small scholarships from time to time may be held until the earnings can be awarded in a more substantial amount.
10. Students must be enrolled in at least 9 hours of academic credit per trimester to receive a scholarship.

The Office of Institutional Advancement, through dialogue with the scholarship donor, should determine the following information:

1. The exact name of the scholarship and correct spelling of names.
2. The criteria for recipient selection.
3. The person(s) to receive acknowledgments and/or notes of appreciation from recipients and the university.
4. The level of public recognition of the donor.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AA

Number: 400

Page:

Issued: 3/85

Revised/Approved: 4/98

Revised/Approved: 11/6/08

### SUBJECT: FACULTY ASSEMBLY

#### POLICY

It is the policy of William Carey University to provide for faculty involvement in all matters related to the academic program of the University. The Faculty Assembly is an advisory body for University administration and the Board of Trustees. The Faculty Assembly is not recognized as a bargaining agent nor as a body to handle complaints (The *Policy and Procedures for Handling Complaints* is recorded elsewhere in this manual). In accordance with Standards for Accreditation of the Southern Association of Colleges and Schools, the faculty will approve matters pertaining to the academic program.

#### PROCEDURES

- A. The Faculty Assembly is the official organization of the faculty with the Faculty Senate serving as its representative body.
- B. The Faculty Assembly will be the official body which expresses the will of the faculty as a whole. As such, it considers all matters pertinent to the faculty.
- C. The Faculty Assembly may be convened to permit members to discuss institutional policy issues, to express their views as changes are proposed, and to direct questions to administrative officials.
- D. The Faculty Assembly may be convened to hear reports from the president of the University and other administrative officials.
- E. The Faculty Assembly may elect from its constituency two members to attend the administrative council meetings. Alternates elected by the faculty may serve in the absence of one or both of these members.

#### *Composition and Voting Rights*

- A. The Faculty Assembly consists of members who alone have the right to vote on matters related to the faculty.
- B. Members are all full-time faculty (undergraduate and graduate) and administrative officers with faculty rank.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AA

Number: 400

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### SUBJECT: FACULTY ASSEMBLY CONT...

#### *Meetings*

- A. The Faculty Assembly will meet no less than once each trimester with the time and place of the meetings set by the vice president for academic affairs.
- B. Special meetings will be called by the president of the University or the vice president for academic affairs at any time deemed necessary to carry on the business of the Faculty Assembly.
- C. A quorum for meetings will be fifty per cent (50%) plus one of members with a right to vote.

#### *Officers*

- A. The vice president for academic affairs will serve as chair of all meetings except those called by the president of the University.
- B. The president of the University or someone designated by the president will preside at special meetings called by the president.
- C. The secretary of the Faculty Assembly will be appointed by the vice president for academic affairs. The secretary will be responsible for keeping and distributing minutes.
- D. A parliamentarian may be appointed by the vice president for academic affairs. The authority for the parliamentarian is the latest edition of *Robert's Rules of Order*.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AA

Number: 401

Page:

Issued: March 19, 1999

Revised/Approved: 11/6/08

### SUBJECT: GRADUATE FACULTY ASSEMBLY

#### POLICY

It is the policy of William Carey University to provide for faculty involvement in all matters related to the graduate program. The Graduate Faculty Assembly is an advisory body for University administration and the Board of Trustees. The Graduate Faculty Assembly is not recognized as a bargaining agent nor as a body to handle complaints (The *Policy and Procedures for Handling Complaints* is recorded elsewhere in this manual). In accordance with Standards for Accreditation of the Southern Association of Colleges and Schools, the graduate faculty will approve matters pertaining to the graduate program.

#### PROCEDURES

##### *Functions of the Graduate Faculty Assembly*

- A. The Graduate Faculty Assembly is the official organization of the graduate faculty.
- B. The Graduate Faculty Assembly will express the will of the graduate faculty in all matters pertaining to the graduate faculty, including academic requirements and policies, publication of the graduate catalog, and additions and/or deletions to the graduate curricula. Matters must be approached in the following order: the recommending graduate department, the graduate committee and the graduate faculty assembly.
- C. The Graduate Faculty Assembly may be convened to permit members to discuss institutional policy issues, and to recommend institutional policy as it relates to the graduate program.

##### *Composition and Voting Rights*

- A. Members are full-time faculty and/or administrative officers who have graduate faculty status.
- B. Only those faculty and administrative staff who have graduate faculty status have the right to vote on matters related to the graduate faculty.

##### *Meetings*

- A. The Graduate Faculty Assembly will meet on the same day as the Faculty Assembly or upon the call of the vice president for academic affairs. The time and place of the meetings will be set by the vice president for academic affairs.
- B. Special meetings may be called by the president of the University or by the vice president for academic affairs, or may be initiated at the request of the graduate committee or at the request of a member of the graduate faculty.
- C. A quorum of meetings will be 30% of the members; a voting quorum will be 50% plus one of the members.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AA

Number: 401

Page:

Issued: March 19, 1999

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### SUBJECT: GRADUATE FACULTY ASSEMBLY CONT...

#### *Officers*

- A. The vice president for academic affairs will serve as chair of all meetings. Should the vice president for academic affairs be unable to preside at a graduate assembly meeting, the vice president shall appoint someone to preside.
- B. The vice president for academic affairs will appoint a secretary of the Graduate Faculty Assembly who will be responsible for keeping and distributing minutes.
- C. The vice president for academic affairs may appoint a parliamentarian. The authority for the parliamentarian is "Robert's Rules of Order."



# **POLICY AND PROCEDURES MANUAL**



## **WILLIAM CAREY UNIVERSITY**

Classification: AA

Number: 402

Page:

Approved: Intellectual  
Property Rights Committee

1/22/09, Approved Board of  
Trustees 2/12/09

Revised/Approved 8/27/09

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AA

Number: 402

Page:

Approved: Intellectual  
Property Rights Committee  
1/22/09, Approved Board of  
Trustees 2/12/09  
Revised/Approved 8/27/09

### SUBJECT: INTELLECTUAL PROPERTY RIGHTS

#### POLICY STATEMENT

William Carey University recognizes the inherent core value of intellectual property as the foundation of the academic life. As a result of that value and the University's mission, the University encourages all faculty, staff, and students to develop their highest potential in scholarship through ongoing excellence in research and publication or distribution of their research. To this end, the University hereby establishes guidelines concerning intellectual property rights of faculty, staff, and students.

#### PROCEDURES

Specifically related to the faculty member's intellectual property and scholarship, the policy concurs with Federal law and the institution's *Faculty Handbook* (Board Approved, 2/8/2007) regarding "Academic Freedom" (§II, ¶I), "Research, Writing, Contracts, and Grants" (§III, ¶L), "Professional Development" (§III, ¶N), "Membership in Professional Organizations" (§V, ¶V).

***Intellectual Property Defined.***—"Intellectual property" refers to intangible creations of the mind such as inventions, literary or artistic works, or images. Or, intellectual property "is imagination made real. It is the ownership of dream, an idea, an improvement, an emotion that we can touch, see, hear, and feel. It is an asset just like your home, your car, or your bank account."<sup>1</sup>

***Intellectual Property Owned by Faculty, Staff, or Students.***—Print, digital, and online scholarly works and other products of the mind—articles, books, musical compositions and arrangements, works of art, literary or dramatic composition, computer programs, research notes in connection with such scholarly work, instructional notes/outlines, and other similar material—of faculty, staff, or students are the intellectual property of the creator(s). Unless voluntarily relinquished, the creators hold and exercise full rights of copyright, ownership, distribution, and royalties, subject to the following limitation. If a university employee uses significant university resources (facilities, funds, equipment, or personnel) or contract time to produce a work which may lead to commercial development, then the university is entitled to a share of royalty or other annual net income from the intellectual property. The university and employee will develop an agreement for sharing the proceeds before any external contract for the intellectual property is signed.

<sup>1</sup>"What Is Intellectual Property?" United States Patent and Trademark Office, online, internet, <<http://www.uspto.gov/web/offices/ac/ahrpa/opa/museum/1intell.htm>> accessed December 11, 2008.



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## WILLIAM CAREY UNIVERSITY

Classification: AA

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Approved: Intellectual  
Property Rights Committee  
1/22/09, Approved Board of  
Trustees 2/12/09  
Revised/Approved 8/27/09

### **SUBJECT: INTELLECTUAL PROPERTY RIGHTS CONT...**

***Intellectual Property Owned by the University.***—Often for mutual benefit, the University may contractually engage faculty, staff, or students on particular works for hire (print, digital, or online). When faculty, staff, or students voluntarily enter into such additional contracts and relinquish their rights to copyright, ownership, and distribution, the University retains copyright, ownership, distribution, and royalties of these particular works for hire.

The University initiates works for hire and specifies the purpose and extent of these works with the those hired. The University issues formal contracts for works for hire, and these contracts include the details and parameters of the work(s) for hire.

***Distance Learning, Web-enhanced Courses, and Online Delivery of Instruction.***—Distance learning, web-enhanced courses or programs, and online courses or programs are unique instructional cases that require coordination between the faculty member and the University.

In order to achieve mutual benefit regarding academic programs, courses, and instructional delivery, a faculty member is at liberty to enter into a special contract with the University to develop distance learning, web-enhanced courses or programs, and online courses or programs. Within these special contracts, the University may exercise its interest in retaining the copyright, ownership, distribution, and royalties for these services (see above “Intellectual Property Owned by the University”).

Unless voluntarily relinquished to the University exclusively or mutually agreed in contractual form apart from the usual employment contract, a faculty member’s research notes, instructional notes/outlines, image reproduction, lectures, and like materials in connection with such course content preparation and delivery (any format) remain the faculty member’s unique intellectual property. Materials related to the administrative delivery (i.e., syllabi, student learning outcomes, instructional policies) of such courses or programs remain the University’s intellectual property.



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AA

Number: 403

Page: 1

Issued: Jan. 8, 1998

Revised/Approved: 11/6/08

### **SUBJECT: PUBLICATION OF SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS ACCREDITATION STATUS**

#### **POLICY STATEMENT**

It is the policy of William Carey University to publicize its accreditation status with the Southern Association of Colleges and Schools in all official publications of the University.

#### **PROCEDURES**

In the 1997-99 William Carey University Undergraduate Catalog and all subsequent catalogs, the following statement appears:

William Carey University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097: telephone number 404-679-4501, to award bachelor, master, educational specialist degrees, and doctor of osteopathic medicine.

This above-quoted Catalog statement must appear in **all** institutional documents that identify William Carey University's accreditation status: (i.e. *catalogs, brochures, advertisements, electronic homepage, faculty/staff position notices, academic program fliers/brochures, application for undergraduate and graduate admission, transcripts, financial development brochures, adjunct faculty guidelines, etc.*).

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AA

Number: 404

Page: 1

Approved: Trustees 12/97

Revised/Approved: 11/6/08

### **SUBJECT: REQUESTS FOR LETTERS OF GOOD STANDING**

#### **POLICY STATEMENT**

It is the policy of William Carey University to permit currently enrolled William Carey University students to take courses at other institutions with the approval of the advisor and the Vice President for Academic Affairs.

#### **PROCEDURES**

In accordance with the William Carey University policy on TRANSFER CREDITS, the specifics related to students' transfer of credit—*after enrolling at Carey*—from other colleges to William Carey University are as follows:

- 1) the student receives and completes a "Request for a Letter of Good Standing to Enroll in Another College/University"
- 2) depending on where the student is enrolled, the Letter of Good Standing is returned to the office of academic affairs in Hattiesburg, the dean of the Gulfport campus in Gulfport, or dean of the New Orleans campus in New Orleans
- 3) the Letter of Good Standing is forwarded from the administrative office to the student's advisor for approval or denial
- 4) the advisor returns the Letter of Good Standing to the administrative office for approval or denial (the administrative office in Gulfport and New Orleans forward the Letter of Good Standing to the vice president for academic affairs in Hattiesburg)
- 5) the vice president for academic affairs approves or denies the Letter of Good Standing

Advisors, deans, and the vice president for academic affairs follow the below-listed procedures for approving or denying a Letter of Good Standing:

- 1) at the time of the Letter of Good Standing, the student must be admitted to Carey, enrolled at Carey, and in good academic standing at Carey
- 2) the student's request does *not* interrupt the residency requirements for a degree at WCC
- 3) the student's request does *not* put the student into a course overload that violates the catalog policy for the term in which the course is taken; *in calculating total hours for a Letter of Good Standing decision, both Carey course and off-campus coursework are added together*
- 4) the Letter of Good Standing request does *not* allow the student to apply more than the allowed 64 semester hours from junior/community colleges to a Carey degree
- 5) the Letter of Good Standing request cannot function as a "repeat" course for a Carey course
- 6) at the time of the Letter of Good Standing, the student's Carey financial balance must be current
- 7) the college/university where the student wishes to take a course must be a regionally accredited (i.e. SACS) institution
- 8) the Letter of Good Standing cannot violate any Carey academic policy stated in the Catalog

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: AA

Number: 405

Page: 1

Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: MILITARY STUDENTS CALLED TO ACTIVE DUTY**

#### **POLICY STATEMENT**

It is the policy of William Carey University to support WCU military students who are called to active duty.

#### **PROCEDURES**

All students must provide to William Carey University documentation verifying the call to duty and the effective date of active duty.

Students called to active duty may select from the following options

- (1) Students may withdraw from class and receive a refund based on the normal college refund policy stated in the William Carey University catalog.
- (2) Students may request an incomplete "I" and may complete the course in one of two ways:
  - Students who have completed the majority of the course requirements (75-80%) may work with the professor to make up assignments and exams after departure for duty.
  - Students who have not completed the required percentage of the class may return to William Carey at a future date and retake the course at no additional charge
- (3) NO REFUND will be given to any student who elects to take the incomplete "I" for the course in which he/she is enrolled.

All documentation and correspondence must be turned in to one of the following offices:

- Director of the Keesler Center
- Director of the Camp Shelby Program
- Vice President for Academic Affairs

#### **WCU PUBLICATIONS**



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## WILLIAM CAREY UNIVERSITY

Classification: AA

Number: 406

Page:

Approved: Trustees 2/24/98

Revised/Approved: 11/6/08

### SUBJECT: **PRIVACY RIGHTS OF STUDENTS**

#### **POLICY STATEMENT**

It is the policy of William Carey University to protect the privacy of student records in accordance with *The Family Educational Rights and Privacy Act of 1974*. Further procedures for implementing this policy shall be made available to students through university publications.

#### **PROCEDURES**

William Carey University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose any information from, students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the William Carey University community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of the Registrar, the Office of Academic Vice-President, the Business Office, Financial Aid, the Office of Admissions, and academic personnel within the limitations of their need to know.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and other similar information. Students may withhold Directory Information by notifying the Registrar's Office in writing on or before the first day of classes of each trimester/term. Forms for this purpose are available in the Registrar's Office. In the event a refusal is not filed, the institution assumes that a student does not object to the release of the directory information designated. Annual notification of rights under FERPA are published in the student handbook, *The Redbook*.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Office of the Registrar.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing committee to be unacceptable. The Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered by the

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Approved: Trustees 2/24/98

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### SUBJECT: **PRIVACY RIGHTS OF STUDENTS CONT. . .**

Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the students' expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following as outlined by the Act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access **only** to that part of the record which pertains to the inquiring student.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Office of the Registrar. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; and he/she will be informed by the Office of the Registrar of his/her right to a formal hearing. Student requests for a formal hearing must be made in writing to the Vice-President for Academic Affairs, who, within a reasonable period of time after receiving such requests, will inform the student of the date, place, and the time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of his/her choice, including attorneys, at the students' expense.

Decisions of the hearing committee will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing committee, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing committee. The statements will be placed in the education records, maintained as part of the student's record, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may request in writing assistance from the President of the institution. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), U. S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202.

### **WCU PUBLICATIONS**

*The Redbook, Faculty Handbook, and Administrative and Staff Handbook*

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## WILLIAM CAREY UNIVERSITY

Classification: AA  
Number: 408

Page: 1

Approved: Trustees  
May 6, 2010

### SUBJECT: ACADEMIC INTEGRITY

#### POLICY

It is the policy of William Carey University to provide an environment that encourages continual growth of moral and ethical values within a caring Christian academic community. This includes personal honesty and mutual trust. The university places high value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment.

#### PROCEDURE

1. It is the position of the trustees of William Carey University that emphasis should be placed on the prevention of breeches of academic integrity.
2. Faculty should require students in their classes to utilize available technology (Turn-It-In) to detect possible plagiarism before turning in major assignments.
3. When a faculty member suspects that an act of academic dishonesty has occurred the faculty member should proceed as follows:
  - a. If it is the first breach of standards of academic integrity the faculty member should notify the student and arrange a conference to allow the student to respond to the charge. If it is obvious that the student lacks sufficient knowledge regarding proper documentation of sources or is unaware that the act fits the definition of academic dishonesty, the teacher shall provide a clear statement of why the act is unacceptable or, in the case of suspected plagiarism, refer the student to the refresher research course provided by the library.
  - b. If the student admits to the offense or if it is determined by the teacher that the student deliberately committed the offense, and it is the first offense, the student will be given an opportunity to repent as the scriptures teach. In either case (a & b) the incident will be reported to the Vice President for Academic Affairs for documentation.
  - c. For a second offense a faculty member may assign a grade of "F" for an individual exam or assignment provided the "F" does not result in failure of the course. If the offense is sufficiently severe the instructor may confer with the department chair or dean and , with their concurrence assign an "F" for the course. If the second offense seems premeditated or planned in collaboration with others, then a grade of "F" for the course could be more appropriate. If the work is a minor part of the course or if there appears not to have been advanced planning, then an "F" on the assignment, which does not result in failure of the course, may be appropriate. If the instructor feels that more serious punishment is warranted, he/she may initiate an honor board hearing by making a request through the Academic Vice President.

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May 6, 2010

- d. For a third offense, or the second offense, when the first offense was premeditated or planned, the teacher may assign a grade of “F” for the course and report the incident to the Vice President for Academic Affairs for referral to the honor board. If the Honor Board finds that the offense is egregious the Honor Board may recommend suspension or expulsion from the university.
  - e. A student may not drop a course or withdraw from the university to avoid the penalties incurred as a result of an act of dishonesty.
4. WCU administration is hereby directed to develop guidelines and procedures, which include due process rights, for the implementation of this policy.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 500

Page:

Approved: Trustees, 3/98

Revised/Approved: 11/6/08

### **SUBJECT: MANAGEMENT OF STUDENT DEVELOPMENT SERVICES**

#### **POLICY STATEMENT**

The vice president for student services reports to the president of the University and is responsible for providing direction, leadership, and overall management for personnel directing student programs and services on all campuses. Student development services and programs are designed to support and enhance students' educational experience and to provide students with opportunities for involvement, affiliation, social and physical development, and self-governance.

Functional program areas within this division include student publications, campus security, food services, vending operations, student judicial affairs, residence halls, career services, student support services, student activities and organizations.

The dean or director of each program area or department and other staff (if applicable) working in that area are responsible for establishing procedures for performing the functions of *their* particular program area. Each program area or department will develop mission statements which support the University Mission Statement and guide the overall direction of that area. Goals and objectives are established and reviewed annually (at minimum). Assessment of the programs and services are conducted by the staff members who are responsible for their implementation on at least an annual basis.

#### **PROCEDURES**

##### **Health Services**

Procedures for medical emergencies are outlined in *The Redbook*. Students are advised through *The Redbook* that the University does not provide medical services to students who are in need of medical attention. Students are advised to take all appropriate precautions to protect their own health and safety. Students are strongly urged to have private health and accident insurance. International students are required to have adequate health and accident insurance coverage. Adequate hospitals and other medical services are available for all three campuses. When a need for medical services arises, students may seek assistance from student services personnel or obtain services directly from local providers. In a medical emergency an effort should be made to inform resident assistants or student services personnel. If no personnel are readily available for assistance, persons are advised to call 911 to summon emergency assistance. The student development office (Hattiesburg) or the student services office (Gulfport) also should be notified. Students are responsible for paying the cost of medical services.

On the New Orleans campus emergency assistance will be requested and the New Orleans Baptist Theological Seminary security will be notified to assist.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 500

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Approved: Trustees, 3/98

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### **SUBJECT: MANAGEMENT OF STUDENT DEVELOPMENT SERVICES CONT...**

#### **Health Insurance**

Health insurance is not mandatory for students; however, applications for health insurance from an outside source are available in the office of student development in Hattiesburg, and in the offices of the directors of student services on the Gulfport and New Orleans campuses.

#### **Health Education**

On the Hattiesburg campus, resident assistants offer educational programs on health-related topics for campus residents. RA programs are approved by the director of housing and residence life. Program evaluation forms are used to assess these programs. Evaluation forms are reviewed by the director of residence life and are used as guides in planning future educational programs.

On the Gulfport campus, the Student Services office sponsors programs at designated times during the year. Programs content includes topics such as self-defense, date-rape, alcohol and other drugs, as well as other topics as requested by students or as the need arises.

#### **Counseling**

Personal counseling is available to students free of charge through a contract with a professional counseling service. To schedule a confidential appointment on the Hattiesburg campus, contact the Office of the Vice President for Student Services. On the Gulfport campus, contact that administrative dean.

#### **Career Services**

The Career Services Program at William Carey University is designed to facilitate the transition of students from academic life into a rewarding career experience. Career Services offers assistance aimed at the improvement of student job search skills such as: resume' preparation, interviewing techniques, and networking. The career library is maintained to assist students in locating possible job opportunities. In addition, the center offers testing to help students identify career areas of interest, which can be beneficial to determine a course of study. Job fairs will be scheduled throughout the year.

#### **Student Government**

Every student shall have the opportunity to participate in institutional decision-making by electing or serving on an elected body of student representatives known as Student Government Association. Evaluation of this objective will be conducted by the director of student activities and will consist of determining whether the following is true: 1) the SGA constitution and by-laws which regulate the election of officers is being followed, 2) the procedures for establishing candidacy are clear and are available for interested students, and 3) elections are well publicized and are held at convenient times and locations for most students.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

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Approved: Trustees, 3/98

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### **SUBJECT: MANAGEMENT OF STUDENT DEVELOPMENT SERVICES CONT...**

#### **Student Activities**

*On the Hattiesburg and Gulfport campuses, William Carey University supports an activities program designed by students to meet student interest and needs and must not conflict with the mission of the University. Various SGA committees solicit input from their peers as to the type and frequency of events and they design programming accordingly.*

All student activities are planned under the supervision of the director of student activities and are designed to provide students with opportunities for social and physical development, self-governance, involvement, and the development of leadership skills. All activities are subject to approval by the SGA advisor or director of student activities.

#### **Student Publications**

Student publications which are supported by the University include the *Cobbler* (newspaper), *The Crusader* (yearbook), and the *Indigo* (literary journal). Student publications are designed to provide student staff members with the opportunity to develop skills of writing, organizing, and leadership while providing an avenue of responsible public communication. Student publications are supported with human and fiscal resources of the University and are, therefore, subject to review by the advisor to the publication. In other words, the content of student publications must not conflict with the mission of the University and must meet the approval of the advisor prior to printing. Publication advisors are responsible for budget planning and expenditures and for providing guidance and assistance during the production process.

*The Cobbler* and *The Crusader* staffs are advised by the faculty Advisor for Publications. Staff positions with *The Cobbler* and *The Crusader* are open to any interested student. Student editors of *The Cobbler* and *The Crusader* receive scholarships for serving in that capacity.

*The Indigo* is advised by a faculty member in the language department and is funded by that department's budget. Editor positions are open to any student and are selected by members of the language department faculty. Entries for *The Indigo* may come from any student or staff member. *The Indigo* editors in conjunction with the advisor make final decisions on the entries selected for publication. Proceeds from the sale of the *Indigo* go back into the restricted fund that is set aside to produce the magazine.

*There are no student publications on the New Orleans campus.*



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 501

Page:

Approved: Trustees, 11/6/08

### **SUBJECT: STUDENT GOVERNANCE**

#### **POLICY STATEMENT**

It is the policy of William Carey University to provide students with learning experiences consistent with a democratic society. The student Code of Conduct and traffic regulations will be enforced through the Office of Student Services utilizing the Student Government Association Judicial Process. As the Chief Executive Officer of the University, the President reserves the right to review all disciplinary action by any person or body and take whatever action that he deems to be in the best interest of the University. The President may intervene at any point in the process when the interests of the University are compromised.

#### **PROCEDURES**

##### **Student Code of Conduct**

Community life at William Carey University is founded upon the moral principles of Jesus Christ. Simply stated, the Student Code of Conduct is a pledge on the part of each student to conduct himself or herself in a manner befitting a Christian at all times.

The university prohibits personal behavior whether on campus or at any university-related, sponsored, or recognized activity held off campus or off campus that: 1) Interferes with the university's pursuit of its educational and Christian objectives; 2) Fails to exhibit a regard for the rights of others; or 3) Shows disrespect for the safety of persons and property. The following statements of prohibited conduct are not inclusive but are intended to give a student an idea of the types of behavior that may result in disciplinary action.

- **Pornographic material.** Pornography is addictive, degrading, and destructive. As such, pornographic material will not be tolerated. Campus policy prohibits possession of pornographic material anywhere on campus including dorm rooms, cars, lockers, etc. Students in possession of pornography in any media form including, but not limited to print, audio, video, photography, and/or electronic media will face disciplinary action.
- **Computer responsibility.** The computer resources at William Carey University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. Users are responsible for seeing that computer resources are used in an effective, ethical, and legal manner. Policy violations generally fall into four categories:
  - harassing or threatening specific individuals or class of individuals
  - interfering with the activities of others
  - downloading, installing or transporting across university networks material that is illegal, proprietary, in violation of license agreements or copyrights, or otherwise damaging the institution including the distribution of pornographic materials
  - damaging or interfering with computer or network resources or computer data, files, or other information



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 501

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Approved: Trustees, 11/6/08

### SUBJECT: STUDENT GOVERNANCE CONT...

- **Alcohol and other drugs.** In keeping with the university's commitment to remaining a "drug-free campus," the possession or consumption of alcohol and other drugs is prohibited. (Possession shall be defined to include the presence of alcohol or illegal drugs in the student's university residence or automobile.) The prohibition against the use, possession, or distribution of alcohol and illegal drugs shall include the possession of alcohol containers, promotional literature and/or drug paraphernalia. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol or drugs, either in the room or on the student's person, or conduct suggesting that the student is under the influence of such substances. Students in violation of this policy will face disciplinary action. This policy applies to students who return to campus under the influence of alcohol or drugs.
- **Tobacco.** The use of tobacco is not permitted on the university premises.
- **Academic dishonesty** (see also Academic Integrity). Plagiarism, dependence on others for assistance in assignments, tests and exams, as well as aiding others in their academic work beyond that expressly approved by the instructor are prohibited.
- **Property violations.** The intentional or unintentional taking, damaging or destroying of property belonging to the university, members of the university community or visitors of the university is prohibited.
- **Harassment.** Harassing another person because of his or her race, color, gender, sex, national origin, age, or disability is prohibited. This includes verbal harassment such as antagonizing or taunting.
- **Threats.** Threats of violence or statements that indicate an intention to harm others are prohibited.
- **Disruptive behavior.** Conduct that disrupts or interferes with the educational purposes of the university is prohibited.
- **Fire safety violations.** Damaging, defacing, destroying, cancelling, removing, ignoring or tampering with a fire alarm or other fire safety equipment is prohibited. Failing to vacate a residence hall when a fire alarm sounds, or returning to a residence hall following the activation of a fire alarm without the permission of an appropriate university official are grounds for disciplinary action.
- **Gambling.** Engaging in or encouraging, promoting or aiding participation in any game of hazard or chance for money or other valuable items is prohibited.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 501

Page:

Approved: Trustees, 11/6/08

### SUBJECT: STUDENT GOVERNANCE CONT...

- **Hazing.** Recklessly or intentionally endangering the mental or physical well being, health or safety of an individual for the purpose of initiation, admission, or membership, or affiliation with an organization is not allowed. Prohibited activities include: whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, sleep deprivation, forced exclusion from social contact, or forced conduct that could result in embarrassment.
- **Dating faculty.** Student and faculty dating relationships are not permitted.
- **Immoral social conduct.** Students are prohibited from engaging in conduct which is contrary to the Christian values and principles of the university.
- **Sexual misconduct.** Engaging in or advocating engagement in sexually immoral acts or lifestyles is not permitted. Such acts and lifestyles deemed sexually immoral by the university are participation in sexual relations outside of marriage, adultery, incest, premarital and extramarital behavior, and sexual abuse.
- **Vulgar or abusive language.** The university has a no tolerance policy for abusive, lewd, obscene, or vulgar language or expression that is contrary to its Christian values and principles.
- **Lying and falsification.** Intentionally giving false information, whether written or oral, to student government councils, judicial councils, university officials or faculty members is not permitted. The falsification, alteration, fabrication, or misuse of a university form, document, record or identification card is prohibited.
- **Failure to cooperate.** Failure to cooperate in investigations, including withholding information, and failure to respond to requests to meet with a dean or committees is not permitted.
- **Violation of residence hall guidelines.** All students are expected to uphold the guidelines stated in the residence hall section of The Redbook.
- **Disrespectful behavior.** The university will not tolerate contemptuous or disrespectful treatment of university students, administrators, faculty members, or staff persons. Interference with or the failure to cooperate with the reasonable requests of any university administrator, faculty member, or staff person is prohibited.
- **Firearms and weapons.** The use or possession of firearms, explosives, fireworks, or weapons is prohibited. This includes such items as guns, knives, or "homemade" weapons.
- **Trespass.** Students are not permitted the unauthorized entry into or occupation of university facilities.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 501

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Approved: Trustees, 11/6/08

### SUBJECT: STUDENT GOVERNANCE CONT...

- **Unauthorized recording.** The university does not permit the unauthorized recording of the voice of a member of the university's governing board, an administrator, faculty member, staff person, or other student.
- **Inappropriate dress.** Awareness of the appropriate dress for each occasion is an essential element in the social development of the individual. The university expects students to dress in a manner that complements the activity in which they are engaged and within the bounds of good taste. An administrator or faculty member may determine whether a given mode of dress disrupts the office or classroom process. More formal dress, if announced by the appropriate authority, may be required for special events or occasions. Shoes are required in all buildings except the living areas of the residence halls. Shirts are required in the dining hall.
- **New Orleans campus:**  
Caps, casual shorts, thongs, and ragged shirts are considered to be inappropriate attire in the classroom. Individuals who are dressed in such attire may be asked to leave the premises at the discretion of a representative of the seminary.
- **Financial irresponsibility.** A student is responsible for making certain that his/her financial obligations to the university are met. Continuation in the university may be dependent upon timely payment of university charges.
- **General Infractions.** Students are expected to comply with all the rules and regulations, whether found in the student handbook, the university catalog, the SGA constitution, or departmental policy statements. Further, students must adhere to standards of public and private behavior consistent with the philosophy and purpose of the university, and with state and local laws.

#### Disciplinary Action

- Disciplinary action is a consequence of violation of university regulations hereafter defined. Disciplinary action may also be initiated against students by the university for misconduct which may originate off campus when the student is in violation of federal, state, or local laws and which materially and adversely affects an individual's suitability as a member of the university community.
- Not all infractions of William Carey's regulations and standards of behavior are of equal seriousness. Violations are divided into four levels according to severity and sanctions, and each offense is progressive. This means that a second offense in any of the four levels in any trimester or consecutive trimesters will result in the second offense automatically moving to the disciplinary action of the next level. Examples of offenses by level include but are not limited to those listed.
- The president of the university reserves the right to review all disciplinary action by any person or council and take whatever action he deems to be in the best interest of the university.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 501

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Approved: Trustees, 11/6/08

### **SUBJECT: STUDENT GOVERNANCE CONT...**

#### **Guide for Disciplinary Decisions**

##### **Level I Offenses**

Possible sanctions: A letter of warning, fine, or work assignment is the usual disciplinary action taken; however, other disciplinary action may be added by the adjudicating officer or committee.

Fine Level — \$20 – \$100

Alcohol policy - \$75

Visitation policy - \$60

Failure to identify or comply

Fire safety (candle policy, incense, unauthorized use of fire doors)

Health/safety hazard

Inappropriate disposal of trash/garbage

Noise

Traffic

Tobacco

##### **Level II Offenses**

Possible sanctions: A letter of disciplinary probation and fine, work assignment, restitution, restrictions, and/or living unit probation is the usual disciplinary action taken; however, other disciplinary actions and restrictions may be added by the adjudicating officer or committee.

Fine Level — \$40 – \$200

Repeat of "Level I" offenses

Demonstration of flagrant disregard for living unit policies

Harassment, other than sexual harassment

Minor vandalism and criminal damage

Fire safety (fireworks unauthorized use of fire extinguisher)

Tobacco—2nd offense \$50

##### **Level III Offenses**

Possible sanctions: A letter of disciplinary probation, living unit dismissal, and restitution is the usual action taken; however, other disciplinary actions and restrictions may be added by the adjudicating officer or committee.

Fine level \$100 – \$300

Theft

Physical or emotion abuse

Major vandalism or criminal damage

Fire safety (false fire alarm, tampering with fire safety equipment)

Any violation committed while on disciplinary probation

Demonstration of flagrant disregard for living unit or university policies on sexual harassment and/or state/local laws.

Sexual misconduct

Tobacco—3rd offense \$75

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 501

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Approved: Trustees, 11/6/08

### **SUBJECT: STUDENT GOVERNANCE CONT...**

#### Level IV Offenses

Sanctions: A letter of disciplinary dismissal is the usual disciplinary action taken.

- Any offense or series of offenses which indicates that the student is a threat to the university community and/or himself/herself is grounds for dismissal from the university.
- Sexual assault
- Possession of firearms, knives (except non-spring pocket knives), or other weapons
- Use, possession, sale or distribution of illegal drugs

#### **Counseling**

In some cases when there is a violation of the Student Code of Conduct, participation in the university's counseling program may be required as part of the required disciplinary action.

#### **Definition of Terms**

A student found to be in violation of the Code of Conduct or any specific policies or social regulations in this handbook may be disciplined according to the nature of the offense. The following disciplinary actions represent standard and recognized university-wide sanctions:

Written warning—a written notice to the student offender that he/she has violated university rules and that further violations will result in more severe disciplinary action.

Fine—a monetary sanction imposed by the vice president for student services, director of student services on the Gulfport campus, or housing director, or designee for violation of university regulations.

Work assignment—the requirement that a student perform some service or engage in some activity (usually having some relationship to the offense) that would benefit both the student and the university community.

Living unit probation—a prescribed period during which another violation of policy may result in the student forfeiting the privilege to live in a university residence hall and reduction of scholarship.

Living unit dismissal—the requirement that a student leave his/her residence hall. The student may not be entitled to any refund from room and board including deposit.

University probation—a prescribed period during which another violation of policy will result in added restrictions, suspension, or dismissal.

Restrictions—additional sanctions imposed along with the period of probation appropriate for the offense (work details, research, etc.) Restrictions may also take the form of the privilege to

- hold a position/office in a campus residence hall, and/or
- represent the university in intercollegiate athletics or other public events.

Disciplinary suspension—exclusion for the offending student from the university campus, its classes, and other privileges or activities for a prescribed period.

Disciplinary dismissal—permanent termination of student status effective upon the date of dismissal specified.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 502

Page:

Approved: Trustees, 5/14/98

Revised/Approved: 11/6/08

### **SUBJECT: STUDENT COMPLAINTS**

#### **POLICY STATEMENT**

William Carey University seeks to provide each student with a positive educational experience. Students who experience difficulty are encouraged to make every attempt to resolve the problem informally by discussing the problem with those who are closest to the source. However, students who wish to file formal complaints related to University policies, procedures, faculty, employees, or other issues may do so by following the guidelines presented below.

#### **PROCEDURES**

The following chart is intended as a guide for successfully completing the four (4) procedural steps outlined below the chart. None of the parties involved in a student complaint may be represented by anyone other than himself/herself during any phase of the complaint procedure.

***For complaints relating to:***      ***Direct the typewritten complaint to (in sequential order):***

- |  |   |
|--|---|
| 1. Academics<br>(course-related issues<br>that are not grades)   | 1) faculty member, 2) department chair, 3) dean of school,<br>4) vice president for academic affairs.                     |
| 2. Academics<br>(course and grade-related issues)                | 1) faculty member, 2) department chair, 3) dean of school, 4) Credits Committee<br>5) vice president for academic affairs |
| 3. Academics<br>(issues related to faculty)                      | 1) faculty member, 2) department chair, 3) dean of the school<br>4) vice president for academic affairs                   |
| 4. Academics<br>(issues related to University academic policies) | 1) vice president for academic affairs  |
| 5. Admissions  | 1) dean of enrollment management  |
| 6. Athletics   | 1) head coach of the sport involved, 2) director of athletics   |
| 7. Business Services   | 1) associate vice president and chief financial officer   |
| 8. Counseling  | 1) vice president for student services  |
| 9. Discriminatory Harassment                                     | 1) vice president for student services  |
| 10. Financial Aid  | 1) dean of enrollment management,   |
| 11. Housing & Residence Life                                     | 1) director of residence life, 2) vice president for student services   |
| 12. Physical facilities  | 1) director of physical facilities  |

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW  
Number: 502

Page:

Approved: Trustees, 5/14/98  
Revised/Approved: 11/6/08

### **SUBJECT: STUDENT COMPLAINTS CONT...**

- |  |   |
|--|---|
| 13. Sexual offenses                                      | 1) vice president for student services  |
| 14. Student activities                                   | 1) director of student activities, 2) vice president for student services       |
| 15. Student support services                             | 1) director of student support services, 2) vice president for student services |
| 16. Student judicial affairs                             | 1) vice president for student services  |
| 17. Other student issues:<br>(security, cafeteria, etc.) | 1) vice president of student services.  |

STEP 1) A typewritten, signed complaint should be filed with the faculty member or administrator who is closest to the source of the complaint except for course and grade appeals. Complaints not resolved at one level should be presented to those at increasingly higher levels of responsibility and authority as outlined above.

STEP 2) After receiving a complaint in the first three categories (numbers 1-3) above, the faculty member will respond to the complaint within 7 working days after receiving the complaint. If the student is not satisfied with the response, he/she may appeal to the higher level of authority. Each level of authority must respond to the complaint within 7 working days of receiving the complaint. If the student does not receive a response in the allotted time, he/she may proceed to the next level of authority without the previous level signature.

If the complaint is related to any category after the first three above (numbers 4-15) an administrator will initiate a full investigation of the complaint which will be completed in 30 days or less. If an investigation is required to deal with the complaint, during this investigative phase, the investigator will determine a response to the complaint that will provide as much corrective action as possible from his/her level of authority. During the investigation, none of the parties involved may have an attorney present.

STEP 3) The investigator will then meet with the student who filed the complaint and explain what action will be taken to correct the situation.

STEP 4) The complainant may then accept the corrective action as offered, or appeal the decision to the person at the next level of authority. Any complaint not resolved at the highest level should be presented in writing to the president of the University (or designee) who will provide the final response to the complaint.

For clarification of any part of this process, please contact the Office of Student Services.

\*Course and grade appeals must be initiated on the appropriate form within 30 working days of the beginning of the subsequent term unless the student does not enroll, in which case initiation must be within 120 calendar days. The Grade Appeal Form must be picked up in the Office of the Vice President for Academic Affairs. Course related issues for consideration by the Credits Committee must be discussed with the registrar before filing an appeals form.

**WCU PUBLICATIONS** – *The Redbook*



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 503

Page: 1

Approved: Trustees 11/6/08

### **SUBJECT: VOTER REGISTRATION**

#### **POLICY STATEMENT**

It is the policy of William Carey University to actively encourage William Carey University students to register and vote as required by The Higher Education Amendment of 1998. William Carey University will make a good faith effort to distribute voter registration forms to all William Carey University students.

#### **PROCEDURES**

The Vice President for Student Services shall be responsible for the university's compliance, for requesting and securing the forms, and for making the forms widely available to each student enrolled and physically in attendance at the institution. Forms in numbers deemed to be more than sufficient shall be requested from the state at least 120 days prior to the deadline for registering to vote in any election for federal office and election of the governor. Forms shall be made available to students as a part of the registration process and shall also be available throughout the year to students in the Office of Student Services. The Vice President for Student Services shall also monitor the ability of students to secure voter registration applications online and shall advise student of online sources and instructions for completing the forms and mailing the application to the proper registering authority. The student handbook shall contain the following statement:

William Carey University encourages its students to inform themselves on the issues and candidates for public Office, and to register and vote in all elections. Information regarding voter registration and registration forms are available in the Student Services Office.



# POLICY AND PROCEDURES MANUAL



**WILLIAM CAREY UNIVERSITY**

Classification: SW  
Number: 503

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Approved: Trustees 11/6/08

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 504

Page: 1

Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: STUDENTS WITH DISABILITIES**

#### **POLICY STATEMENT**

It is the policy of William Carey University to comply with Section 504 of the Federal Rehabilitation Act, ADA and any other federal or state requirement governing individuals with disabilities.

#### **PROCEDURES**

Eligibility for special accommodations will be available to students who are officially enrolled at William Carey University, who meet all university program requirements, and who meet the definition of disability as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The definition of disability includes any person who “. . .has a physical, emotional, or mental impairment which substantially limits one or more of life’s major activities; has a record of disability, or is regarded as having a disability.” (P. L. 101-336)

Students with a disability who desire special accommodations must register with the vice president for student services. The vice president for student services may require documentation of the disability in the form of medical reports, psychological or educational evaluations or other reports which will assist in determining appropriate accommodations. The Office of Student Support Services will notify the student’s instructors of the condition and the required accommodations.

#### **WCU PUBLICATIONS**

*The Redbook*

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW  
Number: 505

Page: 1

Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: DRUG-FREE CAMPUS**

#### **POLICY STATEMENT**

It is the policy of William Carey University to provide a drug-free environment.

#### **PROCEDURES**

William Carey University prohibits its students from using, possessing, and distributing or causing the use, possession or distribution of alcohol and illegal drugs on campus, at any university-related, sponsored, or recognized activity, whether on or off campus, and off campus in a student's university residence. Students are prohibited from using prescription drugs in any fashion other than as directed by a physician.

Possession shall be defined to include the presence of alcohol or illegal drugs in the student's university residence or automobile. The prohibition against the use, possession or distribution of alcohol and illegal drugs shall include the possession of any alcohol containers, promotional literature and/or drug paraphernalia. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol or drugs or conduct suggesting that the student is under the influence of such substances. William Carey University reserves the right to go forward with campus judicial procedure regardless of the status of local, state or federal investigations into conduct in violation of this policy. Sanctions may include suspension or expulsion. In addition to university sanctions, any student found in violation of the drug and alcohol policy may be referred to the appropriate authorities for criminal prosecution.

#### **WCU PUBLICATIONS**

*The Redbook*

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 506

Page: 1

Approved: Trustees, 2/8/07

Revised/Approved: 11/6/08

### SUBJECT: DRUG TESTING

#### POLICY STATEMENT

It is the policy of William Carey University to conduct entry and random drug testing to meet the requirements of agencies receiving William Carey University students in clinical settings, practica, internships and other such courses. University administration is also authorized to develop procedures for testing of other groups of students who represent the University in some official capacity. All drug testing procedures will receive the approval of legal counsel before implementation.

#### WCU PUBLICATIONS

*The Redbook*

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW  
Number: 507

Page: 1

Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: COMMUNICABLE DISEASE**

#### **POLICY STATEMENT**

It is the policy of William Carey University that students and employees with contagious, infectious, long-term, life-threatening, or other serious diseases may continue to participate in the university's programs and activities as long as, with reasonable accommodation, they physically and mentally meet the academic and technical requirements of the program without undue risk to their own health or that of other members of the campus community.

#### **PROCEDURES**

Students or employees are required to report to appropriate university officials (vice president for student services for students, immediate supervisor for employees) upon learning that they suffer from an infectious, contagious, long-term, life-threatening or other serious disease. Failure to report may result in suspension until an investigation can be conducted.

After consultation with public health experts, university officials will determine the ability of the institution to reasonably accommodate students with contagious diseases. Their determinations will be based on the consideration of factors. Among the factors to be considered are:

- The duration of the risk;
- The nature and severity of the potential harm;
- The likelihood that the potential harm will occur; and
- The imminence of the potential harm.

The university may require periodic reports from the student or employee's physician regarding the course of the disease.

#### **WCU PUBLICATIONS**

*The Redbook*

*Faculty Handbook*

*Administrative and Staff Handbook*

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 508

Page: 1

Approved: Board of Trustees,  
August 7, 2008

### **SUBJECT: SEXUAL HARASSMENT - STUDENTS**

#### **POLICY STATEMENT**

It is the policy of William Carey University to comply with all federal and state laws governing sexual harassment. Further, William Carey University reaffirms its principle as well as Title IX (students) of the Civil Rights Act that all students have a right to be free from sexual discrimination in the form of sexual harassment. Harassment can include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; or (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting said individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or otherwise offensive working or educational environment.

#### **PROCEDURES**

A student may report an alleged violation of this policy to the administrative dean of the Gulfport campus or the vice president for student services on the Hattiesburg campus. On the New Orleans campus, complaints should be reported to the director of pre-nursing or the director of nursing. An investigation will be conducted in accordance with the complaint and grievance policy for students, faculty, or staff as it relates to the complaint. The University will consider the welfare of the alleged victim and the University community as well as the rights of the accused. Retaliation against a student who brings a complaint is prohibited and will not be tolerated. In addition to violating the University's policy, sexual harassment may be a violation of state and federal laws. Therefore, a student who feels that his/her rights have been violated may bring legal action, in addition to making a complaint to the University.

#### **WCU PUBLICATIONS**

*The Redbook*

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

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Approved: Trustees, 11/6/08

### SUBJECT: TRAFFIC REGULATIONS

#### Vehicle Regulations

Reported traffic violations will be subject to fines. Fines are to be paid in the business office within five days of the traffic violation notice. Appeals for violations must be in writing and turned into the traffic committee within five school days of the notice to the student life/ services office.

All matters pertaining to traffic violations will be handled by the traffic committee. All decisions of this committee are final.

#### Speed Limit

The speed limit on campus is 10 m.p.h.

Traffic violation fines

- Traffic violations:

- |                                      |         |
|--------------------------------------|---------|
| a. Speeding (over 11 mph)            | \$30.00 |
| b. Reckless driving*                 | \$30.00 |
| c. Driving wrong way in traffic lane | \$25.00 |
| d. Noise violations                  | \$25.00 |

\*Reckless driving is a broad category that consists of any unsafe operation of a motor vehicle.

- Parking violations:

- |   |         |
|---|---------|
| a. Blocking trash dumpster                          | \$50.00 |
| b. Parking in handicapped space                     | \$50.00 |
| c. Parking in tow away zone                         | \$50.00 |
| d. Parking in a "Visitors Only" space               | \$30.00 |
| e. Parking on grass or other area set aside as lawn | \$20.00 |
| f. Parking out of assigned zone                     | \$15.00 |
| g. Parking in a "No Parking" zone                   | \$15.00 |

- Parking or operating a vehicle on campus

without proper decal \$40.00

- Decal violation

\$15.00

- False registration

\$20.00

Students who falsely register their vehicles could lose their on-campus vehicle privileges.

- Driving while eligibility is suspended—not less than \$10.00 or more than \$30.00.

- The student life office will collect all traffic fines or parking fines imposed by the university. Grades and transcripts will be withheld from the students who have unpaid violations from the university. Unpaid fines will be turned over to the business office.

- Repeated traffic violations could result in the termination of on-campus vehicle privileges.

- Second offense of parking in a tow-away zone will result in vehicle being towed at student expense.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

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Approved: Trustees, 11/6/08

### SUBJECT: TRAFFIC REGULATIONS CONT...

#### New Orleans campus traffic regulations

1. The speed limit on Seminary Place is 25 mph as it is on Providence Place between Lipsey St. and Mirabeau St. On Lipsey, Dement, Mirabeau, Selma, and Iroquois Streets, it is 15 mph.
2. The speed limit on Leavell Lane from Gentilly Boulevard to Lipsey Street is 20 mph from 7:00 am until 5:30 pm Monday-Friday. Any other time the speed limit is 25 mph.
3. All parking areas and street other than those named above are 10 mph speed zones.
4. The trailer park area speed limit is 10 mph from Providence Place at Mirabeau to Seminary Place at Farnsworth driveway exit.
5. If you observe an emergency vehicle behind you, pull to the right side of the street or into a parking lot and stop. Do not block traffic. The officer may or may not be pursuing you.
6. The following vehicle movements are prohibited:
  - Failure to stop or yield at appropriate signs.
  - Failure to obey signs regulating movement.
  - Exceeding the speed limit, or exceeding a safe speed for special conditions, such as severe weather or traffic or pedestrian congestion.
  - Reckless driving and/or endangering life or property.
  - Passing moving cars going the same direction.
  - Following too closely.
  - Driving on the wrong side of the street, or driving the wrong way on a one-way street or in a parking lot.
  - Failure to yield to vehicle having the right-of-way.
  - Driving against the natural flow of traffic.
  - Driving without a current license plate.
  - Driving without a current driver's license.
  - Driving without proper insurance.
  - Failure to yield to an emergency vehicle.
  - Failure to yield to pedestrians crossing at a marked crosswalk. All vehicles should yield to pedestrians at any time or place when it is necessary to avoid an accident.
7. Regulations pertaining to traffic issues are subject to enforcement by NOBTS Policies.



# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW  
Number: 509

Page:

Approved: Trustees, 11/6/08

### SUBJECT: TRAFFIC REGULATIONS CONT...

#### Accidents

Any accident involving a motor vehicle resulting in personal injury or property damage must be reported to security or Campus Police immediately. The involved vehicle(s) should not be moved and the person(s) involved must not leave the scene of the accident.

#### Responsibility for Damage

Neither William Carey University nor New Orleans Baptist Theological Seminary are responsible for damage caused by another vehicle in the process of parking or driving on campus. All vehicles are operated or parked on campus at the owner's or operator's risk. WCU/NOBTS are unable to assume responsibility for vehicles or their contents.

#### New Orleans traffic citations and fines

1. Parking and speeding tickets will be issued by the campus police and/or the New Orleans Police Department.
2. Parking and speeding fines will be posted to the violator's account.
3. Fine Schedule:

• Failure to properly display a vehicle decal	\$ 5.00
• Parking violations except as stated below	\$ 7.50
• Unauthorized parking in handicapped spaces	\$12.00
• Moving violations (speeding, failure to yield or stop, reckless driving, etc.)	
1st offense	\$15.00
2nd offense	\$25.00
3rd offense	\$35.00
4. Three moving or six parking violations in a year may result in a revocation of one's parking permit and all driving privileges on campus. Violations resulting in injury or damage may result in the immediate suspension of driving privileges, regardless of the number of previous offenses.
5. Any questions concerning a ticket should be addressed to the Chief of Campus Police. Any person wishing to contest a ticket must fill out a violation complaint form, obtainable in the Campus Police Office, within 5 working days of the violation.
6. William Carey University students are subject to all policies and procedures of NOBTS.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 510

Page:

Approved: Trustees, 11/6/08

### SUBJECT: UNIVERSITY ATHLETIC PROGRAMS

#### POLICY STATEMENT

It is the policy of William Carey University to provide a program of intercollegiate athletics within the National Association of Intercollegiate Athletics as a part of the college experience. The athletic program is expected to achieve the following objectives:

##### *Athletic Department Goals and Objectives*

- (A) To provide a quality intercollegiate athletics program which provides equal opportunity for men and women to develop physically, emotionally, socially, and spiritually.
- (B) To graduate student-athletes at a rate higher than the regular student body percentage.
- (C) To provide the essentials necessary for the student athletes to excel in Gulf Coast Athletic Conference competition, and to be able to compete for national championships.
- (D) To establish and sustain a strong tradition of excellence in intercollegiate athletics, while positively promoting the University throughout the local community, state, region, and nation.

#### PROCEDURES

##### *Athletic Program Oversight*

Ultimate responsibility for the control of the athletics program is with the president of the university. The athletics director is directly responsible for the oversight of the day to day operation of the total program. Each head coach has the ultimate responsibility of direct control over their respective programs. Coaches must exhibit complete control in the following areas, but not limited to: budget maintenance (operational and scholarship), recruiting, scheduling, eligibility matters, institutional operational procedures, fund raising, safe keeping of uniforms, supplies, and equipment, overall team conduct (to include staff and players) on and off the field/court, practice organization, and public relations. All coaches must be knowledgeable of NAIA eligibility and operational procedures, and those of the Gulf Coast Athletic Conference. The faculty athletic representative is responsible for the certification of student athletes on the NAIA eligibility certificate, and any other matters pertaining to eligibility as directed by the NAIA. The athletics director is responsible to the President for the total athletics program.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: SW

Number: 510

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Approved: Trustees, 11/6/08

### **SUBJECT: UNIVERSITY ATHLETIC PROGRAMS CONT...**

#### ***Student Athlete Recruitment, Admission, Financial Aid, and Eligibility Requirements***

All student-athletes are subject to the same admission requirements as non-athletes. As a member of the National Association of Intercollegiate Athletics (NAIA), all University policies pertaining to recruitment, financial aid guidelines, and eligibility standards are found in the Official Handbook of the NAIA. Institutional policies relative to academic or financial aid good standing are the same as for non-athletes, even if more restrictive than NAIA standards.

Coaches are expected to recruit student athletes who conform to the mission and culture of William Carey University. Coaches are accountable for the behavior of their athletes and are expected to clearly communicate to them the expectations of a student athlete at William Carey University.

Drug screening will be done in accordance with university drug testing policy.

The University's intercollegiate athletics program will be evaluated on a yearly basis by the athletics director and the athletics committee. Assessment of each program should be ongoing throughout the year, with a complete evaluation at the end of each sport season, with focus on the achievement of the stated goals and objectives of the department. The athletics director will conduct end-of-season interviews with each head coach to discuss and evaluate the past season performance. Each student will respond to an athletic program questionnaire concerning the evaluation of his/her team. The athletics director, in conjunction with the athletics committee, will provide the President with a written evaluation of each individual sport.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: IRE

Number: 600

Page: 1

Issued: Trustees: April, 1998

Revised/Approved: 11/6/08

### **SUBJECT: PERIODIC REVIEW OF THE INSTITUTIONAL MISSION STATEMENT**

#### **POLICY STATEMENT**

In keeping with the ever-changing needs of the University's student population and in fulfillment of the institution's ongoing institutional effectiveness, the University hereby adopts a policy whereby the University's Mission Statement is reviewed. The policy includes the following procedures:

#### **PROCEDURES**

- 1) On an annual basis, the Mission Statement committee will review, edit, or modify the Mission Statement, being sensitive to the issues related to institutional planning and institutional effectiveness.
- 2) The Mission Statement Committee will recommend the revised document to the Faculty Assembly.
- 3) The president will appoint the Mission Statement Committee in the fall term of the year in which the purpose statement is reviewed.
- 4) The committee will be representative of all the segments of the University: students, faculty, staff, and of all campuses.
- 5) After consideration by the Faculty Assembly, the committee's recommendation will be forwarded to the Board of Trustees for approval.
- 6) During its May meeting, the Board of Trustees will review and approve the Mission Statement, including any modifications it wishes to attach thereto.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

Classification: IRE  
Number: 601

Page:

Approved: Trustees 3/98  
Revised/Approved: 11/6/08

### **SUBJECT: RESEARCH, USE OF HUMAN AND/OR ANIMAL SUBJECTS, AND EXTERNALLY FUNDED PROGRAMS**

#### **POLICY STATEMENT**

While William Carey University cites as its primary expectation of faculty a continuing pattern of superior teaching, the University also encourages professional growth demonstrated through research and writing that is consistent with the objectives of the University.

#### **PROCEDURES**

This policy is in agreement with the University mission statement which includes the responsibility to provide meaningful education in the liberal arts and in professional programs. It is also consistent with the need for demonstrated research capabilities of faculty members teaching in graduate programs at William Carey University.

In order to aid faculty in identifying funding sources and in ensuring proper use of human and animal subjects, the University has established a Grants Review Committee. The purpose of this committee is to ensure that institutional integrity is maintained in all research activities involving external funding and/or the use of animal or human research subjects. The committee has responsibility for monitoring the process of approval for such research.

William Carey University maintains control over research and instruction. Requests for release time to conduct funded research are carefully monitored to assure a high quality of instruction in both graduate and undergraduate courses.

Careful attention is given to the conduct of research with human and/or animal subjects. Proper attention and approval is required for use of human or animal subjects by students or faculty in research activities. These activities are conducted to ensure the integrity of the University and to conform with generally accepted criteria established by the scientific community for each academic discipline.

# POLICY AND PROCEDURES MANUAL



## WILLIAM CAREY UNIVERSITY

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Approved: Trustees 3/98

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**SUBJECT: RESEARCH, USE OF HUMAN AND/OR ANIMAL SUBJECTS, AND EXTERNALLY FUNDED PROGRAMS CONT...**

**SUBJECT: PROCESS FOR APPROVAL OF EXTERNALLY FUNDED RESEARCH PROCESS TO BE FOLLOWED WHEN SUBMITTING A PROPOSAL FOR FUNDING**

### **PROCEDURE**

- Develop Idea
- Share Idea with Dean of Your School
- Write a One-page Concept Paper\*
- Submit Concept Paper to Grants Review Committee for Approval
- Develop Proposal and Budget
  - 1) Foundation/Corporation      *or*      2) State/Federal/Agency  
Write First Draft                      Obtain RFP  
Write First Draft
- Submit to Business Office for Budget Assistance
- Revise Proposal and Budget
- Obtain Signatures on Transmittal Form\*\*
- Submit to VPAA
- Final Approval by President
- Send copy of proposal to:
  - 1) Funding Agency 2) Business Office 3) VPAA
  - 4) President 5) Grants Review Committee

\*See attached requirements for Concept Paper

\*\*See attached transmittal form

# POLICY AND PROCEDURES MANUAL



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**SUBJECT: RESEARCH, USE OF HUMAN AND/OR ANIMAL**  
**SUBJECTS, AND EXTERNALLY FUNDED PROGRAMS CONT...**  
**SUBJECT: TRANSMITTAL FORM APPROVAL OF PROPOSALS/PROGRAM**  
**SUBMITTED FOR EXTERNAL FUNDING**

Date \_\_\_\_\_ Funding Agency Receipt Deadline \_\_\_\_\_

Project Title \_\_\_\_\_

Principal Investigator/Director \_\_\_\_\_ Phone \_\_\_\_\_

Type of Project:

Research \_\_\_\_\_ Training \_\_\_\_\_ Program \_\_\_\_\_ Equipment \_\_\_\_\_

Student Support \_\_\_\_\_ Other \_\_\_\_\_

Funding Source \_\_\_\_\_ Funding Amount \$ \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Setting: On-campus \_\_\_\_\_ Off-campus \_\_\_\_\_

Facilities Available \_\_\_\_\_ Additional Facilities Needed \_\_\_\_\_

Contracts: Subcontracts \_\_\_\_\_ Consultants \_\_\_\_\_

Obligation to continue project beyond award No \_\_\_\_\_ Yes \_\_\_\_\_ Explain \_\_\_\_\_

University Contributions: Indirect cost rate \_\_\_\_\_% In-Kind \_\_\_\_\_

Cost sharing \_\_\_\_\_% Equipment matching \_\_\_\_\_

Describe University role \_\_\_\_\_

Release time for faculty No \_\_\_\_\_ Yes \_\_\_\_\_

Explain \_\_\_\_\_

Obtain following signature prior to submission to vice president for academic affairs.

Principle Investigator \_\_\_\_\_ Date \_\_\_\_\_

Dean of School \_\_\_\_\_ Date \_\_\_\_\_

Campus Dean (if appropriate) \_\_\_\_\_ Date \_\_\_\_\_

Chair, Grants Review Committee \_\_\_\_\_ Date \_\_\_\_\_

Controller \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

# POLICY AND PROCEDURES MANUAL



WILLIAM CAREY UNIVERSITY

Classification: IRE  
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**SUBJECT: RESEARCH, USE OF HUMAN AND/OR ANIMAL  
SUBJECTS, AND EXTERNALLY FUNDED PROGRAMS CONT...**

**SUBJECT: ONE PAGE CONCEPT PAPER REQUIREMENTS**

## **PROCEDURE**

1. Short summary of proposed idea
2. Names of Faculty Involved
3. Release time required for faculty and/or staff
4. Potential funding sources
5. Length of funded research proposal
6. Relationship to University statement of purpose
7. Time frame for proposal submission



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**SUBJECT: RESEARCH, USE OF HUMAN AND/OR ANIMAL SUBJECTS, AND EXTERNALLY FUNDED PROGRAMS CONT...**

**SUBJECT: PROCESS FOR APPROVAL OF FACULTY AND/OR STUDENT CONDUCTED RESEARCH INVOLVING HUMAN OR ANIMAL SUBJECTS**

William Carey University requires approval by the Grants Review Committee prior to the conduct of any research activity (whether institutional in nature or externally funded) which involves human subjects or vertebrate animals. Approval may be given for a period not to exceed two years.

Approval of use of human participants requires compliance with APA Ethical Principle Research with Human Participants. Approval of vertebrate animals requires a review of the use of animals by the Grants Review Committee.

The following request for approval must be submitted prior to the conduct of any research involving Human or Animal Research.

### Human or Animal Research Request

Faculty or Staff \_\_\_\_\_

Date \_\_\_\_\_

Research Project \_\_\_\_\_

Length of Project \_\_\_\_\_

Purpose of Project \_\_\_\_\_

Role of Students \_\_\_\_\_

Is participation voluntary?

How will results be used?

Will the results be confidential?

Will student anonymity be guaranteed?

Use of Animals? \_\_\_\_\_