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Institutional Policy Manual

Volume I: University Governance

GANNON UNIVERSITY

1.1.0.0.0.0.0 History and Tradition

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Gannon is a Catholic, diocesan, co-educational University located in the heart of Erie, Pennsylvania. Classified today as a Comprehensive Master's I institution, Gannon's history began as the vision of Bishop John Mark Gannon who, in 1925, delivered a homily in St. Peter Cathedral in which he stressed the importance of ''providing in Erie for the college education of high school graduates.'' Mother Helena Dillon and Sister Stella Harrington, Sisters of St. Joseph, were in the Cathedral congregation that morning, and, immediately after Mass, they approached Bishop Gannon and Monsignor Joseph ''Doc'' Wehrle, superintendent of the Catholic school system, to request permission to create a college for women in Erie. Villa Maria College was opened in time for the next academic year, only months after the original request.

Eight years later, under Villa Maria's charter, ''Doc'' Wehrle, with the support of Bishop Gannon, founded Cathedral College for Men. In 1941, after purchase of the Strong Mansion (now known as Gannon's ''Old Main''), Cathedral College was moved and renamed Gannon School of Arts and Sciences, once again under Villa Maria's charter (Gannon received its own charter in 1944.) In an announcement to the Erie community, Bishop Gannon expressed his vision for Gannon: ''I don't think the right to a college education should be based on wealth or social standing. I think the right to a college education should be based on virtue and talent. The College will be open to young men of any creed or color. They shall receive an education and at a minimal cost - a cost which they can well defray by a newspaper route.''

''Doc'' Wehrle served as Gannon's president until 1956. He was succeeded by Monsignor Wilfrid Nash, who facilitated the establishment of Gannon's first graduate program in 1964 and the transition to a co-educational institution in 1969. In 1977, Dr. Joseph P. Scottino became Gannon's third president. Under his leadership, Gannon College achieved University status in 1979. Gannon's fourth president, Dr. M. Daniel Henry, served from 1987 to 1991, overseeing the merger of Villa Maria College and Gannon University in 1989. Villa still retains its identity as one of the schools of study at Gannon University, the Villa Maria School of Nursing.

Monsignor David Rubino, Ph.D., succeeded Dr. Henry and served as president for ten years. During his tenure, Gannon's financial resources grew, campus facilities were renovated, and the Waldron Campus Center built.

Dr. Antoine M. Garibaldi served as president from 2001 to 2010. Under his leadership, Gannon's enrollment increased by 24 percent, the University's endowment more than doubled; the number of colleges increased from two to three; more than two dozen buildings were constructed, acquired and renovated; and Gannon completed the largest comprehensive campaign in the University's history, raising more than $31.5 million in private gifts and nearly $40 million total, including two first-ever multi-million dollar federal grants from the U.S. Department of Education (Title III and Student Support Services) and more than $5 million of federal and state grants to establish the Erie Technology Incubator.

Dr. Keith Taylor became Gannon's seventh president in 2011 and immediately laid out a vision with four primary themes for the University: to encourage student success and leadership through classroom integration and experiential education; to enhance faculty excellence and scholarship by continuing to build an active learning environment for students and faculty and community-based scholarly work; to strengthen and revitalize partnerships with the City of Erie, Erie County, and the Diocese of Erie through the Erie-GAINS initiative; and to deepen the University's commitment to globalization on campus and to focus on Gannon's responsibilities to the world community. In his Inaugural address, Dr. Taylor said, "The development of our Master Plan for campus facilities, the ongoing Strategic Plan, the evolving Erie-GAINS project, and our more defined globalization efforts are establishing a framework upon which we can intentionally and conscientiously transform our great University. A focus on excellence and on action will be our calling card."

Gannon University is comprised of two vibrant campuses in Erie, Pa. and Ruskin, Florida. Gannon's Erie campus has three colleges - the Morosky College of Health Professions and Sciences, the College of Engineering and Business, and the College of Humanities, Education and Social Sciences - and offers more than 90 degree programs including 66 bachelor's degree programs, 27 master's degree programs, and six doctoral programs. The heart of a Gannon undergraduate education is the Liberal Studies Program, which challenges students and colleagues to answer the question: "How shall I live my life?"

Although Gannon has changed significantly since its founding, it continues to maintain the tradition of its founders, basing its teaching and learning mission on the holistic development of its students. This is conveyed in the University motto: ''Sanitas, Scientia, Sanctitas,'' or, ''Soundness of Mind, Knowledge, and Holiness of Life.'' Equally important, the University realizes that the true measure of its academic excellence is reflected in the personal and professional accomplishments of its graduates, who currently number 33,500 successful engineers, scientists, lawyers, teachers, physicians and nurses, business executives, government professionals, media personalities, and religious personnel who are leaders in their professions, in their churches, and in their communities.

To understand Gannon fully, however, one must understand its Christian inspiration, expressed in the statement *On Catholic Identit*y: Respect, Community, Service, Sacramentality, and Dialogue between Faith and Reason. Gannon aspires to be more than an educational institution; it aspires to be a community that draws people together to search for truth, meaning, and beauty. At Gannon, these aspirations lead to faith in action

1.1.1.0.0.0.0 University Seal

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The seal of Gannon University is actually a combination of two different sets of symbols.

The right side of the shield is proper to the Gannon family and represents the spiritual symbolism in the baptismal names of our founder, Archbishop John Mark Gannon. The three crosses in the upper right corner express faith in the Trinity. In color, the crosses are depicted on a green field that symbolizes the virtue of hope. In the lower right corner the halved eagle is the apocalyptic symbol of St. John the Evangelist. In a colored version, the eagle is depicted on a red shield which refers to the martyrdom of St. Mark.

The left side of the shield includes traditional symbols of learning: the lamp of learning, the book of knowledge, and the sun as a symbol of enlightenment. The waves indicate that the university is located adjacent to Lake Erie.

The three Latin words on the ribbons - sanitas, scientia, and sanctitas - stand for soundness of mind, knowledge, and holiness of life.

The Latin letters that circle the seal state that Gannon is situated in Erie, Pennsylvania, and was founded in 1925.

1.1.2.0.0.0.0 Presidents and Terms of Office

Revision Date: 7/13/2017 Approval Date: 7/13/2017 Current Version

The first President of Gannon University was Monsignor Joseph ''Doc'' Wehrle, who served from the University's inception as Cathedral College in 1933 until 1956. Monsignor Wilfrid Nash served from 1956-1977. Dr. Joseph P. Scottino became President in 1977 and served until 1987. He was followed by Dr. M. Daniel Henry from 1987-1991. Monsignor David Rubino served from 1991-2000 followed by Dr. Antoine M. Garibaldi who served from 2001-2010. Gannon's seventh and current President is Dr. Keith Taylor, who joined in 2011.

1.1.3.0.0.0.0 University Colors

Revision Date: 10/23/2008 Approval Date: 10/23/2008 Current Version

The Gannon University colors are maroon and gold.

1.1.4.0.0.0.0 Names of University Athletic Teams

Revision Date: 10/23/2008 Approval Date: 10/23/2008 Current Version

The Gannon Athletic men's teams are called the Golden Knights and the female teams are called the Lady Knights.

1.2 Mission Statement, Vision Statement, Accreditation

1.2.1.0.0.0.0 Mission Statement

Revision Date: 8/15/2012 Approval Date: 8/15/2012 Current Version

Gannon is a Catholic, Diocesan university dedicated to excellence in teaching, scholarship and service. Our faculty and staff prepare students to be global citizens through programs grounded in the liberal arts and sciences and professional specializations. Inspired by the Catholic Intellectual Tradition, we offer a comprehensive, values-centered learning experience that emphasizes faith, leadership, inclusiveness, and social responsibility.

1.2.2.0.0.0.0 Vision Statement

Revision Date: 10/23/2008 Approval Date: 10/23/2008 Current Version

Gannon University will be the leader among Catholic universities in fostering intellectual development; enriching Christian values and beliefs; and preparing graduates for leadership roles. We will be concerned for those we serve; chosen for the quality of education we provide; and respected for the selflessness, excellence, and commitment of our students, alumni, faculty, and staff.

1.2.3.0.0.0.0 Academic Accreditation, Memberships, and Approvals

Revision Date: 10/11/2021 Approval Date: 10/11/2021 Current Version

Academic accreditation is based on accepted qualitative and quantitative standards of excellence for evaluating the quality of education offered at the institution. Evaluation and subsequent accreditation include such areas as the educational objectives and achievements, academic programs, admissions practices, student personnel and welfare services, institutional study, training and experience of instructional staff, financial stability, and laboratory, and library resources.

Academic Programs of Gannon University are accredited by:

The Middle States Commission on Higher Education
3624 Market Street, Philadelphia, PA 19104
(267) 284-5000, FAX: (215) 662-5501, www.msche.org

Pennsylvania Department of Education
333 Market Street, Harrisburg, PA 17126-0333
(717) 783-6788, FAX: (717) 783-0583, www.education.pa.gov

Florida Department of Education
Commission for Independent Education
325 West Gaines St., Suite 1414, Tallahassee, FL 32399-0400
(850) 245-3200, www.fldoe.org/cie

ABET
(See individual program descriptions for details
on the specific accrediting organizations that apply)
415 North Charles St., Baltimore, MD 21201
(410) 347-7700, FAX: (410) 625-2238, www.abet.org

Accreditation Council for Occupational Therapy Education
6116 Executive Blvd., Suite 200, North Bethesda, MD 20852-4929
(301) 652-6611, www.acoteonline.org

Accreditation Council for Business Schools and Programs
11520 West 119th Street, Overland Park, KS 66211
(314) 872-8481, FAX: (314) 872-8495, www.acbsp.org

Accreditation Review Commission on Education for the Physician Assistant
12000 Findley Road, Suite 275, Johns Creek, GA 30097
(770) 476-1244, FAX: (770) 476-1738, www.arc-pa.org

Commission on Accreditation for Allied Health Education Programs
9355 113th Street N, #7709, Seminole, FL 33775
(727) 210-2350, FAX: (727) 210-2354, www.caahep.org

Committee on Accreditation for the Exercise Sciences
401 W. Michigan Street, Indianapolis, IN 46202
(317) 777-1135, FAX: (317) 634-7817, www.coaes.org

Commission on Accreditation for Respiratory Care
264 Precision Blvd., Telford, TN 37690
(817) 283-2835, FAX: (817) 354-8519, www.coarc.com

Commission on Accreditation in Physical Therapy Education
3030 Potomac Avenue, Suite 100, Alexandria, VA 22305
(703) 684-2782, FAX: (703) 684-7343, www.capteonline.org

Commission on Accreditation of Athletic Training Education
2001 K Street NW, 3rd Floor North, Washington, DC 20006
(512) 733-9700, www.caate.net

Commission on Collegiate Nursing Education
655 K Street NW, Suite 750, Washington, DC 20001
(202) 887-6791, FAX: (202) 887-8476, www.aacnnursing.org/CCNE

Council on Academic Accreditation in Audiology and Speech-Language Pathology
200 Research Blvd., #310, Rockville, MD 20850
(800) 498-2071, www.caa.asha.org

Council on Accreditation of Nurse Anesthesia Educational Programs
222 South Prospect Avenue, Park Ridge, IL 60068-4001
(847) 655-1160, www.coacrna.org

Council on Social Work Education at the Baccalaureate Level
333 John Carlyle St, Suite 400, Alexandria, VA 22314
(703) 683-8080, FAX: (703) 683-8099, www.cswe.org

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182
(312) 704-5300, FAX: (312) 704-5304, www.jrcert.org

The Commission on English Language Program Accreditation (CEA)
100 North Fairfax Street, Suite 630, Alexandria, VA 22314
(703) 665-3400, https://cea-accredit.org/

1.2.3.1.0.0.0 Memberships

Revision Date: 10/11/2021 Approval Date: 10/11/2021 Current Version

Gannon University holds membership in the following associations:

ACPA - College Student Educators International
American College Personnel Association/National Center for Higher Education
One Dupont Circle, NW, Suite 300, Washington, DC 20036
(202) 835-2272, FAX: (202) 296-3286

American Association of Colleges of Nursing
655 K Street NW, Suite 750, Washington, DC 20001
(202) 463-6930, FAX: (202) 785-8320, www.aacnnursing.org

American Council on Education
One Dupont Circle, NW, Suite 800, Washington, DC 20036
(202) 939-9300, FAX: (202) 833-4760, www.acenet.edu

American Society for Engineering Education (ASEE)
1818 N Street N.W. Suite 600, Washington DC 20036
(202) 331-3500, FAX: (202) 265-8504, www.asee.org

Association for Athletic Training Education (Ruskin)
7613 Elmwood Avenue, P.O. Box 620762, Middleton, WI 53562
www.aated.org

ASACCU - Association for Student Affairs at Catholic Colleges and Universities
Siena College, 515 Loudon Road, Loudonville, NY 12211
(518) 783-2328

Association of Independent Colleges and Universities of Pennsylvania
101 North Front Street Harrisburg, PA 17101-1405
(717) 232-8649, FAX: (717) 233-8574, http://www.aicup.org/

Association of Schools Advancing Health Professions
122 C. Street NW, Suite 200, Washington, DC 20001
(202) 237-6481, www.asahp.org

College Entrance Examination Board (The College Board)
45 Columbus Ave, New York, NY 10023-6992
(212) 713-8000

Council of Colleges of Arts and Sciences
c/o The College of William and Mary
P.O. Box 8795, Williamsburg, VA 23187-8795
(757) 221-1784, FAX: (757) 221-1776, www.ccas.net

Middle Atlantic Association of Colleges of Business Administration
LaSalle University, 1900 W. Olney Avenue, Philadelphia, PA 19141
(215) 951-1040, FAX: (215) 951-1886

Pennsylvania Association of Colleges and Teacher Educators
89 Hawk Valley Lane, Denver, PA 17517
(724) 609-3727

Pennsylvania Association for Middle Level Education
P.O. Box 312, State College, PA 16801, www.pamle.org

1.2.3.2.0.0.0 Approvals

Revision Date: 10/11/2021 Approval Date: 10/11/2021 Current Version

Gannon University is approved by:

State Board of Nursing of the Commonwealth of Pennsylvania
PO Box 2649, Harrisburg, PA 17105-2649
(833) 367-2762, FAX: (717) 783-0822

1.3 Charters and Bylaws of the University

1.3.1.0.0.0.0 First Charter of Gannon College 1944

Revision Date: 7/13/2017 Approval Date: 7/13/2017 Current Version

IN THE MATTER OF THE APPLICATION FOR A CHARTER FOR GANNON COLLEGE IN THE COURT OF COMMON PLEAS OF ERIE COUNTY, PENNSYLVANIA FEBRUARY TERM 1944.

1.3.1.1.0.0.0 Certificate of Incorporation

Revision Date: 7/13/2017 Approval Date: 7/13/2017 Current Version

TO THE HONORABLE, THE JUDGES OF SAID COURT:

Agreeably to the provisions of the Act of General Assembly of the State of Pennsylvania of 1933, Non-profit Corporation Law (Act 105) approved the fifth day of May, 1933, and the amendments and supplements thereto, the undersigned, all of whom are citizens of Pennsylvania, having associated themselves together for the purposes and upon the terms and by the name as hereinafter set forth to the end that they may be duly incorporated according to law, hereby certify:

1) The name of the intended corporation is Gannon College.
2) The location and post office address of its initial registered office in this Commonwealth are: 109 West Sixth Street, Erie, Pennsylvania.
3) The purposes for which said corporation is formed are as follows: For the purpose of establishing, conducting, and maintaining a college for the higher education of men, with authority to grant diplomas and to confer the following degrees:
   a) Bachelor of Arts
   b) Bachelor of Science
   c) Such other degrees as may be approved and authorized from time to time by the duly constituted authorities under the Acts of Assembly in such case made and provided.
4) The term for which the corporation is to exist shall be perpetual.
5) The name and place of residence and post office address of each of the incorporators are as follows:

   Most Reverend John Mark Gannon, D.D., D.C.L.
   Very Reverend Monsignor J. J. Wehrle
   Right Reverend Monsignor David F. Hickey
   Right Reverend Monsignor John H. Heibel
   Right Reverend Monsignor L. A. McBride
   Right Reverend Monsignor Thomas B. Downey
   Right Reverend Monsignor S. F. Niedbalski
   Right Reverend Monsignor A. H. Wierabinski
   Right Reverend Monsignor Francis J. Wagner
   Right Reverend Monsignor August Hosing
   Very Reverend Monsignor C. R. McQuillen
   Reverend W. J. Stanerak
   Reverend William L. Sullivan
   Reverend E. P. McManaman

6) The number of directors is fixed at six (6), and the names and residence of those who are chosen directors for the first year are as follows:

   Most Reverend John Mark Gannon, D.D., D.C.L.
   Very Reverend Monsignor C. R. McQuillen
   Very Reverend Monsignor J. J. Wehrle

Reverend W. J. Stanczak
Reverend William L. Sullivan
Reverend E. P. McManaman

7) The corporation is to be organized upon a non-stock basis.
8) The amount of assets classified as real and personal property which the corporation will have to start its corporate functions is follows:

Real Estate - Land and Buildings	$1,000,000.00
Personal Property	$75,000.00

9) The corporation shall have a minimum protective endowment of at least $500,000.00 which shall consist of contributed services equivalent in value in excess of said amount, and equal to an annual contribution of $40,000. The minimum number of persons whom it is intended to employ as members of the faculty of said corporation is fifteen (15).
10) Attached hereto, made a part hereof, and marked Exhibit A is a statement of the requirements for admission to, and of the course or courses of study to be pursued in, the institution.

Witness our hands and seals this twenty-third day of February, 1944

John Mark Gannon
C. R. McQuillen
Joseph J. Wehrle
L. A. McBride
E. P. McManaman
W. J. Stanczak

State of Pennsylvania)S
County of Erie.)S

Before me, the subscriber, a Notary Public in and for said County, personally appeared John Mark Gannon, C. R. McQuillen, and Joseph J. Wehrle, three of the subscribers to the foregoing Certificate of Incorporation, who in due form of law acknowledged the same to be their act and the act and deed of their said association according to the Act of Assembly in such case made and provided.

In testimony whereof I have hereunto set my hand and official seal this twenty-third day of February, A.D. 1944.

(seal) Frank P. Quinn
Notary Public
1415 Erie Trust Bldg. Erie, Pennsylvania
My commission expires April 24, 1945

Certificate of Prothonotary

Erie, Pennsylvania March 27th, 1944

I, Lawrence A. Taylor, Prothonotary of Erie County, Pennsylvania, do here by certify that the foregoing application for charter was deposited in my office as such Prothonotary, for public examination, on the sixteenth day of March, 1944, and has remained continuously therein subject to public examination and inspection and until the date hereof.

(C. of C. P.) Lawrence A. Taylor
(Seal) Prothonotary

Decree of Court

And, now, to-wit, March 27th, 1944, the within Certificate of Incorporation having been filed in the Office of Prothonotary of said Court since March 15, 1944, and it appearing that the publication of the intended application was made in the Erie Daily Times, the Erie Dispatch-Herald, and the Erie County Legal Journal, newspapers of general circulation, on the 17th day of March, 1944, and has therefore been published once a week to all said newspapers as appears by entry therein, and that proof of said publication having been presented to me, I do certify that I have perused and examined said instrument and find the same to be in proper form and within the purposes named in the Non-profit Corporation Law (Act 105-1933 and its supplements), and that said purposes are lawful and not injurious to the community, I, therefore, direct the Prothonotary of this Court to transmit forthwith to the Superintendent of Public Instruction of the Commonwealth of Pennsylvania a certified copy of said Certificate of Incorporation, together with said endorsements thereon.

Per Curiam by
Elmer L. Evans, J.

In the Court of Common Pleas of Erie County, Pennsylvania
In Re: Certificate of Incorporation of Gannon College, Erie Pennsylvania

To the Honorable, The Judges of the said Court:

The petition of Gannon College of Erie for a Certificate of Incorporation with power to confer degrees, having been duly heard and considered by the State Council of Education, this Council finds:

First: That the course of instruction and standards of admission to the said institution, and the composition of the faculty appear to be sufficient;

Second: That the educational needs of the particular locality in which the proposed institution is to be situated and of the Commonwealth at large are likely to be met by the granting of said application upon the conditions stated in the resolution of the said Council.

1.3.1.2.0.0.0 Current Charter of Gannon University 1951

Revision Date: 10/23/2008 Approval Date: 10/23/2008 Current Version

Recorded July 30, 1951@ 9:12 A.M.
Harry Miller, Recorder

IN THE MATTER OF THE AMENDMENT OF THE CHARTER OF GANNON COLLEGE
In the Court of Common Pleas of Erie County, Pennsylvania

No. 302 September Term, 1951

PETITION

To the Honorable, the Judges of the Court of Common Pleas of Erie County:

The petition of Gannon College respectfully represents:

1. That it is a corporation formed and existing under the provisions of the Act of General Assembly of the State of Pennsylvania of 1933, the Non-profit Corporation Law (Act No. 105), approved the 5th day of May, 1933, and the amendments and supplements thereto, having been incorporated by your Honorable Court on the 13th day of May 1944, as appeared by its charter and is within the provisions of Article VII, Section 701 of the said Act of 1933, providing for the amendment of charters of corporation of the first class.

2. That in pursuance of the Resolution passed by a majority of the Board of Incorporators of said corporation at a meeting thereof held for that purpose on the 6th day of July, 1951 at Erie, Pennsylvania, after due and proper notice had been given to all members (a certified copy of said resolution being attached hereto), the said corporation is desirous of amending, altering and improving the provisions of its charter in the following particulars, to-wit:

I - That the Charter of the said corporation shall be changed and amended to read:

Article 3

''The purpose for which said corporation is formed are as follows:

For the purpose of establishing, conducting and maintaining a college for the higher education of men and women, with authority to grant diplomas and to confer the following diplomas:

a. Bachelor of Arts

b. Bachelor of Science

c. Such other degrees as may be approved and authorized from time to time by the duly constituted authorities under the Acts of Assembly in such case made and approved.''

IN WITNESS WHEREOF, the corporation seal of Gannon College is hereto affixed and duly attested this 9th day of July, A.D. 1951.

Signed: Joseph J. Wehrle
President

Signed: Edward P. Mc Manaman
Secretary

STATE OF PENNSYLVANIA)
COUNTY OF ERIE) SS.

Before me, a Notary Public in and for said County, personally appeared Joseph J. Wehrle, President, and E. P. McManaman, Secretary of Gannon College, who, being first duly sworn, according to law, depose and say that they were present at the execution of the above and foregoing petition; that the seal affixed thereto is the common and corporate seal of the said Gannon College, and that they saw the same affixed to said petition; that the said petition was duly signed, sealed and delivered by and as the act and deed of the said Gannon College, for the purposes therein named, and that the signature of these affiants, appended to the said petition in attestation of the execution and delivery thereof, are their true and proper signatures. Signed: Joseph J. Wehrle
Joseph J. Wehrle

Signed: E. P. McManaman
E. P. McManaman

Sworn to and subscribed before me
This 9th day of July, 1951
Signed: Mrs. Mary M. Harlin
Notary Public
My Commission expires April 17, 1953.
[p. 470]

CERTIFICATE OF PROTHONOTARY

Erie, Pennsylvania
July, 1951

I, LAWRENCE A. TAYLOR, Prothonotary of Erie County, Pennsylvania, do hereby certify that the foregoing application for amendment of charter was deposited in my office as such Prothonotary, for public examination on the 17th day of July, 1951, and has remained continuously therein subject to public examination and inspection until the date hereof.

Signed: Richard L. Nash (Seal)
Prothonotary

DECREE OF COURT

AND NOW, to-wit: July 23, 1951, the within petition for amendment to Charter of Gannon College having been filed in the Office of the Prothonotary of said Court since the 17th day of July, 1951, it appearing that the publication of the intended application was made in the Erie Daily Times, Erie Dispatch-Herald and Erie County Legal Journal, all newspapers of general circulation, on the 13th and 14th day of July, 1951, and has therefore been published in all such newspapers as appears by entry therein, at least three days prior to the filing of this petition with this Court, and that proof of said publication having been presented to me, I do certify that I have perused and examined said instrument and find the same to be in proper form and within the purposes named in the Non-Profit Corporation Law, and that said purposes are lawful and not injurious to the community, I therefore direct the Prothonotary of this Court to transmit forthwith to the Superintendent of Public Instruction of the Commonwealth of Pennsylvania, a certified copy of said petition for the Amendment of the Charter of Gannon College together with the said endorsement thereon.

PER CURIAM

Signed: _____.
J.

1.3.1.2.1.0.0 Board Resolution to Amend Charter 1951

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

AMENDMENT TO ARTICLE 3 OF CHARTER
RESOLUTION

Adopted by the Board of Incorporators of Gannon College at Meeting held at Gannon College on July 6, 1951.

WHEREAS: The present Charter of the college limits its purposes to the education of men, and

WHEREAS: It is desirable to extend the facilities of the college to both men and women,

NOW, THEREFORE, BE IT RESOLVED, that the following amendment to the Charter of the college is approved and the proper officers, be and they are hereby authorized to submit this amendment to the Court of Common Pleas and to the State Council of Education of the Commonwealth of Pennsylvania for their approval in accordance with the applicable laws of the Commonwealth.

''Article 3. The purposes for which said corporation is formed are as follows:

For the purpose of establishing, conducting and maintaining a college for the higher education of men and women, with authority to grant diplomas and to confer the following diplomas:

A. Bachelor of Arts
B. Bachelor of Science
C. Such other degrees as may be approved and authorized from time to time by the duly constituted authorities under the Acts of Assembly in such case made and approved.''

I, the undersigned Secretary of Gannon College, the association above named hereby certify that the foregoing is a true copy of the Resolution duly adopted by the Board of Incorporators held on the 6th day of July, 1951, approved by a majority vote of the incorporators entitled to vote thereon, after ten days written notice to all the members.

Witness my hand and seal of the said Corporation.

Signed: E. P. Mc Manaman
E. P. McManaman
Secretary

1.3.2.0.0.0.0 Bylaws of Gannon University

Current Version: 2/17/2023

GANNON UNIVERSITY BYLAWS
February 17, 2023

ARTICLE I: NAME, MISSION, PURPOSE, AND SEAL.

Section 1 - Name

The legal name of this corporation is Gannon University, hereinafter referred to as the University, and the principal office thereof is 109 West Sixth Street, in the City of Erie, and Commonwealth of Pennsylvania.

Section 2 - Mission

Gannon is a Catholic, Diocesan university dedicated to excellence in teaching, scholarship, and service. Our faculty and staff prepare students to be global citizens through programs grounded in the liberal arts and sciences and professional specializations. Inspired by the Catholic Intellectual Tradition, we offer a comprehensive, values-centered learning experience that emphasizes faith, leadership, inclusiveness and social responsibility.

Section 3 - Purpose

The purpose of the University is to be a recognized center of academic excellence that develops the intellectual skills and personal values of its students to prepare them to lead meaningful and productive lives. The University is an important educational resource and a center of professional collaboration to serve the Diocese of Erie and the broader community.

Section 4 - The Seal of the University

The Seal of the University shall be circular in shape, contain the name of the University, the year of founding and such device and shield as above.

ARTICLE II: POWERS RESERVED TO THE BISHOP OF THE ROMAN CATHOLIC DIOCESE OF ERIE

Notwithstanding any other provision of these Bylaws, the original or amended Charter or the amended and restated Articles of Incorporation of the University, and always acting within the parameters of civil and cannon law, the Bishop or the Canonical Steward of the Roman Catholic Diocese of Erie shall have the sole and exclusive power and authority to:

Establish the mission and philosophy according to which the University operates. The doctrinal and moral holdings of the Catholic faith as enunciated by the teaching office of the Church, the Magisterium, are the philosophy by which the mission of the University as well as of its Catholic identity shall be preserved.

Amend the corporate Charter and Bylaws;

Approve nominations to the Board of Trustees, and to the offices of the Vice Chairperson and Secretary;

Lease or sell corporate assets in excess of $100,000 not to exceed $250,000 or encumber corporate assets with liens of more than $100,000 not to exceed $250,000; and to request the necessary consent of other parties as required by canon law for all such actions whose value exceeds $250,000.

Merge or dissolve the corporation.

ARTICLE III: BOARD OF TRUSTEES

Section 1 - Membership

A. Members of the Board of Trustees, other than ex-officio members, shall be elected by the Board of Trustees only after nomination by the Committee on Trustees and approval by the Bishop, as stated in Article II, and shall consist of no fewer than fifteen nor more than forty elected members. They shall be elected without regard to religion, residence, race, color, national or ethnic origin, sex, age or disability. At least four such members shall be priests of the Roman Catholic Diocese of Erie and at least one member shall be an alumna of Villa Maria College. Recommendations for nominations may be submitted by any Trustee at least sixty (60) days prior to the Annual Meeting conducted in May.

B. The Board shall include the following ex-officio members with full voting rights: The Bishop of the Roman Catholic Diocese of Erie, the President of the University, the President of the Faculty Senate, and the President of the Student Government Association, and the President of the Alumni Association of Gannon University.

C. Board members shall be elected by the affirmative vote of a majority of the Trustees in attendance at the annual meeting in May.

D. Elected members of the Board shall serve for a term of three years. The Committee on Trustees shall evaluate members before the end of their term and make recommendations regarding renewal for an additional term.

E. Elected members of the Board shall serve without pay or other compensation for Board service.

F. Elected members of the Board may be removed by the affirmative vote of two-thirds of the Trustees in attendance at a meeting after at least five days written notice to each Board member of said meeting and notice of the intention to remove the member.

G. A person who has rendered distinguished service to the University as a member of the Board of Trustees may be elected by the Board as a Trustee Emeritus. The term of office of a Trustee Emeritus shall be for life. A Trustee Emeritus may attend and participate in regular meetings of the Board of Trustees and meetings of Board Committees, but shall not be a member of the Board, have the right to vote or be an officer of the Board.

Section 2 - Officers

A. The officers of the Board of Trustees shall be a Chairperson, a Vice Chairperson, a Secretary, and such other officers as the Board may, from time to time, designate. The Vice Chairperson and Secretary must be approved by the Bishop as indicated in Article II.

B. The Bishop of the Roman Catholic Diocese of Erie, or in case of a vacancy in the See, the Canonical Steward of the Diocese, shall be the Chairperson of the Board of Trustees and as such shall chair the meetings of the Board, the Executive Committee, and the Committee on Trustees. The Chairperson is a voting member of all Board Committees.

C. The Vice Chairperson of the Board shall be elected by the Board of Trustees and shall act in conducting business meetings of the Board for the Chairperson in the latter's absence, serve on the Executive Committee and on the Committee on Trustees, and have such other duties as may be assigned from time to time by the Chairperson. The Vice Chairperson is a voting member of all Board Committees.

D. The Secretary of the Board of Trustees shall be elected by the Board of Trustees at its Annual Meeting in May. The Secretary of the Board shall perform such duties as are customarily performed by Secretaries of Boards of Trustees, including, but not limited to, keeping accurate meeting minutes of the Board of Trustees, conducting and preserving the correspondence of the Board of Trustees, and giving all notices of the Board of Trustees and of the appointments of Committees.

Section 3 - Responsibility and Authority

The Board of Trustees shall have full and complete authority to conduct the affairs of the University, including but not limited to the following, subject nevertheless to the powers reserved to the Chairperson under Article II:

A. Elect its members, its Vice Chairperson, its Secretary, and such other officers as it may from time to time require;

B. Elect or remove the President of the University;

C. Grant *President Emeritus* status to a University president who is retiring or who has retired from the position of president and has provided distinguished service to the University. “Distinguished service” is defined as service that goes beyond the normal duties and responsibilities for the appointment, and which has had extraordinary impact on the University and/or the broader community. Such service contemplates that the individual demonstrated exceptional commitment and contributions to the

University, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision, and leadership.

1. The Chairperson of the Board of Trustees may nominate a retiring or retired University president to become *President Emeritus*. The title must be approved by a majority vote of the full Board.
2. A retiring or retired University president may decline to accept and/or use the title of *President Emeritus*.
3. In addition to the benefits and privileges received by all emeritus faculty and any other benefits to which the individual may be entitled, a University president granted *President Emeritus* status may use the title *President Emeritus* in community and professional activities and will receive any additional privileges as the Board deems appropriate.
4. The current University President may call upon the *President Emeritus* to provide counsel or serve in various volunteer roles and/or capacities in support of the University; however, such service is not a requirement of the *President Emeritus*.
5. The title of *President Emeritus* confers no remuneration, rights to employment, or benefits in addition to those provided above. Presidents Emeriti do not exercise any of the authority or administrative functions associated with holding a faculty or staff position at the University, unless they are doing so in the capacity of another Gannon University concurrent position.
6. The Board of Trustees retains the authority to withdraw a *President Emeritus* title at its discretion, as it deems necessary and appropriate.

D. Approve tenure policies and award tenure after review by the Academic Affairs Committee. Tenure shall be granted only by the Board of Trustees;

E. Approve the institutional plan; and approve the annual budget after review by the Finance Committee of the Board;

F. Approve all recipients of honorary degrees and other awards given in the name of the University;

G. Make recommendations regarding the University's mission, goals and objectives and the Liberal Studies Program in keeping with its identity as a Catholic, Diocesan institution of higher education and in keeping with the character of the Liberal Studies core curriculum as the primary educational expression of the University's Catholic Mission;

H. Approve the use and investment of all funds of the University and the administration of its property;

I. Accept, ratify or disaffirm conditional gifts, grants or other bequests received by the University;

J. Establish such Board Committees, standing or ad hoc, as it may deem desirable;

Section 4 - Committees

The standing Committees of the Board of Trustees shall include all, but not be limited to the following:

Academic and Student Experience Committee,
Committee on Trustees and Governance,
Enrollment, Marketing and Communications Committee,
Executive Committee,
Planning, Finance and Facilities Committee,
Presidential Evaluation/Executive Compensation Committee,
University Advancement and External Relations Committee.

Minutes of Committee meetings shall be distributed to members as soon as possible following the meeting and/or with materials for the next Board meeting. Actions of all standing Committees which require a formal vote by the Board will be presented at the Board meeting which follows.

The Chairperson, Vice Chairperson and President are voting members of all Board Committees, with the exception that the President of the University is not a member of the Presidential Evaluation Committee or Audit Subcommittee. Each Committee will have a non-voting staff resource person appointed by the President. Each Committee will have a Chairperson and Vice Chairperson appointed by the Chairperson of the Board who consults with the President, officers of the Board, and other Trustees on these appointments. The Chairperson and Vice Chairperson will serve a term of three years without prejudice for reappointment.

Each Committee will be responsible for annually reviewing the Committee structure, membership and charge. Minutes from that review will be provided to the Committee on Trustees and Governance for consideration of any necessary changes to the bylaws.

A. <u>Academic and Student Experience Committee</u>

The Committee shall review academic support and student development and engagements policies, programs and services, and their relationship to the goals of the Strategic Plan. The Committee will recommend to the Board proposals to establish new degrees or majors, to substantially modify existing academic programs or the Liberal Studies curriculum, and to discontinue academic programs. In addition, the Committee shall review tenure policies and make recommendations to the Board regarding those faculty members approved for tenure by the President. The Committee shall review goals, initiatives, and outcomes related to student success and retention.

B. <u>Committee on Trustees and Governance</u>

The Committee shall be the exclusive nominating body for membership to the Board of Trustees and the offices of Vice Chairperson and Secretary.

The Committee shall annually assess the Board's performance, individual performance of Trustees whose terms are about to expire and shall also facilitate the orientation and the continuing education of Board members. The Committee will review and report to the Executive Committee and the full Board individual committee membership, structure and charges annually.

The Committee shall consist of the Chairperson and Vice Chairperson of the Board of Trustees, the President of the University, and four members appointed by the Chairperson. The Committee on Trustees may, after a hearing establishes a serious cause, after a special meeting with the Trustee, remove a Trustee for failure to uphold the Mission and Philosophy of the University.

C. Enrollment, Marketing and Communications Committee

The Committee shall review the policies and plans for the recruitment and admission of new students, the Goals of the Strategic Plan and the progress toward the current enrollment targets and the targets established for the following year along with the recruitment program(s) established to achieve the targets. This Committee will review and recommend changes, as deemed appropriate, to the programs established by Marketing and Communications in support of the Enrollment division and to ensure good stewardship and use of the University's brand to support its Strategic Plan Goals and Objectives.

D. Executive Committee

The Committee shall exercise the authority of the Board between Board meetings except for those powers reserved to the Board in Article III, Section 3A-I hereof. The Committee shall review the mission, goals, and Strategic Plan of the University and ensure that the full Board is made aware of the implementation and progress made annually on the Strategic Plan.

The Committee uses the work of the Presidential Evaluation/Executive Compensation and Committee on Trustees and Governance committees to most effectively discharge its responsibilities.

The Committee shall consist of the Officers of the Board, the President of the University, and the chairs of the Board's Standing Committees.

E. Planning, Finance and Facilities Committee

The Committee shall review plans, programs and services of the University from a financial perspective and make recommendations to the Board concerning, but not limited to, the annual budget, investments, the endowment fund, the annual audit and the strategic plan goals. The Committee also shall review equipment, facilities, construction and maintenance programs of the University and make recommendations to the Board for acquisition, major repair and improvement of campus facilities. When making recommendations, the Committee shall consider the integration of the University plans – strategic plan, financial plan, campus master plan and enterprise risk plan.

The Committee uses two subcommittees to most effectively discharge its responsibilities regarding investments and the annual audit. The **Investment Subcommittee** shall deal with investments and the endowment and shall consist of no fewer than three members of the Board of Trustees, the Vice President for Finance and Campus Operations and up to three members of the Gannon community-at-large having some background in investment matters. The **Audit Subcommittee** shall address the annual audit, compliance, enterprise risk management, legal matters, conflict of interest, hotline reports and 990 approvals and shall consist of the Chairperson of the Planning, Finance and Facilities Committee and

at least two other members of the Board of Trustees. The Chairperson of the Planning, Finance and Facilities Committee shall make appointments to these subcommittees.

F. Presidential Evaluation/Executive Compensation Committee

This dual-purpose committee shall (i) evaluate the President's performance and (ii) review and approve all forms of executive compensation.

The Committee shall evaluate the President as outlined in the document entitled ''Gannon University Board of Trustees - Process for Annual Presidential Review.'' This process will focus on accomplishments related to the goals established in the Strategic Plan of the University. In addition, the Committee shall conduct a comprehensive evaluation of the President every five years or before the renewal or extension of a presidential contract using an evaluation process approved by the Board. The Committee shall make its reports to the Executive Committee.

The Committee shall also review and approve all forms of executive compensation and benefits in a manner necessary to qualify for the ''rebuttable presumption of reasonableness'' under the intermediate sanctions rules of Section 4958 of the Internal Revenue Code, now and as amended. The Committee shall perform its executive compensation functions as outlined in the document entitled "Gannon University Board of Trustees - Executive Compensation Committee Charter and Compensation Philosophy."
The Committee shall consist of the Chairperson and Vice Chairperson of the Board of Trustees and four members appointed by the Chairperson.

G. University Advancement and External Relations Committee

The Committee shall review major policies and programs related to institutional advancement and alumni relations as well as facilitate the solicitation of annual and comprehensive campaign giving. The Committee will review and assist external relations efforts in support of the goals of the Strategic Plan, advancement and the Mission.

Section 5 - Meetings

A. The Board of Trustees shall meet at least three times a year at such times and places set by the Chairperson. One meeting shall be held in May and that meeting shall be the Annual Meeting, at which all elections shall take place as provided herein.

B. Special meetings of the Board of Trustees, after notice to all members, may be called by the Chairperson or at the written request of at least 25 percent of the membership of the Board of Trustees.

C. The presence in person, or via teleconference, of 50 percent of the members of the Board of Trustees shall be necessary to constitute a quorum for the transaction of business. The majority vote of those present shall be sufficient for any decision except as specifically limited herein. Proxy voting is prohibited, but a vote conducted entirely by mail will satisfy the voting requirements of these Bylaws.

D. Due written notice of all meetings of the Board and the Executive Committee shall be given by the President of the University or the Secretary of the Board to all members of the Board at least five business days prior thereto.

E. The President or Secretary shall distribute the Minutes of all Board meetings to the members of the Board of Trustees.

Section 6 - Limited Liability of Trustees

No Trustee of the University shall be personally liable for monetary damages rendered or awarded in any suit or proceeding where the Trustee was made a party by reason of the Trustee's actions taken or the Trustee's failure to take action in the Trustee's capacity as a Trustee of the University unless there is a finding by the court or other adjudicator body that:

Section A:

1. The Trustee breached or failed to perform the duties of his/her office as said duties are defined by the Pennsylvania Non-Profit Corporation Law, Section 5712 and
2. The breach or failure to perform constituted self-dealing, willful misconduct or recklessness.

Section B:

Section (A) of this bylaw shall not apply to:

1. The responsibility of liability of any Trustee pursuant to any criminal statute; or

2. The liability or responsibility of any Trustee for the payment of taxes pursuant to any local, state or federal law.

Section 7 - Indemnification

The University shall indemnify each of its Trustees, officers and employees (and any Trustee's executor, administrator and heirs) whether then in service as such against all reasonable expenses actually and necessarily incurred by a Trustee in connection with the defense of any litigation to which the individual may have been a party because the Trustee is or was a Trustee, officer or employee of the University. The individual shall have no right to reimbursement, however, in relation to matters as to which the individual has been adjudged liable to the University for negligence or misconduct in the performance of his or her duties or was derelict in the performance of his or her duty as a Trustee, officer or employee by reason of willful misconduct, bad faith, gross negligence or reckless disregard of the duties of his or her office or employment. The right to indemnity for expenses shall also apply to the expenses of suits which are compromised or settled if the court having jurisdiction or over the matter shall approve such settlement. The foregoing right of indemnification shall be in addition, and not exclusive of, all other rights to that which such Trustee, officer or employee may be entitled.

Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the University in advance of the final disposition of said action, suit or proceeding upon receipt of an undertaking in writing by or on behalf of the Trustee, officer, or employee to repay such amount if it is ultimately determined that the individual is not entitled to be indemnified by the University as authorized by the previous paragraph.

The Board of Trustees may, in its sole discretion, purchase Trustee, agent and officer liability insurance. Such insurance shall provide for the payment of all costs of litigation, including reasonable attorney fees and the amounts expended towards settlement or satisfaction of judgments rendered.

In the event that such insurance is unavailable or is or should become too expensive, the Board of Trustees, in the alternative, is hereby authorized to create and contribute to a fund to be managed by a special Committee of the Board of Trustees. The purpose of this fund shall be to indemnify Trustees and officers of the University in accordance with the provisions of these Bylaws.

Section 8 - Conflicts of Interest

At the beginning of each fiscal year, elected Trustees shall be asked to sign a conflict of interest disclosure statement. A Trustee shall be considered to have a conflict of interest if (a) such Trustee or a family member of such Trustees serves as an officer, director, employee, partner, Trustee or controlling stockholder of an organization that does substantial business with the University; or (b) such Trustee or a family member of such Trustee derives a substantial benefit from dealings with the University. A substantial benefit will be deemed derived in the event that a Trustee or family member of a Trustee: (1) is/are the actual or beneficial owner of more than five percent (5%) of the voting stock or controlling interest of an organization that does substantial business with the University; or (2) has/have other direct or indirect dealings with the University from which such persons benefit directly, indirectly or potentially from cash or property receipts totaling $10,000 or more annually. ”Family member” shall mean a spouse, parent, sibling, child or any other relative residing in the same household as the Trustee.

A Trustee shall disclose any possible conflict of interest at the earliest practicable time. Trustees with conflicts shall not vote, participate in discussions, or be present at the time of a vote on any matter under consideration at a Board or Committee meeting in which such Trustee has a conflict of interest, unless for special reasons the Board or administration requests information or interpretation. The Minutes of any meeting at which a Trustee discloses a conflict of interest shall reflect that such disclosure was made and that the Trustee having a conflict of interest abstained from participation, discussion or voting. Any Trustee who is uncertain whether a conflict of interest may exist in any manner may request the Board or Committee to resolve the question by majority vote.

Section 9 - Discrimination Prohibited

In administering its affairs, the University shall not discriminate against any person on any basis prohibited by law.

ARTICLE IV: OFFICERS OF THE UNIVERSITY

<u>Section 1 - The President:</u>

A. Responsibilities and Authority

The President shall be the chief executive officer of the University with full authority to conduct all University business except as may be limited herein. The President shall consult with the Chairperson of the Board of Trustees regarding the appointment or removal of Vice Presidents with the exception of the provision contained in Article IV, Section 2B.

B. Election

The President shall be elected by the Board of Trustees by two-thirds of the membership of the Board present at a duly convened meeting after written notice of such intention. The election will have been preceded by consultation with representatives of other constituent elements of the University community in accordance with search procedures established by the Board, which shall include the right of the Chairperson to approve any finalist.

C. Compensation and Term of Office

The compensation and benefits and the term of office of the President shall be in the amount and for the period established by the Presidential Evaluation/Executive Compensation Committee in accordance with the documents entitled "Gannon University Board of Trustees - Process for Annual Review" and "Gannon University Board of Trustees - Executive Compensation Committee Charter and Compensation Philosophy."

D. Vacancy

In the event that the President becomes unable to serve, the Chairperson is authorized to appoint an acting President. Such appointment shall be subject to ratification by the Board at a subsequent meeting called for that purpose.

Section 2 - The

A. The shall be appointed by the President and shall act for the President in the latter's absence. The shall have other such duties as may be assigned to this officer from time to time by the President.

B. The candidate for the position of shall be approved by the Chairperson.

C. The compensation and benefits for the shall be established annually. The President shall submit a recommendation of the compensation and benefits to the Presidential Evaluation/Executive Compensation Committee for its approval.

Section 3 - The Vice President for Finance and Campus Operations

The Vice President for Finance and Campus Operations acts as a chief administrative officer and provides leadership and strategic direction for the financial, human resource, physical plant, risk management, and safety operations of the University.

The compensation and benefits for the Vice President for Finance and Campus Operations shall be established annually. The President shall submit a recommendation of the compensation and benefits to the Presidential Evaluation/Executive Compensation Committee for its approval.

Section 6 - The Vice President for University Advancement

The Vice President for University Advancement is the chief development officer with primary responsibility for leading and managing all aspects of the University's comprehensive advancement program.

The compensation and benefits for the Vice President for University Advancement shall be established annually. The President shall submit a recommendation of the compensation and benefits to the Presidential Evaluation/Executive Compensation Committee for its approval.

Section 7 - The Vice President for Enrollment

The Vice President for Enrollment provides leadership and strategic direction for the recruitment and retention of undergraduate, graduate and international students.

The compensation and benefits for the Vice President for Enrollment shall be established annually. The President shall submit a recommendation of the compensation and benefits to the Presidential Evaluation/Executive Compensation Committee for its approval.

ARTICLE V: AMENDMENTS

These Bylaws may be amended only by the Bishop or Canonical Steward of the Roman Catholic Diocese of Erie. The Board may make recommendations for amendment by the affirmative vote of a majority of the full membership of the Board. Written proposal of such recommendations are to be sent to the members of the Board within at least five business days prior to a meeting called to consider such recommendations.

1.4 Organizational Structure

1.4.1.0.0.0.0 Organizational Structure Overview

Revision Date: 10/7/2021 Approval Date: 10/7/2021 Current Version

The following are the officers of the University: President, , Vice President for Finance and Campus Operations, Vice President for University Advancement, and Vice President for Enrollment.

1.4.1.1.0.0.0 Office of President

Revision Date: 2/28/2023 **Approval Date:** **Current Version**

The President is the chief executive officer of the University with the ultimate responsibility and authority for all operations of the University. In addition to the Officers of the University, the following report to the President: Executive Assistant to the President, Chief of Staff/Director of Marketing and Communications, Chief Institutional Planning Officer, Chief Information Officer, Chaplain, and Ombudsperson.

1.4.1.2.0.0.0 Academic Affairs Division

Revision Date: 10/27/2017 Approval Date: 10/27/2017 Current Version

The mission of Academic Affairs is to insure the intellectual development of the student and to motivate and empower students of all faiths and races to become well-integrated professionals who will assume leadership roles in their careers, society and church. The Academic Affairs Division is responsible for all the academic activities that take place at the University.

The following individuals report to the : Dean of the College Humanities, Education and Social Sciences, Dean of the College of Engineering and Business, Dean of the Morosky College of Health Professions and Sciences, Director of Liberal Studies, Director of Honors Program, Director of Community and Government Relations and Director of Service Learning.

1.4.1.3.0.0.0 Mission and Ministry

Revision Date: 7/20/2017 Approval Date: 7/20/2017 Current Version

The Mission and Ministry Office, under the direction of the Associate Vice President for Mission and Ministry, is charged with overseeing the integration of the University's Mission into all areas of the University, to maintain and promote the University's Catholic Identity, to provide leadership for activities that pertain to pastoral care and sacramental ministry, and, finally, to provide co-curricular and curricular service opportunities.

The Associate Vice President for Mission and Ministry, a Roman Catholic priest of the Diocese of Erie, reports to the and is also a member of the President's Leadership Team. The following individuals report to the Associate Vice President: Director of Campus Ministry, Director of Center for Social Concerns, and the Assistant to the Vice President.

1.4.1.4.0.0.0 Finance and Campus Operations Division

Revision Date: 3/6/2023 Approval Date: 8/1/2017 Current Version

The mission of the Finance and Campus Operations Division is to insure that the University conducts its business transactions with a Judeo-Christian perspective of fair business practices to all parties involved; that it adhere to the strictest accepted standards of financial transactions; that it maintain University campuses in excellent condition at an economical cost; that it provide, Human Resources services, security, maintenance and facilities management and planning for the University so that all other units of the University can accomplish their missions.

The Finance and Campus Operations Division of the University is responsible for providing a system of fiscal administration, support services, and financial reporting which will enable the institution to function efficiently and effectively, security, maintenance, purchasing and materials management and facility planning and management.

The following individuals report to the Vice President for Finance and Campus Operations: Director of Physical Plant, Director of Campus Police and Safety, Director of Human Resources, Associate Vice President for Finance and Administration, Assistant to the Vice President for Finance and Administration and Coordinator for Risk Management and Insurance Programs and Business Analyst.

1.4.1.5.0.0.0 University Advancement Division

Revision Date: 10/27/2017 Approval Date: 10/27/2017 Current Version

The mission of the University Advancement Office is to support the mission of Gannon University through voluntary contributions from alumni, parents, friends, trustees, corporations, and foundations; to develop and maintain positive relationships throughout the University's broad range of constituencies; and to cultivate lifelong relationships with current and future alumni.

The following individuals report to the Vice President for University Advancement: Executive Director of Research & Development, Executive Director of Philanthropy & Communications, Director of Information Services of University Advancement, Director of Alumni Services, Director of Development, Director of University Engagement and Coordinator of Capital Support.

1.4.1.6.0.0.0 Enrollment

Revision Date: 7/20/2017 Approval Date: 7/20/2017 Current Version

Vice President for Enrollment is responsible for the development and execution of recruitment and retention of undergraduate, graduate, and international students. This position leads, directs and coordinates the efforts of the following offices: Admissions, Graduate Admissions, Center for Adult Learning, Financial Aid, Registrar, Office of English Language and Global Training, Office of Global Admissions and Outreach and the Office of Global Support and Student Engagement. The Vice President serves as a professional public presence, strong advocate of and articulate spokesperson for Gannon University. The Vice President shall be appointed by and report to the President.

1.4.1.7.0.0.0 Student Development and Engagement

Revision Date: 7/20/2017 Approval Date: 7/20/2017 Current Version

The Vice President for Student Development and Engagement provides vision and leadership in directing the planning, implementation, and assessment of Mission-driven, student programs and activities that strive to be evermore student-centered, inclusive, and innovative in an increasingly global setting. The work of the division focuses on creating a dynamic, engaging campus living and learning environment that supports holistic development of each student. This member of the President's Leadership Team is responsible for management and supervision of mission and ministry; student services, new student orientation, activities, clubs and organizations; residence life and dining services; NCAA Division II athletics; university recreation and wellness including student recreation and intramural and club sports; student conduct and judicial affairs; and student health center and counseling services. The division collaborates and integrates critical co-curricular programs with the faculty and staff partners in the Academic Affairs Division to promote the talents of Gannon University students and fulfill the Mission of the University.

1.4.1.8.0.0.0 Ombudsperson

Revision Date: 2/28/2013 Approval Date: 2/28/2013 Current Version

The Ombudsperson's role is to assist students, faculty, staff and any other member of the University community seeking informal resolution of various conflicts, complaints, and disputes. These conflicts, complaints and disputes may be between colleagues, students, superiors and subordinates, faculty and staff persons, or a colleague and the University. The Ombudsperson is available to facilitate discussions and/or mediate informal resolutions. The Ombudsperson assists all involved, whether the complainant or the respondent. Should an individual wish to file a complaint as provided for in the University Review Council, the Ombudsperson will explain the University Review Council process and refer the individual to the Chair of the University and Review Council.

The Ombudsperson shall have a background or be trained in facilitation, negotiations, conflict resolution. The Ombudsperson is to be familiar with Gannon's mission, organization and operations. The Ombudsperson does not have disciplinary authority. The Ombudsperson is to refer any matter regarding alleged illegal discrimination or harassment to a Harassment Prevention Officer.

The President shall appoint or re-appoint the Ombudsperson each September and announce the appointment to the University community.

In dealing with conflicts, complaints and disputes, the Ombudsperson can provide the following assistance:

1) Explain Gannon's policies and procedures;
2) Help individuals to understand their rights;
3) Help individuals evaluate a wide variety of options for informal resolution of issues;
4) Serve as facilitator or as a mediator between the parties; or
5) Refer individuals to other campus resources when appropriate, e.g., for counseling.

The practice of confidentiality is a guiding principle in the work of the Ombudsperson. However, in situations in which the Ombudsperson perceives that someone may inflict harm on self or others, confidentiality cannot be assured. In addition, if the Ombudsperson receives multiple complaints about the same individual, or about other potentially significant violations of University policy, the Ombudsperson will use professional discretion to determine whether to notify an appropriate University official.

Records of informal complaints and action taken in response to informal complaints shall be maintained by the Ombudsperson and shall not be distributed or disseminated. Statistical analysis of such complaints will be prepared annually by the Ombudsperson and provided to the President, so long as the names of the parties to the complaints are not identifiable from such records.

1.4.2 Academic Affairs Structure

1.4.2.1.0.0.0 Vice President for Academic Affairs

Revision Date: 10/27/2017 Approval Date: 10/27/2017 Current Version

The Vice President for Academic Affairs is the chief academic and administrative officer of the Division of Academic Affairs and is responsible of the overall welfare of the Division. The Vice President for Academic Affairs shall be appointed by the President after consultation with the Faculty Senate and a review by the Board of Trustees.

1.4.2.2.0.0.0 Academic Deans

Revision Date: 9/5/2017 Approval Date: 9/5/2017 Current Version

The Academic Dean is the chief academic and administrative officer of the school/college and is responsible for its overall welfare. The Dean is expected to provide academic, administrative, and external leadership for the school/college. The Academic Deans shall be appointed by the President upon the recommendation of the Vice President for Academic Affairs.

1.4.2.7.0.0.0 Associate Dean(s)

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The Associate Dean of a College or an administrative area (e.g., Student Development) provides administrative support for the Dean. Duties to be fulfilled include, but are not limited to, providing administrative assistance with projects and services, coordinating events, facilitating the delivery of student services, and providing assistance and leadership for faculty and staff to assist them in their work to fulfill the mission of the University. Faculty members holding an appointment as Associate Dean retain their rights and responsibilities as faculty members. They receive appropriate released time for administrative duties.

1.4.2.8.0.0.0 School Directors

Revision Date: 9/5/2017 Approval Date: 9/5/2017 Current Version

School Directors have the same responsibilities with respect to faculty appointments, evaluation, promotion, tenure, sabbaticals, and personnel policies as department chairs/program directors in the various academic units.

In addition, as applicable, they have accreditation relations with their professional disciplines and associations.

School Directors are appointed by the Vice President for Academic Affairs based upon a recommendation from the respective College Deans for indefinite terms of appointment.

1.4.2.9.0.0.0 Liberal Studies Director

Revision Date: 9/5/2017 **Approval Date: 9/5/2017** **Current Version**

The Director of the Liberal Studies Program has general responsibility for maintaining and promoting the academic standards of the Liberal Studies Program and, in cooperation with other officers and faculty of the University, promoting the achievement of the Liberal Studies objectives through curricular and co-curricular activities. The Director shall be appointed by the Vice President for Academic Affairs. The Director reports directly to the Vice President for Academic Affairs and is required to coordinate the Program's activities with the Deans and the Academic Affairs Committee of the University.

1.4.2.11.0.0.0 Department Chair/Program Director

Revision Date: 1/23/2018 Approval Date: 1/23/2018 Current Version

The Department Chair is the chief academic and administrative officer of the Department/Program and is responsible for the overall welfare of the Department/Program. The appointed Department Chairs shall be selected according to the following process:

1) The position of Chair is an elected position (for those appointed and not hired into a fixed Chair position), for departments of sufficient size (over 3 faculty members).
2) Elections are to be held anonymously.
3) In the election process nominations can be made by any faculty member (tenured, tenure track, or Non Tenure Track (NTT) of the department in question) and/or the Dean.
4) Terms of service are three years and can be renewed, via election, any number of times.
5) The nominee with the largest number of votes wins the election, at least 2/3 of the faculty must vote (this includes abstention).
6) The Dean must approve the elected faculty member:
   a) if the faculty is unable to nominate a candidate and/or no one is willing to take on this responsibility, the Dean will appoint the Chair. The selected faculty member can refuse additional terms in the future, up to the point of all other faculty members having rotated into the position.
7) It is the responsibility of the Chair to assist any incoming Chair in appropriately assuming the new responsibilities.
8) Issues with respect to accreditation take precedence over this process.

1.4.2.12.0.0.0 Responsibilities of Department Chairs, Program Directors, and Deans with Respect to Adjunct Faculty

Revision Date: 1/23/2018 Approval Date: 1/23/2018 Current Version

With respect to adjunct faculty, the Department Chairs are first and foremost responsible for orientation; course assignments; course content and syllabi; textbook, material and equipment requests; involvement of adjunct faculty in department or program faculty meetings, evaluation of the effectiveness of instruction; recommendations to adjunct faculty members for development of instructional effectiveness: and recommendations to the Dean for the appointment or termination of adjunct faculty members. In the absence of a Department Chair, Program Directors will be responsible for the above duties.

With respect to adjunct faculty, the Deans will be responsible for maintenance of academic credentials of adjunct faculty members, dissemination of notices to faculty members, assignment of office space and mailbox and provision of secretarial services, arrangements for payment and compensation procedures, involvement in College and University faculty meetings, participation in faculty evaluation and development procedures, and approval and recommendations for appointment or termination of appointment.

Additional Information

It should also be noted that the faculty selection of Chairs would in no way affect University level governance.

1.4.2.13.0.0.0 Evaluation Procedure for Academic Administrators

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

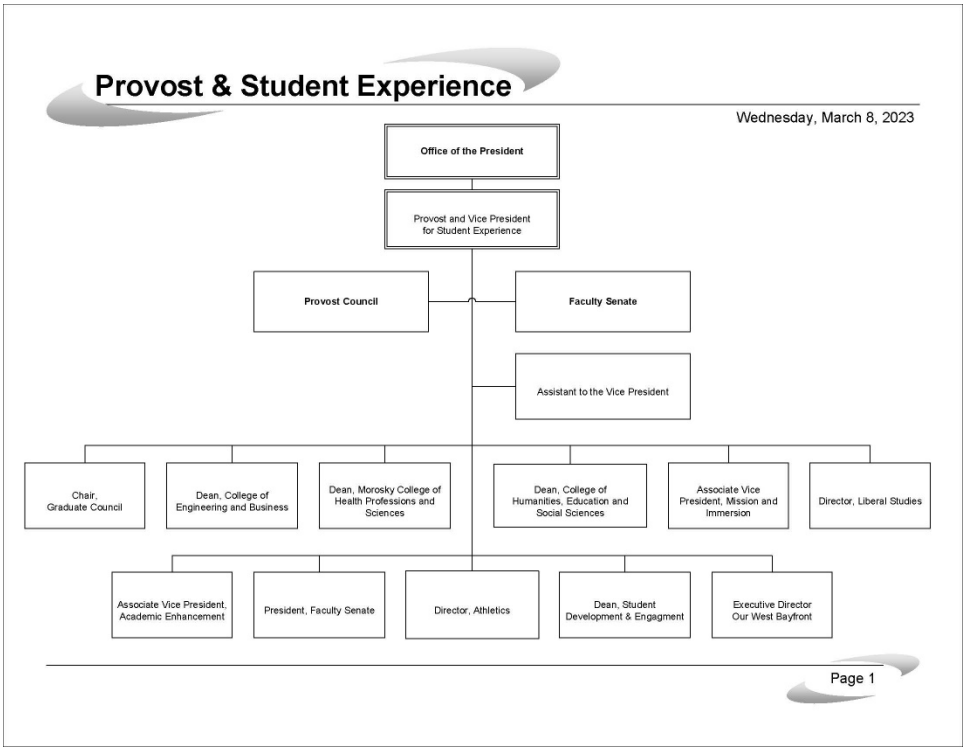
[Currently under development.]

1.5 Governance Charts of Gannon University

1.5.2.0.0.0.0 Student Experience

Revision Date: 3/8/2023 Approval Date: 10/27/2017 Current Version

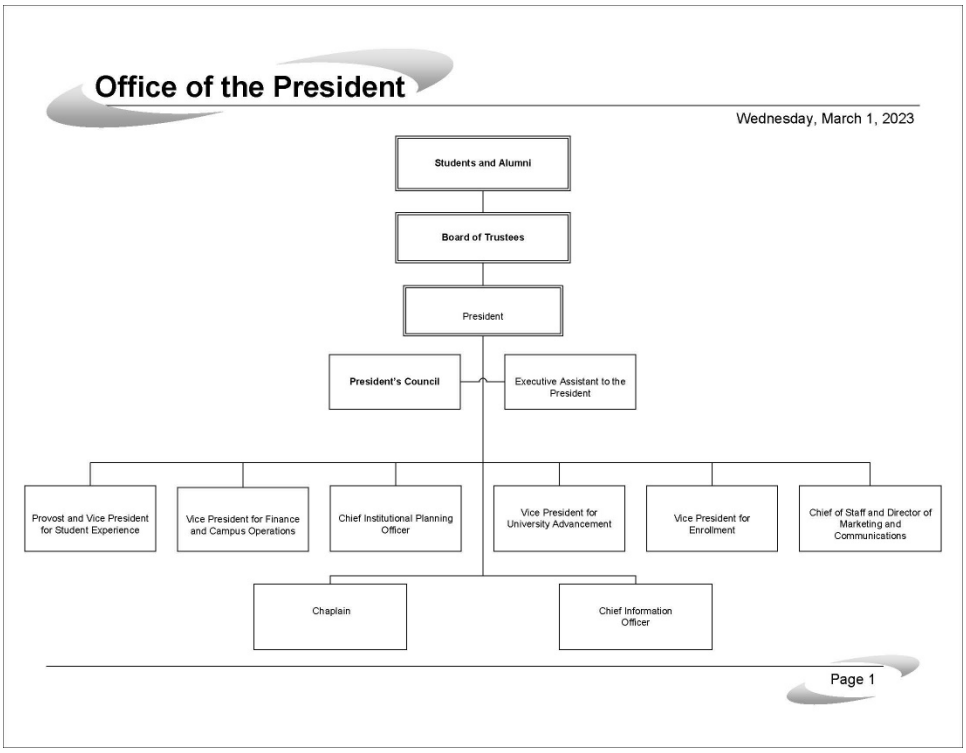
View the Provost and Student Experience organizational chart below:



1.5.1.0.0.0.0 Office of the President

Revision Date: 3/1/2023 Approval Date: 7/18/2017 Current Version

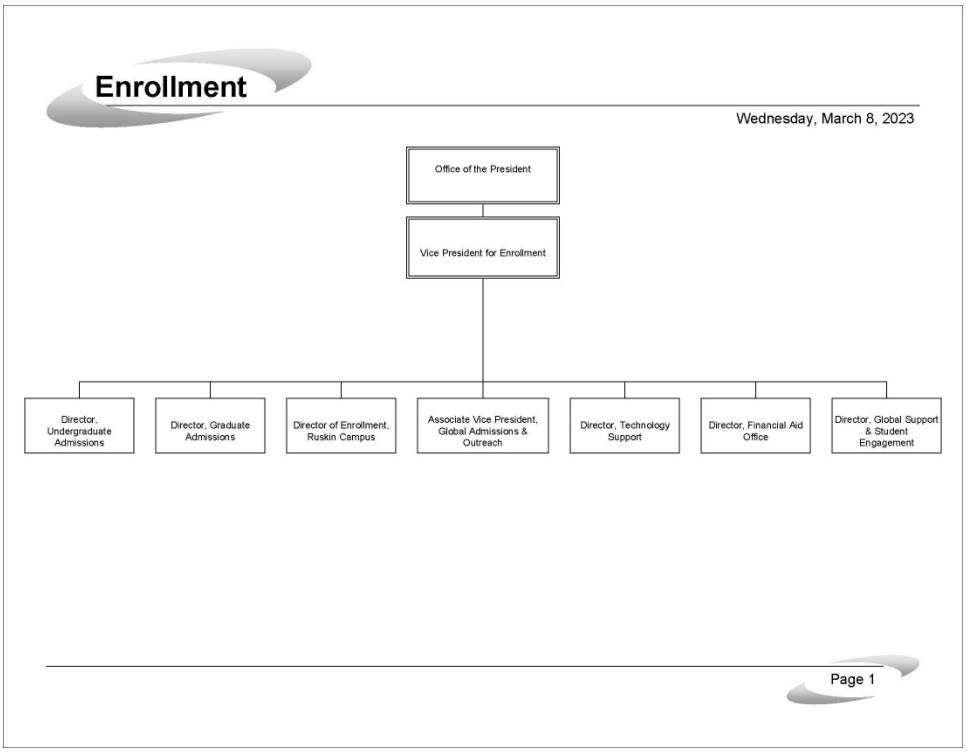
View the Office of the President organizational chart below:



1.5.2.1.0.0.0 Enrollment Services

Revision Date: 3/8/2023 Approval Date: 10/27/2017 Current Version

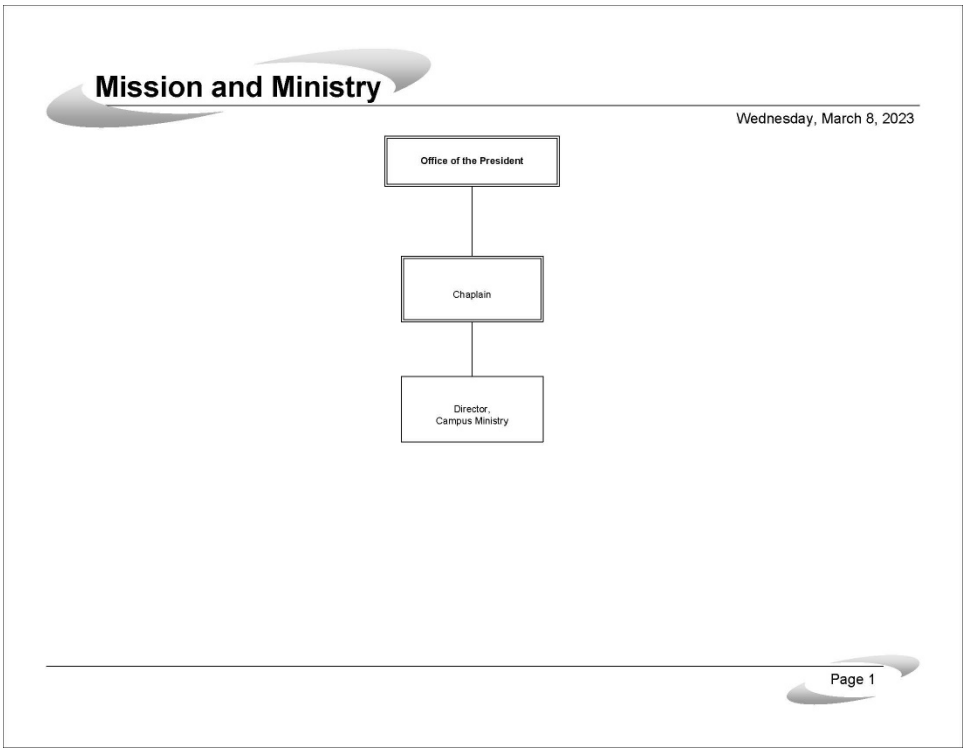
View the Enrollment Services organizational chart below:



1.5.3.0.0.0.0 Mission and Ministry

Revision Date: 3/8/2023 **Approval Date: 7/20/2017** **Current Version**

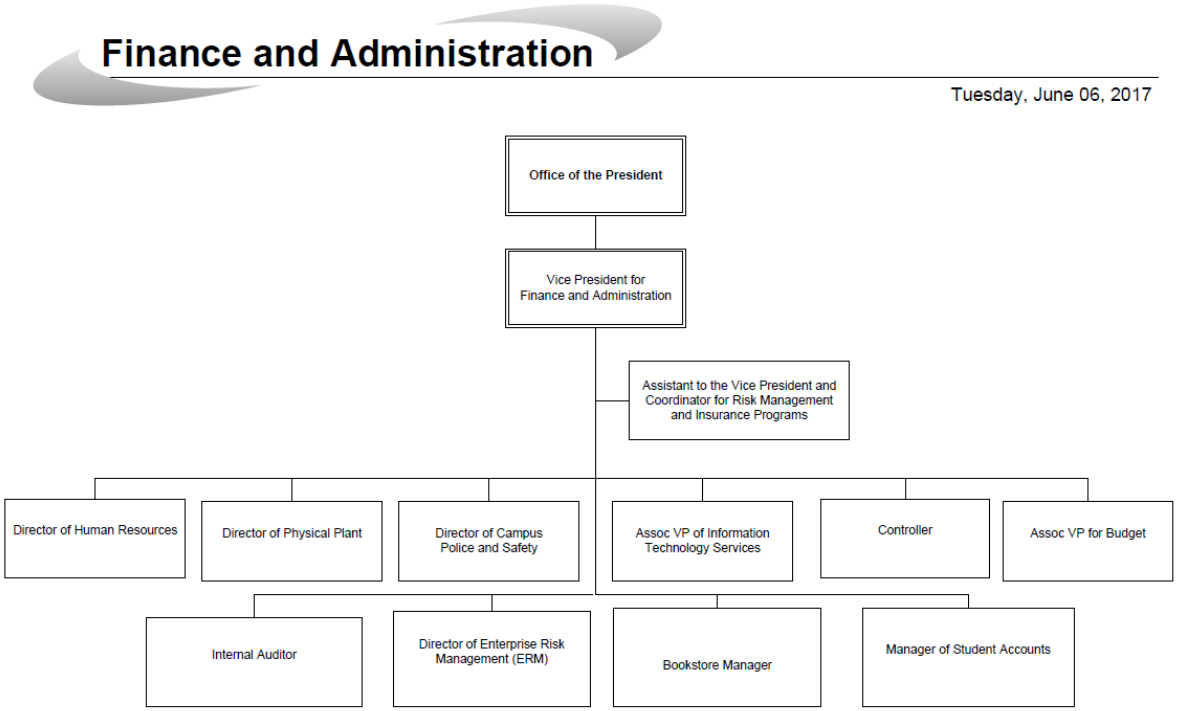
View the Mission and Ministry organizational chart below:



1.5.4.0.0.0.0 Finance and Campus Operations

Revision Date: 3/8/2023 **Approval Date: 6/9/2017** **Current Version**

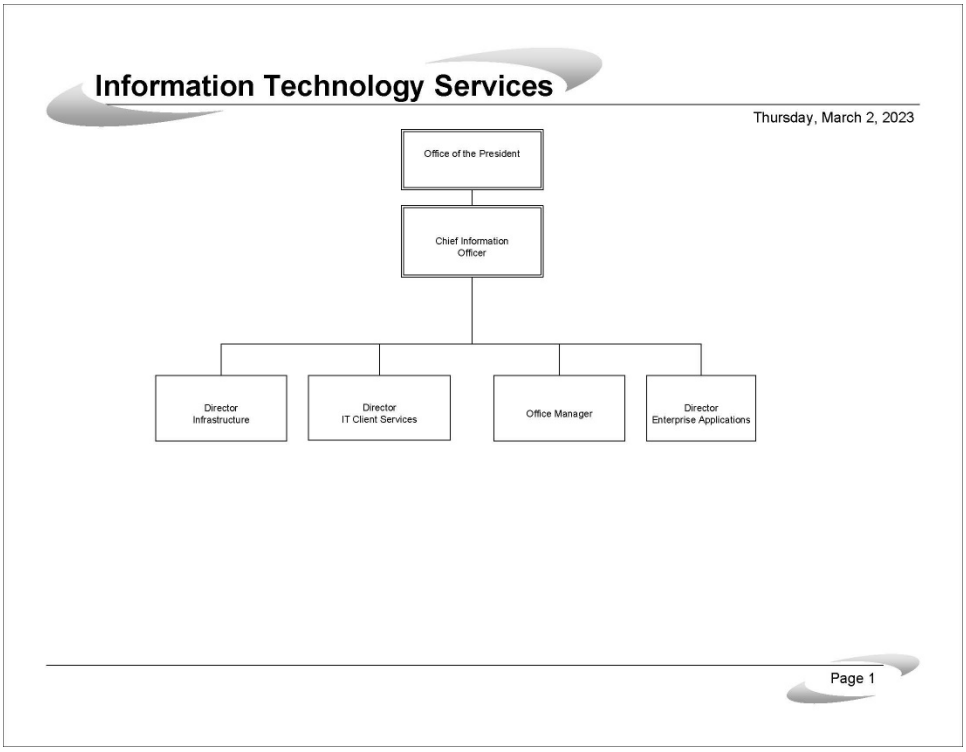
View the Finance and Campus Operations organizational chart below.



1.5.4.1.0.0.0 Information Technology Services

Revision Date: 3/2/2023 Approval Date: 8/1/2013 Current Version

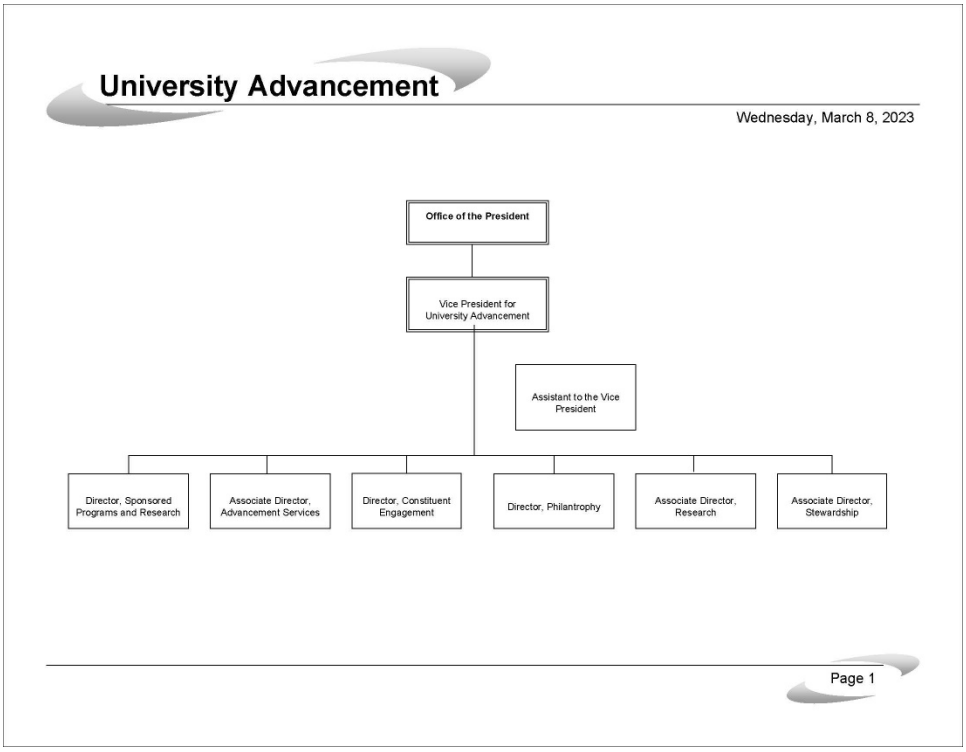
View the Information Technology Services organizational chart below:



1.5.5.0.0.0.0 University Advancement

Revision Date: 3/8/2023 **Approval Date: 6/9/2017** **Current Version**

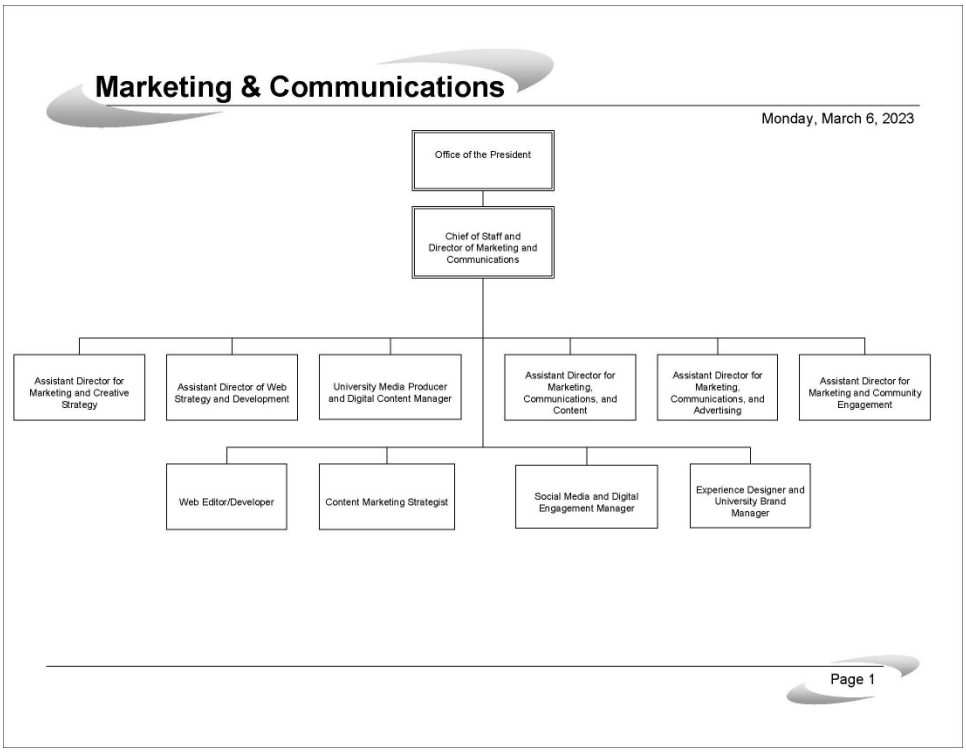
View the University Advancement organizational chart below:



1.5.6.0.0.0.0 University Marketing and Communications

Revision Date: 3/6/2023 Approval Date: 10/27/2017 Current Version

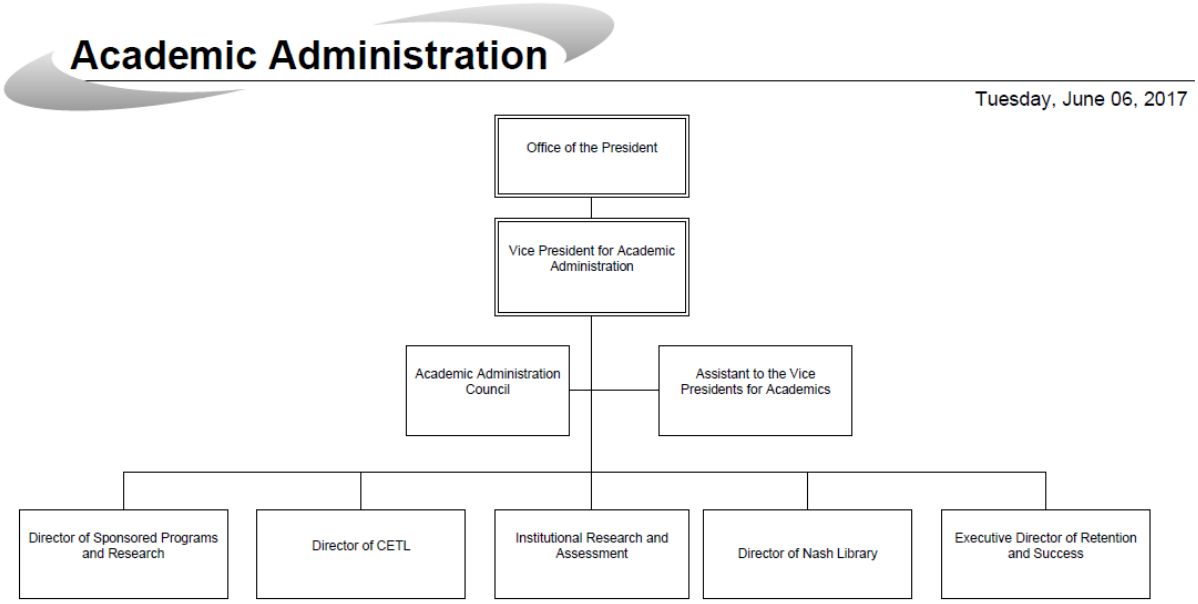
View the Marketing and Communications organizational chart below:



1.5.9.0.0.0.0 Planning and Research

Revision Date: 3/8/2023 **Approval Date: 3/8/2023** **Current Version**

View the Office of Planning and Research organizational chart below:



1.6 Internal Governance of Gannon University

1.6.1.0.0.0.0 Philosophy of Governance

Revision Date: 3/2/2023 Approval Date: 7/18/2017 Current Version

By policy, Gannon's governance is to be collegial. By collegial, it is meant that all members of the University are invited and encouraged, as appropriate, to participate in advising the decision-making processes of the University. Decisions, however, should be made at the appropriate level by the individuals or groups who have the greatest competency and the responsibility and accountability for the decision in question. This open, consultative, and deliberative decision-making process places specific responsibility and authority in the respective Vice Presidents and University Officers in conjunction with their respective staffs.

The Board of Trustees deals with issues specified in its Bylaws. These issues include such decisions as appointing the President, review of the Strategic Plan, reviewing the Mission, approving the Liberal Studies Program, adding or eliminating major academic programs with budget implications, approving the budget, and awarding tenure. The Board, holding the Institution in trust, sets broad policy, leaving the implementation of policy and operations to the University staff. The President is responsible and accountable for communication, direction and coordination of University affairs. The President's Leadership Team serves as a vehicle to facilitate communication, direction and coordination. Significant policies initiated by the Faculty or Administration and requiring Board action require the approval of the President and review by one of the Board's committees. The President will consult with the President's Council before making recommendations to board Committees. The President's Council will be chaired by the President and be composed of the President's Leadership Team and the Presidents of the Faculty Senate and the Student Government Association. Academic decisions will be made by the appropriate faculty member, department, college, dean, or the . Those decisions which cross academic organizational lines will be reviewed by the appropriate University Standing Committees.

1.6.1.1 Governance Responsibilities

1.6.1.1.1.0.0 Governance Actions Requiring Approval by the Board of Trustees

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The Board of Trustees establishes University policy and ensures that it implements the University Mission and goals. Approval is required for any action:

1. That requires approval of the Secretary of Education;
2. That establishes a new degree or major that has budget implications;
3. That substantially modifies the Liberal Studies program;
4. That results in the award of tenure;
5. That modifies the Strategic Plan; and
6. That relates to the annual budget.

All such proposals submitted to the Board of Trustees must be reviewed and approved by the President and be reviewed by the appropriate Board subcommittee(s). While the Board of Trustees usually does not act formally on other proposals, it is the responsibility of the President to keep the Trustees fully informed of significant programmatic and organizational developments as well as changes within the University

1.6.1.1.2.0.0 Governance Actions Requiring Approval by the President

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The Board has delegated to the President broad responsibility for the administration of the University. As the chief executive officer of the University, the President bears ultimate responsibility for the quality and effectiveness of University planning, resource allocation and management. The President has delegated to the principle administrative officers of the University, authority for planning and management in their respective areas. The President retains, however, authority for approval of major planning policies and proposals, allocation of resources among the administrative divisions and approval of all planning and management actions requiring consideration by the Board of Trustees.

Presidential approval is required for:

1) Proposals requiring approval by the Board of Trustees;
2) Significantly altering the allocation of resources between administrative or academic divisions;
3) Establishing, merging, or terminating a degree or academic program;
4) Establishing or terminating a non-academic or administrative program;
5) Significantly modifying objectives or programs of an academic or administrative division;
6) Significantly changing the functions performed by an academic or administrative division;
7) Appointment and advancement in rank of Faculty and appointment of Professional Staff;
8) Establishing University position on major issues affecting the institution;
9) The Strategic Plan;
10) The annual budget;
11) Establishing a new academic or non-academic position.

1.6.1.1.3.0.0 Governance Actions Requiring Approval by the President's Council

Revision Date: 7/18/2017 Approval Date: 7/18/2017 Current Version

President's Council consultation is required for:

1) Major revisions of the Institutional Policy Manual;
2) The Strategic Plan;
3) The annual budget with attention to the recommendations on enrollment, tuition, compensation, financial aid and other major increases or decreases;
4) Establishing or terminating an academic or administrative program;
5) Major reorganization of an academic or administrative division;
6) Modifying the objectives or programs of an academic or administrative division;
7) Reviewing compensation levels and benefits necessary to recruit and retain quality faculty, administrators and support staff;
8) Establishing policies necessary to maintain the fiscal stability of the University;
9) Refining and improving a regular process of assessment;
10) Improving interaction among planning, budgeting, and program operations.

1.6.1.2 System for Proposed Changes

1.6.1.3.0.0.0 Decision Path for New Positions

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

Both academic and administrative position requests must include information sufficient to permit a thorough review and analysis. The following guidelines represent the minimal information requirements necessary for review and analysis of new positions. Initiators of new positions are encouraged to provide any additional information which would facilitate decision making.

1. A completed Request for Approval to Begin Recruitment Process Form.
2. Identification of the initiative(s) to be maintained, developed, or expanded by the position.
3. The effective impact that the proposed position will have on University academic programs and service units on a short-term and a long-term basis.

1.6.1.4.0.0.0 Communication of Decisions

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

If final review rests with President's Leadership Team, after considering all comments and recommendations, the appropriate President's Leadership Team member shall inform the department head/initiator of the decision, with copies to the involved Faculty or Staff.

If final approval rests with the President, the appropriate President's Leadership Team member shall forward recommendations to the President, together with the comments and recommendations of any Committees that were consulted. The President shall review the proposal, requesting further analysis or information if required, and inform the appropriate President's Leadership Team member, who will then inform the department head/initiator of the decision, with copies to the involved Faculty or Staff.

If final approval rests with the Board of Trustees, the appropriate President's Leadership Team member shall forward it to the President, who shall forward it with the President's recommendations to the Board of Trustees. The Board of Trustees, in turn, shall review the proposal and act upon it. After action by the Board, the President shall inform the appropriate President's Leadership Team member of the Board's Decision who will then inform the department head/initiator of the decision with copies to the involved Faculty or Staff.

1.6.2.0.0.0.0 The Faculty of Gannon University

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The faculty of Gannon University includes all full-time professionals of the University whose responsibilities directly affect the educational function of the University and who have been granted academic rank. Previous rank, relative experience, and noteworthy recognition should be considered in assigning rank to new members of the Gannon faculty. The faculty member's highest degree must be from a college or university accredited by a regionally accredited body such as Middle States.

The faculty, as a collegial body, is responsible for teaching, scholarship, service, and other related professional activities consistent with the mission, goals, objectives, and policies of the University. The faculty shall participate in the search process for the Officers, Deans, and Department Chairs/Program Directors of the University.

The faculty shall participate in the shaping, formulation and recommendation of policies and decisions concerning:

1. Academic standards and instructional programs;
2. Structure of academic governance of the University;
3. Appointment of members of the faculty;
4. University faculty salaries and benefits;
5. Budgets of the University respective colleges/University schools; and
6. Academic Policy matters requiring approval of the Board of Trustees.

The faculty of the University shall carry out its responsibilities and exercise its authority through faculty members' participation in the following bodies:

1. Academic Affairs Committee of the Undergraduate College;
2. Academic Department and Program Committee;
3. Affirmative Action Committee;
4. Athletic Committee;
5. Faculty Development Committee;
6. Faculty Research Committee;
7. Faculty Senate;
8. Graduate Council;
9. Harassment and Unlawful Discrimination Prohibition Committee;
10. Institutional Review Board;
11. Liberal Studies Committee;
12. Learning Outcomes Assessment Committee;
13. Library and Learning Resource Center Committee;
14. Planning and Budget Advisory Committee;
15. Rank and Tenure Committees of the Undergraduate Colleges;
16. Retention Committee;
17. Student Conduct Committee;
18. Student Development Committee;
19. Technology Advisory Council;
20. University Academic Affairs Committee;

21. University Compensation Committee;
22. University Rank, Tenure and Academic Freedom Committee;
23. University Review Council;
24. *Ad Hoc* committees and/or task forces established for specific tasks.

1.6.2.1.0.0.0 Constitution of the Faculty Senate of Gannon University

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The name of this elected body shall be the Faculty Senate of Gannon University, Erie, PA.

1.6.2.1.1.0.0 Article I -- Name

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The name of this elected body shall be the Faculty Senate of Gannon University, Erie, PA.

1.6.2.1.2.0.0 Article II -- Purpose

Revision Date: 3/3/2023 **Approval Date: 9/5/2017** **Current Version**

The Faculty Senate is the elected representative body of the Faculty. It serves this constituency by representing the collective faculty view in matters on concern to the Faculty as a whole assuring as effective means by which the Faculty participates in the governance of the University.

The Faculty Senate serves as an advisory body to the in matters which are primarily academic in nature and to the President of the University on those matters which are substantially non-academic and of university-wide concern. Through the position of the Senate President as an ex-officio member of the Board of Trustees there will be regular communication and coordination with the Board of Trustees.

1.6.2.1.2.1.0 Section I--Authority

Revision Date: 8/14/2012 Approval Date: 8/14/2012 Current Version

Responsibility: The Faculty Senate, as the elected representative body of the University faculty, is empowered to review and recommend policy with respect to the following matters which fall primarily under faculty purview:

a) Academic freedom, including rights and responsibilities of the Faculty.
b) Curricular matters, including establishment, dissolution, and substantial changes of degree programs.
c) Research and other scholarly activities apart from instruction.
d) General admission standards and prerequisites.
e) Requirements for certificates and degrees.
f) Regulations regarding attendance, examinations, grading, scholastic standing and honors.
g) Quality of instruction and academic programs.
h) Criteria for positions accorded academic rank.
i) Faculty appointment, promotion, tenure, dismissal, leaves, grievance procedures, and economic benefits such as compensation.
j) Matters pertaining to the Academic Calendar.
k) Regulations concerning, and the awarding of honorary degrees.
l) Other matters referred to it by the Board of Trustees, the President, administrative officers, the faculty of a College or the student body.

The Faculty Senate is also to review and recommend policy with regard to the following matters which are of institutional concern:

i. Institutional priorities.
ii. The allocation and utilization of the University's human, fiscal, and physical resources.
iii. Academic and service organizations, including the establishment, reorganization, or elimination of Colleges, schools, and departments of the general University and College academic structure.
iv. Admissions procedures and enrollments.
v. University-funded student financial aid.
vi. The Library, Information Technology Services, the University Student Health Office, Supporting Services, and Student Services, as they affect academic activities.
vii. The selection and appointment of academic and policy-level administrative officers.
viii. The distribution of gifts made available to the University for discretionary allocation in support of research or scholarly work.
ix. To select faculty members to Senate committees and University Standing Committees.
x. To cooperate with and to coordinate its activities, with student governing bodies and other groups such as staff.
xi. To consider all areas of student affairs and their effect on the educational process and academic achievement and to make recommendations regarding them.
xii. To provide a forum for any matters of interest to the Faculty.

1.6.2.1.3.0.0 Article III -- Authority for Bylaws

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The Faculty Senate may establish and publish such Bylaws under the Constitution as it deems necessary to fulfill its responsibilities so long as said Bylaws are not in conflict with this Constitution or the Charter and Bylaws of the Board of Trustees of Gannon University.

1.6.2.1.4.0.0 Article IV--Amendments

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

Amendments shall require an affirmative vote by two-thirds of the Faculty Senate body.

All amendments shall be presented in writing to the Faculty as a whole for affirmation by two-thirds of the present and voting faculty members.

All amendments shall be presented, in writing, to the President of the University.

1.6.2. Bylaws of the Faculty Senate of Gannon University

1.6.2.2.1.0.0 Article I -- Membership

Revision Date: 3/2/2023 **Approval Date: 2/17/2023** **Current Version**

Membership: The members of the Faculty Senate shall be:

a. One representative ''at large'' from each college of the University: College of Humanities, Education and Social Sciences, College of Engineering and Business, Morosky College of Health Professions and Sciences; one professional librarian; one representative from each top-level academic unit (example: school/division) within each college from the Erie campus; one representative from the Ruskin campus;
b. One additional representative from each school for each fifteen eligible Erie-campus faculty of that school, as of the start of spring semester;
c. One additional representative for each fifteen eligible Ruskin-campus faculty, as of the start of spring semester;
d. President of the Faculty Senate;
e. Vice President of the Faculty Senate;
f. Eligible are full-time professional librarians and full-time members of the teaching faculty who ordinarily have full-time teaching duties (or research, academic administration, counseling, and/or library duties equivalent to a full-time teaching load) under the authority of the and fulfills the duties and responsibilities of a faculty member.

Term of Service: All members of the Faculty Senate shall be elected for a three-year term (without prejudice for reappointment). One-third of the senators shall be elected each year. Seats gained as a result of a change in the number of faculty within a school will be added that year. If a Senate seat is lost, the Senator will complete their term.

Duties:

a. All senators, and members of the Senate Executive Committee, are expected to attend all of the bi-weekly meetings of Faculty Senate. If for any reason a Senator or Senate officer cannot attend a Senate meeting, they are to contact the Faculty Senate President, Vice President, Secretary or Treasurer and let the Senate officer know of the absence. This will count as an excused absence from Senate duties. Greater than four excused absences by a Senator in one semester will count as a standing conflict. If no notice is sent to an officer of the Senate, this will count as an unexcused absence. If the senator has a standing conflict with the meeting time of the Senate, the Vice President of the Senate will find a substitute for that semester.

b. Officers of the Senate Executive Committee are also to attend bi-weekly meetings of this committee. If for any reason a Senate officer cannot attend an Executive Committee meeting, they are to contact the Faculty Senate President, Vice President, Secretary or Treasurer and let the Senate officer know of the absence. This will count as an excused absence from the Senate duties. If no notice is sent to an officer of the Senate, this will count as an unexcused absence.

c. One unexcused absence is permitted each semester. Two unexcused absences during a semester will result in a warning from Faculty Senate President or Vice President. Three unexcused absences during a semester will result in the removal of the Senator from the Senate. A call for nominations for replacement Senators will be issued, followed by an election to fill the vacated seat.

d. In the event that the Senate President has any unexcused absences from either Senate meetings or Senate Executive Committee meetings, the Senate Vice President will send a warning to the Senate President. Three unexcused absences by any Senate officer will result in removal of the Senate officer from their office and from the Senate. A new officer will be chosen by the Senate leadership in consultation with the Faculty Senate. Additionally, a call for nominations for replacement senators will be issued, followed by an election to fill the vacated seat.

1.6.2.2.2 Article II – Officers

1.6.2.2.2.1.0 Section 1 -- Officer Election

Revision Date: 10/31/2014 Approval Date: 10/31/2014 Current Version

The officers shall consist of a President, Vice President/President-Elect, Secretary, and Treasurer. The Vice President/President-Elect shall be elected by ballot prior to the last Senate meeting of each academic year. All members of the teaching faculty and full-time professional librarians are eligible to vote. The Secretary and Treasurer shall be elected from members of the Faculty Senate at the first Senate meeting of the academic year.

The Gannon University Faculty Senate President, by virtue of their position as a voting member of the University's Board of Trustees, understands and accepts that the University will comply with all IRS and federal government public disclosure requirements, including public disclosure of compensation (salary and fringe benefit) data and voting members.

1.6.2.2.2.2.0 Section 2 -- Duties

Revision Date: 8/19/2014 Approval Date: 8/19/2014 Current Version

1. President: The president is the chief executive officer of the Faculty Senate. The President shall:

a. Preside at all meetings of the Faculty Senate and of the Executive Committee.
b. Prepare and distribute the agenda and related documents for meetings of the Faculty Senate and the Executive Committee.
c. Be an ex-officio member of the Board of Trustees and attend its meetings as the representative of the Faculty Senate.
d. Represent the Faculty on the highest-level advisory/policy-making bodies as an ex-officio member.
e. Appoint all members of ad-hoc committees of the Faculty Senate after consulting with the Executive Committee.
f. Appoint all members of on-going committees of the Faculty Senate after selection by the Faculty Senate.
g. Appoint all members of University Standing Committees after selection by the Faculty Senate.
h. Be responsible for implementing promptly the procedure by which replacements for Faculty Senate officers and members are appointed.
i. Report all formal decisions of the Executive Committee to the Faculty Senate.
j. Be responsible for keeping the Operational Policies Manual of the Faculty Senate current.
k. Invite the Faculty of the University to informational meetings if the need should arise. Such need shall be determined by the Faculty Senate President in consultation with the Executive Committee. The Faculty Senate President shall preside at these informational meetings.
l. In case the President is unable to attend meetings as the Faculty representative, The President shall obtain a replacement from within the Executive Committee

2. Vice President/President-Elect is the second officer of the Faculty Senate. The Vice President/President-Elect shall:

a. Carry out the duties of the President in the President's absence.
b. Act as the chief liaison between the Standing Committees of the University and the Faculty Senate. It is the Vice President/President-Elect's responsibility to see that the Standing Committees report systematically to the Faculty Senate.
c. Initiate the procedure by which all vacancies on the Standing Committees of the University are filled.

3. Secretary is the third officer of the Faculty Senate. The Secretary shall:

a. Take the minutes of the Faculty Senate. The minutes of each meeting shall be provided to the general Faculty of the University within two weeks following approval.
b. Carry out the duties of the President of the Faculty Senate in the absence of the President and the Vice President/President-Elect.

4. Treasurer is the fourth officer of the Faculty Senate. The treasurer shall:

a. Prepare the Annual Budget of the Faculty Senate and submit it to the Executive Committee. When the budget of the Faculty Senate has been approved by the Executive Committee and the Faculty Senate, the Treasurer shall submit it to the President of the University.
b. Examine and approve requisitions drawn against the approved budget of the Faculty Senate.
c. Maintain a record of all expenditures of the Faculty Senate and copies of all documents relating to those expenditures.
d. Prepare and submit to the Executive Committee and the entire Faculty Senate an annual report of the Senate's finances.
e. Carry out the duties of the President of the Faculty Senate in the absence of the President, Vice President/President-Elect, and Secretary.

5. Executive Committee membership is composed of the President, Vice President/President-Elect, Secretary, Treasurer and one (1) Senator-at-large, elected by the Faculty Senate. The Committee has special responsibility to provide continuity in the deliberations and actions of the Faculty Senate.

1.6.2.2.2.3.0 Section 3 -- Qualifications of Officers

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The President of the Faculty Senate shall be a full-time, tenured member of the teaching faculty or a full-time, tenured professional librarian. The Vice President/President-Elect of the Faculty Senate shall be a full-time, tenured member of the teaching Faculty or a full-time, tenured professional librarian. The Secretary and Treasurer shall be elected from among the members of the Faculty Senate.

1.6.2.2.2.4.0 Section 4 - Term of Office

Revision Date: 3/2/2023 **Approval Date: 2/17/2023** **Current Version**

The term of office of the President and Vice President/President-Elect shall be two (2) years with the terms for each office staggered by one year. New officers of the senate shall assume duties on July 1. The Vice President may stand for election as President, and if elected, a new election will be held to fill the second year of the Vice President's term.

1.6.2.2.2.5.0 Section 5 - Officer Release Time

Revision Date: 6/23/2009 Approval Date: 6/23/2009 Current Version

The President of the Faculty Senate shall be granted release time each semester equivalent to one-half of a regular full-time teaching load. The Vice President/President-Elect shall be granted release time each semester equivalent to one-quarter of a regular full-time teaching load.

1.6.2.2.3.0.0 Article III -- Meetings

Revision Date: 6/23/2009 Approval Date: 6/23/2009 Current Version

1. The Faculty Senate shall meet twice each month during the regular academic year and other times as may be deemed necessary or appropriate.
2. For both regular and special meetings of the Faculty Senate, a majority of the members shall constitute a quorum.
3. Proxy voting is not permitted at any time on Senate issues.
4. No Senator shall vote on any particular issue which the Senator or the Senate considers to imply a conflict of interest.
5. The Faculty Senate shall hold a general faculty meeting at least once each semester.

1.6.2.2.4.0.0 Article IV -- Committees

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

See also Section 1.7 in which the faculty committees and the Faculty Senate are incorporated by reference.

1.6.2.2.4.1.0 Section 1 -- Senate Committees

Revision Date: 9/5/2017 Approval Date: 9/5/2017 Current Version

Senate Committee membership is composed entirely of faculty members selected by the Faculty Senate and appointed by the President of the Faculty Senate. The four standing committees are the Faculty Research Committee and the Faculty Development Committee, and the Early Career Review Committee, and the Faculty Emeritus Review Committee.

1. Names and Descriptions:

   a) Faculty Research Committee:
      i. Membership: Two faculty members from each College nominated by that College and selected by the Faculty Senate, and one professional librarian selected in the same manner.
      ii. Duties: To recommend to the Faculty Senate, policies and procedures pertaining to faculty research grants and to report to the Provost decisions made regarding the awarding of research grants to individual Faculty members.
      iii. The director of the Office of Sponsored Projects and Research may also serve on the committee as an advisor, pursuant to the interest of the director. The duties of the advisor are not to be a voting member to determine funding decisions but to instead offer insight into who is applying for external funds so the committee can make an informed decision that could help leverage resources and offer (or gain) insight for possible collaborations.

   b) Faculty Development Committee:
      i. Membership: Two Faculty members from each College and one professional librarian are selected by the Faculty Senate, based on faculty interest.
      ii. Duties: to recommend to the Faculty Senate policies and procedures pertaining to development grants and to report to the Provost recommendations made regarding the awarding of development grants to individual Faculty members.
      iii. Early Career Review Committee
      iv. Members include faculty appointed by Faculty Senate in accordance with the standards set forth in IPM 4.5.5.6.0.0.0 and two ex-officio members from the Center for Excellence in Teaching and Learning (CETL) and the faculty mentoring program.
      v. Duties: The responsibility of the ECRC is to provide comprehensive feedback to the applicant on his/her sample narrative, at an impactful time of their career. Since this feedback is to be from multiple perspectives, each faculty applicant is assigned one reviewer from MCHPS, CEB and CHESS. Reviewer assignments shall be made by the ECRC chair and agreed upon by the members of the ECRC.

   c) Faculty Emeritus Review Committee
      i. Members are appointed by Faculty Senate. The composition of the committee is described in IPM 4.1.4.3.0.0.0

ii. Duties: The Faculty Emeritus Review Committee is responsible for evaluating applications for Emeritus Appointment and making recommendations to the Office of the Provost.

d) *Ad Hoc* Committees:

i. The Faculty Senate may establish *ad hoc* committees as the need arises. The President of the Faculty Senate shall appoint Committee members after consulting with the Executive Committee.

1.6.2.2.4.2.0 Section 2 -- Committee Chairs

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The Chair of the Faculty Senate Committees shall be elected by Committee members. One member shall serve as Liaison to the Faculty Senate.

1.6.2.2.4.3.0 Section 3 -- Reporting Mechanism

Revision Date: 8/1/2013 **Approval Date: 8/1/2013** **Current Version**

Committees shall submit written annual reports to the Vice President/President Elect of the Faculty Senate and provide updates upon request. Copies of these reports shall be attached to the Faculty Senate minutes for distribution.

1.6.2.2.4.4.0 Section 4 -- Faculty Representation on University Committees

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

See Subsection 1.7.1, University Committees.

1.6.2.2.5 Article V -- Disposition of Recommendations

1.6.2.2.5.1.0 Section 1 --

Revision Date: 3/3/2023 Approval Date: 9/5/2017 Current Version

For matters of an academic nature, the President of the Faculty Senate shall transmit written copies of the Faculty Senate recommendations to the within seven (7) days of their adoption by the Faculty Senate. The will inform the Faculty Senate President, in writing, of receipt of the recommendations and of the actions being taken within fourteen (14) days of receipt of the recommendations.

1.6.2.2.5.2.0 Section 2 -- President of the University

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

For matters which are primarily or substantially non-academic and university-wide, the President of the Faculty Senate shall transmit written copies of the Faculty Senate recommendations to the President of the University within seven (7) days of their adoption by the Faculty Senate.

1.6.2.2.6.0.0 Article VI -- Parliamentary Procedures

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Faculty Senate in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Faculty Senate may adopt.

1.6.2.2.7.0.0 Article VII -- Amendment of Bylaws

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

Amendments to these Bylaws shall require an affirmative vote by two-thirds of the Faculty Senate body.

All amendments shall be presented in writing to the Faculty as a whole for affirmation by two-thirds of the present and voting faculty members.

All amendments shall be presented, in writing, to the President of the University.

1.6.3 College Constitutions and Bylaws

1.6.3.1.0.0.0 College of Engineering and Business

Revision Date: 6/24/2009 **Approval Date: 6/24/2009** **Current Version**

See Subsection 1.7.4.

1.6.3.2.0.0.0 College of Humanities, Education, and Social Sciences

Revision Date: 6/24/2009 **Approval Date: 6/24/2009** **Current Version**

See Subsection 1.7.4.

1.6.3.3.0.0.0 Morosky College of Health Professions and Sciences

Revision Date: 6/24/2009 **Approval Date: 6/24/2009** **Current Version**

See Subsection 1.7.4.

1.6.4.0.0.0.0 Student Governance

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

Students of Gannon University include all individuals, full-time and part-time, graduate and undergraduate, who are enrolled in courses for academic credit.

Students shall participate in the shaping and formulation of policies and decisions concerning:

1. Structure of governance of the University.
2. Budget preparation of the University.
3. Implementation of planning and management of the University.
4. Academic and Student Policies requiring approval of the Board of Trustees.
5. Academic standards and instructional programs.
6. Students shall carry out their responsibilities by participation on the following committees:

    a. Affirmative Action Committee;
    b. Athletic Committee;
    c. Learning Outcomes Assessment Committee;
    d. Liberal Studies Committee;
    e. Library and Learning Resource Center Committee;
    f. Mission and Identity Council;
    g. Planning and Budget Advisory Committee;
    h. President's Council;
    i. Retention Committee;
    j. Student Conduct Committee;
    k. Student Development Committee;
    l. Technology Advisory Committee
    m. University Academic Affairs Committee.

Ad hoc committees and/or task forces established for specific tasks. Examples of *ad hoc* committees are the Commencement Committee, the Dr. Martin Luther King, Jr., Celebration Committee, and the Food Services Committee.

1.6.4.1.0.0.0 Student Government Constitution

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

https://engageu.gannon.edu/organization/SGA/documents/view/2092001

We, the full-time students of Gannon University, serving as the official voice and administrative unit, working to advance the student intellectually, to augment their education, to foster a spirit of friendship and companionship among members of the student body, faculty, and administration, and so to do better in the name of this institution of higher learning, do establish this Constitution for the Student Government Association of Gannon University.

1.6.4.1.1.0.0 Article I -- Name

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

The name of this organization by the Constitution shall be the Gannon University Student Government Association. Its initials, SGA, shall also refer to this organization henceforth. Its members shall be known as Class Representatives, Functional Representatives or Executive Board Officers. Its members shall be known collectively as the General Assembly (GA).

1.6.4.1.2.0.0 Article II -- Authority

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

The Gannon University SGA shall endeavor to reflect and represent the full-time student opinion of the Gannon University campus and to serve as the official voice and administrative unit of that student body. SGA shall have general supervision over any and all student organizations, except the Activities Programming Board (APB), the University newspaper (The Gannon Knight), and the on-campus radio station (WERG). SGA shall have the power to carry out duties where possible, to improve upon the educational, cultural, and social lives of the Gannon community. Furthermore, this body shall organize and coordinate effectively with faculty, staff, and administration to best serve the Gannon community.

1.6.4.1.3.0.0 Article III -- Executive Board

Revision Date: 4/21/2021 Approval Date: 9/5/2017 Current Version

Section 1 - Executive Board Officers

A. The Executive Board shall consist of the following elected officers:
    a. The President.
    b. The Chief of Staff.
    c. The Vice President of Student Experience.
    d. The Vice President of Marketing and Communications.
    e. The Vice President of Internal Affairs.
    f. The Vice President of Finance.
B. The Executive Board shall consist of the following officers appointed by the SGA President:
    a. The Vice President of Technology.
C. If the Vice President of Technology is selected from the SGA, the student forfeits the previous position.

Section 2 - Executive Board Authority

A. The Executive Board, as the executive authority of the Gannon University SGA, shall oversee all student interests.
B. The Executive Board shall plan the agenda for all SGA meetings. It shall follow the general outline as specified in the *Robert's Rules of Order*.
C. The Executive Board, by majority decision, shall have the right to veto any legislation passed by the SGA. If they do veto a motion, they must return that motion with their objections to the SGA by the next meeting. The SGA may, after considering the Executive Board's reasons for vetoing the bill, override the veto with a two-thirds (2/3) vote of all voting members, whether present or absent.
D. The Executive Board shall carry out any additional duties designated in this Constitution, its By-Laws and policy manual, and the SGA itself.

Section 3 - Executive Board Responsibilities

A. The President shall:
    a. Submit legislative recommendations to the SGA and shall execute all approved legislation.
    b. Serve as the liaison between the students and the faculty, staff, and administration.
    c. Serve as a representative of the student body of Gannon University to Gannon Alumni and the general public.
    d. Prepare a semesterly summary of projects executed by the SGA. The summary will include/but not limited to
        i. A summary of all that was accomplished under the current assembly.
        ii. What was executed well and what can be learned from its shortcomings.
        iii. A recommendation for its future execution.

e. Preside over all SGA and Executive board meetings and have full responsibility for the operation of the SGA between meetings.
f. Represent the student body as a member of the following committees
    i. Board of Trustees.
    ii. President's Leadership Team
g. Appoint a temporary Chief of Staff, in the event that the seat becomes vacant, from the SGA until a permanent Chief of Staff is appointed by the President and ratified by the General Assembly.
h. Appoint an Elections Committee Chairperson at the beginning of each election cycle.
i. Have the authority to call an official General Assembly meeting seven (7) days before the meeting date.
j. In the event of an emergency, have authority over SGA proceedings.
k. Shall meet with the SGA advisor once a week to coordinate between SGA and the administration, unless deemed not necessary by the advisor.
l. Be limited to two (2) full terms in office.
m. Manage and record all expenditures related to this office.
n. Be responsible for the orientation of their successor.

B. The Chief of Staff shall:
    a. Be responsible for orienting the SGA Members to Robert's Rules of Order.
    b. See that all SGA meetings are run by the procedures described as generally accepted rules of order.
    c. Serve as the tie-breaking vote in all other instances the Chief of staff will not have a vote in the General Assembly.
    d. Actively ensure the Executive Board is succeeding with their projects and Constitutional duties; provide assistance to the members that require it.
    e. Coordinate volunteer/community opportunities for the Student Government Association with partnered community organizations.
        i. Including but not limited to GIVE Day, Day of Caring.
    f. Coordinate with the Vice President of Internal Affairs to plan and execute an event at least once a semester to foster professional and social growth among the Executive Board Members.
    g. Serve as the Chairperson for the SGA Constitutional Revision Committee.
    h. Have the power of final recommendation of this Constitution and the By-Laws to this Constitution per Parliamentary Authority (Article IX of the Constitution).
    i. Act as the Interim President in the event that the President is unable to perform their duties, until the President is able to return to duty or the Student Body elects a replacement.
    j. Provide information necessary for any debate occurring within Executive Board or General Assembly meetings.
    k. Shall join the president in their meeting with the SGA advisor biweekly to coordinate the executive board.
    l. Manage and record all expenditures related to this office.
    m. Be responsible for the orientation of their successor.

n. Meet with the newly inducted executive board during their orientation to advise on executive functions.

C. The Vice President of Student Experience shall:

a. Meet regularly with the University Provost/Vice President of Student Experience to initiate and oversee projects devoted to maintaining or improving, where possible, the academic environment of the University along with creating opportunities for student engagement.

b. Be responsible for the organization, planning, and execution of activities including but not limited to Unity Week and Student Open Forums.

c. Serve as the liaison between SGA and all SGA recognized clubs and organizations by:

i. Encouraging and facilitating new clubs and organizations through the university recognition process.

ii. Inviting all campus clubs and organizations to have a functional representative in the SGA General Assembly.

iii. Coordinating and encouraging cooperation between clubs and organizations and SGA via collaborative and sponsored events.

d. Serve as the liaison between SGA and the Leadership Development and Campus Engagement (LDCE) Office by meeting as necessary with the Director of the LDCE Office.

e. Meet with the necessary University administrators to discuss students' needs that are not currently reflected in the University's initiatives.

f. Represent clubs and organizations as a non-voting member of the SGA Budget and Finance Committee. In the event of a tie, the Vice President of Student Experience shall be the tie-breaking vote.

g. Serve as the Chairperson for the SGA Student Experience Committee.

h. Represent the student body as a member of the University Academic Affairs Committee.

i. Manage and record all expenditures related to this office.

j. Be responsible for the orientation of their successor.

D. The Vice President of Marketing and Communications shall:

a. Be responsible for the promotion of a favorable public image of the SGA through campus radio, print media, and electronic media.

b. Be responsible for the upkeep of the SGA social media accounts including, but not limited to, Twitter, Instagram, Facebook, and YouTube.

c. Assist the Executive Board with creating and posting advertising materials for SGA projects and events.

d. Act as the liaison between SGA and the student media outlets on campus.

e. Be responsible for semi-annual SGA open houses and socials with administration, faculty, staff, and students.

f. Handle all correspondence on behalf of the SGA in matters of expression of sympathy, congratulations, and thanks, as well as other general communications.

g. Serve as the chairperson of the SGA Marketing and Communications Committee.
h. Ensure the SGA makes a new social media post weekly during the academic year.
i. Manage and record all expenditures related to this office.
j. Be responsible for the orientation of their successor.

E. The Vice President of Internal Affairs shall:
a. Keep a record of all General Assembly and Executive Board meetings and proceedings through the preparation and distribution of agendas and minutes prior to each meeting.
b. Be responsible for keeping attendance records, orienting and enforcing these requirements to the General Assembly as per the attendance policy in Article III of the By-Laws to the Constitution, receiving written excuses for absences, notifying any SGA member who is in violation of the SGA attendance policy, and reporting them to the SGA Executive Board.
c. Keep a complete and accurate history of the SGA, its members and its advisors, which includes, but is not limited to, updating the membership placards.
d. Coordinate and implement the SGA Summer Session meeting, a mandatory SGA General Assembly retreat each academic semester, and Winter and Spring Banquets.
e. Organize and implement a mandatory retreat for the Executive Board, their advisor, and any other speaker or official deemed necessary and appropriate.
f. Appoint membership to standing University committees, SGA committees, Ad Hoc committees, and Task Forces as designated in the By-laws to the Constitution and update the committee list with new University and SGA Committees as they arise.
    i. These committees will be formed before the GA goes into the Summer session.
    ii. The elections committee will be formed at the First GA of the Fall semester and the last GA of the Fall semester for Spring elections.
g. Be responsible for ensuring that committee chairpersons report to the General Assembly following their committee meetings.
h. Be responsible for ensuring that SGA Representatives are completing monthly Community Engagement requirements.
i. Serve as the Chairperson of the SGA Hospitality Committee.
j. Check all mail and act as the SGA office manager and secretary.
k. Monitor and oversee all activities of the Leadership Lab.
l. Facilitate Representative of the Month (ROM) awards as well as Going the Extra Mile (GEM) awards and share the results.
m. Compile contact lists of all representatives and Executive Board Officers.
n. Manage and record all expenditures related to this office.
o. Be responsible for the orientation of their successor.

F. The Vice President of Finance shall:

a. Serve in an advisory capacity to the SGA and to the Executive Board concerning SGA financial matters and oversee the use of SGA funds.
b. Submit a budget proposal that reflects the appropriate needs of the SGA Executive Board officers and the needs of the student body. The Executive Board, the SGA members and the SGA Advisor must approve this proposal.
c. Assist the SGA Executive Board officers in managing their budgets, as necessary.
d. Execute mandatory Funding Informational Sessions to educate clubs and organizations on the SGA Funding Model.
e. Serve as the Chairperson for the SGA Budget and Finance Committee.
f. Be responsible for guiding the SGA Budget and Finance committee and the SGA General Assembly through the recommendation and allotment process, making club and organization funding request forms available, compiling and distributing all allotment packages, and awarding clubs and organizations the proper allotments.
g. Present monthly reports of the SGA financial standing to the Executive Board and the SGA General Assembly.
h. Manage and record all expenditures related to this office.
i. Be responsible for the orientation of their successor.

G. The Vice President of Technology shall:

a. Serve as the SGA EngageU administrator by managing the roster and other functionalities while assisting other Executive Board members who need assistance with the system.
b. Be responsible for the upkeep and storage of all SGA technology. This includes, but is not limited to, the live-stream equipment, SGA iPads, and Microsoft Teams.
c. Provide a remote option for the student body at all General Assembly Meetings.
d. Be responsible for orienting the SGA members to all SGA technology
e. Assist with the process of electronic SGA elections.
f. Serve as the student chairperson for the Technology Advisory Committee (TAC).
g. Serve as the Chairperson for the SGA Technology Committee.
h. Serve as the liaison between the students and the University ITS department.
i. Keep the student body informed of upcoming technological advancements on campus.
j. Manage and record all expenditures related to this office.
k. Be responsible for the orientation of their successor.

1.6.4.1.4.0.0 Article IV -- Representation

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1 - SGA Representation

A. SGA representative membership shall consist of Class Representatives and Functional Representatives.

Section 2 - Class Representatives

A. There will be up to nine (9) Class Representatives from each academic class (Freshman, Sophomore, Junior, Senior, and Graduate), to be elected by plurality vote. In the event of a tie in the representative elections in regard to the final representative seat, another election will be held for only those candidates who received the same number of votes.
B. The Class Representatives shall:
    a. Represent their class on issues presented to the SGA.
    b. Serve on University and SGA standing committees and attend all said meetings.
    c. Participate in the planning and implementation of SGA sponsored events.
    d. Attend two non-SGA, APB or group their affiliated with events a semester for community outreach.
    e. Attend (1) semester retreat each semester. If this event is not attended, it will count as one unexcused General Assembly absence.

Section 3 - Functional Representatives

A. Functional representatives, who are to augment the traditional class representation, are to represent a club, organization, or any other key constituency on campus. A key constituency is a specific population whose input is vital to a balanced representation of the student body. Clubs, organizations, or any other key constituency on campus that wish to have a Functional Representative must submit a completed Functional Representative Position Form, available on engageU.
    a. Functional Representatives should be selected by their respective club, organization, or constituency in the proximal time period of SGA Class Representative elections. The Vice President of Student Experience will notify the necessary contact within each club, organization, or constituency as to the exact date for that particular spring semester.
    b. A Functional Representative Position Form may be submitted up until the incoming Freshman Class Representatives are inducted.
B. In the event the GA has vacant seats, Functional Representatives will be assigned to SGA committees.
C. The SGA voting body may add or remove a Functional Representative position through a two-thirds majority vote.
D. If a vacancy develops in a Functional Representative position, the sponsoring body must submit a new Functional Representative position form to reelect a new representative within four weeks or the body forfeits the seat.

1.6.4.1.5.0.0 Article V -- Elections

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Section 1 - Elections Timeline

A. Every SGA Executive Board, Class Representative, and Functional Representative candidate must be a full-time Gannon University student and must comply with the methods established in this Constitution, its By-Laws, and Election Rules.
B. There will be two sets of elections held in the spring semester, Primary Elections and General Elections. There will be one set of elections held in the fall semester known as Fall Elections.
    a. Primary elections will consist of the President and Chief of Staff tickets. General Elections will consist of Executive Board Officers and Class Representative positions
    b. Fall Elections will be for Freshman and Graduate Class Representatives, in addition to any vacant seats in the General Assembly.
C. All students interested in becoming candidates must attend an SGA elections information session regarding a specific position hosted by SGA, SGA Election Rules, and Election Timeline.
    a. In the event a write-in candidate is elected, they will be required to attend and election orientation session prior to being induction.
    b. SGA will publicize the dates and locations for SGA elections orientations sessions prior to the first SGA election cycle.
        i. Publicizing includes, but is not limited to, posting on SGA social media accounts, hanging posters around campus, and/or sending emails to various student groups.
D. All candidates interested in running for a position must complete the SGA Election Form by the deadline set by the SGA Elections Committee. All candidates are required to sign off on the grade release question to determine eligibility for a position within the Election Form.
    a. All Election Forms must be approved by the office of Leadership Development and Campus Engagement prior to the start of the campaign period.
    b. Candidates cannot begin campaigning until they receive verification and approval of their SGA Election Form via email from the LDCE office.
    c. Any potential candidate may submit an SGA Election Form after the original deadline up until five (5) academic business days before the election takes place. Candidates will then be placed on the official election ballot; however, they will lose the campaigning time.
    d. Executive Board Candidates are only permitted to run for one Executive Board position. Executive Board Candidates are also permitted to run for a Class Representative position in the same election cycle, however, they are only permitted to accept one position.
        i. In the event that a candidate wins two positions the candidate will have a choice of the positions won. The position not selected will be offered to the candidate with the second greatest number of votes.

ii. Candidates running in the Primary elections may choose to run in the General Election in the event, they do not win the primary election.

iii. If a candidate who ran in the Primary Elections and did not win, they may wish to run in the General Elections but will be required to submit a new SGA Elections Form however are not required to attend another election information session.

E. Candidates are not permitted to begin campaigning until:

a. They have submitted a completed SGA Election Form and have received verification and approval of their SGA Election Form via email from the LDCE office.

b. The official campaigning period as designated by the Elections Committee has begun. The SGA Elections Committee will determine the campaign period prior to the start of each Election Cycle.

c. Campaigning may only take place during the official campaigning period and official election days.

F. Elections will take place over forty-eight (48) hours following the official campaign period and will be publicized by the SGA Elections Committee.

G. All candidates will be informed of the election proceedings by the SGA Election Committee Chairperson within twenty-four (24) hours of the election closing.

a. All winning candidates must accept or decline the position within the timeline allotted by the SGA Election Committee Chairperson.

b. Candidates have the right to inquire about the total number of votes and the total number or percentage of votes for each candidate after the election.

H. Candidates have five (5) academic business days following an elections cycle to submit for a recall. A recall form must be voted in favor of by the number of students equal to fifty-one percent (51%) of the total votes cast for that office position. (See Article II of the By-Laws to the Constitution).

a. Each recall form shall deal directly with one and only one office/unified ticket.

b. The recall form must be submitted on engageU.

c. A recall should only be submitted if the parties involved felt there was a violation of the SGA Election Rules and there was not enough time to process said violation before the election took place.

Section 2 - Primary Elections

A. SGA Primary elections will be held prior to General elections.

B. Presidential candidates must run in conjunction with a Chief of Staff candidate; the two (2) candidates shall make up a unitary and indivisible ticket.

a. If either candidate withdraws prior to elections from the unified ticket, then both candidates on the joint election ticket are nulled and they will be removed from the voting ballot.

b. If either candidate withdraws during the voting period, then both candidates on the joint election ticket are ineligible to win.

c. If either candidate on the joint winning ticket declines the position after winning, but prior to induction, then both candidates on the joint election ticket have their respected votes voided and are ineligible to hold either position.

i. In this case the unified ticket with the second most votes will be offered the position. If no second ticket is available, then a special election cycle will be held at the discretion of the SGA Elections Committee Chairman

d. All full-time students who meet the stated eligibility requirements are able to run in the Primary Special Election and are required to submit an SGA Election Form.

C. All candidates must have at least second semester freshman status. Nominees and appointed positions for any SGA Executive Board offices must currently have a cumulative grade point average (GPA) of at least 2.75 as of the previous semester. No candidate may be on academic probation, according to University standards. Executive Board members must maintain at least a 2.75 cumulative GPA during their official elected term.

D. To be a nominee for the Presidential and Chief of Staff office, each member of the unified ticket must be a full-time Gannon student and have completed an SGA Elections form.

E. Any united ticket may submit an SGA Elections Form after the original deadline up until five (5) academic business days before the elections take place. The candidates will then be placed on the ballot; however, they will lose the campaigning time and the opportunity to participate in the Presidential Debate.

F. The Primary candidates shall be elected by plurality vote in an electronic, secret ballot election of the full-time Gannon student body managed by assistant director of the LDCE. They shall remain sealed until the election period is over.

Section 3 – General Elections for Executive Board positions

A. General elections will be held following the end of Primary elections at the discretion of the SGA Elections Committee.

B. All candidates must have at least second semester freshman status. Nominees and appointed positions for any SGA Executive Board offices must currently have a cumulative grade point average (GPA) of at least a 2.75 as of the previous semester. No candidate may be on academic probation, according to University standards. Executive Board members must maintain at least a 2.75 cumulative GPA during their official elected term.

C. To be placed on the ballot for the general elections a candidate must attend an elections orientation session and have a filled out and approved SGA Election Form

D. Any candidate may submit the SGA Election Form after the original deadline up until five (5) academic business days before the elections take place. The candidate will then be placed on the ballot; however, they will lose the campaigning time.

E. All General Election candidates shall be elected by plurality vote in a secret ballot general election of the full-time Gannon student body.

F. Candidates running in Primary election who are not elected may run in the general election for any position. In order to run one will have to resubmit an SGA Elections From but will not have to attend a second Elections Orientation session

G. Vacancies in executive board offices

a. All vacancies in an SGA executive board office will be filled by an appointment by the discretion of the SGA President. This appointment must be ratified by the

General Assembly by a 2/3 vote. The officer appointment will fulfill all duties of the vacant position until an official election cycle (Primary, General, and Fall Election) where that vacant officer position will now be filled via election by plurality vote.

Section 4 - General Elections for Class Representatives

A. To become a candidate for Class Representative position, a student must submit an SGA Elections Form to the SGA Election Committee Chairperson before the established deadline.
B. All candidates for Class Representative positions must have a cumulative GPA of at least 2.50. Representatives must maintain at least a 2.25 cumulative GPA during their elected term.
C. The SGA Class Representatives shall be elected by plurality vote in an electronic, secret ballot general election of the full-time students of the respective classes.
D. There must be at least five (5) days between the last day of elections and the day of induction in which a recall form may be filed.
E. The Election Committee shall determine the class rank of all SGA Representative nominees and voters according to the number of credits earned by the student at the beginning of the academic year during which the representatives will serve.
F. Any candidate may submit an SGA Elections Form after the original deadline up until five (5) academic business days before the elections take place. The candidate will then be placed on the ballot; however, they will lose the campaigning time.
G. A vacant SGA Class Representative position after fall elections shall be filled by a secret ballot plurality in-house election of the respective SGA Class Representatives. Nominations will be open to all full-time Gannon students of the respective class. To be nominated the student must meet the criteria in the above subsections.

Section 5 - Induction

A. Induction of the SGA Executive Board Officers and Class Representatives shall be held at the first scheduled SGA event or General Assembly meeting subsequent to elections.
    a. Following their induction, the newly elected Officers and Representatives shall officially assume the responsibilities of the respective offices. During the orientation period occurring between the election and induction, each current SGA Executive Board Officer must orient the respective Officer-elect. All newly elected SGA members must attend all SGA meetings as observers.

Section 6 - Fall Elections

A. The SGA Fall elections shall be held no later than four (4) weeks after the beginning of the fall semester. This election will be for Freshman Class Representatives, Graduate Class Representatives and any vacancies in the Executive board or upperclassman Representatives positions. The dates and times of the elections are to be determined by the SGA Election Committee Chairperson. The nomination requirements and election procedures outlined in the Constitution (Article V, Section 4), and in the SGA Election Rules shall be followed for these elections.

Section 7 - Functional Representative Selection

A. Functional Representatives should be selected by their respective club, organization, or constituency in the proximal time period of SGA Class Representative elections. The Vice

President of Student Experience will notify the necessary contact within each club, organization, or constituency as to the exact date for that particular semester.

B. Clubs, organizations, or any key constituency on campus may submit a Functional Representative Position Form on engageU.

1.6.4.1.6.0.0 Article VI -- Impeachment

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1 - Impeachment Process

A. A formal written complaint may be submitted by a member of the General Assembly to the Executive Board outlining the grounds for impeachment of a representative or Executive Board officer on grounds of malfeasance and/or nonfeasance.
    a. In a case where the complaint is in regards to a representative, the Executive Board will review the complaint to determine if further steps need to be taken. If the Executive Board determines that the complaint is well grounded, they will bring the matter up before the General Assembly.
    b. In a case where the complaint is in regards to an Executive Board officer, a special Ad Hoc committee, consisting of one member from each class and a functional representative, will review the complaint to determine if further steps need to be taken. If the committee determines that the complaint is well grounded, they will bring the matter up before the General Assembly.
        i. Membership to the Ad Hoc committee will be appointed by the SGA Vice President of Internal Affairs. If the complaint is against the SGA Vice President of Internal Affairs, the SGA President will appoint membership to the Ad Hoc committee.

B. If a representative determines that the Executive Board or Ad Hoc committee did not handle the complaint properly, they may with a two-thirds (2/3) vote of the General Assembly bring the complaint up for consideration of impeachment.

C. A two-thirds (2/3) vote of the General Assembly or a petition of the student body equaling fifty-one percent (51%) of the total votes cast during the previous election may initiate impeachment proceedings against either an Executive Board officer or a representative on grounds of malfeasance and/or nonfeasance.

D. No sooner than one (1) week after the impeachment proceedings are initiated, the President or Chief of Staff, accordingly, will read the formal charge(s) against the representative or Executive Board officer at a General Assembly meeting. At that time, the individual in question will have the opportunity to provide a rebuttal to each of the charges. Following the rebuttal, the President or Chief of Staff, accordingly, will dismiss the representative or Executive Board officer from the General Assembly meeting. An open discussion in regards to the validity of the charge(s) will ensue. After discussion, a two-thirds (2/3) vote of the General Assembly in attendance shall be required to be found responsible.

E. Should a person be found responsible, the individual will immediately be removed from that office for the rest of the term. In the event of impeachment, a second vote shall be held by the SGA General Assembly with the recommendation from the Elections Committee whether the individual(s) be permanently barred from running for an SGA position in the future. Such a decision would require a two-thirds (2/3) vote of the General Assembly.

F. During the impeachment process all veto rights of the Executive Board (Article III, Section 2, Subsection C of the Constitution) are to be temporarily suspended.

1.6.4.1.7.0.0 Article VII -- Summer Session

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1 - Summer Session(s) Proceedings

A. The SGA General Assembly shall convene a minimum of once (1) a month following the conclusion of the Spring semester each year to approve the suggested SGA budget, proposed by the SGA Vice President of Finance. The meeting(s) held at this time are to be known as the Summer Session(s).
B. At the Summer Session(s), regular quorum rules will be suspended.
    a. Quorum shall constitute the President, Chief of Staff, Vice President of Finance, Vice President of Student Experience, and a minimum of four SGA General Assembly members
C. At the Summer Session(s), no financial request over five thousand ($5,000) dollars may be voted on to be allocated from special projects.

1.6.4.1.8.0.0 Article VIII -- Referendum

Revision Date: 4/21/2021 Approval Date: 10/24/2008 Current Version

Section 1 - Referendum Process

A. A proposal for the vote of the student body on any issue may be submitted to the SGA Vice President of Student Experience either by:
    a. The SGA General Assembly by a two-thirds (2/3) majority vote.
    b. A minimum petition of ten (10) percent of the full-time student body.
B. The referendum shall be held no later than ten (10) academic days after the request is received.
C. A majority vote by the voting full-time students shall be sufficient to pass the referendum.

1.6.4.1.9.0.0 Article IX -- Parliamentary Authority

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1 - *Robert's Rules of Order*

A. The rules in *Robert's Rules of Order Newly Revised* shall govern the Gannon University Student Government Association in all cases to which they are applicable and consistent with this Constitution and its By-Laws.

1.6.4.1.10.0.0 Article X -- Constitutional Amendments

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1 - Amendment Process

A. An amendment to this Constitution and its By-Laws may be submitted in writing to the SGA Chief of Staff by:
    a. An SGA member.
    b. A member of the full-time student body.
B. Amendments may be proposed at any regular SGA General Assembly meeting.
    a. Proposed amendments to the SGA Constitution must be postponed to a definite time and will be considered at the first regular SGA General Assembly meeting following the proposal.

1.6.4.1.11.0.0 Article XI -- Ratification of the Constitution

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1 - Constitution Approval

A. The approval by a two-thirds (2/3) majority of the SGA General Assembly and by the Gannon University Student Development Committee shall be sufficient to establish this as the Constitution of the Gannon University Student Government Association.
B. In order to be brought to the SGA General Assembly the executive board must first review all revisions and pass via a 2/3 vote of the executive board.
C. Review of amendments is to be presented to General Assemblies via a step-by-step process to justify each revision.

Section 2 - By-Law Approval

A. Proposed amendments to the SGA By Laws will be taken to a vote at an SGA General Assembly and, if passed, are enacted immediately after approval from the Gannon University Student Development Committee.

1.6.4.1.12.0.0 Article XII-- Student Activities Fee

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1 - Student Activities Fee Allocation

A. The Student Activities Fee shall be split between the Activities Programming Board (APB), SGA, and the University by a set dollar amount.
B. The set dollar amount shall remain unchanged through fiscal years unless the University Provost/Vice President of Student Experience, President of APB, and SGA Vice President of Finance agree that there needs to be an increase of fee.
    a. The recommendation of the above individuals must then be approved by the Activities Programming Board and passed by a two-thirds majority of the Student Government Association General Assembly.

1.6.4.1.13.0.0 Article XIII--Budget and Expenditures

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1 - Oversight of SGA Budget

A. The SGA Vice President of Finance will oversee all expenditures of all SGA budget categories.
B. All monetary reallocations must be approved by a two-thirds (2/3) majority vote of the General Assembly.
C. In the event that an unbudgeted expenditure arises during the time between General Assembly meetings, it is at the discretion of the SGA Vice President of Finance to approve the expenditure without General Assembly approval.
    a. When the Vice President of Finance approves the expenditure, it is their duty to clarify the expenditure at the next General Assembly meeting.

Section 2 - Budget Discretion

A. Each Executive Board member shall have discretion over their respective budget and may use their budget without a General Assembly vote.
B. Individuals/groups must request discretion over specified categories of the budget. Once the request is approved by a two-thirds (2/3) majority vote of the General Assembly, expenditures within that budget category do not need to be voted upon.
    a. The individual/group will be responsible for keeping the General Assembly aware of their expenditures.

1.6.4.2.0.0.0 By-Laws to the Constitution of the Gannon University Student Government Association

Revision Date: 9/8/2022 **Approval Date: 6/23/2009** **Current Version**

https://engageu.gannon.edu/organization/SGA/documents/view/2092001

1.6.4.2.1.0.0 Article I -- Quorum

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

Section 1 - Establishment of Quorum

A. The SGA shall establish an official quorum as two-thirds (2/3) of all voting members.

1.6.4.2.2.0.0 Article II -- Recall

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1- Recall Directive

A. The election of any SGA Executive Board Officer or Class Representative may be recalled.
    a. The election of an Executive Board Officer would be recalled by the general student body.
    b. The election of a Class Representative would be recalled by the respective class.
B. A recall should only be submitted if the parties involved felt there was a violation of the SGA Election Rules and there was not enough time to process said violation before the election took place.

Section 2 - Recall Process

A. To initiate a recall, a full-time Gannon University student must submit a recall form.
    a. The recall form must be submitted via EngageU.
    b. An individual has five (5) academic business days following an SGA election to submit for a recall.
        i. If the recall form has not been submitted by this time, induction procedures will be carried out.
    c. Each recall form shall deal directly with one and only one office/unified ticket.
B. A recall form must be voted in favor of by the number of students equal to fifty-one percent (51%) of the total votes cast for that office.
C. Upon receipt of the properly completed form, the SGA Elections Committee shall review the form and present a recommendation to the SGA General Assembly. The SGA General Assembly will then vote on whether or not to accept the form for recall.
    a. If the petition is accepted, the newly elected officer will not be inducted, and a new election will be held to refill the office.

1.6.4.2.3.0.0 Article III -- Absences

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1- General Assembly Attendance

A. Attendance at SGA General Assembly meetings is mandatory for SGA Representatives and Executive Board officers, unless a valid excuse is provided.

Section 2 - Excuses

A. All excuses for absence from a General Assembly meeting are to be submitted twenty-four (24) hours in advance to the Vice President of Internal Affairs of the Student Government Association.
B. Valid excuses include, but are not limited to:
    a. Irregularly scheduled athletic events in which an individual is an athlete, not to exceed missing two (2) General Assembly meetings.
    b. Irregular academic obligations, not to exceed missing two (2) General Assembly meetings
    c. Illness
        i. Excuses regarding illness may be submitted within forty-eight (48) hours after the General Assembly meeting.
        ii. At the discretion of the Executive Board, all excuses referring to illness may be reviewed if judged to be an excessive amount.
    d. Funeral
        i. Excuses regarding funerals may be submitted to the Vice President of Internal Affairs within one (1) week of the funeral services.
C. Invalid excuses include, but are not limited to:
    a. Athletic practices
    b. Athletic intramurals
    c. Regularly scheduled classes
D. The Executive Board shall review all employment-related excuses and any situations not listed above. The ruling of the Executive Board shall be communicated to the individual in question prior to the meeting.
E. The Executive Board reserves the right to review any and all excuses.

Section 3- Conditions of Absences

A. If a representative is absent from a General Assembly meeting without an excuse, or with an invalid excuse, it shall count against the individual as one absence.
B. If a representative comes more than ten (10) minutes late or leaves prior to the conclusion of the General Assembly meeting, it shall count against the individual as the equivalent of missing one half (1/2) of a General Assembly meeting, unless prior notification of tardiness or need to leave early is given.
    a. In the event of an emergency the Executive Board will review each individual case.

C. If a member does not complete one (1) month of Community Engagement, the Executive Board will consider such an act as the equivalent of one (1) missed General Assembly meeting.
D. Absences from the Summer Session(s) of the SGA General Assembly will be counted against the fall semester attendance, unless notification of absence is given to the Vice President of Internal Affairs twenty-four (24) hours prior to the meeting.
E. If a member misses fifty percent (50%) or more of the regularly scheduled General Assembly meetings during the semester, whether the excuses are valid or invalid (see section 2), the member will automatically be removed.

Section 4 - Removal Due to Absences

A. If a member has one (1) unexcused absence from a General Assembly meeting or its equivalent, the member will be notified in writing and warned of potential removal from office by the SGA Vice President of Internal Affairs.
B. If a member of the Student Government Association accumulates a total of two (2) unexcused absences and/or absences with invalid excuses from General Assembly meetings or its equivalent per semester, they must appear in front of the Executive Board for review.
    a. If a member accumulates a total of two (2) unexcused absences and/or absences with invalid excuses from General Assembly meetings or its equivalent per semester, they will be given a letter by the Vice President of Internal Affairs of the Student Government Association notifying them that their membership will be discussed at the next Executive Board meeting.
    b. This letter shall be submitted to the individual no later than twenty-four (24) hours before the next Executive Board meeting.
C. The member will be granted a chance to defend and explain their absences at the following Executive Board meeting.
    a. The Executive Board will review the absences to determine if further steps need to be taken. If the Executive Board determines that removal from office is justified, they will bring the matter up before the General Assembly.
    b. The General Assembly can then, with a two-thirds (2/3) vote, permit the individual to remain on the Student Government Association with half of their absences excused (one [1] missed meeting or one [1] month of incomplete Community Engagement).
    c. If the member fails to attend this meeting, without a valid excuse, they forfeit the right to defend themself, and membership will still be brought to a vote.

Section 5 - Committee Attendance

A. Committee meeting attendance shall serve as a supplement to the regular attendance policy and is subject to impeachment procedures outlined in Article VI of the Student Government Association Constitution.

1.6.4.2.4.0.0 Article IV -- Committee Structures

Revision Date: 4/21/2021 Approval Date: 6/23/2009 Current Version

Section 1- Committee Assignments

A. Assignment to SGA Committees and University Committees will be carried out by the SGA Vice President of Internal Affairs.
    a. The number of members on each SGA committee and the number of committees that each SGA member serves on is at the discretion of the SGA Vice President of Internal Affairs.
B. Every SGA member must serve on at least one (1) SGA standing committee. Other seats are open to any member of the full-time student body, with the approval of the SGA Vice President of Internal Affairs and the SGA President.
C. Committee appointments shall be made after spring elections and by the first SGA General Assembly meeting of the fall semester.
D. The SGA shall be responsible for the preparation and maintenance of the SGA standing committees, as provided for in the By-Laws of this Constitution, and must vote on all Executive Board recommendations to these Committees.
E. The SGA Executive Board shall have the power to delegate duties and responsibilities to any of its standing committees.

Section 2 - SGA Standing Committees

A. The SGA shall have the following standing committees:
    a. Elections Committee - shall be composed of four (4) individuals including three (3) voting members and one (1) non-voting chairperson. To be eligible to serve on the Elections Committee, an individual must not be seeking office in the next elections cycle. The Elections Committee Chairperson shall be appointed by the President of SGA. The Elections Committee Chairperson shall appoint three SGA members to serve as the voting members of the Elections Committee. This committee is responsible for the preparation, organization, and implementation of SGA elections.
    b. Budget and Finance Committee - shall be chaired by the SGA Vice President of Finance. The SGA Vice President of Student Experience shall serve as a non-voting member of the committee and in the event of a tie, the SGA Vice President of Student Experience shall be the tie-breaking vote. Four (4) SGA representatives shall be the voting members of the committee. This committee shall oversee SGA financial expenditures and procedures and shall vote on any budget requests made by a club or organization. This committee will also vote on all SGA Executive Board budgets and any adjustments made to those budgets. The General Assembly will review the decisions made by this committee and maintain the right to appeal against any decision.
    c. Constitutional Revision Committee - shall be chaired by the SGA Chief of Staff. It shall meet to discuss any proposal set forth by the students or the SGA to revise the Constitution and /or its By-Laws and shall make recommendations to the

General Assembly. It shall also meet once in the Fall semester to read and understand the Constitution and its By-Laws.

d. Student Experience Committee - shall be chaired by the SGA Vice President of Student Experience. It shall work with the University Provost/Vice President of Student Experience to initiate and oversee all SGA projects devoted to maintaining or improving, where possible, the academic environment of the University along with creating opportunities for student engagement.
e. Hospitality Committee - shall be chaired by the SGA Vice President of Internal Affairs. It shall have a role in ensuring that the community among SGA members is strong and visible through the planning and execution of all internal retreats, banquets, and day to day functions.
f. Marketing and Communications Committee - shall be chaired by the SGA Vice President of Marketing and Communications. It shall provide an open line of communication between the student body and SGA and shall effectively communicate SGA accomplishments.
g. Technology Committee - shall be chaired by the SGA Vice President of Technology. It shall be responsible for being a liaison between the student body and the ITS department at the University.

1.6.4.2.5.0.0 Article V -- Organizational Recognition and Funding

Revision Date: 4/21/2021 Approval Date: 10/24/2008 Current Version

Section 1- Obtaining Recognition and Funding

A. Clubs or organizations at Gannon University may request funding from SGA if:
    a. They have been granted University recognition.
    b. They are in compliance with the SGA Funding Guidelines.
    c. They have completed the Student Organization Training

1.6.4.2.6.0.0 Article VI- Induction

Revision Date: 4/21/2021 Approval Date: 10/24/2008 Current Version

Section 1- Induction Statement

A. Induction will occur for Representatives and Executive Board officers using the following format: "I (state your name) swear to uphold the Student Government Association Constitution and the ideals for which it stands and represent my constituents to my fullest potential in the position of _____."

Section 2 - Induction Timeline

A. Induction of all members elected in the spring semester, including Executive Board officers and Class Representatives, to the Student Government Association will occur at the annual Spring Banquet.
B. Induction of members elected in the fall semester, including Freshman Class Representatives, will occur at the first General Assembly meeting following the elections.
C. Induction of Functional Representatives will occur at the first General Assembly meeting of the fall semester, or at the General Assembly meeting in which the Freshman Class Representatives are inducted.

1.6.4.3 Constitution of Activities Programming Board

1.6.4.3.1.0.0 Article I. Name

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

The name of this organization shall be the Activities Programming Board (APB) of Gannon University.

1.6.4.3.2.0.0 Article II. Mission and Purpose Statement

Revision Date: 3/15/2022 **Approval Date: 6/11/2009** **Current Version**

SECTION 1.

We, the Activities Programming Board of Gannon University, encourage development, inspire connection, and celebrate diversity through programming, communication, and traditions.

SECTION 2.

The Activities Programming Board of Gannon University transforms lives by offering each student the opportunity to explore, find, be, and share themselves.

SECTION 3.
APB events shall be open to all undergraduate students.

SECTION 4.
APB shall create a diverse schedule of events to fit the interests and needs of the Gannon University student body.

1.6.4.3.3.0.0 Article III. Connection to University Mission

Revision Date: 3/15/2022 **Approval Date: 6/11/2009** **Current Version**

SECTION 1.

A. APB aligns with the Gannon University Mission and Common Purpose. Gannon is a Catholic, Diocesan university dedicated to excellence in teaching, scholarship, and service. Our faculty and staff prepare students to be global citizens through programs grounded in the liberal arts and sciences and professional specializations. Inspired by the Catholic Intellectual Tradition, we offer a comprehensive, values-centered learning experience that emphasizes faith, leadership, inclusiveness, and social responsibility.
B. APB fosters the Common Purpose of "We transform lives by creating environments for extraordinary moments and everyday connections that inspire others to become their best selves." APB will provide spaces for students to experience moments of extraordinary circumstances, as well as everyday connections.
C. APB commits to fully aligning with the Mission and Common Purpose of Gannon University.

1.6.4.3.4.0.0 Article IV. Organizational Structure

Revision Date: 3/15/2022 **Approval Date: 10/27/2017** **Current Version**

SECTION 1.

The Core Leadership Team shall consist of the Advisor, President, and Vice-President.

SECTION 2.

The Executive Board shall consist of committee chairs for Large Scale Events (2), DIY Crafts (2), Outdoor Adventure (2), Small Scale Events (2), Marketing (1), and Communications (1).

SECTION 3.

The General Assembly shall consist of any member who meets listed requirements, attends meetings, and participates in a variety of APB events.

1.6.4.3.5.0.0 Article V. Non-Discrimination Statement

Revision Date: 3/15/2022 **Approval Date: 6/11/2009** **Current Version**

SECTION 1.
No individual shall be excluded from membership based on age, race, gender, national origin, religious beliefs, disability, sexual orientation, or political affiliation.

1.6.4.3.6.0.0 Article VI. Membership

Revision Date: 3/15/2022 **Approval Date: 10/27/2017** **Current Version**

SECTION 1. CORE LEADERSHIP

A. Each board member must be an officially registered undergraduate student at Gannon University enrolled with full time status and have and maintain a 2.5 semester and cumulative GPA, to be monitored by the Advisor.
    a. If a board member's semester GPA falls below a 2.5, they must meet with the Advisor to discuss action plan moving forward.
B. All must attend weekly Core Leadership Team meetings, weekly/bi-weekly Executive Board meetings, monthly General Assembly Meetings, and any other meetings required of the position including but not limited to Student Government Association Core Leadership Collaborative meetings.
C. Each board member must attend and/or lead 2 events monthly hosted by APB.
D. Each board member must meet with the Advisor 2 times per semester at a time that works for both parties.
E. All members must communicate on team platforms, including but not limited to Slack, Teams, and Outlook.

SECTION 2. EXECUTIVE BOARD

A. Each board member must be an officially registered undergraduate student at Gannon University enrolled with full time status and have and maintain a 2.5 semester and cumulative GPA, to be monitored by the Advisor.
    a. If a board member's semester GPA falls below a 2.5, they must meet with the Advisor to discuss action plan moving forward.
B. All must attend weekly/bi-weekly Executive Board meetings, bi-weekly committee meetings, and monthly General Assembly meetings unless a valid excuse is provided and approved by the Core Leadership Team.
C. Each board member must attend and/or lead 2 events monthly hosted by APB, unless a valid excuse is provided to the Core Leadership Team.
D. Each board member must meet with the Advisor 2 times per semester at a time that works for both parties.
E. All members must communicate on team platforms, including but not limited to Slack, Teams, and Outlook.

SECTION 3. GENERAL ASSEMBLY

A. Each member must be an officially registered undergraduate student at Gannon University enrolled with full time status and have and maintain a 2.5 semester and cumulative GPA, to be monitored by the Advisor.
    a. If a member's semester GPA falls below a 2.5, they must meet with the Advisor to discuss action plan moving forward.
B. All must attend bi-weekly committee meeting and monthly General Assembly meetings unless a valid excuse is provided and approved by the Core Leadership Team.
C. Each board member must attend and/or lead 2 events monthly hosted by APB, unless a valid excuse is provided to the Core Leadership Team.
D. All members must communicate on team platforms, including but not limited to Slack, Teams, and Outlook.

SECTION 4. ADVISOR

A. The Assistant Director of Campus Engagement and Activities shall be the primary Advisor for the APB. This person acts as the APB budget administrator, reviews all contracts, and directly advises all members of the APB.

1.6.4.3.7.0.0 Article VII. Positions and Responsibilities

Revision Date: 3/15/2022 **Approval Date: 6/11/2009** **Current Version**

SECTION 1. GENERAL RESPONSIBILITIES OF THE CORE LEADERSHIP TEAM

A. Facilitate the creation of a diverse calendar of APB events. The Core Leadership Team will approve the calendar once created.
B. Lead weekly/bi-weekly Executive Board meetings and monthly General Assembly meetings.
C. Work to ensure that all events, promotions, meetings, etc. are inclusive for all students.
D. Promote collaboration among APB and other student organizations on campus.
E. Support fellow members by attending additional APB events.
F. All members must communicate on team platforms, including but not limited to Slack, Teams, and Outlook and check them frequently.
G. Perform any other duties as deemed fit by the Advisor and the Leadership Development and Campus Engagement Office.

SECTION 2. PRESIDENT

A. Fully uphold the values and mission of the APB and Gannon University.
B. Foster professional and personal development opportunities and experiences for all members of the APB.
C. Upload and update all events to the EngageU platform in collaboration with the Marketing Chair and Core Leadership Team.
D. Update the By-Laws yearly and the constitution as the organization sees fit.

SECTION 3. VICE-PRESIDENT

A. Create all meeting agendas and send them to relevant audience in advance of meeting.
B. Manage and check the APB email twice weekly and directly disperse information.
C. Assisting the President as needed in any capacity that is seen fit.
D. Supporting the Advisor in contracting and booking professional acts to come to the university.
E. Create interest forms for all positions and help coordinate election process.

SECTION 4. GENERAL RESPONSIBILITIES OF THE EXECUTIVE BOARD

A. Develop a diverse calendar of APB events, including dates, times, facilities, and cost each semester (subject to Core Leadership Team approval). This calendar should be updated regularly. Advisor should be made aware of all changes as they occur.
B. Facilitate bi-weekly committee meetings with members and maintain communication with members weekly regarding upcoming events.
C. Work to ensure that all events, promotions, meetings, etc. are inclusive for all students.
D. Promote collaboration among APB and other student organizations on campus.
E. Support fellow members by attending additional APB events.
F. All members must communicate on team platforms, including but not limited to Slack, Teams, and Outlook and check them frequently.
G. Perform other duties as assigned or deemed necessary by the Core Leadership Team.
H. Communicate all supplies and needs for events to the Core Leadership Team.

SECTION 5. LARGE SCALE EVENTS CHAIRS

A. Creating a plan to ensure the best possible student experience for each event based on the Event Guide document.
B. Managing and facilitating the Large-Scale Events committee to execute the plan.
    a. Putting together a hospitality gift bag for each performer. Welcoming each performer prior to the event.
    b. Organizing and managing volunteers for setup and tear down for each event.
    c. Managing check-in for each event through the Corq app via EngageU.

SECTION 6. DIY CRAFTS CHAIRS

A. Creating a plan to ensure the best possible student experience for each event based on the Event Guide document.
B. Managing and facilitating the DIY Crafts committee to execute the plan.
    a. Coordinate supply needs to the Core Leadership team with at least 1 week advance of the event.
    b. Coordinate volunteers to support the events. Send email to all volunteers with event pass code for check in and to inform them of supplies and directions.
    c. Take supplies to locations in advance of the events.
    d. Managing check-in for each event through the Corq app via EngageU.

SECTION 7. OUTDOOR ADVENTURE CHAIRS

A. Creating a plan to ensure the best possible student experience for each event based on the Event Guide document.
B. Managing and facilitating the Outdoor Adventure committee to execute the plan.
    a. Coordinate volunteers to lead the event.
    b. Ensure the professional staff chaperone (if there is one) gets an email with the expectations of the day.
    c. Send confirmation email/outlook invite to those who signed up and those that are leading the event. Create the roster for each event by exporting sign-ups on EngageU with total number as set by the Core Leadership Team.
    d. Managing check-in for each event through the Corq app via EngageU.

SECTION 8. SMALL SCALE EVENTS CHAIRS

A. Creating a plan to ensure the best possible student experience for each event based on the Event Guide document.
B. Managing and facilitating the Small-Scale Events committee to execute on the plan.
    a. Live Events with Performers
        i. Putting together a hospitality gift bag for each performer. Welcoming each performer prior to the event.
        ii. Organizing and managing volunteers for setup and tear down for each event.
        iii. Managing check-in for each event through the Corq app via EngageU.
    b. Virtual Events
        i. Collaborating with other departments or organizations if needed.
        ii. Creating a Zoom link for each event if needed.
        iii. Facilitating the experience.
            1. Check in online- Google form
        iv. Following up with prize winners when applicable. Purchase all prizes through the bookstore or request them from the Core Leadership Team.

SECTION 9. MARKETING CHAIR

A. Work in partnership with the Communications Chair to lead committee.
B. Create all marketing material in collaboration with committee members.
C. Manage and post to the APB social media accounts.
D. Collaborate with campus partners to market events, including but not limited to the Center for Social Concerns and Global Exploration for Mini-TRAVEL trips, the Gannon University Marketing Department, and the Student Government Association for partnered events.
E. Manage and update promotional materials when needed including but not limited to giveaway materials, tablecloths, poster, and apparel.

SECTION 10. COMMUNICATIONS CHAIR

A. Work in partnership with the Marketing Chair to lead committee.
B. Serve as the Functional Representative for the APB within the Student Government Association.
C. Collaborate with the Center for Social Concerns and Global Exploration to facilitate the Mini-TRAVEL experiences.
D. Facilitate information sessions on needs of the General Assembly, including but not limited to technology set up and usage at events.
E. Communicate with campus partners for needs on specific events, including but not limited to the Waldron Campus Center staff for event or technology setup.

1.6.4.3.8.0.0 Article VIII. Election and Selection Process

Revision Date: 3/15/2022 **Approval Date: 6/11/2009** **Current Version**

SECTION 1. PRESIDENT

A. Any current member of the APB with at least 1 full term on the Executive Board may apply and run for the President position.
B. They must fill out the President application that includes, but is not limited to, basic information and reason and intent for running.
C. The candidates will then meet with the current Advisor of the APB, the Director of the Leadership Development and Campus Engagement Office, and the Dean of Student Experience.
D. The President will be appointed based on the application and interview.

SECTION 2. VICE-PRESIDENT

A. Any current member of the APB with at least 1 full term on the Executive Board may apply and run for the Vice-President position.
B. They must fill out the Vice-President application that includes, but is not limited to, basic information and reason and intent for running.
C. The General Assembly will vote on all candidates to fill the Vice-President position.
D. The Vice-President position will be voted on prior to the Executive Board, so if a person does not get elected as Vice-President, they can run for an Executive Board position as well. Their position of interest on the Executive Board if not elected to Vice-President will be indicated on the application.

SECTION 3. EXECUTIVE BOARD

A. Any current member of the APB with at least 1 full semester of General Assembly experience may apply and run to be an Executive Board member. If the student takes a gap year from the APB, this student is still applicable to run for an Executive Board position upon their return.
B. They must fill out the Executive Board application that includes, but is not limited to, basic information, reason, and intent for running, and position on the Executive Board they are interested in.
C. The General Assembly will vote on all candidates to fill the Executive Board positions.
D. Candidates may run for more than one position but can only be elected to one position.
E. If a position is not filled by elections, any applicant that has applied for a position but was not elected into one, can be appointed to a vacancy by the Core Leadership Team.

SECTION 4. GENERAL ASSEMBLY

A. Any full time, undergraduate student may fill out the interest form to join the APB.
B. Once a student has filled out the interest form, they will be placed onto a committee by the Core Leadership Team based on their interests and current needs of the APB.
C. A General Assembly member can request to switch committees at any point during the year by requesting a change with the Core Leadership Team. If the Core Leadership Team finds this change appropriate, the member will be moved to desired committee.

1.6.4.3.9.0.0 Article IX. Removal of Officer or Member

Revision Date: 3/15/2022 **Approval Date: 6/11/2009** **Current Version**

SECTION 1. GENERAL ASSEMBLY MEMBER

A. If a General Assembly member of the APB is not meeting the requirements as detailed within the constitution, they will be subject to a meeting with the current Advisor to discuss their future. The Core Leadership Team will meet to discuss the matter and if reasonable cause is found to dismiss the student from the organization after the meeting, a formal message will be sent by the Advisor to inform them of the dismissal

SECTION 2. EXECUTIVE BOARD

A. If an Executive Board member of the APB is not meeting the requirements as detailed within the constitution, they will be subject to a meeting with the current Advisor to discuss their future. The Core Leadership will meet to discuss the matter. All active members of the APB will then vote via secret vote with a 2/3 majority to remove the student from their current position if found necessary. The General Assembly meeting that includes a vote will be facilitated by the Advisor.

SECTION 3. CORE LEADERSHIP TEAM

A. If a Core Leadership Team member of the APB is not meeting the requirements as detailed within the constitution, they will be subject to a meeting with the current Advisor to discuss their plans. The Advisor, the Director of the Leadership Development and Campus Engagement office, and the Dean of the Student Experience will meet to discuss the next steps. If there is found a reason to vote on the dismissal of this student from the position, all active members of the APB will vote via secret vote with a 2/3 majority needed to remove the student from the position. The General Assembly meeting that includes a vote will be facilitated by the Advisor.

B. If the President is impeached, the Vice-President will assume the role of President, per the approval of the Advisor.

C. If the Vice-President is impeached, the Executive Board and President will vote on and Executive Board member to be appointed to the role from the Executive Board presently.

1.6.4.3.10.0.0 Article X. Adherence to University Policy

Revision Date: 3/15/2022 **Approval Date: 6/11/2009** **Current Version**

SECTION 1.
All APB members shall adhere to all APB rules, regulations, and policies.

SECTION 2.

All APB members shall adhere to all Gannon University, local, state, and federal laws.

SECTION 3.

All APB members shall adhere to the Gannon University Code of Conduct.

1.6.4.3.10.0.0 Amendments to the Constitution

Revision Date: 3/15/2022 **Approval Date: 6/11/2009** **Current Version**

SECTION 1.

The ratification of this constitution shall be conducted via verbal vote with nonparticipation considered a vote in the affirmative. Amendments to the constitution should be proposed to the executive board, reviewed, and decided by quorum which is outlined as majority plus one of those in attendance.

SECTION TWO:

Upon ratification, electronic and paper copies of this Constitution will be preserved with the President, Advisor, and the Leadership Development and Campus Engagement Office.

1.6.4.5.0.0.0 Panhellenic Association

1.6.4.5.1 Panhellenic Association Constitution

1.6.4.5.1.0.0 Panhellenic Association Constitution

Revision Date: 3/15/2022 **Approval Date: 10/24/2008** **Current Version**

1.6.4.5.2.0.0 Article I -- Name

Revision Date: 10/24/2008 Approval Date: 10/24/2008 Current Version

The name of this organization shall be the Gannon University College Panhellenic Association.

1.6.4.5.3.0.0 Article II – Mission Statement

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

The Panhellenic Council is the governing board that creates an inclusive environment and supports each chapter in their individual growth and upholding their values.

1.6.4.5.4.0.0 Article III – Panhellenic Values

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

Friendship, Leadership, Service, Knowledge, Integrity, Community

1.6.4.5.5.0.0 Article IV -- Objectives

Revision Date: 3/15/2022 Approval Date: 5/23/2018 Current Version

The object of the College Panhellenic Association shall be to develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Further, the goals and values of all member organizations as it relates to academic and personal development.
2. Promote superior scholarship and intellectual development of each chapter member.
3. Cooperate with member organizations and the university administration to maintain high social and moral standards.
4. Establish an opportunity as a Panhellenic Council to aid in the development of members academically and personally.
5. Uphold a standard of philanthropic work throughout member organizations.
6. Create an inclusive environment for all members and potential new members.
7. Maintain transparency in goals, decisions, and actions between the Panhellenic Council and member organizations.
8. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
9. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

1.6.4.5.6.0.0 Article V -- Membership

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

Section 1. Membership classes
There shall be three classes of membership: regular, provisional and associate.
All chapters involved in the Gannon University College Panhellenic Association, regardless of their membership class, must be women's-only organizations. Any person who identifies and lives as a woman will be considered to be a woman and may participate in any membership organization.

1. Regular membership.
    a. The regular membership of the Gannon University College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Gannon University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Regular members shall have a voice and a vote in all matters.
2. Provisional membership.
    a. The provisional membership of the Gannon University College Panhellenic Association shall be composed of all colonies of NPC sororities at Gannon University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
3. Associate membership.
    a. The associate membership of the Gannon University College Panhellenic Association shall be composed of women's-only local sororities or international or regional non-NPC member organizations. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.
        i. Organization requesting Associate Membership must submit a written application to the Gannon University College Panhellenic Association
        ii. The organization requesting Associate Membership must meet the minimum membership size requirement of 2 members who are not members of any other organization currently in the Gannon University College Panhellenic.
        iii. The organization requesting Associate Membership must be in existence for one semester before applying for associate member status.
        iv. The organization requesting Associate Membership must have established governing documents including a Constitution, Bylaws, and Standing Rules. These governing documents must include policies on risk management and social events, and must comply with all current requirements of the College Panhellenic Association's and host institution's policies and with applicable laws.

v. A vote by quorum by the Gannon University College Panhellenic allowing the organization requesting Associate Membership to become an Associate Member.

Section 2. Privileges and responsibilities of membership

1. Duty of compliance
   a. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these Gannon University College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.
2. GPA
   a. To go through recruitment - cumulative 2.700
   b. Alpha Gamma Delta - 2.700
   c. Alpha Sigma Alpha - 2.750
   d. Alpha Sigma Tau - 2.700
   e. Sigma Sigma Sigma - 2.700
3. Community Service
   a. Each member is required to follow the community service requirement for their organization.
   b. All community service and philanthropic work needs to be reported at the end of the semester to VP of Community Engagement.
4. Attendance
   a. Attendance to all Panhellenic events are encouraged.
   b. At the discretion of the Panhellenic Executive Board, a 65% event policy can be set in place.
      i. These events will require the attendance of 65% of each chapter's members.
      ii. Failure to meet this requirement will result in a $50 fine for the chapter.
5. Anti-Discrimination Statement
   a. No person may be discriminated against by a member of an organization based on their race, color, religion, sex*, national origin, age, appearance, disability, sexuality, marital status, military or veteran status, or political affiliation.
      i. *Anyone who identifies and lives as a woman will be considered a woman.
6. Behavioral
   a. Each member of an organization represents their individual chapter, the Panhellenic Council, and Gannon University at large.
   b. Each member is expected to uphold the values of their individual chapters and Panhellenic values.
   c. Violations to the Panhellenic Bylaws, Code of Ethics, Recruitment Rules, and Standing Rules will be taken to the Panhellenic Judicial Board once reported.

Section 3. Dues

1. NPC College Panhellenic dues shall be paid semesterly as invoiced by the NPC office.
2. College Panhellenic Association membership dues shall be an assessment per member and new member.

a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
b. The dues of each College Panhellenic Association member sorority shall be payable on or before February 28 and September 30.
c. Delinquent payments are subject to a cumulative 10% late fee for every week the balance remains unpaid.
    i. Panhellenic Association Fee - $50.00 per chapter
    ii. Initiated Member - $23.00 per member
    iii. New Member - $28.00 per new member

Section 4. Fees and assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

1.6.4.5.7.0.0 Article VI – Officers and Duties

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

Section 1. Officers
The officers of the Gannon University College Panhellenic Association shall be President, VP of Internal Operations, VP of Recruitment, VP of Community Engagement, VP of Development and Programming, and VP of Prevention Education.

Section 2. Duties of officers

1. The President shall:
    a. Maintain regular communication and provide guidance to chapters
    b. Maintain communication with the Interfraternity Council President
    c. Provide guidance and vision for Panhellenic Council Executive Board
    d. Preside over all Panhellenic Council general assembly and executive board meetings
    e. Serve as the liaison between administration and students in fraternities and sororities
    f. Provide opportunities to promote development and advancement of chapters and members
    g. Represent fraternity and sorority life to all other student clubs, organizations, and University departments on campus
    h. Serve as the tie-breaking vote for voting matters in Panhellenic general assembly and executive board meetings
    i. Attend Panhellenic sponsored events
    j. Plan and host new member meeting for all incoming members to introduce Panhellenic Council
    k. Monitor and approve all Panhellenic Council expenditures in collaboration with VP of Internal Operations
    l. Coordinate and implement the Panhellenic Scholarship program each semester.
    m. Plan and implement transition/orientation of successor
    n. Appoint members to fill vacancies on executive board, standards board, and committees
    o. Attend all Panhellenic Council Executive Board Meetings, and Panhellenic Council General Assembly Meetings
    p. Uphold the values and Constitution of the Panhellenic Council
    q. Work in collaboration with IFC president to plan and execute retreat
2. The VP of Internal Operations shall:
    a. Prepare meeting agenda, minutes, and distribution of minutes for all Panhellenic Council meetings
    b. Prepare yearly Panhellenic Council budget
    c. Prepare monthly budget reports and process GU Gold transactions
    d. Prepare and present all Panhellenic Council expenditures at all general assembly and executive board meetings
    e. Record attendance at all mandated Panhellenic 65% events
    f. Plan and implement at least one large scale fundraiser per semester
    g. Prepare and submit all club funding requests through the Student Government Association

    h. Work with chapters to collect rosters, chapter information, and maintenance of engage U page
    i. Responsible for coordination and implementation of Panhellenic communication between member chapters and the council
    j. Serve as acting historian and teams manager for the Executive Board
    k. Attend all Panhellenic Council Executive Board Meetings, and Panhellenic Council General Assembly Meetings
    l. Uphold the values and constitution of the Panhellenic Council
    m. Attend all Panhellenic sponsored events
    n. Plan and implement transition/orientation of successor
3. The VP of Recruitment shall:
    a. Plan and coordinate fall and spring recruitment for chapters
    b. Plan and coordinate annual Open House event with Interfraternity Council
    c. Plan and implement IgKnight Activities Fair for both member chapters and council
    d. Plan and implement at least two Panhellenic Recruitment events per semester
    e. Maintain communication and meetings with recruitment chairs for each chapter
    f. Uphold Panhellenic recruitment process and educate chapters on all recruitment rules
    g. Hold chapters accountable for adhering to recruitment rules
    h. Attend Panhellenic sponsored events
    i. Collaborate with VP of Community Engagement to create recruitment advertisements
    j. New member education and development initial meeting
    k. Attend all Panhellenic Council Executive Board Meetings, and Panhellenic Council General Assembly Meetings
    l. Uphold the values and Constitution of the Panhellenic Council
    m. Plan and implement transition/orientation of successor
4. The VP of Community Engagement shall:
    a. Serve as liaison for sorority life and campus departments, offices, and groups
    b. Meet with OWB and Neighborhood Watch groups as needed
    c. Maintain and promote sorority life through social media
    d. Develop marketing strategy and materials for all Panhellenic sponsored events
    e. Serve as liaison with University Marketing and Communications in collaboration with Interfraternity Council
    f. Attend all Panhellenic Council Executive Board Meetings, and Panhellenic Council General Assembly Meetings
    g. Attend all Panhellenic sponsored events
    h. Plan and coordinate the tracking of all service and philanthropy events for chapters
    i. Coordinate at least one service and one philanthropy event per semester
    j. Serve as IFC Delegate
    k. Uphold the values and Constitution of the Panhellenic Council
    l. Plan and implement transition/orientation of successor
5. The VP of Development and Programming shall:
    a. Work with advisor and Panhellenic Council president to plan summer session and retreat
    b. Plan and implement Omega Week in collaboration with Interfraternity Council

c. Plan and implement at least one event per semester to promote unity
d. Coordinate the schedule of campus events to promote to chapters and post on EngageU page and post on EngageU page
e. Meet with New Member Educators to ensure compliance with all Panhellenic Council and University policies related to new member education (hazing, alcohol, social, and events) in coordination with the VP of Prevention Education
f. Work to bring more intentionality into all Panhellenic Council events
g. Work with advisor to coordinate personal and professional development opportunities for members
h. Attend all Panhellenic Council Executive Board Meetings, and Panhellenic Council General Assembly Meetings
i. Attend all Panhellenic Council sponsored events
j. Uphold the values and Constitution of Panhellenic Council
k. Plan and implement transition/orientation of successor

6. The VP of Prevention Education shall:
    a. Serve as chair of the Judicial Board
    b. Plan and implement annual standards board training
    c. Plan and implement annual risk management training
    d. Educate community on policies related to risk, formals, and social events
    e. Plan and host a minimum of one dry social event for sororities per semester
    f. Assist VP of Development and Programming to meet with New Member Educators to ensure compliance with all Panhellenic Council and University policies related to new member education (hazing, alcohol, social, and events)
    g. Coordinate annual review and revision of Constitution
    h. Serve as liaison with Director of Student Accountability for all issues related to sorority life
    i. Attend all Panhellenic Council sponsored events
    j. Uphold the values and Constitution of Panhellenic Council
    k. Plan and implement transition/orientation of successor
    l. Plan and implement workshops and opportunities for chapters to learn about risk reduction
    m. Serve as sorority life representative for awareness programming/campaigns (Take Back the Night, Anti-Hazing Awareness week, Alcohol Awareness week)
    n. Attend all Panhellenic Council Executive Board Meetings, and Panhellenic Council General Assembly Meetings
    o. Maintain record of all risk management policies for chapters

Section 3. Eligibility for Panhellenic Council Board Member

Eligibility to serve as an officer shall depend on the class of membership:

1. Regular membership. Members from sororities holding regular membership in the Gannon University College Panhellenic Association shall be eligible to serve as any officer.
2. Provisional membership. Members from sororities holding provisional membership in the Gannon University College Panhellenic Association shall not be eligible to serve as an officer.

3. Associate membership. Members from sororities holding associate membership in the Gannon University College Panhellenic Association shall not be eligible to serve as an officer.

Section 4. Selection of Officers
The offices of President, VP of Internal Operations, VP of Recruitment, VP of Community Engagement, VP of Development and Programming, and VP of Prevention Education of the Gannon University College Panhellenic Association shall be elected by a vote of the Executive Board after an application and interview process. Extending selection of officers outside of the Executive Board is at the discretion of the voting Executive Board.

Section 5. Office-holding limitations
1. No more than 3 members from the same sorority shall hold office during the same term.
2. A chapter is not entitled to maintain at minimum one position on the board.

Section 6. Term
1. The officers shall serve for a term of one year or until their successors are selected.
2. The term of office will begin no later than 3 weeks before the end of the academic year.

Section 7. Removal
Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies
Vacancies shall be filled in the same manner of selection as provided in Section 4 of this article.

1.6.4.5.8.0.0 Article VII – The Panhellenic Council

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

Section 1. Authority
The governing body of the Gannon University College Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Gannon University College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.

Section 2. Composition and privileges
The Gannon University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Gannon University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously presented to the Association president.

Section 3. Selection of delegates and alternates
Delegates and alternates to the Panhellenic Council shall be selected by their respective sorority chapters.

Section 4. Delegate vacancies
When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 3 weeks and to notify the Gannon University College Panhellenic Council VP of Internal Operations of the name, email and telephone number of the new delegate.

Section 5. Duties and responsibilities
Panhellenic delegate duties and responsibilities

1) Must attend all Panhellenic General Assembly meetings.
    a. Failure to attend any Panhellenic General Assembly meeting, or send a representative in the delegate's place, the chapter of that delegate will be fined $25.00.
2) Must support NPC Unanimous Agreements, policies and procedures.
3) Must understand local College Panhellenic Association policies and procedures.
4) Should know when to consult her sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
5) Should be prepared and knowledgeable about College Panhellenic concerns, the view of the member organization and chapter, and how to voice concerns to the Council.

6) Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular meetings
Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term. Any changes to the regular meeting times need to be approved by a 2/3 vote by the Executive Board and delegates.

The General Assembly meetings will meet biweekly.

Section 7. Special meetings
Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member sororities of the Gannon University College Panhellenic Association. Electronic or written notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum
Two-thirds of the delegates from the member sororities of the Gannon University College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements
1) All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
2) A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes.
3) Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

1.6.4.5.9.0.0 Article VIII – The Executive Board

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

Section 1. Composition
The composition of the Executive Board shall be the President, VP of Internal Operations, VP of Recruitment, VP of Community Engagement, VP of Development and Programming, and VP of Prevention Education.

Section 2. Duties
The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through VP of Internal Operations, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular meetings
Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic semester.

Section 4. Special meetings
Special meetings of the Executive Board may be called by the president when necessary and shall be called upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 5. Quorum
A majority of Executive Board members shall constitute a quorum for the transaction of business.

1.6.4.5.10.0.0 Article IX – The Panhellenic Advisor

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

Section 1. Appointment
The Panhellenic advisor of the Gannon University College Panhellenic Association shall be appointed by the Gannon University administration.

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the Gannon University College Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

1.6.4.5.11.0.0 Article X – Committees and Representation

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

Section 1. Standing Committees

1. The standing committees of the Gannon University College Panhellenic Association shall be the Judicial Board.
2. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership

The incoming Executive Board shall appoint members and chairman of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's-only sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the VP of Prevention Education as chairman and 1 member from each of the College Panhellenic Association member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Gannon University College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Standards Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the VP of Recruitment as chairman and one representative from each regular, provisional and associate women's-only member (if they are participating in the primary recruitment process). This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

Section 5. Unity Committee
The Unity Committee shall consist of the VP of Programming and Development as chairman and up to five other members from the Panhellenic Community. Members outside of the chairman will be selected through an application released to all chapters and selected by the Panhellenic Council Executive Board. The committee shall assist the VP of Programming and Development in her endeavors over the course of her term in events that create and sustain unity. The committee may be used at the discretion of the chairman at any time during her term.

Section 6. Panhellenic Representative of the Gannon University Student Government Association
Any woman in the community may be selected as representative for this committee by the Panhellenic Council Executive Board. This will be announced at the beginning of the new board's term in the Spring semester. This representative will attend all SGA meetings as set by that organization and participate in any extra responsibilities that follow. The representative is expected to attend the biweekly GA meeting for the Panhellenic Council. The representative will step down at the end of the academic year in which they served and must let the organization know 2 weeks before the installment of the new board.

1.6.4.5.12.0.0 Article XI -- Finances

Revision Date: 3/15/2022 Approval Date: 6/23/2009 Current Version

Section 1. Fiscal Year
The fiscal year of the Gannon University College Panhellenic Association shall be from July 1st to June 30th inclusive.

Section 2. Contracts
Signature of the Gannon University Risk Manager shall be required to bind the Gannon University College Panhellenic Association on any contract.

Section 3. Checks
All checks and electronic payments issued on behalf of the Gannon University College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President and VP of Internal Operations.

Section 4. Payments
All payments due to the Gannon University College Panhellenic Association shall be received by the VP of Internal Operations, who shall record them. Checks for payments shall be made payable to Gannon University.

1.6.4.5.13.0.0 Article XII -- Extension

Revision Date: 3/15/2022 Approval Date: 6/23/2009 Current Version

Section 1. Extension
Extension is the process of adding an NPC women's only sorority.

The Gannon University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

Section 2. Voting rights
Only regular members of the Panhellenic Council shall vote on extension matters.

1.6.4.5.14.0.0 Article XIII -- Violation Resolution

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Section 1. Violation
Chapters shall be held accountable for the conduct of their individual, collegiate, and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Gannon University College Panhellenic Association shall be considered a violation.

Section 2. Informal resolution
Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process
The Gannon University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

All reports shall be received through EngageU and submitted by a chapter president. Reports may also be received by Gannon University and shared with the Panhellenic Judicial Board for their involvement. Reports may be submitted up until 12:00 pm on the day prior to the designated Judicial Board Hearing time and date every week. The VP of Prevention Education will process all incoming reports, contact the accused chapter's president. The chapter president may gather any other information and invite other people involved in the incident to the meeting on the designated time and date of the Judicial Board Hearing following the received report.

The Judicial Board shall meet once a week at the designated time and date set by the head of the Judicial Board each semester.

During the meeting, the head of the Judicial Board will present the members with a copy of the report, the accused chapter's president is invited to speak along with any other members invited to the meeting. The Judicial Board will then privately discuss the appropriate sanctions for the report. Sanctions will be determined by a majority vote from the present Judicial Board. The sanctions will then be delivered to the chapter president. Reports will be closed after sanctions have been executed per report and will be given a case number for record keeping.

All members of the Judicial Board are required to be present at the meeting physically or virtually. If a board member cannot attend a meeting, they must send an excuse to the VP of Prevention Education at least 24 hours before the meeting time. Attendance is expected from each member of the board.

1.6.4.5.15.0.0 Article XIV -- Hazing

Revision Date: 3/15/2022 Approval Date: 6/23/2009 Current Version

Section 1. General Information
Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing.

Section 2. Gannon University Anti-Hazing Policy
It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influences and positive development for members and aspiring members. Organizations are expected to use good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. "Hazing" is an unproductive and hazardous custom that has no place in our university life, either on or off campus.

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental/emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members. This includes any activity, whether it is presented as optional or required, that places a new and/or current member in a position of servitude as a condition of membership. Prohibited acts of hazing include those covered under Pennsylvania State law.

Hazing shall include, but not be limited to forcing, requiring, or expecting associate, prospective, new, and/or current members of University organizations to participate in any of the following activities:

1. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose
2. Burning, branding, or tattooing any part of the body, or any other activity, whether voluntary or involuntary, which may cause physical injury or endanger the life of the person being hazed
3. Confinement in any room or compartment
4. Kidnapping, forced road trips, and abandonment
5. Making available unlawful substances
6. Pressure or coercion of another to consume any legal or illegal substance
7. Psychological Hazing, which is defined as any act which is likely to:
    a. Compromise the dignity of a member or prospective member,
    b. Cause embarrassment or shame to a member or prospective member, prospective member to be the object of malice,
    c. Cause a member ridicule, or emotional strain
    d. Cause psychological harm or substantial emotional strain
8. Requiring or compelling activities creating unnecessary work, duties, or detention, or any that do not allow adequate time for study
9. Requiring or compelling exposure to uncomfortable elements
10. Servitude (expecting a new member to do the tasks of an experienced member)
11. Verbal harassment

Alleged violations of this policy will result in adjudication through the University Conduct process and may be subject to criminal prosecution for the organization and/or individual members. Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the adjudication of hazing is strictly prohibited.

Reports of hazing may be made to the following individuals on campus:

Director, Student Accountability, Prevention, and Education	814-871-7214	studentconduct@gannon.edu
Assistant Director, Fraternity and Sorority Life	814-871-7330	GUFSL@gannon.edu
Athletic Director	814-871-7664	mcguirk001@gannon.edu
Campus Police and Safety	814-871-5449	habursky009@gannon.edu

Individuals who have been a victim of hazing are encouraged to utilize the available campus and community resources.

Campus Ministry	814-871-7435
Campus Police and Safety	814-871-7690 (Available 24/7)
Counseling Services	814-871-7622
Erie Crime Victim Center	814-455-9414
Erie Police Department	814-879-1125 or 911
Health Services	814-871-7622
UPMC Crisis Network	888-796-8226

Pennsylvania State Law on Hazing

Students should be acquainted with the law on hazing. The following excerpts are from the law and makes hazing at or in connection with an educational institution a crime.

All reported allegations will be investigated and individual members and/or groups found responsible for hazing will be subject to corrective sanctions, up to and including suspension/expulsion from the University.

Pennsylvania Anti-Hazing Law

Pennsylvania
Title 24 P.S. Education
Chapter 20. Health and Safety
Antihazing Law

§ 5351. Short title
This act shall be known and may be cited as the Anti-hazing Law.

§ 5352. Definitions
The following words and phrases when used in this act shall have the meanings given to them in this section unless the context clearly indicates otherwise:

> "Hazing." Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
>
> "Institution of higher education" or "institution." Any public or private institution within this Commonwealth authorized to grant an associate degree or higher academic degree.

§ 5353. Hazing prohibited
Any person who causes or participates in hazing commits a misdemeanor of the third degree.

§ 5354. Enforcement by institution
(a) Antihazing policy.-- Each institution shall adopt a written anti-hazing policy and, pursuant to that policy, shall adopt rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization by the institution from engaging in any activity which can be described as hazing.
(b) Enforcement and penalties.-- Pennsylvania 58 As of June 30, 2007
(1) Each institution shall provide a program for the enforcement of such rules and shall adopt

appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.
(2) Such penalties may include the imposition of fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines and the imposition of probation, suspension or dismissal.
(3) In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.
(4) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section 3 or any of the criminal laws of this State or for violation of any other institutional rule to which the violator may be subject.
(5) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

Punishment: Misdemeanor of the third degree

A person who has been convicted of a misdemeanor may be sentenced to imprisonment for a definite term which shall be fixed by the court and shall be not more than: One year in the case of a misdemeanor of the third degree. (18 Pa.C.S.A. § 1104)

A person who has been convicted of an offense may be sentenced to pay a fine not exceeding $5,000, when the conviction is of a misdemeanor of the second degree. (18 Pa.C.S.A. § 1101).

1.6.4.5.16.0.0 Article XV -- Inclusion Statement

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Gannon University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, sexuality, appearance, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

*Any person that identifies and lives as a woman will be considered a woman.

1.6.4.5.17.0.0 Article XVI -- Parliamentary Authority

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The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Gannon University College Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Gannon University College Panhellenic Association may adopt.

1.6.4.5.18.0.0 Article XVII -- Amendment of Bylaws

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These bylaws may be amended at any regular or special meeting of the Gannon University Panhellenic Council by a two-thirds vote, provided the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

1.6.4.5.19.0.0 Article XVII -- Dissolution

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This College Panhellenic Association shall be dissolved when only one regular member exists at Gannon University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.

1.6.4.6.1.0.0 Panhellenic Association By-laws

Revision Date: 3/15/2022 **Approval Date: 10/24/2008** **Current Version**

1.6.4.6.1 Panhellenic Association By-laws

1.6.4.6.2.0.0 Standing Rules

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

1. **Meeting Time**
    a. Weekly meeting
    b. Rotating between Executive Board meetings and General Assembly meetings.
2. **Dues**
    a. $50 per membership organization
    b. $23.00 per initiated member
    c. $28.00 per new member
3. **Election Procedure**
    a. On March 1st, applications will be posted on the Panhellenic Council EngageU page.
        i. Chapters will be notified of the application opening, and applicants will have two weeks to complete and submit the application.
    b. The Panhellenic Executive Board reserves the right to change the application, interviewing, and voting process in a situation in which multiple board members apply for another term on the board.
    c. Each application will be reviewed by the Panhellenic Council Executive Board and taken into consideration throughout the whole process.
    d. Interviews will be scheduled with the applicant and at least four Executive Board members.
        i. The Director of Fraternity and Sorority Life is invited to all interviews.
    e. After all applicants have been interviewed, the Executive Board will meet to decide on all six Executive board positions.
        i. The Executive Board reserves the right to offer positions differing from the applicant's preferred position.
    f. All decisions made in this meeting need to be met with a majority vote from the six Executive Board members.
    g. The President shall be the tie breaker as needed in this meeting.
    h. The decisions reached by the board will be released to the applicants and need to be accepted by the applicants within a week of the decision being released.
    i. Once all positions have been filled, an announcement of the new Executive Board will be made to the chapters.
    j. The new Executive Board will begin their transition into their roles three weeks before the end of the semester.
4. **Awards**
    a. Most philanthropic funds raised
    b. Advisor of the year
    c. Sorority woman
5. **Financial considerations**
    a. It should be considered that each chapter on campus has different financial requirements. Financial requirements can include but are not limited to semester dues, attire, big and little process, formals, and sisterhood activities.
6. **Social Events**

a. Only fraternities affiliated with Gannon University campus are required to register social events.
b. Social events are considered any event in which multiple sisters and/or brothers are gathered together, whether on-campus, off-campus, or in a public space.

7. Traditions

a. Homecoming Dance Competition - Fall semester
b. Omega Week - Spring semester
c. Unity Ball - Spring semester
d. Take Back the Night - Spring semester

1.6.4.6.3.0.0 Code of Ethics

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

We, the members of sororities at Gannon University agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as College Panhellenic members of Gannon University, agree on and commit to:

- Upholding the values of the Panhellenic Community as stated in the bylaws:
  - Friendship: engaging with one another and making connections within both a woman's individual chapter and the entire Panhellenic community
  - Leadership: imagining a goals in creating a welcoming environment for all who want to join the Panhellenic community
  - Service: working for the communities around us to create a better place for us and others to live
  - Knowledge: cultivating wisdom through experience, connections, and thought
  - Integrity: upholding all of the values as laid out in these bylaws and holding ourselves and our sisters in the Panhellenic community accountable
  - Community: creating an inclusive, welcoming place for sisters to be themselves and grow as an individual through the support of others

We, as College Panhellenic members of Gannon University, agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each international organization and our institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference (NPC).
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make a personal choice, including the right not to join the women's-only sorority community.

- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging the potential new member to make an intentional single preference.

We, as College Panhellenic members of Gannon University, also agree on and commit to:

- Being an anti-discriminatory group as a whole.
  - A woman may not be judged upon her race, color, religion, sex*, national origin, age, disability, sexuality, marital status, military or veteran status or political affiliation.
- Holding our sisters to these values of respect, empathy, and understanding.
- Evaluating sisters only on their values and behaviors towards others - not things they cannot control about themselves.

We, as College Panhellenic members of Gannon University, also agree on and commit to:

- Respectfully adhere to the bylaws and standing rules of the Gannon University Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national member organization bylaws.
- Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

1.6.4.6.4.0.0 Recruitment Rules

Revision Date: 3/15/2022 Approval Date: 10/24/2008 Current Version

1. Definition of Primary Recruitment Period
    a. The Primary Recruitment Period for the Gannon University College Panhellenic Council will be the spring semester.
    b. The Primary Recruitment Period will begin on the first day of the Spring semester and will end on Bid Day.
    c. Continuous Open Bidding will begin after Bid Day.
2. Statement of Positive Panhellenic Contact
    a. We, the women of Gannon University, will promote panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin on Friday, January 31st at 8:00 pm and lasts until bid night on Saturday, February 2nd at 9:00 pm. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.
3. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment
    a. All NPC member organizations represented at Gannon University believe in strictly adhering to NPC Unanimous agreements and Policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.
4. Statement of Values-Based Recruitment
    a. All NPC member organizations represented at Gannon University will promote the following practices during membership recruitment:
        i. Engage in values-based conversations
        ii. Choose recruitment activities and behaviors that reflect the core values of our organizations.
        iii. Make informed choices, based on shared values, about potential new members.
        iv. Educate potential new members about the values, benefits and obligations of sorority membership.
    b. In accordance with NPC policy, Gannon University recruitment events do not include skits, elaborate decorations and costumes.
5. Statement of Initiated Member Protection
    a. Any discriminatory acts by a PNM to another PNM or to an initiated sister will not be tolerated during the recruitment process.
    b. It is the Panhellenic Council's utmost duty to protect our members from hate and discrimination.
    c. An initiated sister may report the incident directly through email to the VP of Recruitment and the Assistant Director for Fraternity and Sorority Life. The PNM and their actions will be addressed and could result in possible removal from the recruitment process.
        i. The incident may also be addressed through the Gannon University Student Accountability Office.

6. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)
    a. The Gannon University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.
7. Statement of Automatic Reset of Total
    a. Total is the allowable chapter size as determined by the College Panhellenic.
    b. To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. Total will be determined by largest chapter size (LCS).
8. Statement of Potential Membership
    a. A woman must be a regularly matriculated student for a minimum of one semester at Gannon University or possess equivalent credits to be eligible to participate in membership recruitment.
    b. A minimum of 12 credits are needed to be eligible for recruitment.
    c. A minimum of a 2.700 Cumulative GPA is needed to be eligible.
    d. Each organization has their own minimum GPA standards:
        i. Alpha Gamma Delta - 2.700
        ii. Alpha Sigma Alpha - 2.750
        iii. Alpha Sigma Tau - 2.700
        iv. Sigma Sigma Sigma - 2.700
    e. Transfer students are eligible as long as they meet the minimum credit and GPA requirements at their previous institution, which will be verified by contacting Gannon University Registrar's Office.
    f. A grade release form must be signed by each PNM.
    g. First-year students may not seek sorority membership until second semester.
    h. Upperclassmen students still have the opportunity to go through Formal Recruitment in the spring as well. If a bid is offered in the fall, PNMs are not obligated to take the invitation but instead can wait to experience the formal recruitment process and have a chance at membership in all of the chapters at Gannon. If a bid is accepted in the fall, that PNM is ineligible for formal recruitment in the spring.
9. Statement of Recruitment Events
    a. Recruitment events shall be held in all of the organization's respective houses or at a facility on the campus at Gannon University. Any exceptions need to be approved by the Panhellenic Recruitment team.
    b. Chapters shall make every effort to begin and end events on time. Tardiness of five minutes or longer will result in a $25.00 fine. This includes, but is not limited to, the length of events and the submission of invite lists. Fines will be at the discretion of the Vice President of Recruitment and Vice President of Internal Operations in conjunction with the Assistant Director of Fraternity and Sorority Life.

c. Chapters shall not spend more than $600.00 on recruitment. This includes anything purchased specifically for recruitment events and Bid Night, excluding recruitment and Bid Night shirts.
d. Chapters may allow PNMs to leave their event with items such as food that they are finishing eating, or an item that they made as a craft at the event. Chapters shall not personalize anything that the PNM may take from the event, such as an item with the PNMs name on it and may not purchase anything for the PNM outside of the recruitment event, such as a meal or coffee, or other gift.

1.6.4.7.0.0.0 Interfraternity Council Constitution

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

We, the Interfraternity Council at Gannon University set forth this Constitution and Bylaws in order to cause closer working relationships and coordination among its member chapters and Gannon University, in accordance with the policies and standards established by the North American Interfraternity Conference (NIC). We, the Interfraternity Council (IFC) exists to advance conditions conducive to the success of its member chapters and to promote the progress of the fraternity experience. With this aim, the IFC actively encourages interfraternalism and collaboration with other fraternity/sorority governing councils and student governance bodies. Maintaining a positive working relationship and partnership with the campus administration, alumni, NIC and inter/national headquarters of member chapters is critical toward elevating the role of the IFC.

1.6.4.7.1.0.0 Article I. Name

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The name of this organization shall be the INTERFRATERNITY COUNCIL (IFC) of Gannon University.

1.6.4.7.2.0.0 Article II. Purpose of the IFC

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Fraternities thrive when they embrace their responsibilities, while ardently advocating for their fundamental rights.

We, the Interfraternity Council at Gannon University believe in:

A. Citizenship: Fraternity men must be responsible, respectful and inclusive citizens of their community.
B. Accountability: Fraternity men have the responsibility to hold each other accountable to their fraternal ideals and expectations.
C. Choice: Fraternities have the responsibility and right to select men who align with their ideals and expectations.
D. Opportunity: Every man has the right to seek membership in a fraternal experience on terms he determines best fit his needs.
E. Fairness: For justice to effectively be administered, fraternity members and organizations must provide and be afforded fundamental due process rights.
F. Interfraternalism: NIC member chapters stand in solidarity for fellow member chapters that meet NIC Standards.

The purpose of the IFC shall be to:

A. Provide a sovereign peer governance structure for its member chapters;
B. Enforce and hold member chapters accountable to the IFC Code of Conduct and other governing documents;
C. Develop policies and procedures to provide safe and healthy membership experiences;
D. Develop policies and procedures to provide safe and healthy social experiences;
E. Advocate for appropriate levels of university financial and staffing support;
F. Promote the interests of its member chapters;
G. Promote the interests of men's fraternities in general;
H. Discuss questions of mutual interest and present to its member chapters such recommendations as the IFC deems appropriate;
I. Promote the interests of Gannon University;
J. Promote mutual cooperation between its member chapters;
K. Promote mutual cooperation between the IFC, fellow governing councils, and student organizations at Gannon University; and
L. Promote mutual cooperation between the IFC and Gannon University, its students, faculty, staff, and local community.

1.6.4.7.3.0.0 Article III. IFC Membership

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Section I. Membership Eligibility

A. Membership in the IFC is open to chapters and colonies of fraternities at Gannon University, as follows:
   1. Any chapter or colony of a North American Interfraternity Conference (NIC) member organization shall hold membership in the IFC.
   2. Any chapter or colony of a local, state, regional, or inter/national fraternity, which is not a member of the NIC, may hold membership in the IFC.
B. The IFC will not recognize chapters that have been suspended or have had the charter revoked by the inter/national organization.

Section II. Membership Classification for Member Chapters

The membership classification of member chapters shall be as follows

A. Full Member: Any fraternity chapter which has obtained its charter from its inter/national organization, or any local fraternity chapter. Full Membership grants the member chapter all rights, privileges and responsibilities under the IFC Constitution and Bylaws.
B. Associate Member: Any fraternity colony of an inter/national organization. Associate Membership grants the member chapter all rights, privileges, and responsibilities under the IFC Constitution and Bylaws, except that it cannot hold IFC Executive Board positions nor have an IFC Judicial Board Justice.

For the purpose of this Constitution and the IFC Bylaws, both Full Members and Associate Members are referred to as member chapters.

Section III. Member Chapter Minimum Expectations

Each member chapter shall adhere to and abide by the following minimum expectations:

A. Each member chapter shall comply with all policies set forth by:
   1. The North American Interfraternity Conference (NIC).
   2. The IFC Constitution, Bylaws, Code of Conduct, and other policies.
   3. The rules and regulations of Gannon University unless they are in violation of NIC standards or practices. In this case, NIC Standards shall overrule.
   4. The general values-based conduct of fraternity men.
B. Each member chapter shall maintain a minimum chapter annual cumulative GPA of 2.70 and a minimum new member class GPA of 2.70 or be at/or above the institution's all-men's grade point average if that grade point average is below a 2.70.
C. Each member chapter shall be current on all IFC dues owed.
D. Each member chapter shall submit required membership rosters to the IFC President, as follows:
   1. Initiated Member Roster: Initiated Member Rosters shall be submitted within one week of the beginning of each semester.
   2. New Member Roster: New Member Rosters shall be submitted within one week of pledging any New Member.

E. Each member chapter shall comply with the attendance policies for the IFC General Body and the IFC Judicial Board, as outlined within this Constitution.

A member chapter which has failed to meet any of the minimum expectations outlined in this Section shall be referred to the IFC Vice President of Judicial Process and Risk Management for potential judicial review.

Section IV. Membership Status for Member Chapters

The membership status of member chapters shall be as follows:

A. Good Standing: A member chapter shall be deemed to be in Good Standing if the member chapter is not currently operating under Non-Status Sanctions or Status Sanctions, as defined within the IFC Bylaws, and is currently meeting the minimum expectations outlined in Section II of this Article.
B. Good Standing on Probation: A member chapter shall be deemed to be in Good Standing on Probation if the member chapter is currently operating under NonStatus Sanctions and currently meets the minimum expectations outlined in Section II of this Article.
C. Poor Standing: A member chapter shall be deemed to be in Poor Standing if the member chapter has been placed under Suspension by the IFC or has currently failed to meet the minimum expectations outlined in Section II of this Article.

Section V. Individual Member Definitions

For the purpose of this Constitution and Bylaws, and with an understanding that each member chapter may have its own terminology for internal use, individuals will be defined as follows:

A. Initiated Member: An Initiated Member shall be defined as any man who has been initiated into any fraternity at Gannon University.
B. New Member: A New Member shall be defined as any man who has accepted a bid to join a fraternity at Gannon University, but has not been initiated into that fraternity.
C. Potential New Member: A Potential New Member shall be defined as any man who has not accepted a bid from any fraternity at Gannon University.

Section VI. IFC Affirmation and Adoption of NIC Standards

The member fraternities of the NIC have passed minimum standards for all NIC member fraternities. These do not preclude the IFC or member chapters from adopting higher or additional standards. The IFC can amend its Constitution and Bylaws, adopt policies and pass resolutions, so long as those do not conflict with existing NIC Standards established to improve all facets of the fraternity experience. Further, the IFC and its member chapters will actively support and pass no policy that infringes on the associational rights of member chapters.

The IFC will pay annual dues to the NIC and affirms and adopts the NIC Standards, and each member chapter shall be required to meet the following in order to maintain IFC membership:

A. Each member chapter shall communicate its values through its Ritual at least once annually;
B. Each member chapter shall communicate to its Initiated Members and New Members the importance and benefits derived from continuous membership education throughout the undergraduate experience and encourage or require its Initiated Members and New Members

to participate in educational programming, whether conducted by the chapter, the Interfraternity Council, Gannon University, or independent organizations covering the following topics:

1. Academic Achievement and Student Success
2. Alcohol and Drug Use and Awareness
3. Career Preparation
4. Civic Engagement
5. Hazing Awareness
6. Leadership Development
7. Diversity and Inclusion
8. Sexual Violence Awareness
9. Values and Ethics

C. Each member chapter and the IFC shall support student choice
   1. Any male student should be free to join a fraternity when he determines it is in his best interest to do so.
   2. All fraternities should be free to determine when they wish to extend an invitation to join to a male student.
   3. Each member chapter shall only offer bids to join the fraternity to Potential New Members who meet the following academic requirement:
      i. For a Potential New Member who has yet to establish a collegiate grade point average, a minimum high school grade point average of 2.50 is required.
      ii. For a Potential New Member who has an established collegiate grade point average, a minimum collegiate grade point average of 2.50 is required.

D. Each member chapter shall maintain an annual cumulative grade point average of a 2.70 or be at/or above the institution's all-men's grade point average if that grade point average is below a 2.70.

E. Each member chapter shall maintain an annual cumulative grade point average for new members class of a 2.70 or be at/or above the institution's all-men's grade point average if that grade point average is below a 2.70.

G. Each member chapter shall have New Member education programs lasting no longer than twelve weeks.

H. Each member chapter shall prohibit women's auxiliary groups, such as "little sisters."

I. Each member chapter shall have and follow risk management policies covering the following areas:
   1. Alcohol and Drugs
   2. Hazing
   3. Sexual Violence
   4. Fire, Health and Safety

J. Each member chapter shall support responsible growth, which recognizes:
   1. Recognition by the IFC and university are two distinct processes with potentially different outcomes, though it is best for students when organizations recognized by the IFC are also recognized by the university.
   2. Accordingly, all IFC member chapters shall support the responsible growth of other NIC fraternities provided that each organization:

i. Pro-actively communicates in good faith.
ii. Considers any available readiness assessment, utilizing metrics determined in conjunction with the NIC.
iii. Does not have any outstanding, documented health and safety violation.

K. Upon completion of these abovementioned responsible growth expectations:
1. Any NIC member fraternity, upon expressing interest to establish a chapter, must be given a time by the IFC for the expansion to occur. The IFC can determine the best academic term for the expansion, but the expansion must occur within a four-year period from when the IFC is first notified of interest by the NIC member fraternity.
2. NIC member fraternity with an interest group already formed will be granted IFC recognition, though the IFC may elect to have an associate member status provided reasonable written expectations and metrics are established to move from associate member status to full member status.
3. The IFC will never take a vote on recognition or expansion for an NIC member fraternity.
4. The IFC will never require NIC member fraternities to present an expansion proposal to the IFC, although the IFC can require the NIC fraternity to submit documentation or do a virtual presentation to determine the best academic term for expansion.
5. Full membership in the IFC is limited to those fraternities (including non-NIC organizations), who have adopted all NIC Standards, are affiliated with an inter/national organization, and are men's fraternities. Associate membership may be granted to organizations that do not meet the above criteria. Only members from full IFC member organizations are permitted to serve as IFC officers, serve on the Judicial Board, or vote on Constitution and Bylaw amendments.

L. Each member chapter shall support open recruitment, which is defined as the ability of each member chapter to recruit for membership any male who meets the minimum grade point average requirement for joining, without restrictions on the date, time and place of membership invitation, extension and acceptance.

M. Each member chapter shall prohibit the use of alcohol and drugs by all Initiated Members, New Members and Potential New Members during all recruitment activities including, but not limited to bid day events, big brother events and initiation-related activities.

N. Each member chapter shall seek to reduce the availability and presence of alcohol in the chapter house; and caps the number of events a chapter may have with alcohol in any given term.

O. Each member chapter shall prohibit the use of alcohol and drugs by all Initiated Members and New Members during all New Member educational programming/orientation activities.

P. Each member chapter shall adopt a statement in support of environments that are free of hazing and sexual misconduct, as defined by their inter/national organization, within all aspects of formal and informal chapter operations.

Q. Each member chapter shall establish a medical Good Samaritan policy.

R. Each member fraternity and the IFC and each of its member chapters must carry sufficient liability insurance coverage.

S. Each member chapter and the IFC shall work with the campus to provide health and safety education and training provided for all chapters each term.

T. Each member chapter and the IFC shall establish a strategic communication plan for the IFC and its member chapters that addresses protocol for crisis response, social media, marketing and media engagement.

1.6.4.7.4.0.0 Article IV. IFC General Body

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. IFC General Body
The powers of the IFC shall be vested in the IFC General Body. The IFC General Body shall be the governing legislative body responsible for the general policies of the IFC, for electing its Executive Board, and for instructing its Executive Board as to the activities and operations of the IFC. All such activities shall respect the individual sovereignty and associational rights of each member chapter and shall not relinquish any governance authority to any other governing body.

Section II. IFC General Body Composition
The IFC General Body shall be composed of voting IFC Representatives, preferably each member chapter president.

Section III. IFC Representatives
Each member chapter shall have one IFC Representative, preferably its president, who serves on the IFC General Body.

Section IV. IFC Alternate Representatives
Each member chapter may also choose an IFC Alternate Representative, preferably its vice president, who shall represent that member chapter in the IFC General Body in the absence of its IFC Representative.

Section V. IFC Representative and Alternate Representative Eligibility
In order to serve as the IFC Representative or Alternate Representative, individuals must meet the following requirements:

A. Be an Initiated Member or New Member, in good standing, of a member chapter.
B. Maintain good academic standing with Gannon University.
C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
D. Have a working knowledge of the IFC Constitution and Bylaws, Gannon University policies, NIC Standards, and NIC Alcohol & Drug Guidelines.
E. Not be a current member of the IFC Executive Board or currently serve as his member chapter's IFC Judicial Board Justice.

Section VI. Term of Office of IFC Representatives
The term of office for IFC Representatives, preferably the member chapter presidents, shall be until their graduation, resignation, or replacement under the procedures determined by each member chapter; or upon his election to serve on the IFC Executive Board or as his member chapter's IFC Justice for the IFC Judicial Board.

Section VII. IFC General Body Meeting Polices
The IFC General Body shall conduct its meetings according to the following requirements:

A. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
B. A majority of member chapters present shall constitute a quorum in order to conduct IFC General Body business.
C. The IFC General Body shall conduct regularly scheduled business meetings at least twice a month during the academic year.
D. Special meetings may be called by the IFC President at any time or at the request of two member chapters, with notice of the time, location, and purpose of the special meeting provided to all member chapters at least 72 hours in advance.
E. Each member chapter's IFC Representative or Alternate Representative is required to attend all meetings of the IFC. More than two absences per academic year shall result in the member chapter being referred to the IFC Vice President of Judicial Process and Risk Management for potential judicial review.

Section VIII. IFC General Body Voting Policies

The IFC General Body shall operate utilizing the following voting policies:

A. Each member chapter, in good standing, shall have one vote.
B. Individuals holding IFC Executive Board positions are entitled to a vote.
C. In the event of a tie, the IFC President shall cast the deciding vote.
D. With the exception of the election of IFC Executive Board positions, there shall be no secret ballot votes.

1.6.4.7.5.0.0 Article V. IFC Executive Board

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Section I. IFC Executive Board
The IFC Executive Board shall be responsible for carrying out the purpose and policies of the IFC and for its day-to-day operations and activities, as directed by the IFC General Body.

Section II. IFC Executive Board Composition
The IFC Executive Board shall be composed of the following positions with duties and responsibilities outlined within the IFC Bylaws:

A. President
B. Vice President of Judicial Process and Risk Management
C. Vice President of Recruitment
D. Vice President of Internal Affairs
E. Vice President of Development and Programming
F. Vice President of Community Engagement

Section III. IFC Executive Board Eligibility
In order to be elected and serve as a member of the IFC Executive Board, individuals must meet the following requirements:

A. Be an Initiated Member or New Member, in good standing, of a member chapter.
B. Maintain good academic standing with Gannon University.
C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
D. Have a working knowledge of the IFC Constitution and Bylaws, Gannon University policies, NIC Standards, and NIC Alcohol & Drug Guidelines.
E. Not currently serve as his member chapter's IFC Representative, Alternate Representative, or IFC Judicial Board Justice.
F. Must complete formal judicial policies and procedures training.

Section IV. IFC Executive Board Meeting Polices
The IFC Executive Board shall conduct its meetings according to the following requirements:

A. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
B. A majority of IFC Executive Board members present shall constitute a quorum in order to conduct IFC Executive Board business.
C. The IFC Executive Board shall conduct regularly scheduled meetings on a weekly basis.
D. Special meetings may be called by the IFC President with notice of the time, location, and purpose of the special meeting provided to each IFC Executive Board member at least 72 hours in advance.
E. Each IFC Executive Board member is required to attend all meetings of the IFC Executive Board and all meetings of the IFC General Body. Absences may result in removal from office.

Section V. IFC Executive Board Voting Policies

The IFC Executive Board shall operate utilizing the following voting policies during IFC Executive Board meetings:

A. Each IFC Executive Board member shall have one vote.
B. The IFC President should refrain from casting his vote except for in the event of a tie. In such instances, the IFC President shall cast the deciding vote.
C. There shall be no secret ballot votes.

Section VI. IFC Executive Board Election Policies

The following policies and procedures shall be utilized for the election and removal of IFC Executive Board officers:

A. Nominations for IFC Executive Board positions shall open two meetings prior to the last business meeting of each calendar year. Elections shall take place at the general assembly following Nominations for the IFC executive Board
B. Elections and installations of IFC Executive Board officers shall take place during the last business meeting of each calendar year.
C. Each IFC Executive Board officer shall be elected by a majority of the votes cast by the IFC General Body.
D. Any individual serving in an IFC Executive Board position may be removed from his position by a 2/3 affirmative vote of the IFC General Body.
E. In the event of a vacancy in any IFC Executive Board position, the IFC President shall appoint a successor to complete the term under the advice and consent of the remaining members of the IFC Executive Board.
F. Should a vacancy occur in the office of the IFC President, a special election shall be held within two meetings after the vacancy was created.

Section VII. Report of IFC Officers

A report of any newly elected or appointed IFC Executive Board officers shall be submitted to the NIC within one week of the election or appointment.

1.6.4.7.6.0.0 Article VI. IFC Judicial Board

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Section I. IFC Judicial Board Jurisdiction

To address issues and solve problems before others must intervene, the IFC must have a robust peer governance process that addresses violations of IFC policies and NIC Standards. The IFC shall be a self-governing organization with an independent Judicial Board which shall have jurisdiction over cases involving alleged member chapter violations, including but not limited to:

A. The authority of the IFC to hold member chapters accountable to the IFC Constitution, Bylaws, IFC Code of Conduct, and other policies is separate and independent from any university expectations or process related to the Student Code of Conduct.
B. The IFC will adopt a Code of Conduct for full and associate IFC member chapters. This shall reflect the responsibilities and rights of fraternity membership, NIC Standards and recommended practices.
C. The IFC will adopt a Constitution and Bylaws that reflects NIC Standards and recommended practices.
D. The IFC will establish a Judicial Board with representation from full IFC members. The IFC will work with the campus to provide annual training to the Judicial Board on due process, standard of proof, and progressive, educational sanctioning.
E. The Judicial Board shall work with the university to implement a comprehensive conduct program that enhances peer-governance; respects the authority of the university to adjudicate the Student Code of Conduct and major alleged policy violations (such as hazing and sexual misconduct); and avoids multiple, overlapping conduct processes.
    a. The IFC shall develop an agreement with the university that identifies the role of each body in adjudicating allegations of chapter-level misconduct.
    b. The IFC Judicial Board shall defer to the university to investigate and adjudicate hazing and sexual misconduct allegations, or any other allegation that is being investigated and/or adjudicated through the university's conduct process.
F. In all other instances, the IFC Judicial Board has the autonomy and responsibility to adjudicate chapter-level violations of the IFC Constitution, bylaws, and other policies and establish educational sanctions, provided:
    a. Basic due process protections have been provided for the accused chapter.
    b. Sanctions are punitive and/or educational (but not solely punitive or financial), progressive, and do not restrict associational rights or student choice.
    c. An appeal process is available.
G. The Judicial Board shall inform the inter/national organization of any charges in advance of a hearing and work collaboratively with the inter/national organization and university when adjudicating a potential violation that may result in suspension/loss of recognition from the IFC for the member chapter.
H. The IFC will not issue blanket sanctions for chapters that have not been found responsible for policy violations (i.e. system-wide ban on activities). An exception may be made for health and safety concerns with restrictions limited to events with alcohol, provided the exception is for a defined period of no more than 30 days, with a specific plan to lift the restriction, and in accordance with powers enumerated in the IFC Constitution and Bylaws.

I. The IFC will honor and follow all organizational return agreements negotiated as part of a university or IFC conduct process. As the return has already been negotiated and agreed to, any organization returning to campus based on such agreement shall not be required to participate in any IFC/campus expansion process.
J. The rules and regulations of Gannon University**,** unless they are in violation of NIC Standards or practices. In this case, NIC Standards shall overrule.
K. The general values-based conduct of fraternity men.

Section II. IFC Judicial Board Composition
The IFC Judicial Board shall be composed of one IFC Justice from each member chapter, chosen by that member chapter, and shall be chaired by the IFC Vice President of Social Life.

Section III. IFC Justice Eligibility
In order to serve as the IFC Justice for a member chapter on the IFC Judicial Board, an individual must meet the following requirements:

A. Be an Initiated Member or New Member, in good standing, of an IFC member chapter.
B. Maintain good academic standing with the institution.
C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
D. Have a working knowledge of the IFC Constitution and Bylaws, Gannon University policies, NIC Standards, and NIC Alcohol & Drug Guidelines.
E. Not be a current member of the IFC Executive Board or serve as his member chapter's IFC Representative or Alternate Representative for the IFC General Body.
F. Must complete formal judicial policies and procedures training prior to serving on an IFC Judicial Board hearing.

Section IV. Term of Office of IFC Justices
The term of office for IFC Justices shall be until their graduation, resignation, or replacement under the procedures determined by each member chapter; or upon his election to serve on the IFC Executive Board or as his member chapter's IFC Representative or Alternate Representative for the IFC General Body.

Section V. IFC Judicial Policy
The Judicial Board shall perform all duties and be subject to all regulations contained within the IFC Judicial Policy in the Bylaws.

Section VI. IFC Judicial Board Hearing Justice Selection
The IFC Vice President of Judicial Process and Risk Management will select five (5) Judicial Board justices, as predetermined by an alphabetical rotation of the member chapters, to hear a case. In the event the IFC Judicial Board rotation for service on a Judicial Board hearing falls upon an IFC Justice whose member chapter is involved in the alleged violation, the rotation will skip to the next member chapter in the alphabetical rotation.

Section VII. IFC Judicial Board Hearing Attendance

All IFC Judicial Board hearings shall be conducted in accordance with the following requirements:

A. All IFC Justices assigned to an IFC Judicial Board hearing shall be present in order to conduct business on behalf of the IFC Judicial Board.
B. Each IFC Justice assigned to an IFC Judicial Board hearing is required to attend the hearing. Failure of an IFC Justice to attend an IFC Judicial Board hearing for which he was assigned shall result in his member chapter being referred to the IFC Vice President of Judicial Process and Risk Management for potential judicial review.

Section VIII. IFC Judicial Board Hearing Voting Policies

All IFC Judicial Board hearings shall operate utilizing the following voting policies:

A. Each IFC Justice serving on an IFC Judicial Board hearing shall have one vote.
B. A majority vote shall govern all actions of an IFC Judicial Board.

1.6.4.7.7.0.0 Article VII. IFC Committees

Revision Date: 3/15/2022 Approval Date: 6/23/2009 Current Version

Section I. Standing Committees
The IFC shall have the following standing committees chaired by its respective corresponding member of the IFC Executive Board:

A. Recruitment Committee
B. Finance Committee
C. Community Engagement Committee

Section II. Ad Hoc Committees
The IFC Executive Board or the IFC President may form ad hoc committees as deemed necessary to perform the work of the IFC. The IFC President shall appoint the ad hoc committee chairman and committee members with the concurrence of the IFC Executive Board.

Section III. IFC Committee Meeting Polices
All committees of the IFC shall conduct its meetings according to the following requirements:

A. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
B. A majority of committee members present shall constitute a quorum in order to conduct committee business.
C. Each committee shall meet as called by its committee chair.

1.6.4.7.8.0.0 Article VIII. Constitutional Amendments

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. Constitutional Amendments

This Constitution may be amended by a three-fourths (3/4) affirmative vote of the IFC General Body provided notice of the proposed amendment has been provided to member chapters at the preceding regularly scheduled business meeting of the IFC General Body.

Section II. Adoption

This Constitution shall become effective and shall supersede all previous Constitutions of the IFC when adopted by a three-fourths (3/4) affirmative vote of the IFC General Body.

1.6.4.8 Interfraternity Council Bylaws

1.6.4.8.1.0.0 Article I. Role of the IFC Representative

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. IFC Representative

The duties and responsibilities of all IFC Representatives are as follows:

A. Serve as a representative and voice for his member chapter's concerns regarding the fraternity community.
B. Represent the larger fraternity community's interests.
C. Inform his member chapter of the actions, discussions, and workings of the IFC General Body.
D. Serve as a liaison between the IFC General Body and his respective member chapter.
E. Serve as an initiated member of IFC Standing Committees and Ad Hoc Committees, as necessary.
F. Represent the highest ideals of fraternity life to the greater campus community.

1.6.4.8.2.0.0 Article II. Role of the IFC Executive Board Officers

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. IFC President

The duties and responsibilities of the IFC President are as follows:

A. Provide guidance and focus to the efforts of the General Body and Executive Committee.
B. Preside over all meetings of the General Body and Executive Committee.
C. Cast the final vote in the event of a tie.
D. Build rapport and establish positive working relationships between IFC and member chapter leaders.
E. Serve as the official spokesperson for the fraternity community
F. Establish positive working relationships with campus and local law enforcement agencies.
G. Regularly interact with the leaders of other governing councils and campus organizations.
H. Establish a working relationship with key college administrators.
I. Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC.
J. Maintain current information for accurate member chapter rosters.

Section II. IFC Vice President of Judicial Process and Risk Management

The duties and responsibilities of the IFC Vice President of Judicial Process and Risk Management are as follows:

A. Serve as chair of the IFC Judicial Board and serve as the non-voting Chief Justice of all IFC Judicial Board hearings.
B. Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to:
    1. The IFC Constitution, Bylaws, and policies;
    2. Federal, state, and local laws;
    3. The rules and regulations of Gannon University; and
    4. The general values-based conduct of fraternity men.
C. Ensure proper filing and preparation for all judicial actions.
D. Ensure compliance with all IFC judicial action imposed upon a member chapter.
E. Educate member chapters on the IFC Constitution and Bylaws, judicial processes, and risk management policies.
F. Conduct judicial policy and procedures training for new IFC Judicial Board justices.
G. Assist in conflict mediation between member chapters.
H. Review all IFC governance documents, at least annually.

Section III. IFC Vice President of Recruitment

The duties and responsibilities of the IFC Vice President of Recruitment are as follows:

A. Work with member chapters to establish a recruitment process that meets the needs of chapters and potential new members, as well as provides opportunities for interested men to learn about the fraternity experience.
B. Will focus on fostering interest in joining fraternities and marketing the fraternity experience to incoming students and potential new members.

C. Serve as chair of the IFC Recruitment Committee.
D. Utilize technology (social media, etc.) in recruitment and marketing efforts.
E. Produce and distribute promotional materials to all incoming students and unaffiliated students.
F. Develop recruitment workshops and programs for member chapters.
G. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment and will not restrict the ability of chapters to distribute bids outside of any designated recruitment period.
H. Maintain an interest list of Potential New Members.
I. Collect and maintain accurate New Member Rosters for each member chapter.
J. Provide advice and support to member chapter recruitment officers.

Section IV. IFC Vice President of Internal Affairs

The duties and responsibilities of the IFC Vice President of Internal Affairs are as follows:

A. Serve as chair of the IFC Finance Committee.
B. Supervise the annual budget process.
C. Collect IFC member chapter dues or other assessments as needed.
D. Maintain accurate records throughout the year through invoicing and receipts.
E. Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms.
F. Make all disbursements with a cosigner.
G. Prepare financial statements monthly and at the end of each term for distribution to all member chapters.
H. Make bank deposits when necessary and in a timely manner.
I. Provide advice and support to member chapter financial officers.
J. Ensure historical artifacts are properly archived.
K. Maintain meeting record and distribute meeting materials accordingly.

Section V. IFC Vice President of Development and Programming

The duties and responsibilities of the IFC Vice President of Development and Programming are as follows:

A. Work with advisor and IFC President to plan summer session and retreat
B. Plan and implement Omega Week in collaboration with Panhellenic Council
C. Plan and implement at least one event per semester to promote unity
D. Coordinate the schedule for campus events to promote to Member Fraternities in collaboration with Panhellenic Council
E. Meet with New Member Educators to ensure compliance with all IFC and University policies related to new member education (hazing, alcohol, social, and events)
F. Work to bring more intentionality into all IFC events
G. Work with advisor to coordinate personal and professional development opportunities for members
H. Attend IFC sponsored events
I. Uphold the values and Constitution of IFC
J. Plan and implement transition/orientation of successor

Section VI. IFC Vice President of Community Engagement

The duties and responsibilities of the IFC Vice President of Community Engagement are as follows:

A. Serve as secretary of the IFC General Body.
B. Develop and execute a public relations and social media strategy.
C. Develop service projects and philanthropic events for member chapters.
D. Collect and report member chapter community service hours, philanthropic dollars, and activities.
E. Collect and disseminate information on the fraternity community to all campus and community media sources.
F. Keep the media informed on upcoming events or potential news.
G. Establish a positive working relationship with external constituents.
H. Assist in the development of various IFC publications and outreach programs.
I. Provide advice and support to member chapter community service/philanthropy officers.

1.6.4.8.3.0.0 Article III. Role of the IFC Justice

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. IFC Justice

The duties and responsibilities of an IFC Justice are as follows:

A. Serve as an impartial justice, as called, on IFC Judicial Board hearings.
B. Uphold:
    1. The IFC Constitution, Bylaws, Code of Conduct, and policies;
    2. The rules and regulations of Gannon University unless they are in violation of NIC standards or practices. In this case, NIC standards shall overrule; and
    3. The general values-based conduct of fraternity men.
C. Maintain confidentiality in all judicial hearings, matters, and deliberations.

1.6.4.8.4.0.0 Article IV. Role of IFC Standing Committees

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. IFC Recruitment Committee
The IFC Recruitment Committee shall assist the IFC Vice President of Recruitment in the development and implementation of activities, programs, and resources that foster its member chapters' ability to implement a successful and quality recruitment effort while ensuring no restrictive policies are imposed on new member recruitment and will not restrict the ability of chapters to distribute bids outside of any designated recruitment period. The IFC Recruitment Committee shall work with the IFC Vice President of Recruitment and member chapters to establish a recruitment process that meets the needs of chapters and potential new members, as well as provides opportunities for interested men to learn about the fraternity experience. They will focus on fostering interest in joining fraternities and marketing the fraternity experience to incoming students and potential new members.

Section II. IFC Finance Committee
The IFC Finance Committee shall assist the IFC Vice President of Internal Affairs in the development of IFC fiscal policies, annual budgets, and programs that assist member chapters' financial officers. The Committee shall also review and/or propose changes to the IFC dues structure.

Section III. IFC Community Engagement Committee
The IFC Community Relations Committee shall assist the IFC Vice President of Community Engagement in the development and implementation of activities, programs, and resources that promote the fraternity community and the encouragement of member chapter involvement in service and philanthropic endeavors that enhance the reputation of the fraternity community at Gannon University.

1.6.4.8.5.0.0 Article V. Role of the IFC Advisor

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. IFC Advisor

The IFC Advisor should work to support all NIC Standards, policies and practices. In addition, in accordance with the Standards and Guidelines for Fraternity and Sorority Advising Programs of the Council for the Advancement of Standards in Higher Education (CAS), the duties and responsibilities of the IFC Advisor are as follows:

A. Advise the IFC and its member chapters.
B. Advise and consult with the IFC Judicial Board on all conduct cases.
C. Advise financial processes.
D. Coordinate life safety, facility management, and risk management programs in conjunction with local agencies.
E. Facilitate or provide resources, including potential presenters of campus or national renown to conduct workshops, programs, retreats, and seminars on relevant topics, including the following:
    1. Multicultural Competence
    2. Leadership Development
    3. Recruitment and Intake
    4. Risk Management
F. Monitor membership and academic retention by member chapter and the entire community for purposes of improving academic support and recommending intervention strategies.
G. Gather and disseminate information via meetings, websites, newsletters, social media venues, and/or information bulletins to the various entities in fraternity life.
H. Provide assistance and advice in planning and assessing IFC and member chapter programs.
I. Organize and facilitate leadership programs, retreats, and workshops.
J. Connect the Members and New Members of member chapters to leadership opportunities across campus, in the local community, and within their inter/national organizations.
K. Publish or share documents that focus on current events, leadership opportunities, trends, and other information regarding fraternity life.
L. Provide for the recording and archiving of information about the fraternal community and encourage member chapter leaders to do the same within their organizations.

Section II. Annual Data Reporting to the NIC

In accordance with the NIC Standards, IFC Advisors shall assist the IFC in providing the following data to the NIC each term:

A. The all-university, all-men's, all-fraternity, and individual member chapter grade point averages, reported each term.
B. The total number of men who pledged all member chapters during each academic year.
C. The total number of men who were initiated in all member chapters during each academic year.
D. The percentage of fraternity men compared to the total number of all men enrolled at Gannon University during each academic year.
E. The total number of chapters and colonies opened and closed during each academic year.

F. The total number of full-time professionals employed by Gannon University who work directly within fraternity and sorority life, during each academic year.

1.6.4.8.6.0.0 Article VI. Financial Management Policy

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. Fiscal Year
The IFC Fiscal Year shall be from July 1 to June 30.

Section II. IFC Annual Budget
The Vice President of Internal Affairs and the IFC Finance Committee shall propose an annual budget to the IFC Executive Board by the last day of each semester. Upon adoption by the IFC Executive Board, the budget shall be presented to the IFC General Body for ratification.

Section III. IFC Contingency Account
The IFC Budget shall include a contingency account that equals 10-15% of the overall expenses. The contingency account shall be utilized for cost overruns in budgeted areas and/or unanticipated, unbudgeted items, such as new IFC programs developed after the budget was finalized. At the end of the fiscal year, any amount remaining in the IFC Contingency Account shall be carried over to the next fiscal year.

Section IV. Appropriate Use of IFC Funds
IFC funds are under the jurisdiction of the IFC member chapters and shall only be used in a manner that benefits the fraternity community and that is congruent with the values of fraternity life. IFC funds shall not be used to purchase alcoholic beverages.

Section V. Expenditure Approval
The IFC President and the IFC Vice President of Internal Affairs shall approve all budgetary expenditures. Requests for budgetary expenditures shall be made utilizing the IFC Expenditure Request Form. All expenditure requests shall be submitted at least two weeks prior to the date of the requested disbursement.

Section VI. Requests for Reimbursement
Individuals or member chapters conducting business on behalf of the IFC may request a reimbursement for their expenses utilizing the IFC Reimbursement Request Form. All reimbursement requests shall be submitted within two weeks of the purchase and are subject to the approval of the IFC President and IFC Vice President of Internal Affairs.

Section VII. Signature Requirements for Financial Accounts and Transactions
The signature of both the IFC President and IFC Vice President of Internal Affairs shall be required on all IFC financial accounts and transactions.

Section VIII. Financial Reporting
The IFC Vice President of Internal Affairs shall provide a financial report to the IFC General Body on a monthly basis including all income and expenses during the given period of time and in relation to the overall budget for each line item.

Section IX. Financial Record Keeping
The IFC Vice President of Internal Affairs shall maintain accurate and organized financial records consisting of all receipts and invoices, copies of all monetary disbursements and deposits, IFC financial forms and reports, actual dues levied, canceled checks, ledgers, and journals.

Section X. Independent Annual Financial Audit
An independent audit of all IFC financial accounts shall occur within two weeks of the end of the fiscal year by a certified public accountant.

1.6.4.8.7.0.0 Article VII. Member Chapter Financial Obligations

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. IFC Initiated Member Chapter Dues

Member dues are key not only to pay NIC dues but allow IFC to continue to host events that benefit fraternities. The following are the dues for each member with new members taking more financial resources to recruit, resulting in higher dues.

A. The term dues for each member chapter shall be fixed at $15.00 per initiated member.
B. The semester dues for each new member chapter shall be fixed at double ($30) per new member.

Section II. Establishment of IFC Member Chapter Dues

Any proposed amendment to the established per initiated member dues in Section I of this Article shall be initiated utilizing the following protocol:

A. If the IFC Executive Board determines a need to amend the established per initiated member dues amount, it shall charge the IFC Finance Committee with assessing the current dues amount and providing a recommendation for possible amendments.
B. The IFC Executive Board shall consider any recommendations made by the IFC Finance Committee and propose an amendment to the dues amount to the IFC General Body.
C. A 2/3 vote of the IFC General Body is required to amend the IFC member chapter dues amount.

Section III. IFC Member Chapter Dues Assessment

The aggregate total of dues assessed shall be based upon each member chapter's term Initiated Member Roster that is filed with the IFC President in accordance with the requirements of Article III, Section III(E) of the Constitution. The IFC Vice President of Internal Affairs shall invoice each member chapter within one week of receipt of an Initiated Member Roster or New Member Roster. Invoices shall be paid within two weeks of receipt.

Section IV. Delinquent Payments

Any amount unpaid by the due date shall result in a 10% penalty and loss of representation in the IFC General Body until payment has been made. Any amount unpaid within one month of the due date shall result in the member chapter being referred to the IFC Vice President of Judicial Process and Risk Management for possible judicial action.

1.6.4.8.8.0.0 Article VIII. IFC Code of Conduct

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. IFC Judicial Board Jurisdiction
The IFC shall be a peer-governing organization with an independent Judicial Board, which shall have jurisdiction over cases involving alleged member chapter violations, including but not limited to:

A. The IFC Constitution, Bylaws, Code of Conduct, and other policies.
B. The rules and regulations of Gannon University.
C. The general values-based conduct of fraternity men.

The IFC Judicial Board shall work with the campus to implement a comprehensive conduct program that enhances peer-governance; respects the authority of the campus to adjudicate alleged violations of the Student Code of Conduct; and avoids multiple, overlapping conduct processes.

A. The IFC shall develop an agreement with the campus that identifies the role of each judicial body in adjudicating allegations of chapter-level misconduct.
B. The IFC Standards Board shall defer to the campus to investigate and adjudicate hazing and sexual misconduct allegations, or any other allegation that is being investigated and/or adjudicated through the campus' conduct process.
C. For all other instances—outside of hazing and sexual misconduct—the Standards Board has the autonomy and responsibility to adjudicate chapter level violations.

Section II. IFC Judicial Committee Composition
The IFC Judicial Board shall be composed of one IFC Justice from each full IFC member chapter, chosen by that member chapter, and shall be chaired by the IFC Vice President of Judicial Process and Risk Management.

Section III. IFC Justice Eligibility
To serve as the IFC Justice for a member chapter on the IFC Judicial Board, an individual must meet the following requirements:

A. Be an active member, in good standing, of an IFC member chapter.
B. Maintain good academic standing with the institution.
C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the mission and purpose of the IFC, as defined within this Constitution.
D. Have a working knowledge of the IFC Constitution and Bylaws, Gannon University policies, NIC Standards, and the IFC Standard Operating Procedures.
E. Not be a current member of the IFC Executive Board or serve as his member chapter's IFC Representative or Alternate Representative for the IFC General Body.
F. Must complete training on the IFC Judicial Code prior to serving on an IFC Judicial Board hearing.

Section IV. Term of Office of IFC Justices
The term of office for IFC Justices shall be until their graduation, resignation, or replacement under the procedures determined by each member chapter; or upon his election to serve on the IFC Executive

Board or as his member chapter's IFC Representative or Alternate Representative for the IFC General Body.

Section V. IFC Judicial Policy
The Judicial Board shall perform all duties and be subject to all regulations contained within the IFC Judicial Code in the Bylaws.

Section VI. IFC Judicial Board Hearing Justice Selection
The IFC Vice President of Judicial Process and Risk Management will select five (5) Judicial Board justices, as predetermined by an alphabetical rotation of the member chapters, to hear a case. In the event the IFC Judicial Board rotation for service on a hearing falls upon an IFC Justice whose member chapter is involved in any way, with the alleged violation, the rotation will skip to the next member chapter in the alphabetical rotation.

Section VII. IFC Judicial Board Hearing Attendance
All IFC Judicial Board hearings shall be conducted in accordance with the following requirements:

A. All IFC Justices assigned to a hearing shall be present in order to conduct business on behalf of the IFC Judicial Board.
B. Each IFC Justice assigned to a hearing is required to attend. Failure of an IFC Justice to attend a hearing for which he was assigned shall result in his member chapter being referred to the IFC Vice President of Judicial Process and Risk Management for potential judicial review.

Section VIII. IFC Judicial Board Hearing Voting Policies
All IFC Judicial Board hearings shall operate utilizing the following voting policies:

A. Each IFC Justice serving on a hearing shall have one vote.
B. A majority vote shall govern all actions of an IFC Judicial Board.

1.6.4.8.8.0.0 Article IX. IFC Judicial Procedures

Revision Date: 3/15/2022 Approval Date: 6/11/2009 Current Version

Section I. IFC Judicial Powers and Responsibilities
Per Article VI, Section I of the IFC Constitution, the IFC shall be a peer-governing organization with an independent Judicial Board that shall have jurisdiction over cases involving alleged member chapter violations of IFC policy, including but not limited to:

A. The IFC Constitution, Bylaws, Code of Conduct, and policies
B. The rules and regulations of Gannon University; and
C. The general values-based conduct of fraternity men.

Section II. Due Process
In appearing before the Judicial Board, each member chapter shall be granted certain rights termed "due process." Those rights are:

A. Right to be notified, in writing, of all charges, as outlined in the Bylaws
B. Right to present a defense, including the calling of witnesses
C. Right to question witnesses
D. Right to be accompanied by an advisor for advisory purposes only, but not for representation
E. Right to be notified, in writing, of all findings and sanctions imposed, as outlined in the Bylaws
F. Right to appeal the decision, as outlined in the Bylaws.
G. Right to be free from double jeopardy.

Section III. Filing of Complaints
Any individual or group may file a complaint against a member chapter, specifying in writing the particular alleged acts of the accused. This must be done by submitting an IFC Judicial Complaint Form to the IFC Vice President of Judicial Process and Risk Management. The IFC Vice President of Judicial Process and Risk Management shall promptly review and investigate the allegation. Upon determination that an allegation contains information sufficient to warrant further adjudication, the IFC Vice President of Judicial Process and Risk Management may charge a member chapter with a violation.

Section IV. Notification of Charges
Once the IFC Vice President of Judicial Process and Risk Management has determined the filed complaint has merit, the member chapter and its inter/national organization is to be provided written notification of the charges at least two weeks in advance of the hearing. This written notification shall include the following:

A. Date, time and location of their Informal Resolution hearing
B. Description of the alleged violation; and
C. Due process rights.

Section V. Investigatory Evidence
All evidence related to a complaint shall be compiled and presented to all parties at least one week prior to any informal Resolution Hearing or formal Judicial Board hearing. All evidence shall be directly related to the complaint(s) alleged against the member chapter and shall be approved by the IFC Vice President of Judicial Process and Risk Management prior to circulation.

Section VI. Informal Resolution Hearing
Upon a finding of the IFC Vice President of Judicial Process and Risk Management that a filed complaint contains information sufficient to warrant further adjudication, he may offer the charged member fraternity the opportunity to participate in an Informal Resolution Hearing unless he feels that potential sanctions could include suspension or loss of IFC recognition.

In cases in which the charged member chapter accepts an Informal Resolution Hearing, the IFC Vice President of Judicial Process and Risk Management shall meet with a representative of the charged member chapter to discuss the allegations of the complaint. Within three (3) business days of the Informal Resolution Hearing, the IFC Vice President of Judicial Process and Risk Management may dismiss the complaint with a finding of no violations, provide the charged member chapter with his finding of violations and recommendation for a resolution through disciplinary or corrective sanctions. The charged member chapter has three (3) business days to accept or reject the terms of resolution. If the charged member chapter accepts the resolution, the charged member chapter waives all rights of appeal and the outcome is final.

If the charged member chapter rejects offer of an Informal Resolution Hearing or the resolution, a Formal IFC Judicial Board Hearing will be convened to hear the case.

Section VII. Prohibited Sanctions for Informal Resolution Hearing
The IFC Vice President of Judicial Process and Risk Management shall not recommend suspension or loss of IFC recognition through an Informal Resolution Hearing. Should the IFC Vice President of Judicial Process and Risk Management believe suspension or loss of IFC recognition is warranted, the case shall automatically be referred to a Formal IFC Judicial Board Hearing.

Section VIII. Formal IFC Judicial Board Hearing
If:

A. The charged member chapter rejects having an Informal Resolution Hearing
B. The charged member chapter rejects the findings and/or sanctions of the Informal Resolution Hearing
C. The IFC Vice President of Judicial Process and Risk Management determines the allegation is egregious enough to warrant potential suspension or loss of IFC recognition
D. The IFC Vice President of Judicial Process and Risk Management chose not to offer an Informal Resolution Hearing

The IFC Vice President of Judicial Process and Risk Management shall convene a Formal IFC Judicial Board Hearing.

The IFC Vice President of Judicial Process and Risk Management will select five (5) Judicial Board justices, as predetermined by an alphabetical rotation of the member chapters, to hear the case. In the event the IFC Judicial Board rotation for service in a hearing falls upon an IFC Justice whose member chapter is involved in the alleged violation, the rotation will skip to the next member chapter in the alphabetical rotation.

The IFC Vice President of Judicial Process and Risk Management shall serve as a non-voting Chief Justice and preside over all formal Judicial Board hearings.

Section IX. Formal IFC Judicial Board Hearing Proceedings

For all IFC Judicial Board hearings, the following procedures shall be followed:

A. Participants: Attendance at all IFC Judicial Board hearings shall be limited to the member chapters involved, any witnesses, the IFC Justices assigned to serve on the Judicial Board for the hearing, and the IFC Vice President of Judicial Process and Risk Management. At the discretion of the IFC Vice President of Judicial Process and Risk Management, witnesses may be excluded from the hearing room until it is his or her turn to testify. Additionally, the charged member chapter may be accompanied by its chapter advisor during any Judicial Board hearing. The chapter advisor must be registered as the official chapter advisor of the member chapter. The chapter advisor shall only act in an advisory capacity and is not allowed to conduct any portion of the chapter's presentation.
B. Confidentiality: All individuals involved in a hearing are required to agree to a statement of confidentiality. Individuals shall not disclose information regarding the following:
    1. Any individuals, member chapters, or IFC Justices involved.
    2. Details of the proceedings.
    3. Witness testimony.
C. Hearing Process
    1. Initiation of the Hearing: The IFC Vice President of Judicial Process and Risk Management shall inform all individuals present that the hearing will be conducted in an orderly manner and any person causing disruption will be asked to leave. Additionally, he shall advise the charged member chapter of the formality of the hearing and the necessity of all parties to be truthful.
    2. Overview of Judicial Hearing Process: The IFC Vice President of Judicial Process and Risk Management shall outline the process for the remainder of the hearing as follows:
        a. Presentation of alleged charges, violations, and investigatory evidence against the charged member chapter shall be presented by the IFC Vice President of Judicial Process and Risk Management:
            i. Charged member chapter may ask questions;
            ii. IFC Justices may ask questions;
        b. Presentation of charged member chapter:
            i. IFC Justices may ask questions;
        c. Calling of Witnesses
            i. Charged member chapter may ask questions;
            ii. ii. IFC Justices may ask questions;
        d. Charged member chapter may give final statement;
        e. IFC Justices deliberate in closed session to determine findings of responsibility and if necessary, appropriate sanction(s).

Section X. Conflicts of Interest

In the event the IFC Vice President of Judicial Process and Risk Management' member chapter is involved in the alleged violation, the highest ranking IFC Executive Board officer, starting with the IFC President, as listed in Article V, Section II of the IFC Constitution, shall serve in his stead.

Section XI. Prohibition on Recruitment Restrictions as a Sanction
The IFC Judicial Board may impose educational and punitive sanctions, as prescribed in the IFC Bylaws, but under no circumstances may it prohibit a Member Fraternity's ability to recruit.

Section XII. Non-Status Sanctions
The IFC Judicial Board may impose sanctions that are punitive and/or educational, but not solely financial and do not restrict recruitment. The following are sanctions that may be imposed by the IFC Judicial Board and/or IFC Vice President of Judicial Process and Risk Management (including, but not limited to):

A. Letter of apology
B. Fines
C. Restitution
D. Educational programming
E. Public service to the campus or community
F. Meetings with campus office/departments
G. Loss of social event and/or campus event privileges
H. Loss of eligibility for IFC Awards
I. Censure

Section XIII. Status Sanctions
In the event of an egregious violation, the following are sanctions that may be imposed by the IFC Judicial Board for a specified period of time:

A. Suspension: Loss of IFC voting rights and removal from good standing status, and any additional Non-Status Sanctions.
B. Loss of IFC Recognition: Loss of IFC recognition and its rights and privileges.

When adjudicating a potential violation that may result in suspension/loss of recognition from the IFC for the member chapter, the Judicial Board shall work collaboratively with the inter/national organization and campus.

Section XIV. Duration of Sanctions
Judicial action shall specify the duration and deadlines of any sanctions imposed. After such specified time, if the member chapter has fulfilled the requirements of the sanctions imposed, the member chapter shall return to good standing. In the event the member chapter does not fulfill all of the requirements of the sanctions imposed, the IFC Vice President of Judicial Process and Risk Management shall convene a Formal IFC Judicial Board Hearing to determine future course of action.

Section XV. Notification of Findings
Within three (3) business days of any Informal Resolution Hearing or Formal Judicial Hearing, the IFC Vice President of Judicial Process and Risk Management shall communicate in writing to the charged

member chapter, its inter/national organization, and its chapter advisor, as well as any relevant Gannon University administrators, the alleged violation, the findings of the hearing, and any sanction(s) imposed.

The IFC Vice President of Judicial Process and Risk Management shall notify the IFC General Body of any sanctions imposed upon a member chapter through any Informal or Formal Judicial Hearing.

Section XVI. Appeals

The IFC Judicial Board's decision is subject to appeal by a member chapter within two weeks of receiving written notification of the decision. Appeals shall be made in writing to the IFC President and shall be made solely on the following grounds or be dismissed:

A. Error in the charge and/or Judicial Board Hearing process that materially affected the outcome.
B. The severity of the sanction did not match the severity of the violation.
C. New information that could not have been discovered prior to the IFC Judicial Board Hearing through the exercise of reasonable diligence.

Sanctions imposed through the Judicial Process shall stand until an appeal is heard.

Section XVII. Non-Status Sanctions Appeals

The IFC Executive Board shall hear appeals for Non-Status Sanctions. The IFC Vice President of Judicial Process and Risk Management shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing member chapter shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the IFC Judicial Board's actions. The appealing chapter must be given at least one week's notice of the time, place, and procedure of the appeal hearing. Any individual from the appealing member chapter serving on the IFC Executive Board shall not participate in the appeal proceedings. The IFC Executive Board may either dismiss the charge(s) with no sanctions or alter the sanctions imposed by the Formal IFC Judicial Board Hearing. Any alterations must be approved by at least two thirds(2/3) if the IFC Executive Board. The decision of the IFC Executive Board shall be final for Non-Status Sanctions.

Section XIX. Status Sanctions Appeals

The IFC General Body shall hear appeals for Status Sanctions. The IFC Vice President of Judicial Process and Risk Management shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing member chapter shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the decision. The appealing chapter must be given at least one week's notice of the time, place, and procedure of the appeal hearing. Upon completion of the member chapter appeal presentation, all representatives of the Member Fraternity shall be dismissed from the meeting, including the member chapter's IFC Representative and Alternate Representative.

The IFC General Body shall first vote on whether to discuss dismissal or alteration of the status sanction, which shall require a two-thirds (2/3) vote. In the event the IFC General Body votes to discuss dismissal or alteration, the IFC General Body shall determine by a two-thirds (2/3) vote to either dismiss the charge(s) with no sanctions or to alter the sanctions imposed. If a two thirds (2/3) majority cannot be achieved for dismissal or alteration of the sanctions, the initial sanctions will remain in place.

The decision of the IFC General Body shall be final with no further appeal rights.

1.6.4.9 Fraternity and Sorority Life Event Policies

1.6.4.9.1.0.0 Social Event Policy

Revision Date: 7/1/2022 Approval Date: 6/24/2009 Current Version

Purpose

The purpose of the Gannon University Fraternity and Sorority Life Social Policy is to provide an effective baseline for risk management procedures at Gannon University Fraternity and Sorority social events. Each individual Fraternity and Sorority organization may have more stringent risk management requirements, guidelines, and procedures as dictated by its inter/national organization. Each individual organization is responsible for knowing and following its inter/national organization's risk management requirements, guidelines, and procedures in addition to this Social Events Policy. The Gannon University Interfraternity Council and Panhellenic Council reserve the right to change this policy at any time to handle risk management more effectively or to rectify identified risk management problem areas occurring within Gannon University Fraternity and Sorority Life. The Gannon University Interfraternity Council and Panhellenic Council will not be held liable for the actions of any fraternity or sorority that fails to follow either this Social Event Policy or the additional policies of its inter/national organization, however, those organizations may be held accountable for their actions by the appropriate council judicial board and/or University Student Accountability Process.

Dry weekends

Chapters may not register or host any events on a weekend/day deemed as dry. A dry weekend is defined as any weekend (or day) where chapters may not host any type of social event where alcohol is present. A list of dry weekends will be provided to chapter presidents at the beginning of each semester, however, Police and Safety, the Student Accountability Office, the Assistant Director of Fraternity and Sorority Life, Interfraternity Council, and/or the Panhellenic Council may deem additional weekends dry as necessary.

Capacity

Capacity for events has been calculated for each chapter based on the size of the house. Please check with the Assistant Director for Fraternity and Sorority Life and Campus Engagement if you are unsure of the capacity for your chapter's house.

1.6.4.9.1.1.0 Article I. General Provisions and Definitions

Revision Date: 7/1/2022 Approval Date: 6/24/2009 Current Version

Two types of events recognized within this document

1. Bring Your Own (BYO): A bring your own beverage event is a theme-based social involving alcohol. Alcohol is only permitted to be consumed under the following guidelines:
    a. Alcohol may only be brought to the event by guests who are of legal drinking age.
    b. Only guests of legal drinking age may consume or possess alcohol at any point during the social event.
        i. Guests of legal drinking age must present a state issued ID to receive and wear a wristband to clearly identify guests who are 21+ years of age.
    c. The maximum amount of alcohol permitted upon entry is one six-pack of beer or seltzer, or one four-pack of wine coolers, per person.
    d. Food (unsalted and prepackaged) and beverages (water and/or carbonated beverages) must be readily available to guests throughout the night.
    e. All policies and insurance guidelines of the individual organization must be strictly adhered to at all times.
    f. Chapters must have occupancy limits on file with the Assistant Director of Fraternity and Sorority Life stating the chapter's occupancy during social events.
    g. Chapters are able to register social events during the academic year. Chapters are not permitted to host social events during University breaks. Social Events held during this time will be considered unregistered social events, and individuals and chapters will be held accountable through the appropriate council and/or University Accountability Process.
    h. Each chapter is able to register two social events in one weekend on Friday and/or Saturday.
    i. Chapters are not permitted to register events on evenings/weekends designated as dry.
    j. High school students are not permitted to attend any social events at any time. This includes recruits for any University recognized group, team, or organization.
    k. The possession, use, and/or consumption of alcoholic beverages while on chapter premises must be in compliance with applicable laws, policies, and procedures of the University, City, County, State, inter/national organization, as well as the individual organization's insurance policy guidelines.
    l. The possession, sale or use of any illegal drug or controlled substance is prohibited at all social events.
    m. No alcoholic beverages may be purchased through the chapter treasury.
    n. The collection of money, selling of t-shirts, or other exchange of money to gain admittance to an event is prohibited.
    o. No member shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age.
    p. No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or tavern where alcohol is given away, sold or otherwise provided to those present.

    q. All recruitment events will be alcohol and drug free events. All events must be drug free.
    r. No member shall permit, tolerate, encourage, or participate in any drinking games or activities that promote irresponsible or mass consumption of alcohol.
    s. Any exception to the rules and regulations regarding the social event policy may be granted by the IFC Advisor in consultation with the IFC Executive board, and Student Accountability Officer.
2. Third-Party Vendor (TPV): A third party vendor event is an off-campus event where alcohol is permitted under the following guidelines:
    a. Only guests of legal drinking age are permitted to consume or possess alcohol during the event.
    b. Alcohol must be served in appropriate containers by a licensed bartender/bartending service.
    c. Bartenders/Bartending service may not be alumni of the sponsoring organization(s).
    d. Bartenders/Bartending service must be properly licensed and retain a minimum of one million dollars of liquor and liability insurance.
    e. A copy of the certificate of insurance as well as a copy of the vendor's license must be on file with the Office of Finance and Administration and the Assistant Director for Fraternity and Sorority Life two weeks prior to the event.
    f. All policies and insurance guidelines of the sponsoring organization must be strictly adhered to at all times throughout the event.

Registration of Events

1. All social events must be registered on engage U by 4:30pm on the Tuesday prior to the social event. The registration form is found under the forms section of the Interfraternity Council's EngageU page. The form may be submitted by the Risk Manager or Chapter President.
    a. Themes must be included in the registration form. Inappropriate themes will be grounds for the event to be denied.
    b. Contact information for the Risk Management Chair, as well a list of Risk Managers for each event must be included in the event registration. Chapters are required to have a minimum of one Risk Manager for every fifteen guests. Failure to include the appropriate number of Risk Managers will be grounds for the event to be denied.
    c. Chapters must check in each guest using the EventPass app. Any non-Gannon student must be signed in on a paper list.
    d. All guests must present Gannon ID to enter. Guests without a Gannon student ID may present a valid state- issued ID for admittance. No person will be granted admittance without a valid form of ID. Non-Gannon students must be accompanied by a Gannon student to gain admittance to social events.
2. Events will be approved by the Thursday prior to events. Groups may not host an event unless they receive the notification that their event is approved.
3. Failure to use the EventPass to check guests in will result in a fine of $25.

Risk Management Guidelines

a. All social events may not begin prior to 9:00pm and must end at or before 2:00am. Entrance to the event will close at 12:00am.
b. Risk Managers must be sober and visible during the duration of the event. There must be a minimum of two sober members at the entrance of the event. Risk Managers must be initiated members of the chapter and have attended risk management training. New members may not be members of the risk-team.
    i. If the event is a mixer with two or most host organizations, each organization must provide and equal number of Risk Managers.
c. Brothers working the door will issue wristbands to those who are 21 years of age or older who enter with alcohol. Guests must present a valid state issued ID to obtain a wristband. Anyone without a wristband may not possess, obtain, or consume alcohol.
d. Only one entrance will be utilized for social events. Entrances must be controlled, monitored, and well-lit. Several exits must be available; however, they may not be used as entrances.
e. Admittance to social events may include active fraternity and/or sorority chapter members, alumni of the host chapter, new members of fraternities and/or sororities current Gannon University students, and acquaintances of chapter members.
f. Admittance may be denied to any person at any time by the host chapter.
g. Each guest that is a Gannon Student must have a Gannon ID for admittance. All non-students not having a Gannon ID must present valid government issued photo identification with a birthdate.
h. No hard liquor is permitted at any BYO social event.
i. There is to be a single designated bar area with designated servers who are of legal drinking age and sober. Designated servers may not also serve as Risk Managers. No alcohol is to be served from any other location inside or outside of the property. Designated servers reserve the right to not serve anyone who is visibly intoxicated. Chapters are responsible for distributing alcohol to guests from the single bar area, using a check-in system.
    i. A guest brining alcohol will have their ID checked at the entrance and receive a wrist band indicating that they are 21+ years old.
    ii. The guest will fill in the punch card and tear it in half. One half of the punch card will stay with the guest's alcohol, and one half will be kept by the guest.
    iii. The guest's alcohol will be taken to the bar by a member of the host organization(s).
    iv. The guest will present their half of the punch card to the designated server to obtain one of their beverages.
j. No bulk alcohol quantities are permitted or otherwise provided in any chapter house at any time.
k. University Officials reserve the right to attend/visit any registered event to observe/monitor for compliance with rules, regulations, and procedures in order to protect the safety of all Gannon University students and guests in attendance.
l. The organization hosting the social event must follow their inter/national guidelines for hosting social events. Please refer to the individual chapter's inter/national guidelines for more information.

m. Risk Managers will be assigned a standardized, highly visible shirt that will make them easily identifiable as Risk Managers to all party guests. These shirts will be purchased by the Interfraternity Council and will be distributed at the beginning of each academic year. Risk Managers will be required to wear these shirts at all times while on duty. Failure to do so will result in a chapter citation and fine of $100 for failure to have a Risk Manger present. Chapters will be held financially responsible for the loss or theft of these articles during a social event.
n. If a University Official or another responsible individual, discovers that a Risk Manager is intoxicated, that Risk Manager will be subject to an individual violation and the chapter will be subject to a potential fine of up to $200 and one week of social probation, as a result of its failure to ensure a safe social environment.

1.6.4.9.1.2.0 Article II. Conduct

Revision Date: 7/1/2022 Approval Date: 6/24/2009 Current Version

1. **General Conduct**
    a. All members and guests present at social events shall at all times uphold all University rules listed in the Gannon University Student Handbook and Code of Student Conduct.
    b. Failure to follow general conduct guidelines by a fraternity/sorority member will result in action taken against them by the Interfraternity Council Judicial Board (IFCJB), Panhellenic Judicial Board, and/or University Student Accountability Process.
    c. Fighting, whether verbal or physical, will not be tolerated. Any reports of fighting between chapters or individual members will result in an investigation by the IFCJB, Panhellenic Judicial Board, and/or University Student Conduct Process.

2. **Sexual Misconduct**
    a. The University is committed to maintaining a safe environment free from sexual misconduct and, therefore, will not tolerate sexual misconduct of any kind. Behaviors that contribute to or constitute sexual misconduct have no place at Gannon University, where people are expected to learn and develop to their full potential. All students, faculty and staff, as well as members of the public participating in University activities, have the right to an environment free from sexual misconduct. Violence, abuse, intimidation and/or retaliation directed toward another person violate the University's Code of Conduct and Pennsylvania State laws. Members of the University community are expected to comply with University policies and guidelines in addition to federal, state and local laws whether on or off campus.
    b. Sexual Misconduct is defined as any activity of a sexual nature that violates another individual's physical and/or emotional well-being or personal space without that person's explicit consent. Sexual misconduct incorporates a range of behaviors including rape, sexual assault (which includes any kind of nonconsensual sexual contact), sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person(s). Sexual misconduct occurs when there is a lack of mutual consent about sexual activity or if there is ambiguity about whether consent has been given. The Sexual Misconduct Policy can be found at: http://www.gannon.edu/Student-Emergency/

3. **Hazing**
    a. Members, students and alumni shall neither conduct nor condone any hazing activity at any fraternity/sorority event.
        i. Permission or approval by the person subjected to hazing is not a defense.
    b. The Gannon University IFC and Panhellenic Council will adhere to the definition of hazing as outlined in the Gannon University student handbook as well that given by the Commonwealth of Pennsylvania, which states that hazing is:
        i. "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes

public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding."

4. Drugs

a. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a fraternity and/or sorority event or at any event that an observer would associate with a fraternity and/or sorority organization is strictly prohibited.
b. Fraternities and sororities hosting social events are responsible for upholding this University policy and making sure that no drugs or controlled substances are present at their events. If a chapter fails to adequately respond in situations of known drug or controlled substance use/abuse, the chapter will face action taken by the IFCJB, Panhellenic Council Judicial Board, or the University Student Accountability Process.
c. Any reports of drug use at fraternity and/or sorority Social Events will result in an investigation and possible hearing by the IFCJB, Panhellenic Council Judicial Board, or the University Student Conduct Process.

1.6.4.9.1.3.0 Article III. Accountability

Revision Date: 7/1/2022 **Approval Date: 6/24/2009** **Current Version**

1. **Campus Police and Safety**
    a. Presence during social event hours:
        i. May stop by and walk-through each social event
        ii. May be in communication with the Risk managers as well as the table/door monitors to discuss any issues encountered during the party. It is the chapter's responsibility to reach out to Police and Safety when issues arise or to request assistance at social events.
        iii. Police and Safety also reserves the right to cite individuals and/or the fraternity in situations when safety is of concern.
        iv. Police and Safety will inform the Assistant Director for Fraternity and Sorority Life of any violations of the Social Event Policy.
    b. **Potential Fines:** The following list is a sample of possible fines showing maximum monetary penalties for each violation. The list is not exhaustive and the IFCJB, Panhellenic Council Judicial Board, or Student Accountability Process may modify/adjust fines as deemed necessary. Campus Police and Safety reserves the right to issue criminal citations as deemed appropriate.
        i. **$200** for a communal source
        ii. **$100** if students are congregated in areas that have not been registered as areas that the event will be taking place
        iii. **$15** per member for hosting an unregistered or unapproved social event
        iv. **$100** if entrance to door is not attended by two members
        v. **$50** for a guest list violation, including turning in late
        vi. **$100** for setting of an unauthorized fire
        vii. **$100** if door attendants are visibly drinking
        viii. **$100** if Risk Manager is not wearing IFC-issued shirt
        ix. **$50** for a noise ordinance violation
        x. **$50** fire code violation
        xi. **$200** if a Risk Manager is intoxicated; automatic social probation
        xii. **$25** if card reader(s) are not picked up after being requested

2. **Individual Accountability**
    a. Individuals shall be held accountable to the "Conduct" section of the social policy.
    b. Violations committed by individuals will be assessed and determined by the appropriate council judiciary board and may be referred to the Student Accountability Process.
    c. Reporting individual accountability:
        i. To report an individual violation of the Fraternity and Sorority Life Social Event Policy, please visit http://bit.do/SocialEventViolation

3. **Policy Penalties**
    a. Social Probation

        i. Chapters will be put on social probation at the discretion of IFC Judicial Board. Chapters on social or University probation may not register social events or host formals.
    b. Fines
        i. Chapters must pay fines related to any finding of responsibility or IFC Judicial Board sanction. Chapters with outstanding balances owed to IFC will not be permitted to register social events.
    c. Probation
        i. Chapters on probation may not host social events or participate in Fraternity and Sorority Life sponsored activities (Omega Week, Field Days, etc.).
    d. All IFCJB sanctions will be approved by the Assistant Director for Fraternity and Sorority Life. All appeals will be heard by the Director of Leadership Development and Campus Engagement.

Information/Training:

1. Each chapter's risk manager, house manager and president will receive appropriate training in regard to the social policy facilitated by the IFC Vice President for Judicial Affairs and Risk Management.
2. All chapters are required to submit a risk plan to the IFC Vice President for Judicial Affairs and Risk Management and Assistant Director for Fraternity and Sorority Life for review. The plan must be submitted and reviewed before chapters may register events.
3. Social Events will not be permitted until all training has been attended by the required members.
4. A thorough sober monitor training system will be instituted, and each fraternity member will be required to undergo this training once every academic year.
    a. Returning fraternity men will undergo this training in the fall at the social policy training at the beginning of each academic year; each member of the fraternity (other than those studying abroad) must complete this training before the fraternity will be eligible to host social events.
    b. The IFC Vice-President of Risk Management and Judicial Affairs and coordinate the training sessions for both returning and new members in conjunction with each fraternity's risk manager.

1.6.4.9.2.0.0 Formal Event Policy

Revision Date: 5/15/2022 Approval Date: 6/24/2009 Current Version

Chapters interested in hosting a formal, on or off campus, must follow the guidelines outlined below. Failure to follow these guidelines may result in the formal not being approved and/or canceled.

REGISTRATION OF FORMALS
Chapters must register all formals on EngageU at least 30 days prior to the event. There may not be more than two events on the same night.

All contracts (venue, caterer, DJ, etc.) must be provided and signed by the Vice President of Finance and Campus Operations. Students and/or student groups may not sign contracts on behalf of the University. Contracts must be provided to the Assistant Director of Fraternity and Sorority Life at least two weeks prior to when the contract is to be turned in for review and approval. Contracts must be turned into the vendor 30 days prior to the event.

GANNON UNIVERSITY POLICE AND SAFETY
All chapters must have at least one Gannon University Police and Safety Officer present for the duration of the event. Officers may not be provided from third party agencies. Chapters are responsible for the cost of the officer. Chapters will receive an invoice after their event and are required to make payment within five business days.

Chapters must email Jon Habursky, Assistant Director of Police and Safety, **at least 30 days** prior to the formal to schedule and coordinate staffing. Police and Safety and the Assistant Director of Fraternity and Sorority Life may require additional officers, if deemed necessary.

PRESENCE OF ALCOHOL
Chapters are permitted to host events with alcohol if all inter/national and University policies are followed. Specifically, the University requires the following:

- Open bars are prohibited
- All of-age guests must be provided a wristband at the door
- Risk Managers must be present at the event
- Overly intoxicated guests will be breathalyzed by Police and Safety and handled following University protocol.
- Chapters are not permitted to check IDs. IDs must be checked by Police and Safety or staff from the venue where the formal is being held. If necessary, Gannon University Police will assist in the checking of identification.

All guests are expected to consume alcohol responsibly. The bartender and/or venue may deny service to or shut down the bar if inappropriate consumption is occurring.

All members and guests are expected to abide by all University and chapter policies as well as all local, state, and federal laws. Alleged violations will be referred to the governing councils and/or Student Accountability for review.

1.6.5.0.0.0.0 Bylaws of Gannon University Alumni Association

Revision Date: 8/4/2009 **Approval Date: 8/4/2009** **Current Version**

Preface

The Bylaws of the Alumni Association of Gannon University were adopted by the National Board of Directors of the Alumni Association and Approved by the Director of Alumni Services on April 19, 1998. The purpose of the Bylaws is to regulate the affairs of the Alumni Association. The Bylaws will also regulate the activities of the various alumni regions.

The Bylaws supersede all other Bylaws, rules, and regulations governing the affairs of the various alumni groups comprising this Alumni Association, including the various alumni regions.

1.6.5.1.0.0.0 Article I. Purpose

Revision Date: 10/2/2015 Approval Date: 7/31/2009 Current Version

The purpose of the Gannon University Alumni Association (the 'Alumni Association') shall be to promote the volunteer service of alumni in support of Gannon University's mission, policies, and strategic plan as defined by the Trustees and President.

The National Alumni Board of Directors ('Board') will represent and serve as the leadership of the Alumni Association of Gannon University and Villa Maria College, and serve as an advisory board to Gannon University's Alumni Services Office.

These Bylaws supersede all other bylaws, rules and regulations governing the affairs of the various alumni groups comprising the Alumni Association, including the alumni regions.

1.6.5.2.0.0.0 Article II. Office

Revision Date: 10/2/2015 Approval Date: 8/4/2009 Current Version

The principal office of the Alumni Association shall be Gannon University Office of Alumni Services, 109 University Square, Erie, PA 16541.

1.6.5.3.0.0.0 Article III. Membership

Revision Date: 10/2/2015 Approval Date: 7/30/2009 Current Version

A. QUALIFICATIONS
Any person who has completed at least one semester at Gannon University or any of its predecessor educational institutions, including Villa Maria College, Gannon College, and Cathedral College, is automatically a member of the Alumni Association.

B. RIGHTS AND PRIVILEGES
A member shall have such rights and privileges of membership as may periodically be established by the Board. The authority and power to manage and direct the affairs of the Alumni Association shall be vested solely within the Board.

C. REGIONAL MEMBERSHIP
Members shall also belong to the various regions, which may be defined by the Board and/or the Alumni Services Office from time to time.

1.6.5.4.0.0.0 Article IV. Board of Directors

Revision Date: 10/2/2015 Approval Date: 7/30/2009 Current Version

A. ORGANIZATION

The Board shall consist of at least eight (8) and no more than eighteen (18) active Directors who shall be duly elected or appointed by the Board. All Directors shall be members of the Alumni Association.

1. Nomination

   Any member of the Alumni Association desiring to serve as a Director may self nominate, be nominated to the Nominating Committee by another member of the Alumni Association, or be nominated by the Director of Alumni Services. The Nominating Committee shall prepare a ballot of nominees for election at the spring meeting of the Board as described in Article 7 of these bylaws, subject to paragraph C.

2. Election

   Directors are elected by the majority vote of the Board at the spring meeting, subject to paragraph C.

3. Term of Office

Directors shall serve a three (3) year term beginning with the summer meeting in the year of election, unless the term is shortened by death, resignation, or removal. No Director shall serve more than two (2) consecutive terms on the Board and may be eligible to return to the Board for subsequent terms after one full year. Notwithstanding, subject to a 2/3 majority vote of all of the Directors, an officer's term may be extended due to special circumstances.

4. Responsibility of Directors

   The responsibilities of each Director include: attending and participating in a minimum of two (2) Board meetings per year and actively participating in committee or subcommittee meetings; contributing annually to the Gannon University Annual Fund for Academic Excellence; attending University and alumni events; and representing the Alumni Association to University and alumni constituencies.

5. *Ex-officio* Members

   Past Presidents of the Board, the Director of Alumni Services, other designated members of the Alumni Services Office Staff and certain other currently enrolled students at Gannon University as designated from time to time by the Board (each a 'Student Representative') shall, by virtue of their positions and/or status with Gannon University, serve as ex-officio members of the Board. They need not be members of the Alumni Association. Ex Officio members shall be non-voting members.

6. Board Diversity

   Directors shall reflect and represent, to the maximum extent possible, each constituent

of the alumni body: Cathedral College, Gannon College, Gannon University, and Villa Maria College, without preference to race, religion, gender, profession, and/or age.

B. POWERS

The Board shall have only those powers and authorities expressly conferred, and be subject to the restrictions found in these Bylaws. The Board may exercise such power and authority as deemed reasonably prudent to accomplish the purpose of the Alumni Association.

C. VACANCY

A vacancy because of death, resignation, removal, disqualification or otherwise, may be filled by the Board for the unexpired portion of the term. The Nominating Committee, in consultation with the Director of Alumni Services, shall nominate a successor, who shall be elected by the majority vote of the Board, at any meeting of the Board, subject to Article VI paragraph F. The new Director shall serve the remaining term of the departing Director.

D. REMOVAL

A Director may be removed from office by the majority vote of the Directors whenever, in the judgment of the Board, the best interests of the Alumni Association will be served. If a Director is to be removed, or if a vacancy in the office of a Director is to be declared, written notice of the proposed removal or declaration of vacancy must be given to all Directors and the Director of Alumni Services, no less than ten days prior to the meeting at which such action is to be proposed and taken.

E. COMPENSATION

Directors shall receive no compensation for their service.

1.6.5.5.0.0.0 Article V. Officers

Revision Date: 10/2/2015 Approval Date: 7/30/2009 Current Version

The officers of the Alumni Association shall be President, Vice-President, and Secretary, all of whom shall be elected by the Board, and shall hold office until their successors are duly elected.

A. TERM
   A term of office shall be two (2) years beginning with the summer meeting in the year of election, or, in the event of removal or vacancy, until the successor is elected by the Board. Subject to the terms and conditions of Article IV, no officer shall serve more than two (2) consecutive terms as President, Vice-President, and Secretary, respectively. Notwithstanding, subject to a 2/3 majority vote of all of the Directors, an officer's term may be extended due to special circumstances.

B. PRESIDENT
   The President shall preside at all meetings of the Board. The President shall have responsibility for the general and active management of the affairs of the Alumni Association and shall see that all orders and resolutions of the Board are carried out. The President serves as the Alumni Association representative on Gannon University's Board of Trustees as a voting member.

C. VICE PRESIDENT
   The Vice-President shall act in the absence of the President, shall have such powers and perform the duties of the President, and shall perform such duties as may be prescribed by the President.

D. SECRETARY
   The Secretary shall record all votes and minutes of the Board. The Secretary shall give, or cause to be given, notice of all meetings of the Board, and shall perform such other duties as may be prescribed by the Board.

1.6.5.6.0.0.0 Article VI. Meetings

Revision Date: 10/2/2015 Approval Date: 7/30/2009 Current Version

A. REGULAR
Regular meetings of the Board shall be held three (3) times a year, designated as the spring, summer and fall meetings, and be held at such places and times as may be designated the officers of the Board. Unless otherwise provided by these Bylaws or by a resolution of the Board, the President of the Board, in conference with the Director of Alumni Services, may postpone or re- schedule the time and place of a regular meeting of the Board for any proper purpose.

B. SPECIAL
The President of the Board may call a special meeting whenever deemed appropriate.

C. TELECONFERENCING
One or more Directors may participate in a meeting of the Board, or a committee of the Board, by means of teleconferencing or similar communications, whereby all persons participating in the meeting can converse with one another. Participation in a meeting by teleconferencing shall constitute a quorum.

D. MEETING NOTICE
Written or personal notice of the time and place of every meeting, including postponed, rescheduled, or recessed meetings of the Board, shall be delivered to each Director at least twenty-one (21) days prior to the day named for the meeting. Whenever written notice is required to be given, it may be given to such person by delivering a copy to the individual personally, by first class mail or next day delivery, by facsimile transmission or by electronic mail.

E. QUORUM
The quorum for a duly called meeting of the Board shall be thirty-three percent (33%) of the active Directors and shall include either the President or Vice President of the Board, and the Director of Alumni Services. The acts of a simple majority (51%) of the Directors present at a meeting at which a quorum is present shall be the acts of the Board. In the event that a quorum of Directors is not present at a meeting that has been duly called, the Directors present may recess the meeting to a later time. Discussions may be held, but no vote may be taken.

F. VOTING
The Board may conduct business by written, signed ballots which inclusion may constitute a quorum. If such ballots are to be delivered in connection with a meeting, they shall be delivered at least five (5) days prior to the meeting of the Board. If such ballots are to be delivered in the absence of a meeting, they shall be delivered in accordance with the instructions contained in the notice presenting such business that is provided to Directors. Whenever ballots are required

to be delivered, they may be given to such person by delivering a copy to the Director of Alumni Services personally, by first class mail or next day delivery, by facsimile transmission or by electronic mail.

1.6.5.7.0.0.0 Article VII. Committees

Revision Date: 10/2/2015 Approval Date: 8/4/2009 Current Version

Each Director shall serve on at least one committee. Committee chairs shall conduct meetings with the other members of their committees, and delegate responsibility for keeping minutes of the meetings to a member of the committee. The President of the Alumni Association and the Director of Alumni Services shall be *ex officio* members of every committee.

A. STANDING

1. Executive

   The Executive Committee shall consist of the President, Vice-President, Secretary. The Director of Alumni Services shall serve as a non-voting member of the Executive Committee. The committee shall have, and may exercise, all of the powers and authority of the Board, and in addition may:

   a. Fill vacancies on the Board without the recommendation of the Nominating Committee;
   b. Recommend to the Board to remove a Director or declare a vacancy;
   c. Take action on matters that are committed by resolution of the Board.

2. Nominating

   The Nominating Committee will present candidates to the Board to be elected as Directors in the manner prescribed herein.

   a. The President, Vice President, Secretary, and Director of Alumni Services shall serve as members of the Nominating Committee. The immediate past President shall serve as a member of the committee for one year.
   b. The Vice President shall serve as the committee chair, and shall, with approval by the Executive Committee, appoint no less than two directors to serve three-year terms beginning at the summer meeting.
   c. The nominating committee shall present a slate of candidates to the Directors for vote at the spring meeting of the Board. A nominating ballot may be presented at any time to fill the unexpired term of a Director vacancy due to death, resignation, removal, disqualification or otherwise as described in Article IV.

B. AD HOC

The Executive Committee may establish such committees of the Board as they may deem appropriate and useful to the conduct of the affairs of the Alumni Association. The members of such committees may be, but need not be, Directors.

1.6.5.8.0.0.0 Article VIII. Alumni Regions

Revision Date: 10/2/2015 Approval Date: 8/4/2009 Current Version

A. REGION DEFINITION
A region shall consist of members of the Alumni Association within a geographic area established in consultation with the Director of Alumni Services.

B. REGIONAL COORDINATORS

1. Alumni regions shall have a Regional Coordinator to serve as their representative to the Board who will communicate directly with the Director of Alumni Services. A Regional Coordinator will be responsible for planning an executing events within said regions. A region may have more than one Regional Coordinator.

2. The Regional Coordinator shall be appointed by the President upon recommendation from the Director of Alumni Services.

3. There is no established term limit for Regional Coordinators, however terms of Regional Coordinators will be renewed annually before the summer meeting by the President with consultation by the Director of Alumni Services.

4. Regional Coordinators are invited to attend all National Alumni Board Meetings.

C. POWERS
A Regional Coordinator shall have only those powers and responsibilities conferred by these Bylaws and Gannon University acting through its Director of Alumni Services. In addition, a Regional Coordinator shall have the power to schedule and hold regional meetings, and plan and conduct regional activities, subject to the restrictions set forth herein.

1.6.5.9.0.0.0 Article IX. Restrictions

Revision Date: 10/2/2015 Approval Date: 7/30/2009 Current Version

A. Members of the Board shall not undertake any action in contravention of the mission of Gannon University.

B. Members of the Board may not:

1. Establish bank accounts in the name of the Board or the Alumni Association;
2. Conduct any fundraising activities in the name of the Board or the Alumni Association not sanctioned by the University Advancement Office;
3. Use, copy, and/or distribute lists of members of the Alumni Association for any personal or business purposes;
4. Discriminate against any member of the Alumni Association or particular interest group, club, or organization sanctioned by Gannon University;
5. Directly benefit financially from any activities or events of the Alumni Association or the Board, unless such benefit is contractually defined upon fair and reasonable terms and conditions; or
6. Solicit members of the Alumni Association for their personal or professional benefit.

1.6.5.10.0.0.0 Article X. Books and Records

Revision Date: 10/2/2015 Approval Date: 8/4/2009 Current Version

The Alumni Association shall keep an original or duplicate record of the proceedings of the Board, and the original or a copy of its Bylaws, including all amendments to date. These records shall be kept at the Gannon University Office of Alumni Services, 109 University Square, Erie, Pennsylvania, 16541.

To the maximum extent possible, all meetings of the Board shall be conducted in accordance with *Robert's Rules of Order* and parliamentary procedures.

These Bylaws may be adopted, amended, or repealed by the vote of a majority of all Directors entitled to vote at any regular or special Board meeting duly convened.

The Bylaws of the Alumni Association of Gannon University were adopted by the Board of Directors of the Alumni Association and approved by the Director of Alumni Services on April 20, 1995.

Revised on October 10, 2008

Revised on June 30, 2012

Revised on October 2, 2015

1.7 View Complete Section University Committees

1.7.1.0.0.0.0 General Policy

Revision Date: 10/3/2016 Approval Date: 10/3/2016 Current Version

Voting membership on University committees is defined in the appropriate description of each committee. The Chair of each University Committee is responsible for calling meetings, planning, and disseminating agendas prior to meetings and submitting minutes of meetings to representative members of the University community, including the Archives.

The University committees shall establish their own particular committee Bylaws consistent with the Constitution and Bylaws of the University. These particular University committee Bylaws shall be adopted, amended, or repealed by a two-thirds vote of the full membership of the Committees provided that the proposed change has been submitted in writing to each member of the University Committee at least ten working days before the meeting. All Committees require presidential approval of their bylaws and classification of type of University committee. Committees may be Administrative Committees (1.7.2.1 President's Leadership Team 1.7.2.2 President's Council 1.7.2.3 Provost's Council 1.7.2.3.1 Learning Outcomes Assessment Committee 1.7.2.4 Graduate Council 1.7.2.5 Planning and Budget Advisory Committee 1.7.2.6 University Academic Affairs Committee 1.7.2.7 Institutional Review Board 1.7.2.8 Technology Advisory Committee 1.7.2.8.1 Teaching and Learning Technology Roundtable 1.7.2.8.2 Administrative Computing Committee 1.7.2.9 Retention Committee 1.7.2.10 Mission and Identity Council) Institutional Committees (representation from different stakeholders within Gannon University) (1.7.3.1 Affirmation Action Committee 1.7.3.2 Athletic Committee 1.7.3.3 Bookstore Advisory Committee 1.7.3.4 Liberal Studies Committee 1.7.3.5 Library and Learning Resources Center Committee 1.7.3.6 Service Learning Advisory Committee 1.7.3.7 Space Utilization Committee 1.7.3.8 Student Development Committee 1.7.3.9 University Compensation Committee 1.7.3.10 University Environment and Risk Management Committee), 1.7.3.11 University Academic Safety Committee, College and Departmental or Program Committees (1.7.4.1 College Academic Affairs Committees 1.7.4.2 College Program Review Committees 1.7.4.3 College Rank and Tenure Committees 1.7.4.4 College of Sciences, Engineering, and Health Sciences Safety Committee 1.7.4.5 Academic Department and Program Committee), Judicial Committees (1.7.5.1 Harassment and Unlawful Discrimination Prohibition Committee 1.7.5.2 Rank, Tenure, and Academic Freedom Committee 1.7.5.3 Student Conduct Committee 1.7.5.4 University Review Council), Joint University and Faculty Standing Committees (1.7.6.1 Faculty Research Committee 1.7.6.1.1 Faculty Research Committee Policy and Guidelines on Research Proposals 1.7.6.2 Faculty Development Committee), and Governance Bodies (1.6.2 The Faculty of Gannon University, 1.6.3.1 College of Engineering and Business, 1.6.3.2 College of Humanities, Education, and Social Sciences, 1.6.3.3 Morosky College of Health Professions and Sciences, 1.6.4 Student Governance, 1.6.5 Constitution and Bylaws of the Alumni Association of Gannon University 1.7.7.1 Faculty Senate 1.7.7.2 Student Government Association).

1.7.1.1.0.0.0 Committees of Gannon University

Revision Date: 10/4/2016 Approval Date: 10/4/2016 Current Version

University and College Committees are organized to carry out the varied responsibilities of the University in a collegial manner. University Committees are as follows:

University Academic Affairs Committee, see paragraph 1.7.2.6 University Academic Affairs Committee

Academic Affairs Committees of the Undergraduate Colleges, see Subsections 1.6.3 College of Engineering and Business, College of Humanities, Education, and Social Sciences, Morosky College of Health Professions and Sciences, and 1.7.4.1 College Academic Affairs Committees

Academic Department and Program Committees, see Subsection 1.6.3 College of Engineering and Business, College of Humanities, Education, and Social Sciences, Morosky College of Health Professions and Sciences, and paragraph 1.7.4.2 College Program Review Committees

Administrative Computing Committee, see paragraph 1.7.2.8.2 Administrative Computing Committee

Affirmative Action Committee, see paragraph 1.7.3.1 Affirmation Action Committee

Athletic Committee, see paragraph 1.7.3.2 Athletic Committee

The Bookstore Advisory Committee, see paragraph 1.7.3.3 Bookstore Advisory Committee

University Academic Safety Committee, see paragraph 1.7.3.11 University Academic Safety Committee

College Committees, see paragraph 1.7.4.1 College Academic Affairs Committees 1.7.4.2 College Program Review Committees 1.7.4.3 College Rank and Tenure Committees

1.7.4.4 College of Sciences, Engineering, and Health Sciences Safety Committee

1.7.4.5 Academic Department and Program Committee

Faculty Research Committee, see paragraph 1.7.6.1 Faculty Research Committee

Faculty Development Committee, see paragraph 1.7.6.2 Faculty Development Committee

Faculty Senate, see paragraphs 1.6.2.2.4 Article IV -- Committees and 1.7.7.1 Faculty Senate

Graduate Council, see paragraph 1.7.2.4 Graduate Council

Harassment and Unlawful Discrimination Prohibition Committee (formerly Sexual Harassment Committee), see paragraph 1.7.5.1 Harassment and Unlawful Discrimination Prohibition Committee

Institutional Review Board, see paragraph 1.7.2.7 Institutional Review Board

Learning Outcomes Assessment Committee, see subparagraph 1.7.2.3.1 Learning Outcomes Assessment Committee

Liberal Studies Committee, see paragraph 1.7.3.4 Liberal Studies Committee

Library and Learning Resource Center Committee, see paragraph 1.7.3.5 Library and Learning Resources Center Committee

Mission and Identity Council, see paragraph 1.7.2.10 Mission and Identity Council

Budget Advisory Committee, see paragraph 1.7.2.5 Budget Advisory Committee

Pre-Health Applicant Review Committee, see paragraph 1.7.2.5.1 Pre-Health Applicant Review Committee

President's Council, see paragraph 1.7.2.2 President's Council

President's Leadership Team, see paragraph 1.7.2.1 President's Leadership Team

Provost's Council, see paragraph 1.7.2.3 Provost's Council

Rank, Tenure, and Academic Freedom Committee, see paragraph 1.7.5.2 Rank, Tenure, and Academic Freedom Committee

Retention Committee, see paragraph 1.7.2.9 Retention Committee

Service Learning Advisory Committee, see paragraph 1.7.3.6 Service Learning Advisory Committee

Space Utilization Committee, see paragraph 1.7.3.7 Space Utilization Committee

Student Conduct Committee, see paragraph 1.7.5.3 Student Conduct Committee

Student Development Committee, see paragraph 1.7.3.8 Student Development Committee

Student Government Association, see Subsection 1.6.4 Student Governance and paragraph 1.7.7.2 Student Government Association

Technology Advisory Committee, see paragraph 1.7.2.8 Technology Advisory Committee

Teaching and Learning Technology Roundtable, see subparagraph 1.7.2.8.1 Teaching and Learning Technology Roundtable

University Compensation Committee, see paragraph 1.7.3.9 University Compensation Committee

University Environment and Risk Management Committee, see paragraph 1.7.3.10 University Environment and Risk Management Committee

University Review Council, see paragraph 1.7.5.4 University Review Council

1.7.2 Administrative Committees

1.7.2.1.0.0.0 President's Leadership Team

Revision Date: 3/7/2023 Approval Date: Current Version

1. Function: President's Leadership Team is the senior recommending body of the University and advises the President concerning significant University issues.

2. Membership: The membership shall consist of:
    a. President;
    b. Provost and Vice President for Student Experience;
    c. Vice President for Finance and Business Operations;
    d. Vice President for University Advancement;
    e. Vice President for Enrollment Services;
    f. University Chaplain;
    g. Chief of Staff and Director of Marketing and Communications;
    h. Chief Institutional Planning Officer;
    i. Chief Information Officer, ITS;
    j. Executive Assistant to the President

3. Responsibility: The Committee shall make recommendations concerning significant University issues, to include, but not limited to the following:
    a. Development and/or elimination of academic and administrative programs;
    b. Allocation of resources;
    c. Strategic planning;

4. Policy management.

5. Procedure and Organization:
    a. Meetings: The Committee shall meet weekly or as needed;
    b. Chair: The President of the University;
    c. Reporting Authority: The President's Leadership Team shall report to the President.

1.7.2.2.0.0.0 President's Council

Revision Date: 3/3/2020 Approval Date: 3/3/2020 Current Version

1. Function: The President's Council is the senior policy making body of the University and advises the President concerning significant University issues.

2. Membership: The membership shall consist of:

    a. President;
    b. Provost and Vice President for Student Experience;
    c. Vice President for Finance and Business Operations;
    d. Vice President for University Advancement;
    e. Vice President for Enrollment Services;
    f. University Chaplain;
    g. Chief of Staff and Director of Marketing and Communications;
    h. Chief Institutional Planning Officer;
    i. Chief Information Officer, ITS;
    j. President of the Faculty Senate;
    k. President of the Student Government Association;
    l. Executive Assistant to the President (resource person)

3. Responsibility:

    a. The annual University budget including recommendations on enrollment, tuition, compensation, financial aid and other major revenue and expenditures;
    b. Major reorganization of an academic or administrative division; and/or modifying the objects or programs of an academic or administrative division;
    c. Major University-wide policy.

4. Procedure and Organization:

    a. Meetings: The Council shall meet four times per year prior to each Board of Trustees meeting or as needed;
    b. Chair: The President of the University;
    c. Reporting Authority: The President's Council shall report to the President.

1.7.2.3.0.0.0 Provost's Council

Revision Date: 8/7/2015 Approval Date: 8/7/2015 Current Version

1. Function: The Provost's Council shall advise the Provost and Vice President for Academic Affairs concerning all matters relating to the academic welfare of the University.

2. Membership: The membership shall consist of:

    a. Provost and Vice President for Academic Affairs;
    b. Dean of the College of Humanities, Education and Social Sciences;
    c. Dean of the College of Engineering and Business;
    d. Dean of the Morosky College of Health Professions and Sciences;
    e. Associate Provost(s);
    f. Executive Director of Student Success and Retention
    g. Chair of Graduate Council;
    h. Director of the Nash Library;
    i. Director of the Liberal Studies Program;
    j. Director of the Center for Excellence in Teaching and Learning
    k. Assistant to the Provost;
    l. Others appointed by the Provost and Vice President of Academic Affairs.
        i. Director of Institutional Research and Assessment (non-voting member)

3. Responsibility: The Provost's Council shall make recommendations concerning:

    a. Annual budget for the Division of Academic Affairs;
    b. Program Review and Assessment;
    c. Policies related to faculty, curricula, and students;
    d. Proposals for new degree programs;
    e. Providing leadership regarding campus issues pertaining to education and student welfare;
    f. Requests for new positions and other resources;
    g. Issues presented by the Provost and Vice President for Academic Affairs and the Deans and other Council members.

4. Procedure and Organization:

    a. Meetings: The Council shall meet weekly or as necessary.
    b. Chair: The Provost and Vice President for Academic Affairs.
    c. Reporting Authority: The Provost's Council shall report to the Provost and Vice President for Academic Affairs.

1.7.2.3.1.0.0 Learning Outcomes Assessment Committee

Revision Date: 10/27/2016 Approval Date: 10/27/2016 Current Version

1. Function: The Committee shall advise and assist the in coordinating all Outcomes Assessment activities of the University and in measuring the effectiveness of the University in implementing its stated educational objectives learning outcomes and measures of academic institutional effectiveness.

2. Membership: The membership shall consist of:

    a. Chair: The Assessment Coordinator will co-chair the LOAC committee with the Associate Provost.
    b. Individuals with technical expertise in the area of student learning outcomes assessment including Director of CETL, Director of IR and A, Associate Provost, faculty from the School of Education, Director of Liberal Studies, and VP (or designee) of Student Development and Engagement.
    c. Although the Committee membership does not require appointed representatives from each of the constituencies throughout the University, a goal will be to identify members for the Committee with the technical expertise from the three colleges, the Nash Library, Student Development and Engagement, and the student body.
    d. Individuals can volunteer to serve on the Committee or will be asked to serve because of their expertise by the Committee Chair or the Provost and Vice President for Student Experience. The SGA will identify at least one student to serve on the Committee.
    e. Either the Committee Chair or Provost and Vice President for Student Experience can ask individuals to serve on the Committee. The SGA will identify at least one student to serve on the Committee. The immediate past faculty chair will remain on the Committee for one year in an advisory capacity with no voting privileges. This may require their expiration term to be extended by one year.
    f. Term of Service: Faculty members shall serve a three-year term without prejudice to reappointment. Student members shall serve a one-year term without prejudice to reappointment.

3. Specific Areas of Responsibility: The Committee shall:

    a. Coordinate the process of specifying university-wide, program and course level student learning outcomes and measures of academic institutional effectiveness.
    b. Coordinate the process of developing outcome assessment plans at the university-wide and programmatic levels. These plans will include a statement of learning outcomes, associated measures of these outcomes and performance levels to be expected. and the procedures for utilizing the results of the outcomes assessment process and reporting on the progress made.
    c. Provide assistance to programs on developing their plans, designing measurements, and interpreting results; when necessary, design and implement training/workshops for faculty and staff to provide this assistance at a group level. Facilitate the development of assessment maps that link course learning objectives, program outcomes, Liberal Studies outcomes (as appropriate) and graduate or undergraduate University outcome

Assist the University in determining and communicating the procedures for utilizing results of the outcomes assessment process and reporting on the progress made.

d. Prepare periodic reports of the University results of student learning outcomes assessment.
e. Collaborate with the Liberal Studies Director and Committee to facilitate Core outcomes assessment.
f. Provide assistance to programs on developing their plans, designing measurements, and interpreting results. When requested, the Committee will design and implement training/workshops for faculty and staff to provide assistance at a program or college level Provide assistance to the Center for Excellence in Teaching and Learning to develop assessment Prepare annual reports of assessment processes

4. Procedure and Organization:

    a. Meetings: The Committee shall meet at least monthly during the academic year and as necessary during the summer. The Chair and Co-Chair request to attend Faculty Senate meetings regularly once per semester to keep the Senate updated. Once the Learning Outcomes Assessment Committee meeting minutes are approved, the Chair will see that they are posted on the Committee's web site for review and comment.
    b. Chair: A faculty member appointed by the Provost and Vice President for Student Experience. The Chair will serve a two-year term. The Chair will attend Faculty Senate meetings regularly at least once per semester to keep the Senate updated. Once Learning Outcomes Assessment Committee meeting minutes are approved, the Chair will see that they are forwarded to the Senate and to the full faculty they will be posted on the Committee's web site for review and comment.
    c. Reporting authority: The Committee reports to the Provost and Vice President for Student Experience.

1.7.2.4.0.0.0 Graduate Council

Revision Date: 3/7/2012 Approval Date: 3/7/2012 Current Version

Shall be a representative body of the graduate programs. Its purpose is to promote a culture of graduate education across campus. The Graduate Council will conduct reviews of academic policies specific to graduate education and make recommendations to the University Academic Affairs Committee. The Graduate Council will provide input and coordination of activities relevant to the graduate programs.

2. Membership: The members shall consist of:

a. Chair of Graduate Council

b. Directors of all Graduate Programs

c. Graduate Students (3), one from each college, appointed by the Chair

d. Academic Deans (non-voting)

e. Director of Graduate and Outreach Admissions (non-voting)

f. Director of International Admissions (non-voting)

3. Term of Office: The Chair shall be a faculty member appointed by the Provost and Vice President for Student Experience to a three-year term without prejudice to reappointment.

4. Responsibility: The Council Shall:

a. provide initiative and insight in developing graduate programs to meet current, new, and emerging needs;

b. formulate general academic policies and procedures relation to graduate programs in the University;

c. review and recommend basic requirements for graduate degrees;

d. review and recommend new and revised graduate degree programs;

e. foster creativity and scholarship in graduate programs;

f. plan and implement graduate events and student recognition activities;

g. represent the interests of the Graduate Programs and graduate students in the University;

h. advise the Provost concerning the administration of graduate education;

i. review and recommend minimum standards for graduate student admissions appropriate to the graduate program to which the student seeks admission;

j. review new and revised graduate courses

k. recommend policy and develop strategies for graduate student support including research, professional community involvement, presentation at conferences, and graduate assistantships;

l. engage in University-wide assessment of outcomes and provide for periodic review of graduate programs;

m. serve as a formal means of communication between and among faculty and students;

n. facilitate career growth and development of faculty who teach in the graduate programs by promoting research and other scholarly and creative activity as well as instructional improvements at the graduate level; and

o. complete Annual Reports and other reporting documents as part of the University's operations.

5. Meetings: The Chair shall call meetings of the Council monthly and as needed to fulfill its responsibilities.

6. Chair: The Chair shall be a faculty member appointed by the Provost and Vice President for Student Experience for a three-year term without prejudice to reappointment. She/he shall serve as a member of the University Academic Affairs Committee and provost Council, and represent all graduate curricula and policy proposals forwarded to these and other institutional bodies.

7. Reporting Authority: The Council shall report to the Provost and Vice President for Student Experience.

1.7.2.5.0.0.0 Planning and Budget Committee

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

Function: The Planning and Budget Advisory Committee shall participate in institutional level planning and budget development process; this includes making advise and make recommendations to the President and President's Leadership Team on budget, strategic, and institutional initiatives matters regarding the Budgeting process of the University.

1. Membership: The membership shall consist of

    a. Associate Vice President for Budget,

    b. Director of Planning and Strategic Initiatives Institutional Research,

    c. Two President's Leadership Team Members,

    d. Vice President for Enrollment,

    e. One faculty representative from the Learning Outcomes Assessment Committee,

    f. Dean of College of Engineering and Business;

    g. One faculty representative from the Graduate Council,

    h. Dean of Student Development,

    i. One Enrollment Services representative,

    j. Dean of College of Humanities, Education and Social Sciences,

    k. Associate Vice President for Information Technology Services representing the Technology Advisory Committee,

    l. Dean of the Morosky College of Health Professions and Sciences,

    m. One faculty representative from the University Academic Affairs Committee,

    n. Director of Nash Library,

    o. One Academic Dean representing the three colleges,

    p. One faculty representative from the College of Humanities, Education, and Social Sciences appointed by the Dean,

    q. One facilities representative from the Space Utilization Committee,

    r. One faculty representative from the College of Engineering and Business appointed by the Dean;

    s. Two Administrative Directors from Student Development and Engagement (on representing auxiliary enterprises),

t. One representative from the Morosky College of Health Professions and Sciences,

u. Director of Human Resources representing the University

v. One representative from the Compensation Committee,

w. One at-large faculty member appointed by the Faculty Senate and the president of Faculty Senate,

x. Students appointed by the Student Government Association and the president of the Student Government Association,

y. One faculty representative from the Institutional Review Team,

z. Administrator appointed by the Vice President for University Advancement,

A1. One Administrator appointed by the Vice President for Mission and Ministry

NOTE: Faculty representatives as well as the members of President's Leadership Team are appointed by the President.

NOTE: The Institutional Review Team will serve as a sub-committee to support broader input to and feedback on the assessment, planning and resource allocation process.

2. Term of Service:

Faculty and administrative representatives and faculty members shall serve a three year term without prejudice to reappointment except the College faculty representatives, who shall serve one-year terms without prejudice to reappointment if they remain on the committee they are representing.

President's Leadership Team member shall serve a one-year appointment without prejudice to reappointment.

Student members will serve a one-year appointment term without prejudice to reappointment.

3. Responsibility: The Committee shall make recommendations concerning:

a. Review the progress of strategic and institutional plans using the identified measures and report, at least annually, to President's Leadership Team and the University community; Annual audit review;

b. Support the achievement of the strategic and institutional goals by providing recommendations for allocating resources for continued implementation of the plan; Annual enrollment and projections;

c. Participate in the University's annual budget process including review and prioritization of resource requests and revenue generating proposal from committee representatives and members of President's Leadership Team; including recommendations from the Institutional

Review Team, non-Administrative Unit Review submissions by Vice Presidents, ROI's, budgeting pilots, etc. and review the recommendations for resource reallocation based on historic spending patterns and five-year enrollment projections;

d. Review proposals that impact current or future use or generation of resources (financial, human, technology, facilities, etc.) and advise President's Leadership Team regarding proposals; Tuition fee rate structure and increases;

e. Review the financial audit, the capital budget and campus master plan and advise President' Leadership Team on the alignment of these with the strategic plan; Financial aid;

f. Regularly assess and report to the President the effectiveness of the planning and budget processes and the committee; assessment includes systematic review of budgets and soliciting feedback from various university constituents; Student housing;

g. Communicate deliberations and findings with a timely manner to the President. Annual Fund and Campaign revenue;

h. Non-tuition revenue;

i. Salary and compensation allocations;

j. Fringe benefit expenses;

k. Major operating costs;

l. Capital budget;

m. Trends and forecasts document;

n. Unit plans reviewed after received from President's Leadership Team.

5. Guiding Principles: The Committee's work shall be guided by the following:

- Mission drives decision-making;
- Strategic priorities guide decisions;
- Student access (affordability) is maintained without compromising quality;
- Financial resources are diversified;
- Efficiency and productivity are increased; and
- Everything is on the table.

6. Procedure and Organization:

a. Meetings: The Committee shall meet at least bi-weekly during the academic year. fall semester, biweekly during the spring semester, and as needed during the summer.

Note: Some work outside the academic year may be needed.

b. Minutes: Meeting minutes, including funding decisions, will be posted and accessible to the institutional community.

c. Co-Chairs: Associate Vice President for Budget and Director of Planning and Strategic Initiatives.

d. Reporting Authority: The Committee Chair shall report to the President's Leadership Team.

e. Vice Presidents and others will be invited to administrators will attend meetings to support planning, to support development of the budget, to present analyses, and/or to provide divisional or unit specific information. where the topic of discussion is within their department or division.

1.7.2.5.1.0.0 Pre-Health Applicant Review Committee Bylaws

Revision Date: 4/19/2016 Approval Date: 4/19/2016 Current Version

Gannon University

Pre-Health Applicant Review Committee Bylaws

Membership

The Pre-Health Applicant Review Committee (PHARC) will be made up of faculty from across the University. Membership shall consist of a minimum of five members, with at least one faculty member from the Biology Department, one faculty member from the Chemistry Department and at least one faculty member from outside of the Morosky College of Health Professions and Sciences. The membership shall include one non-rotating member, the Director of Pre-Health Programs, who will serve as the Chairperson of the Committee. Committee members are appointed by the Chairperson.

Term of Service

Committee membership for rotating members shall be a term of two academic years. After completing one term, rotating members may solicit the Chairperson to serve a subsequent term without interruption in service.

Goals

The Pre-Health Applicant Review Committee assists candidates who are applying for entrance to professional schools (i.e., medicine, pharmacy, veterinary medicine, dental medicine, optometry, chiropractic and podiatric medicine). For each candidate, the committee prepares a summative recommendation and composite committee letter. To accomplish these tasks, the Committee will:

- review complete candidate application packages using the PHARC evaluation rubric;
- discuss each candidate to reach a summative committee recommendation, with a quorum of at least four committee members present; and
- compile a composite committee letter for each applicant within three weeks of the meeting when the applicant was evaluated. The PHARC Chairperson will proofread and upload the composite committee letter to the application portal within one week of receiving the draft letter from the primary evaluator.

Meetings

Meetings will be held June through October as called by the PHARC Chairperson. An agenda will be set at the discretion of the Chairperson and input is encouraged from committee members. Committee members should contact the Chairperson with agenda items before the agenda is distributed.

Confidentiality

Discussion of each candidate will be confidential among the members of the committee. Formal meeting minutes will not be recorded. The PHARC evaluation rubric, summative committee

recommendation and composite committee letter will not be provided to the candidate, even upon request.

Duties

Committee members will keep in mind the overall goal of providing accurate, honest and informative evaluations for candidates applying to professional schools. The duties and responsibilities of the Chairperson and committee members may include, but are not limited to, the following:

Chairperson

- Notify members of the above
- Arrange meeting time and place
- Prepare meeting agenda
- Prepare materials for committee to review
- Conduct meeting and provide leadership
- Assure that previously discussed topics have been satisfactorily addressed
- Follow up and communicate with committee members and applicants
- Submit a completed composite committee letter for each applicant

Members

- Attend all scheduled meetings
- Contribute feedback/perspective on each candidate during committee discussions
- For each student to whom they are assigned as a primary or secondary reviewer, review the student's application package using the PHARC evaluation rubric
- For each student to whom they are assigned as a primary reviewer, draft the composite letter of recommendation and notify the Chairperson when complete
- Contribute ideas and suggestions for improvement of the committee review process
- Continually educate themselves on the requirements for entrance into professional school

These bylaws are adopted by vote of the committee. They will be reviewed annually, and changes will be made as necessary.

1.7.2.6.0.0.0 University Academic Affairs Committee

Revision Date: 2/28/2012 Approval Date: 2/28/2012 Current Version

A. **Function:** The Committee shall advise on matters regarding the formulation and interpretation of academic and related policies which affect the entire University.

B. **Membership:** The voting membership shall consist of:

1. The Chair will be selected from the faculty for a three-year term. The Provost and Vice President for Student Experience will select the chair in consultation with the Faculty Senate. The Chair will be provided appropriate clerical assistance and a site on the University's Learning Management System employed for use in administrative tasks and the posting and distribution of all proposals;

2. Nine faculty members with two from each college, one librarian, and two additional at-large members will be selected by the Faculty Senate. No faculty member, however, will be allowed to sit on both a College AAC and UAAC during the same year;

3. The Faculty Senate President or a designated member of the Senate;

4. Three undergraduate students will be selected by the SGA, one from each College;

5. One graduate student will be selected by the Chair of the Graduate Council;

6. Ex-officio (non-voting) members;

    a. Deans of the three Colleges

    b. Director of Liberal Studies

    c. Chair of the Graduate Council

    d. Associate Provost

    e. Registrar

C. A quorum for each meeting would be defined to be a majority presence of the voting membership.

D. **Term of Office:** Faculty members shall serve one three-year term without prejudice to reappointment; student members shall serve for one year without prejudice to reappointment.

E. Responsibility: The Committee Shall:

a. Conduct continuous review and make recommendations regarding:

b. Academic planning;

c. Academic policy;

d. Program review;

e. Academic standards;

f. Academic calendar.

g. Review, evaluate, and recommend proposals for the development of curricular, co-curricular and other experiences relevant to the teaching/learning mission of the university. This includes but is not limited to the approval of new degree programs, certificates, and minors, and substantive changes to existing programs (at the discretion of the Provost and Vice President for Student Experience). The Committee receives feedback on recommendations from the Provost and Vice President for Academic Affairs.

F. Procedure and Organization:

a. Meetings: The Committee shall meet monthly or when necessary.

b. Chair: The Chair will be appointed by the Provost and Vice President for Student Experience.

c. Reporting Authority: The Committee reports to the Provost and Vice President for Student Experience.

1.7.2.7.0.0.0 Institutional Review Board

Revision Date: 6/23/2009 Approval Date: 6/23/2009 Current Version

1. Function: The function of the IRB, Committee for the Protection of Human Subjects shall be to:

    a. Review and approve all faculty and student research proposals involving human subjects.

    b. Establish, monitor and periodically evaluate all criteria for such review in compliance with Federal laws and regulations for Institutional Review Boards.

    c. Serve as Gannon University's Institutional Review Board (IRB) for external grant certification purposes.

    d. Implement the IRB policies of Gannon University as it relates to human subjects for research.

2. Membership: The membership of the IRB of Gannon University shall consist of:

    a. At least five members with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution;

    b. The IRB may not consist entirely of men and women of one profession.

    c. The IRB shall include at least one member whose primary concerns are in nonscientific areas, for example: lawyers, ethicists, members of the clergy;

    d. The IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution;

    e. The IRB shall not have a member participating in the initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB;

    f. The IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of complex issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB;

    g. It is recommended that the membership be three members from each college, and one at-large member. There is one community member. Appointment is at the discretion of the Provost. Recommended total membership is eleven members.

3. Term of Service: The term of service shall be three years without prejudice to reappointment, except for the non-Gannon member, whose term may expire at any time.

4. Procedure and Organization:

    a. Meetings: The Committee shall meet as needed.

    b. Chair: To be elected by the members of the Committee for a two-year term.

c. Reporting Authority: The Committee shall report to the Provost and Vice President for Student Experience.

1.7.2.8.0.0.0 Technology Advisory Committee (TAC)

Revision Date: 3/7/2023 Approval Date: 45/2022 Current Version

Function: The Technology Advisory Committee (TAC) is responsible for providing oversight and guidance on institution-wide implementation, governance, and use of information technology (including data, applications, systems, and networks). TAC supports funding of technology initiatives and facilities communication of technology-related policies and plans throughout the campus. TAC makes recommendations in support of the University Mission and Strategic Plan to be considered by the President's Leadership Team or the Chief Information Officer, who would then be responsible for implementation.

Membership: The membership shall consist of:

- Chief Information Office
- Dean or Associate Dean, College of Humanities, Education, and Social Sciences*
- Dean or Associate Dean, College of Engineering and Business*
- Dean or Associate Dean, Morosky College of Health Professions and Sciences*
- Associate Vice President for Academic Support*
- Director, Institutional Research, Assessment & Analytics
- Two Co-Chairs of the Sub-committee for Academic Learning (SALT)
- Two Co-Chairs of the Sub-committee for Enterprise Applications and Solutions (SEAS)
- One faculty member appointed by the Faculty Senate
- Two students appointed by the Student Government Association
- One student appointed by the Graduate Student Association
- One administrator appointed by the appropriate Vice President or Director for each of the following areas: Planning, Finance and Campus Operations, University Advancement, Enrollment Services, Provost and Vice President for Student Experience, Information Technology Services and Marketing and Communications.

*May appoint a designee.

Term of Service: Appointed members shall serve a three-year term without prejudice to reappointment. Student members shall serve a one-year term without prejudice to reappointment.

Specific Areas of Responsibility:

- Recommending or where appropriate, setting institution-wide policies and procedures for all information technology. Specifically ensure data and application governance is occurring to ensure information is readily available for decision-making and applications address user needs in the most cost-effective and efficient manner.

- Prioritizing technology-related plans and requests for funding, developed as part of the Administrative/Academic Unit Review process and/or the Budget Request process
- Developing and prioritizing short- and long-term technology objectives and plans, keeping in mind the opportunities offered by emerging technologies
- Providing a forum at which technology needs and solutions for students, faculty and staff may be presented and discussed
- Resolving conflicting issues forwarded by sub-committees
- Informing all affected parties of the decisions and plans of TAC

Procedure and Organization:

- Co-Chairs: One of the Academic Deans or Associate Deans as appointed by the Provost and Vice President for Student Experience and the Chief Information Office shall serve as Co-Chairs.
- Reporting Authority: The Co-Chairs shall report to the President's Leadership Team
- Subcommittees: The Sub-committee for Academic Larning (SALT) and the Sub-committee for Enterprise Applications and Solutions (SEAS) are the subcommittees of TAC.
- Meetings: The Committee shall generally meet monthly during the fall and spring semesters and optionally during the summer. The Chairs of the TAC, SALT and SEAS shall meet as needed to facilitate coordination between the three groups.

1.7.2.8.1.0.0 Committee for Academic Technology (CAT)

Revision Date: 3/7/2022 Approval Date: Current Version

Function: The Committee for Academic Technology (CAT) serves as a sub-committee of the Technology Advisory Committee (TAC) as the academic community voice and resource. The CAT will advocate for as well as evaluate tools and processes that support faculty, students, and academic departments to foster communication and continuous improvements. Hardware, software, and skills associated with using technology are examples of tools that are included.

Membership:

A. Faculty Co-Chair (serves on TAC) - Appointed by the Provost and Vice President for Student Experience

B. Staff Co-Chair (serves on TAC) - Instructional Technologist/Application Developer, Center for Excellence in Teaching and Learning (serves on TAC)

C. Faculty Senate representative appointed by the Faculty Senate

D. CEB representative appointed by the Provost and Vice President for Student Experience and College Dean

E. CHESS representative appointed by the Provost and Vice President for Student Experience and College Dean

F. MCHPS representative appointed by the Provost and Vice President for Student Experience and College Dean

G. Administrative Computing Committee (ACC) representative

H. ITS representative appointed by the Associate Vice President, ITS

I. Academic Assistant representative from any college appointed by the Provost and Vice President for Student Experience and College Dean

J. Student Success Center representative appointed by the Associate Vice President for Academic Support

K. Director, Retention/Student Success

L. Student representative appointed by the Student Government Association

M. Library representative appointed by the Associate Vice President for Academic Support Director, Nash Library

Term of Service: Appointed members shall serve a three-year term without prejudice to reappointment. If a member misses more than two meetings per semester, then their appointment will be reviewed by the co-chairs. Student members shall serve a one-year term without prejudice to reappointment.

Specific Areas of Responsibility:

A. Serve as a resource for evaluating and/or recommend technologies that have an impact on faculty, students, or academic departments to the University, TAC, or ITS.

   a. These technologies could include software or hardware that streamline process, improve efficiencies or provide new services.

   b. These technologies could be brought to the committee by faculty, TAC, or other University areas.

B. Promote continuous improvement for the academic community through the use of appropriate technology that is approved by the University.

C. Communicate with CETL regarding instructional technology and skill needs as well as teaching and learning topics for faculty.

D. Serve as an advocate to faculty regarding the use of technologies associated with teaching, assessment, and the Learning Management System (LMS).

E. Serve as a two-way communication vehicle between the committee and the academic community regarding technology

   a. Bring input from faculty and students from all university campus locations

   b. Provide updates from the committee to the University at large

F. Provide input to TAC regarding technology needs from the academic community and any evaluations or recommendations underway by the committee.

G. Serve as a resource to TAC regarding technology proposals by providing evaluation and/or recommendation based on the request.

H. Review IT policies and procedures, and offer recommendations as it relates to student, faculty and academic departments.

Procedure and Organization:

Â· Chairs: Faculty Member and Instructional Technologist/Application Developer. Center for Excellence in Teaching and Learning

B. Reporting Authority: The Chairs shall report to the TAC.

C. Sub-committees: Subcommittees will be formed as needed.

D. Meetings: The committee will meet the third Tuesday of every month during the academic year.

1.7.2.8.2.0.0 Subcommittee for Enterprise Applications and Solutions (SEAS)

Revision Date: 3/7/2023 **Approval Date: 4/21/2022** **Current Version**

Function:

The Subcommittee for Enterprise Applications and Solutions (SEAS) is a subcomittee of the Technology Advisory Committee (TAC) charged with the governance of enterprise applications and technology solutions to advance institutional well-being through the creation of a seamless technological environment. This committee acts as an authority to institutional leadership and stakeholders with respect to the management and usage of enterprise applications and institutional information.

Membership: (comprised of 3 groups)

(1) Membership shall include a primary voting representative from each of the following committees:

a. Subcommittee for Academic Learning and Technology (SALT)

The above committee representatives may serve as a dual role, also serving as functional area representatives as described below:

(2) Primary (voting) membership shall include Technology Stewards* from functional areas as appointed by the Technology Advisory Committee chairpersons in collaboration with department leadership:

- Academic Administration and Faculty
- Enrollment Services (Admissions)
- Financial Aid
- Human Resources
- Information Technology Services
- Institutional Research
- Planning and Finance
- Registrar's Office
- Student Accounts (Cashier's Office)
- Student Development and Engagement
- University Advancement

(3) Affiliate membership shall include Technology Stewards* from functional areas who will be included in the membership on an ad-hoc basis. Other areas not listed below may also be included ad-hoc as scope of work is determined.

- Athletics
- Center for Excellence Teaching and Learning (CETL)
- Global Support and Student Engagement
- Marketing and Communications
- Physical Plant
- Police and Safety
- Residence Life
- Ruskin

- Student Success

**Technology Stewards may include Directors, Managers, Business Analysts, Application Administrators, Data Stewards, and/or Data Manager.*

Term of Service:

All primary committee members shall serve one-year term without prejudice to reappointment. If a primary member misses more than two meetings per semester then their appointment will be reviewed by the chairpersons. Affiliate members shall serve on an ad-hoc basis.

Specific Areas of Responsibility:

- Fostering a culture of shared information governance to:
  - Enterprise applications and solutions
  - Optimal usage of existing applications and solutions
  - Utilization, storage, reporting, and definitions of institutional information
  - Centralize general institutional knowledge, where appropriate, for utilization across divisions and departments
  - Ensuring constituents are well informed of the activities, decisions, and plans of SEAS
- Consult with stakeholders to provide guidance and/or business solutions relative to:
  - Enterprise applications utilization
  - Requests for new applications
  - Development of business processes and policies around the usage, storage, and maintenance of institutional information
  - Plans and dates for major system implementations, migrations, and projects
  - Prioritization and planning of work and solutions
  - Information access and security

Procedure and Organization:

Chairpersons: Two Administrators, one appointed by thte Associate Vice President Inforamtion Technology Services, and one appointed by thte SEAS committee itself will serve as chairpersons and as primary members and shall serve a three-year term without prejudice to reappointment.

Meeting Frequency and Attendance: The committee shall meet monthly except for July and January. If a primary member is unable to attend, a designated proxy should attend in their stead. Affiliate committee members are encouraged to attend and participate but are not required to attend the standard montly meetings. However, affiliate members may be requested to participate at times.

Meeting Structure: A chairperson or designee will form meeting agendas and topics derived from functional area updates, organic chat/discussions, techology projects, and institutional initiatives as defined by leadership. Communication for agendas, meeting minutes, outcomes, etc. will be circulated in advance of each meeting to all primary and affiliate membes to ensure respect, efficiency, transparency, and well-informed discussions of scheduled topics.

Documentation of Proceddings: Agendas, minutes, materials, and resources will be stored electronically for seamless access by all primary and affiliate members.

Reporting Authority: The chairperson shall be membes of and report to the Technology Advisory Committee.

Working Groups: Working groups will be formed from primary and/or affiliate membes on an ad-hoc basis to address governance, standards, and coding objectives. Working groups will communicate findings to SEAS for feedback, guidance, and aproval on moving forward with solutions.

1.7.2.8.3.0.0. Sub-Committee for Academic Learning (SALT)

Revision Date: 3/7/2023 **Approval Date: 4/20/2022** **Current Version**

Function: The Sub-committee for Academic Learning (SALT) serves as a sub-committee of the Technology Advisory Committee (TAC) as the academic community voice and resource. The SALT will advocate for all well as evaluate tools and processes that support faculty, students, and academic departments to foster communication and continuous improvements. Hardware, software, and skills associated with using technology are examples of tools that are included.

Membership:

- Faculty Co-Chair (serves on TAC) - Appointed by the Provost and Vice President for Student Experience
- Staff Co-Chair (serves on TAC) - Instructional Technologist/Application Developer, Center for Excellence in Teaching and Learning
- Faculty Senate representative appointed by the Faculty Senate
- CEB representative appointed by the Provost and College Dean
- CHESS representative appointed by thte Provost and College Dean
- MCHPS representative appointed by the Provost and College Dean
- Subcommittee for Enterprise Applications and Solutions (SEAS) representative
- ITS representative appointed by the Associate Vice President, ITS
- Academic Assistant represenative from any college appointed by the Provost and College Dean
- Student Success Center representative appointed by the Associate Vice President for Academic Support
- Student representative appointed by the Student Government Association
- Library representative apointed by the Associate Vice President for Academic Support

Term of Service: Appointed members shall serve a three-year term without prejudice to reappointment. If a member misses more than two meetings per semester, then their appointment will be reviewed by the co-chairs. Student members shall serve a one year term without prejudice to reappointment.

Specific Areas of Responsibility:

- Serve as a resource for evaluating and/or recommend technologies that have an impact on faculty, students, or academic departments to the University, TAC, or ITS.
  a. These technologies could include software or hardware that streamline process, imporve efficiencies or provide new services.
  b. These technologies could be brought to the committee by faculty, TAC, or other University areas.
- Promote continuous improvement for the academic community through the use of appropriate technology that is approved by the University.
- Communicate with CETL regarding instructional technology and skill needs as well as teaching and learning topics or faculty.
- Serve as an advocate to faculty regarding the use of techologies associated with teaching, assessement, and the Learning Management System (LMS).

- Serve as a two-way communication vehicle between the committee and the academic community regarding technology
    a. Bring input from faculty and students from all university campus locations
    b. Provide updates from the committee to the University at large
- Provide input to TAC regarding technology needs from the academic community and any evaluations or recommendations underway by the committee.
- Serve as a resource to TAC regarding technology proposals by providing evaluation and/or recommendation based on the request.
- Review IT policies and procedures, and offer recommendation as it relates to student, faculty and academic departments.

Procedure and Organization:

- Chairs: Faculty Member and Institutional Technologist/Application Developer, Center for Excellence in Teaching and Learning
- Reporting Authority: The Chairs shall report to the TAC
- Sub-committees: Subcommittees will be formed as needed.
- Meetings: The committee will meeet the third Tuesday of every month during the academic year.

1.7.2.9.0.0.0 Student Success Committee

Revision Date: 6/18/2013 Approval Date: 6/18/2013 Current Version

1. Function: The Committee shall share responsibility with the Student Success Center in providing direction and oversight of the undergraduate student retention effort.

2. Membership: The membership shall consist of:

   a. Dean, Student Success Center;
   b. One representative from the Admissions Office appointed by the Vice President for Enrollment;
   c. One representative from the Athletics Office appointed by the Director of Athletics;
   d. One representative from the Registrar's Office appointed by the Vice President for Enrollment;
   e. One representative from the Chaplain's Office appointed by the Vice President for Mission and Ministry;
   f. One representative from the Financial Aid Office appointed by the Vice President for Enrollment;
   g. One representative from the New Student Services Office appointed by the Vice President for Enrollment;
   h. One representative from Information Technology Services appointed by the Director of Information Technology Services;
   i. One representative from the Liberal Studies Committee appointed by the Director of Liberal Studies;
   j. Two representatives from Student Development, appointed by the Dean of Student Development;
   k. One undergraduate student, appointed by the Student Government Association, student can be a resident or a commuter;
   l. Three faculty members: one from the College of Humanities, Education and Social Sciences; one from the College of Engineering and Business; and one from the Morosky College of Health Professions and Sciences, appointed by the Faculty Senate;
   m. Two faculty members from the College of Humanities, Education, and Social Sciences appointed by the Dean;
   n. Two faculty members from the College of Engineering and Business appointed by the Dean; and
   o. Two faculty members from the Morosky College of Health Professions and Sciences appointed by the Dean.
   p. Although not required, membership from each School is encouraged.

3. Term of Service: Faculty members and administrators shall serve a term of three years without prejudice to reappointment. Students shall serve a term of one year without prejudice to reappointment.

4. Responsibility:

   a. Provide oversight and direction with undergraduate student retention planning and initiatives;
   b. Review data, literature, policies, procedures, and systems affecting undergraduate students;
   c. Develop undergraduate student retention plan, review plan on an annual basis, and make modifications as needed;

d. Disseminate retention information to the Gannon community;
e. Make recommendations to the Provost and Vice President for Student Experience regarding retention initiatives.

5. Procedures and Organization:

a. Meetings: The Committee shall meet at least once a month during the academic year. Sub-committees will meet as necessary.
b. Chair: Dean of the Student Success Center and a faculty member from the Committee appointed by the Provost and Vice President for Student Experience.
c. Reporting Authority: The Committee shall report to the Provost and Vice President for Student Experience.

1.7.2.10.0.0.0 Mission and Identity Council

Revision Date: 10/31/2008 Approval Date: 10/31/2008 Current Version

1. Function: The Council is an advisory body to the President of the University on issues dealing with the Mission and Catholic Identity of the University. This council is not, however, a forum for personnel issues.

2. Membership: The membership shall consist of:

a. Vice President for Mission and Ministry as Chair;

b. At least one representative from each of the following groups appointed by the President:

   i. Faculty;[1]

   ii. Staff;[2]

   iii. Administrators;

   iv. Students;

   v. Alumni

   vi. Trustees.

c. Subcommittees may be appointed by the Chair, as needed, and may include representatives who are not members of the Council.

3. Term of Service: The term of service is two years and can be renewed.

4. Responsibility: The Council shall make recommendations to the President concerning matters related to the Mission and Catholic identity of the University.

5. Procedures and Organization:

a. Meetings: At least two a semester or on call of the Chair as needed.

b. Reporting Authority: The Council shall report to the President.

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[1] The Faculty Senate is free to nominate an additional faculty representative if it wishes.

[2] The Student Government Association is free to nominate an additional student representative if it wishes.

1.7.3.0.0.0.0 Institutional Committees

Revision Date: 6/23/2009 **Approval Date: 6/23/2009** **Current Version**

1.7.3.1.0.0.0 Affirmation Action Committee

Revision Date: 7/31/2014 Approval Date: 7/31/2014 Current Version

1. Function: The Committee shall advise the President and the President's Leadership Team on efforts by the University to attract and retain a diverse faculty and staff.

2. Membership: The membership shall consist of:

   a. Director of Commonwealth Academic Achievement Program;
   b. Associate Provost;
   c. Dean, Associate Dean, Department Chair, or Program Director (as designated by a dean) for each college;
   d. Director of Human Resources and Affirmative Action Office;
   e. Three faculty who represent racial and/or cultural, and/or gender diversity appointed by the Faculty Senate;
   f. A Gannon University alumni who is a member of an underrepresented group.

3. Term of Service: Members shall serve one three-year term without prejudice to reappointment. In the event that the member's appointment is based on the office the member holds, the member's appointment shall conclude at that point in time when the member no longer serves in that office.

4. Responsibility: The Committee shall make recommendations concerning:

   a. Development and implementation of strategies, including training, for affirmative action in recruitment and retention;
   b. Facilitation and monitoring of affirmative action procedures in recruitment, hiring, and retention;
   c. Annual assessment of the University's status, progress and goals vis-Ã -vis affirmative action.

5. Procedure and Organization:

   a. Meetings: The Committee shall meet no less than semi-annually during the academic year and additionally as necessary on call of the chair.
   b. Chair: Director of Human Resources and Affirmative Action Officer.
   c. Reporting Authority: The Committee reports to the President. The status report shall be submitted on June 30 of each year.

1.7.3.2.0.0.0 Athletic Committee

Revision Date: 2/27/2012 Approval Date: 2/27/2012 Current Version

1. Function: the Committee shall participate in the formulation of policies and decisions concerning the Intercollegiate Athletic Programs of the University.

2. Membership shall consist of:

   a. Director of Athletics or appointed representative
   b. Six faculty members appointed by the Faculty Senate
   c. Three student representatives
      - One at large representative from the Student Government Association
      - The current President of the Student Athlete Advisory Committee
      - A representative from the Gannon University Team Spirit group
   d. One alumnus appointed by the President upon the recommendation of the Director of Athletics or appointed representative
   e. The Faculty Athletic Representative
   f. One Representative from the Academic Advising Center
   g. One Representative from the Admissions Office
   h. One Representative from the Finance Office

3. Term of Service: Faculty shall serve a three-year term, staggered, without prejudice to reappointment. Students shall be appointed for a one-year term without prejudice to reappointment. Alumni shall be appointed for a three-year term without prejudice to reappointment.

4. Specific Areas of Responsibility

The Committee on Athletics shall:

   a. Evaluate all Intercollegiate Programs to insure consistency with the mission and goals of the University.
   b. Participate in the recruitment and selection of key candidates for positions in University Athletic Program.
   c. Review and make recommendations concerning budgets and budgetary requests for all athletic programs.
   d. Review and make recommendations concerning University eligibility standards for intercollegiate sports.
   e. Receive and review the Annual Audit Report for the Athletic Department.
   f. Participate in professional scholarship activities involving exclusive student-athlete populations
   g. Participate in the sponsorship of student-athlete awards and recognition for academic, service and athletic accomplishments
   h. Participate in the selection and recognition of members of the Gannon University Athletic Hall of Fame.

i. Participate and make recommendations concerning Athletic Department efforts to ensure gender equity compliance.

5. Procedure and Organization

   a. Meetings: The Committee shall meet at least once in the fall and spring semesters.
   b. Chair: The Chair shall be elected from the faculty members on the Committee and shall serve in this capacity for one year without prejudice to re-election
   c. Reporting Authority: The Committee shall report to the Provost and Vice President for Student Experience.

1.7.3.3.0.0.0 Bookstore Advisory Committee

Revision Date: 3/24/2017 Approval Date: 3/24/2017 Current Version

Function: The Bookstore Advisory Committee serves as an official University committee to review and recommend bookstore operating policies and procedures and to provide guidance to both the bookstore and the institution on bookstore matters.

2. Membership

a.) Two appointed representatives from University Administration (to be appointed by the Vice President for Finance and Business Operations)

b.) Three appointed representatives from Faculty (one from each college to be appointed by the Provost.)

c.) One appointed representative from University Staff (to be appointed by the Vice President for Finance and Business Operations)

d.) Two appointed representatives from the Student Body (to be appointed by the SGA.)

e.) An alumni representative (to be appointed by the Vice President of University Advancement.)

3. Term of Service

a.) Administrative representatives shall serve a three-year term.

b.) Faculty representatives shall serve a three-year term.

c.) Staff representatives shall serve a three-year term.

d.) Students shall serve a one-year term without prejudice to reappointment.

e.) Alumni representative shall serve a one-year term without prejudice to reappointment.

f.) Bookstore Manager shall serve as a resource person for this committee.

4. Specific Areas of Responsibility:

The Bookstore Advisory Committee shall:

a.) Review concerns of both the institution and the bookstore.

b.) Discuss relevant bookstore operating policies and procedures.

c.) Advise both the institution and the bookstore on recommendations regarding areas of concern.

d.) Serve as a communication link between the University Administration, Faculty, Students and the Bookstore.

e.) Review customer service surveys annually.

f.) Review sales of used and new books annually.

g.) Review special events and book signing annually.

5. Procedure and Organization:

a.) Meetings: The Committee shall meet at least once per

month

semester in the Fall and Spring semesters and more meetings will be scheduled as needed.

b.) Chairperson: The Chairperson will alternate between Faculty and Administrator.

c.) Reporting Authority: The Committee shall report to the Vice President for Finance and Business Operations.

1.7.3.4.0.0.0 Liberal Studies Committee

Revision Date: 10/22/2021 Approval Date: 10/22/2021 Current Version

1. Function: The Committee is responsible for shall advise the Director of Liberal Studies in the implementation and maintaining the operation of the Liberal Studies Program and make recommendations to Academic Affairs and the Board of Trustees regarding changes in the Liberal Studies Program. The Faculty Senate will recommend two members, one from each College.

2. Membership:

a. The Director of Liberal Studies, appointed by the Academic Affairs, who shall be chairperson of the committee.

b. Faculty Senate will appoint one full-time faculty member from each college and one full-time faculty-at-large. The Academic Affairs will appoint one full-time faculty member from each college, two full-time faculty-at-large and one librarian.

c. All appointments will be made with recommendation, consultation and collaboration between the Academic Affairs and the Faculty Senate. Committee members are appointed not as representatives of departments, programs or colleges, but are appointed to advise the director in the development and implementation of the Liberal Studies Program.

d. One member from the Student Development and Engagement Office, appointed by the Academic Affairs.

e. The Service-Learning Director.

f. Additional staff representatives from 2 of the following areas:

Registrar's Office

Admissions

Athletics

Mission and Ministry

Academic Support

g. Optional: The Liberal Studies director, in discussion with the Provost and Vice President for Student Experience, may decide to appoint 1-2 additional representatives for a 1-year appointment based on needs. Representatives should come from one of the Liberal Studies Core Areas:

Theology

Philosophy

History

English

Communications

Quantitative/Scientific

Aesthetics

Wellness

Global Citizenship

h. Two Three students appointed by the Student Government Association, one from each of the Two three colleges who are at least on the sophomore level. While at least one of the members should be an SGA member, two student representatives may come from additional organizations or leadership areas.

i. Additional members, appointed by the Provost and Vice President for Academic Affairs, based on the needs of the Liberal Studies Program.

3. Terms of Service: Committee members will be appointed for three-year staggered terms. Appointments will run from June 1 to May 31. The student members serve a one-year term without prejudice to reappointment.

4. Responsibility: The Committee shall make recommendations to the Director in the following areas:

a. Review the sequence of courses in the Liberal Studies Program.

b. Review and recommend approval of the syllabi and text materials of the prescribed and/or proposed courses.

c. Study recommendations concerning alternative teaching formats for Liberal Studies courses.

d. Consider recommendations of requests for waivers of exemptions, in consultation with the Dean of the students' college.

e. Make recommendations for acceptance of course work from other institutions in articulation agreements and dual-degree programs as equivalents of the prescribed courses.in consultation with the dean of the student's college.

f. Plan for the integration of co-curricular activities with class work of the Liberal Studies program.

g. Review and recommend proposed course changes or additions in the Liberal Studies Program.

h. Regularly communicate and facilitate feedback from faculty and staff across the university in relation to the Liberal Studies Program.

5. Procedures and Organization:

a. The Liberal Studies Program Director will attend Faculty Senate meetings regularly to keep the Senate updated.

b. Once Liberal Studies Committee meeting minutes are approved, they will be forwarded to the Senate and to the full faculty for review and comment.

c. The governance structure of the Liberal Studies Program shall include one or more subcommittees reporting to the Liberal Studies Committee. Membership on any subcommittee shall be open to any member of the Gannon community.

d. The Liberal Studies Director and the Committee shall hold at least one meeting per semester with faculty teaching in the Liberal Studies core.

e. The Liberal Studies Director shall be appointed by the Academic Affairs to a three-year term without prejudice to reappointment.

f. When a search is conducted for a Director of the Liberal Studies Program, the process shall include:

   i) Five Senate-appointed faculty members on the Search Committee.

   ii) A Senate interview with all candidates for Director as part of the search process;

   iii) Senate responsibility for conducting an open forum with faculty.

g. If the Liberal Studies Committee is ready to recommend any substantive changes to the Liberal Studies curriculum, the Liberal Studies Director and at least one other member of the Committee must present the recommendation to the Senate for review and comment. This presentation must occur prior to any community-wide presentation and to any presentation to an academic affairs Committee at any level of the University.

6. Meeting: The Committee shall meet monthly during the academic year or when requested by a member.

7. Chair: Director of Liberal Studies.

8. Reporting Authority: The Chair shall report to the Provost and Vice President for Student Experience.

1.7.3.5.0.0.0 Library and Learning Resources Center Committee

Revision Date: 10/31/2008 Approval Date: 10/31/2008 Current Version

1. Function: The Committee shall advise the Director of the University Libraries on all matters pertaining to the Library.

2. Membership: The membership shall consist of:

a. Director of the Nash Library;

b. Five faculty members appointed by the Faculty Senate; these appointments will be at-large appointments.

c. Three students appointed by the Student Government Association.

3. Terms of Service: Faculty shall serve a three-year term without prejudice to reappointment. Students shall be appointed for a one-year term without prejudice to reappointment.

4. Responsibility: The Committee shall make recommendations concerning:

a. The formulation and administration of policies, procedures and regulations assigned to promote the use of the libraries by the University and other qualified persons or agencies.

b. Planning the development and expansion of Library facilities and resources.

5. Procedure and Organization:

a. Meeting: The Committee will meet once a semester and additionally as necessary.

b. Chair: The Director of the University Library.

c. Reporting Authority: The Committee reports to the Provost and Vice President for Student Experience.

1.7.3.6.0.0.0 Academic Community Engagement Advisory Committee

Revision Date: 10/22/2021 Approval Date: 10/22/2021 Current Version

1. Function: The purpose of the Committee is to support a campus culture of academic community engagement, increasing University involvement in academic community engagement (service-learning) at both the graduate and undergraduate levels, which are building and to build stronger and sustainable community partnerships that bring together University and community resources developing Gannon's own faculty, staff, and students as global citizens.

2. Membership: The membership is to be identified by current ACE members (formerly SLAC members):

a. Nine faculty members

   i. Three of which are Faculty Senate appointments, each representing the three colleges.

   ii. The six remaining members (2 from each college) are academic community engagement (service learning) practitioners.

b. Two students; one identified by SGA; one at-large graduate or undergraduate student

c. Director of Community and Government Relations (non-voting member)

d. Assistant Director of Academic Community Engagement (non-voting member, but will serve as tiebreaker when required

e. Ex-Officio member (non-voting member); provides expertise for ongoing discussions relating to the pedagogy of academic community engagement (service learning) and university processes.

3. Term of Service: Faculty and staff members shall serve a three-year term without prejudice to reappointment. Faculty Senate appointee terms will be staggered to have one new appointment per year. Student members shall serve a one-year term without prejudice to reappointment.

4. Responsibility: The Committee shall advise the Office of Academic Community Engagement concerning:

a. Developing needs regarding academic community engagement (service learning) identified by faculty and students.

b. Criteria, process and review of applications for the Excellence in Academic Community Engagement Faculty Award

c. Assist with evaluating Academic Community Engagement nominations, grants and budgetary requests as appropriate

5. Procedure and Organization:

a. Meetings: The Committee shall meet no less than once per semester during the academic year and additionally as necessary on call of the chair.

b. Chair: The Assistant Director of Academic Community Engagement for the Center for Social Concerns

c. Reporting authority: The Committee reports to the Provost and Vice President for Student Experience and the Provost's Council.

1.7.3.7.0.0.0 Space Utilization Committee

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

1. Function: The Committee shall advise the Vice President for Finance and Business Operations and the Vice President for Academic Administration and make recommendations concerning the utilization of campus facilities.

2. Membership: The membership shall consist of:
   a. Vice President for Finance and Business Operations;
   b. Vice President for Academic Administration;
   c. Provost and Vice President for Student Experience;
   d. Dean of Humanities, Education, and Social Sciences;
   e. Dean of Health Professions and Sciences;
   f. Dean of Engineering and Business;
   g. Vice President for Enrollment;
   h. Vice President for Student Development and Engagement;
   i. Director of Physical Plant
   j. Three faculty members at-large will be appointed by the Faculty Senate, one from each college.

3. Term of Service: Faculty members shall serve a three-year term without prejudice to reappointment.

4. Responsibility: The Committee shall make recommendations concerning:
   a. Acquisition of new property;
   b. Policies regarding the use of campus facilities by outside groups;
   c. The rental fee to be charged to outside groups;
   d. Space allocations and utilization.

5. Procedure and Organization:
   a. Meeting: The Committee shall meet as necessary.
   b. Chair: The Vice President for Finance and Business Operations and the Vice President for Academic Administration serve as co-chairs.
   c. Reporting Authority: The Committee reports to President's Leadership Team.

1.7.3.8.0.0.0 Student Development Committee

Revision Date: 10/31/2008 Approval Date: 10/31/2008 Current Version

1. Function: The Committee shall advise the Dean of Student Development on matters pertaining to student life and welfare and issues suggested by students, faculty, or administrative personnel.

2. Membership: The membership shall consist of:

a. Dean of Student Development;

b. Associate Dean of Student Development;

c. Director of Student Living and/or Student Conduct Officer;

d. President of the Student Government Association;

e. Chairs of the Senior Class and of the Junior Class;

f. Director of Career Development and Employment Services;

g. Director of New Student Services;

h. Registrar;

i. University Chaplain;

j. Director of Educational Opportunity Program;

k. Director of Student Organization and Leadership Development;

l. Coordinator of Commuter Services;

m. Three faculty members at-large appointed by the Faculty Senate;

n. Three students appointed by the Student Government Association;

o. Vice President of Clubs and Organizations of the Student Government Association.

3. Term of Service: Faculty members shall serve one three-year term without prejudice to reappointment. Student members shall serve a one-year term without prejudice to reappointment.

4. Responsibility: The Committee shall make recommendations concerning:

a. Student organizations;

b. Student conduct;

c. Student rights and responsibilities;

d. Student housing;

e. Student life and welfare;

f. Issues suggested by students, faculty and administrators.

5. Procedure and Organization:

a. Meetings: Meetings are convened at least once a year during the academic year or as necessary.

b. Chair: The Dean of Student Development.

c. Reporting Authority: The Committee reports to the Dean of Student Development.

1.7.3.9.0.0.0 University Compensation Committee

Revision Date: 10/22/2021 Approval Date: 10/22/2021 Current Version

1. Function: The Committee shall make recommendations concerning the University's compensation and benefits policies.

2. Committee Membership:

a. The Faculty Senate President shall serve as a voting member. The Faculty Senate Vice President shall serve as a non-voting member to provide continuity with term of service transition.

b. Four three faculty members shall be appointed by the Faculty Senate and serve as voting members: one faculty member from each College and one faculty member from Ruskin will be appointed;

c. Four administrators shall be appointed by the President and shall serve as voting members: three appointments shall represent a cross section of the University divisions; one appointment shall be a Dean; one from the Division of Academic Affairs, one from the Division of Finance and Administration, one from the Division of Enrollment, and one from the Division of University Advancement;

d. Two non-exempt members of the support staff shall be appointed by the President and shall serve as voting members. One member shall be from an academic division/department; one member shall be from a non-academic division/department.

d. The Executive Director of Human Resources, the Human Resources Specialist, and the Associate Vice President for Budget

e. Finance and Planning (or their designated replacements) shall serve as representatives to the Committee to provide expertise, resources, and clerical support.

3. Term of Service: One-half the faculty will serve for three years; the remaining half for two years. Administrative and support staff members will serve two-year terms Committee members shall serve three-year terms, with exception of the Faculty Senate President and Faculty Senate Vice shall be scheduled on a rotational basis to provide continuity with term of service transitions.

4. Responsibility: The Committee shall make recommendations concerning salaries and professional compensation and fringe benefits.

5. Procedure and Organization:

a. Meetings: The Committee shall meet as deemed necessary in order to conduct committee business

b. Chair (or Co-chairs): The Chair (or Co-chairs) shall be appointed by the Committee and shall alternate annually between a faculty member and an administrator appointment.

c. Reporting Authority: The Committee shall report to the President of the University.

1.7.3.10.0.0.0 Risk Management Review Committee

Revision Date: 10/31/2008 Approval Date: 10/31/2008 Current Version

Function: Bring awareness of safety and health issues throughout the university to reduce accidents and injuries by creating and sustaining more active interest in safety within the workplace.
To maintain certification as a Pennsylvania Workplace Safety Committee which provides a credit of 5% of our annual worker's compensation insurance premium.

Membership: The Risk Management Review Committee will be made up of representative employees from various departments throughout the University. The membership shall consist of no less than twelve members equally divided among salaried and hourly employees or having more hourly members. The salaried membership will include three non-rotating members consisting of the coordinator for Risk Management and Insurance Programs, an administrator from Human Resources and an Administrator from Physical Plant, one of whom will serve as the Chairperson of the Committee.

Procedure and Organization: Review accidents and injuries at each meeting to discuss the investigation report and determine if further corrective measures are needed to help prevent a recurrence. Perform annual building inspections to note health and safety hazards in the workplace and make recommendations to remedy same through Gannon's maintenance workorder system.

Participate in the annual safety committee training. Contribute to the awareness of safety issues and nurture a positive attitude throughout the institution regarding safety and health. Regular monthly meetings will be held. Minutes of the meeting will be taken and distributed prior to the next meeting.
To help foster a healthy a safe work environment, the committee will occasionally make recommendations to enhance specific safety or health issues. At each meeting, special emphasis will be taken to address potential hazards reviewed at the previous meeting to assure those potential problems were addressed properly through Gannon's maintenance work order system.

1.7.3.11.0.0.0 University Academic Safety Committee

Revision Date: 10/4/2016 Approval Date: 10/4/2016 Current Version

1. Scope: Under the leadership of the Academic Safety Officer, the University Academic Safety Committee shall review policies for a safe, healthy, and orderly educational environment, and report to the Provost.

2. Membership: The membership shall consist of the following:

   a. The Academic Safety Officer;

   b. One member from the administration of the Physical Plant;

   c. The Director of Enterprise Risk Management;

   d. Representatives from the College of Engineering and Business:

      i. One member from the Department of Environmental Science and Engineering; and

      ii. One additional member from the Department of Mechanical Engineering, **the Electrical and Cyber Engineering Department**, or the Biomedical, Industrial and Systems Engineering Program.

   e. Representatives from the Morosky College of Health Professions and Sciences:

      i. One member from the Department of Chemistry and Biochemistry;

      ii. One member from the Department of Biology;

      iii. One member from the Department of Physics;

      iv. One member from the Department of Radiologic Science;

      v. Three additional members from the School of Health Professions, each from different departments, with at least one representative from the Ruskin Campus; and

   f. Representative from the College of Humanities, Education and Social Sciences:

      i. One member from the School of Communication and the Arts; and/or

      ii. One member from the Criminal Justice Program.

3. Terms of Service: The Academic Safety Officer serves as the standing chair of the committee. The recommended representative from the Physical Plant is their Safety Training Coordinator. College representatives are appointed by their respective Deans during the spring semester and will begin their terms at the beginning of the fall semester. Terms are three years, renewable, with one-third of the non-standing members being appointed on a rotating basis.

4. Responsibilities. The Committee shall oversee academic compliance of the EPA and OSHA regulations regarding chemical hygiene, hazardous waste, biohazards, biological safety

regulations, radiation safety and powered machines. The Committee will continually work to prevent safety-related incidents and to develop the overall safety culture at the University. To fulfill these responsibilities, the Committee shall:

a. Review Incident Report Forms and provide feedback as appropriate to prevent future incidents.

b. Update laboratory safety training materials based on recommendations from an outside consultant.

c. Assure that annual laboratory safety training is deployed to faculty, staff and students.

d. Assure that records of annual laboratory safety training are tracked for faculty and staff.

e. Review our Radiation Safety Program to ensure compliance with federal radiation safety regulations.

f. Review external laboratory inspection reports and make recommendations for preventive measures.

g. Conduct annual internal inspections of all laboratory spaces identified in the Chemical Hygiene Plan.

h. Ensure that the Chemical Hygiene and Hazardous Waste plans are updated annually.

i. Arrange periodic safety seminars for faculty and academic staff.

j. Select the recipient of the annual Gannon Academic Safety Award.

k. Provide a mechanism for faculty, staff, and students to request corrective action to possible safety hazards.

l. Report safety and security matters within academic programs to the appropriate Dean and the Provost (as they relate to University or government regulations) and make specific recommendations to resolve them.

5. Procedures and Organization:

a. New committee members will be oriented to the responsibilities of the Committee at the onset of their first 3-year term.

b. The Committee shall meet monthly during the academic year.

c. The Committee shall work to resolve safety and security matters within academic programs by communicating specific recommendations to the appropriate college Dean and Provost. Recommendations may be made to other University stakeholders as appropriate. A copy of the meeting minutes will be retained by the chair and distributed to committee members.

d. Any faculty, staff member or student of the University is free to come before the Committee and present concerns or questions at the monthly meeting. Committee visits should be scheduled through the Committee chair.

1.7.4.1.0.0.0 College Academic Affairs Committees

Revision Date: 11/4/2008 Approval Date: 11/4/2008 Current Version

1. Function: The College of Humanities, Education, and Social Sciences, the College of Engineering and Business, and the Morosky College of Health Professions and Sciences shall each have an Academic Affairs Committee that shall advise and make recommendations to its respective Dean concerning the operation of the College and in matters of College or University-wide concern.

2. Membership: Each College shall develop its own membership. The organization of the committee of each College shall be recommended by the Faculty of that College and submitted for approval to the Dean of that College.

3. Term of Service: Three years, staggered.

4. Responsibility: The Committee shall make recommendations in particular concerning modification of curriculum, academic standards and grading policies, initiation and deletion of programs, new course approvals, and will also provide a forum for discussion of other related issues suggested by students, faculty, and/or administrators of the respective college.

5. Procedure and Organization:

    a. Meetings: The Committee shall meet at least once a semester or as necessary on the call of the Dean or Committee Chair.

    b. Chair: Elected by membership at the first meeting.

    c. Reporting Authority: The Committee shall report to the Dean of the College.

1.7.4.2.0.0.0 College Program Review Committees

Revision Date: 11/4/2008 Approval Date: 11/4/2008 Current Version

1. Function: Each College will sustain a Committee of tenured faculty members charged with reviewing and forwarding recommendations to the College Dean regarding the program review reports submitted on an annual basis.

2. Membership: Membership will consist of two tenured faculty members elected by the full-time faculty members in the College and the Dean will appoint three additional members to this Committee. One of the five members of the Committee will be elected as Chair and be charged with the facilitation of all meetings and the assurance that all review obligations of the Committee are met on a regular basis and in a timely fashion. Individuals serving on College Program Review Committees are required to recuse themselves from recommendations pertaining to their unit of academic appointment. The Dean of the College or designee is an ex-officio member of this Committee without a vote.

3. Term of Service: Three years, staggered.

4. Procedures and Organization:

    a. Reporting Authority: The Committee shall report to the Dean of the College.

    b. Chair: Elected by membership at the first meeting.

1.7.4.3.0.0.0 College Rank and Tenure Committees

Revision Date: 11/4/2008 Approval Date: 11/4/2008 Current Version

1. Function: Each College will sustain a Committee charged with reviewing the college rank and tenure applications and forwarding recommendations to the College Dean.

2. Membership: The membership will consist of two tenured faculty members from each academic division and elected by the full-time faculty members in that division. One of the members of the Committee will be elected as Chair and be charged with the facilitation of all meetings and the assurance that all review obligations of the Committee are met in a timely fashion. Individuals serving on College Rank and Tenure Committees are required to recuse themselves from recommendations pertaining to applications pertaining to their own department. Individuals under review are not eligible to serve in a year when making application. Individuals may not serve concurrently on the University Rank, Tenure, and Academic Freedom Committee (c.f., Volume IV. These committees shall follow the procedures specified in Sections 4.5 - 4.7).

3. Term of Service: Three years, staggered.

4. Procedures and Organization:

    a. Reporting Authority: The Committee shall report to the Dean of the College.

1.7.4.5.0.0.0 Academic Department and Program Committee

Revision Date: 11/4/2008 Approval Date: 11/4/2008 Current Version

1. Function: The Committee shall make recommendations concerning the academic affairs of the Department/Program.

2. Membership: Faculty members holding Department/Program appointments.

3. Responsibility: The Committee shall make recommendations concerning the following Department/Program matters:

    a. Curricula and degree requirements.

    b. Standards for performance of majors.

    c. Policies for requests for waivers or exemptions from requirements.

    d. Policies for acceptance of course work from other institutions.

    e. Syllabi, text books, and other teaching materials.

    f. Teaching formats for courses.

    g. Integration of co-curricular activities.

    h. Scheduling of courses.

    i. Library requests.

    j. Evaluation of candidates for teaching positions.

    k. Student advisement

4. Procedure and Organization:

    a. Meetings: The Committee shall meet at least once a semester or as necessary.

    b. Chair: Department Chair/Program Director

    c. Reporting Authority: The Committee shall report to the Chair/Program Director.

1.7.5.0.0.0.0 Judicial Committees

Revision Date: 11/4/2008 Approval Date: 11/4/2008 Current Version

Persons who serve on these committees are covered by the Liability Policies of the University as long as they act in a professional manner. Unprofessional behavior in most cases will cause insurance carriers to fail to cover an individual who is considered negligent by such conduct.

1.7.5.1.0.0.0 Harassment and Unlawful Discrimination Prohibition Committee

Revision Date: 11/4/2008 Approval Date: 11/4/2008 Current Version

1. Function:

a. Harassment Advisors: Serve to advise, monitor, and make recommendations to the harassment prevention officers, the president, and the President's Leadership Team, to assure the Gannon community maintains an environment free from inappropriate, disrespectful, and unwelcome conduct and communication of a harassing or unlawfully discriminating nature. Advisors are not investigators and refer complaints to the harassment prevention officers. Advisors maintain the highest level of confidentiality.

b. Harassment Prevention Officers: Available to all members of the Gannon community to provide support to those with questions about this policy, to develop related training, and to investigate instances that give rise to allegations of harassment and/or unlawful discrimination.

The harassment prevention officers have the authority to determine when and when not to conduct an investigation into a matter brought to their attention. They will keep all parties to an investigation advised of their findings. If they conduct an investigation of alleged harassment or unlawful discrimination, they will make a full report to the appropriate vice president.

The harassment prevention officers will maintain confidential records, co-chair the Committee of advisors, and provide a summary report (names excluded) to the President's Leadership Team and the harassment advisors on an annual basis.

2. Membership: The advisors will consist of the following:

a. Three (3) harassment prevention officers:

i. One (1) member must be a tenured faculty member;

ii. The officers must include men and women.

b. Three (3) faculty representatives:

i. One (1) from the College of Humanities, Education, and Social Sciences;

ii. One (1) from the Morosky College of Health Professions and Sciences;

iii. One (1) from the College of Engineering and Business;

c. One (1) representative of the support staff;

d. One (1) administrator;

e. The Student Conduct Officer;

f. The Director of Human Resources will serve as ex-officio;

g. One (1) graduate student advisor;

h. One (1) undergraduate student advisor.

3. Terms of Service: The President will appoint members to the Harassment and Unlawful Discrimination Prohibition Committee for a two-year renewable term. Terms are on an academic year basis. Committee members may serve two consecutive terms but must then be off the Committee for one term before serving again on the Committee.

4. Procedure and Organization:

   a. Meetings: The Committee shall meet as necessary.

   b. Chair: The harassment prevention officers serve as co-Chairs.

   c. Reporting Authority: The Committee shall report to the President.

1.7.5.2.0.0.0 Rank, Tenure, and Academic Freedom Committee

Revision Date: 11/4/2008 Approval Date: 11/4/2008 Current Version

1. Function:

   The Committee is responsible for assuring that fair and equitable standards for advancement in rank and granting terms of tenure are applied across the colleges of the University.

2. Membership:

   a. Two tenured faculty members with the rank of Associate Professor or higher from each of the academic colleges (one from each school within the college).

   b. One member at-large from each of the colleges.

   c. One Professional Librarian.

   d. Appointment: The faculty members and librarian on the Committee shall be appointed by the Faculty Senate. Note: Faculty members who are applying for advancement may not serve in the year they are making application. Faculty Senate will make a one-year appointment for that year. Faculty may not serve on both the College and the University Committees in the same year.

   e. Term of Service: Faculty members and the librarian on the Committee shall be appointed for a period of three years without prejudice to reappointment.

3. Responsibility: The Committee shall:

   a. Make recommendations for advancement in rank

   b. Make recommendations for granting tenure.

4. Procedure and Organization:

   a. Meetings: The Committee shall meet as deemed necessary by the Chair.

   b. Chair: The Committee shall elect its own Chair.

   c. Reporting Authority: The Committee reports and recommends to the Provost and Vice President for Student Experience.

1.7.5.3.0.0.0 Student Conduct Committee

Revision Date: 8/14/2012 Approval Date: 8/14/2012 Current Version

1. Function: The Committee shall review the disciplinary process dealing with all infractions except academic honesty (see Code of Academic Integrity) to ensure the rights and freedom of students in accordance with University policy on student conduct. Upon request by the Director of Student Living, it shall serve as an appeal board for review of individual incidents of policy infractions and respective sanctions imposed.

2. Membership: The membership shall consist of:

   a. Dean of Student Development

   b. Director of Student Living

   c. Chair (Faculty)

   d. Seven at-large faculty members appointed by the Faculty Senate to serve three-year terms, staggered

   e. Seven student members appointed by the Student Government Association

   f. Student Conduct Officer/Assistant Director of Student Living.

3. Term of Office: Faculty members shall serve a three-year term without prejudice to reappointment. Student members shall serve a one-year term without prejudice to reappointment. The Chair does not have a term limit and serves continuously upon agreement the Dean of Student Development and the Faculty Senate.

4. Specific Areas of Responsibility: The Committee shall:

   a. Review the rules and regulations governing student conduct, except those pertaining to academic honesty.

   b. Serve as an appeal board for the review of discipline cases as prescribed in the Student Handbook, except academic honesty.

   c. The membership of the appeal board will consist of the Chair, the Dean of Student Development, the Director of Student Living, two or three faculty members chosen at random and two or three students chosen at random. A quorum of five is needed for a hearing, which may include the chair. A quorum of three is needed for hearings held during the summer or over breaks.

5. Procedure and Organization:

   a. Meetings: Convened to review a disciplinary sanction or upon request of the Chair.

   b. Chair: The Chair is recommended by the Dean of Student Development and the Director of Student Living, and approved by the Faculty Senate.

   c. Reporting Authority: The Committee reports to the Director of Student Living.

d. Procedures: Specific operational procedures may be found in the Volume VII, Section 7.11.

1.7.5.4.0.0.0 University Review Council

Revision Date: 5/23/2018 Approval Date: 5/23/2018 Current Version

1. Function: The University Review Council shall provide opportunities for any faculty member, administrator, or staff person to have actions affecting that person's status at the University or that person's rights, as defined by that person's appointment notice and/or employment relationship, and the policies approved by the Board of Trustees as set forth in the Institutional Policy Manual, considered by an appropriate Review Committee.

2. Membership and Term of Service:

   a. Twelve full-time tenured or notice appointment faculty members with no greater than one quarter administrative appointment or professional librarians will be elected by the faculty to three-year terms. Terms of the members will be staggered, with one third of the members' terms ending each year. Elections are administered by the Chair of the University Review Council under the supervision of Faculty Senate in April of each year, to fill the seats of those members whose terms will expire at that particular academic year.

   b. Six Administrators, excluding the President's Leadership Team, Deans, and the Director of Human Resources, shall be appointed by the Provost and Vice President for Academic Affairs to three-year terms. Terms of the members will be staggered, with one third of the members' terms ending each year.

   c. Six members of the Gannon University staff shall be appointed by the Vice President of Planning and Finance to three-year terms. Terms of the members will be staggered, with one third of the members' terms ending each year.

3. Responsibility:

   a. University Review Council: The University Review Council shall elect a Chair from among the tenured members of the faculty contingent and three additional members, one from each contingent, to serve as the Executive Committee. Members of the council will also serve on hearing committees when called upon to do so.

   b. Chair of the University Review Council: The Chair's responsibilities include:

      i. Ex-officio Chair of the Executive Committee of the University Review Committee

      ii. Informing members of the University community of their right to submit complaints or disputes, as described in the definition of grievance, to the University Review Council.

      iii. Insuring that the appointment and election process for memberships on the University Review Council from the respective contingent of the University functions properly, so that a full panel of members of the University Review Council is in place at all times.

iv. Calling and conducting meetings of the faculty contingent of the University Review Council and initiating the election process for filling vacancies under the supervision of the Faculty Senate.

v. Calling and conducting any additional meetings of the University Review Council or any of its components that may be needed.

vi. Appointing one member at each University Review Council meeting to take minutes on discussion that pertains to policy or procedure of the University Review Council. Approved minutes of these meetings shall be distributed to all University Review Council members, the President's Leadership Team, the Faculty Senate, and all Deans within ten calendar days of the meeting.

vii. Receiving requests from member(s) of the Gannon community regarding any grievance as defined in the University Grievance Policies in Volume III or Volume IV, and convening members of the Executive Committee of the University Review Committee to respond to the grievant.

viii. If a formal hearing is necessary, directing the Executive Committee of the University Review Committee to form a Hearing Committee pursuant to the process set forth in the University Grievance Policies.

ix. Calling the initial meeting of a University Hearing Committee. The Chair shall instruct the members to observe absolute confidentiality and not to discuss the case with anyone outside of that Committee.

x. Collecting all relevant material (documents, correspondence, notes) from members of any Hearing Committee within twenty calendar days after the conclusion of the Committee's proceedings and destroying all material collected which is not to be preserved in the confidential file of the University Review Council.

xi. Managing records and documents in accordance with the laws of the Commonwealth of Pennsylvania and the United States of America.

c. Executive Committee of the University Review Council: The Executive Committee shall:

i. Consider all written grievances together with any supporting evidence and make a determination of the following:

ii. If a prima facia case exists

iii. To ensure that appropriate procedures are followed

iv. If a prima facia case exists, inform the parties that the procedures set forth in the University Grievance Policies will be followed.

v. Advise the President and Provost and Vice President for Academic Affairs in writing when, in the opinion of the Executive Committee, policies or procedures

of the University should be reviewed for possible clarifications, revisions, alterations and or editing.

vi. Manage the selection of the Chair of the University Review Council in late March of the third year of the current Chair's term.

d. Hearing Committee: Formal complaints are heard by an ad hoc Hearing Committee created according to the procedures set forth in Volume III or Volume IV depending on the employment category of the grievant. The Hearing Committee shall:

i. Elect one of the Hearing Committee members to act as Committee Chair for the duration of the review process.

ii. Conduct meetings and hearings deemed necessary by the Hearing Committee to resolve the grievance. The Hearing Committee will conduct the meetings according to the procedures described in Volume III and Volume IV and make every effort to ensure fairness and balance in the presentation of evidence, allowing parties the opportunity to be heard.

iii. Hearing Committee will make recommendations that take the form of findings of fact, conclusions, and recommended disposition of the grievance that must be based solely on the hearing record and pertinent to the University procedures as set forth in the Institutional Policy Manual, as well as applicable law.

iv. The Hearing Committee will present its recommendation, in writing, to all parties, the Chair of the University Review Council, the appropriate Vice President, and to the President of the University within ten days of the receipt of a transcript of the formal hearing. This concludes the work of the Hearing Committee.

4. Procedure and Organization:

a. Meetings: The University Review Council shall meet at least once annually, no later than October of each year, to review council members' responsibilities as members of the Council. The Executive Committee shall meet as required to review matters presented to it by faculty, administrators, or staff.

b. Chair and Executive Committee: The University Review Council shall elect a Chair from among the tenured members of the faculty contingent and three additional members, one from each contingent, to serve as the Executive Committee.

c. Hearing Committee: The Executive Committee of the University Review Council shall appoint the Hearing Committee in accordance with prescribed guidelines.

d. Reporting Authority: The Executive Committee advises the President and Provost and Vice President for Academic Affairs in writing when, in the opinion of the Executive Committee, policies or procedures of the University should be reviewed for possible clarifications, revisions, alterations and or editing.

1.7.6 Joint University and Faculty Standing Committees

1.7.6.1.0.0.0 Faculty Research Committee

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

1. Function: The Committee shall be responsible for making recommendations regarding policies and practices to promote faculty and undergraduate student research and reviewing applications and recommending distribution of funds for research grants. Committee members are eligible to receive grant monies but will recuse themselves from the discussion and voting of their own grant proposal.

2. Membership: The membership shall consist of:
   a. Two faculty members at large from the College of Humanities, Education and Social Sciences;
   b. Two faculty members at large from the College of Engineering and Business,
   c. Two Faculty members from the Morosky College of Health Professions and Sciences,
   d. One faculty member from the professional staff of the Library.

3. Term of Service: The Faculty Senate shall appoint members to terms of three years without prejudice to reappointment.

4. Specific Areas of Responsibility: The Committee shall:
   a. Assure application forms for Gannon University Faculty Research Grants and Undergraduate Student Research Grants are available, evaluate the proposals submitted by faculty members and make recommendations regarding the awards, and keep a log of progress reports and completed projects;
   b. Inform the Deans, the Provost and Vice President for Student Experience, Finance Office, and Communications Office about faculty who received Faculty Research Grants.

5. Procedure and Organization:
   a. Meetings: The Committee shall meet as necessary to complete the work of the Committee.
   b. Chair: The Chair of the Committee shall be elected by members of the Committee.
   c. Reporting Authority: The Committee reports to the Senate for changes in rules and regulations and to the Provost and Vice President for Student Experience with the committee's financial recommendations.

6. Award Prioritization:
   a. Grants will be awarded to those proposals that are most highly ranked in terms of quality; among those ranked, priority will be given to faculty in their first three years at Gannon University and those who are making their first application to the committee or have not previously received funding.

1.7.6.1.1.0.0 Faculty Research Committee Policy and Guidelines on Research Proposals

Revision Date: 6/10/2009 **Approval Date: 6/10/2009** **Current Version**

See Appendix 1.9.3: Faculty Research Committee Policy and Guidelines.

1.7.6.2.0.0.0 Faculty Development Committee

Revision Date: 11/4/2008 Approval Date: 11/4/2008 Current Version

1. Function: The Committee shall review applications for faculty development grants and recommend projects for funding. It also shall be responsible for making recommendations for faculty development activities such as seminars and workshops designed to serve the faculty as a whole.

2. Membership: The membership shall consist of two Faculty members from the following academic units: College of Humanities, Education and Social Sciences, College of Engineering and Business, Morosky College of Health Professions and Sciences and one Professional Librarian. Faculty apply for positions and are selected by the Faculty Senate.

3. Term of Service: The Faculty Senate shall appoint members to terms of three years without prejudice to reappointment.

4. Responsibility: The Committee shall recommend to the Faculty Senate policies and procedures pertaining to development grants and to report to the Provost and Vice President for Academic Affairs recommendations made regarding the awarding of development grants to individual Faculty members.

5. Procedure and Organization:

a. Meetings: The Committee shall meet monthly or when necessary.

b. Chair: The Committee shall elect a Chair from within its membership.

c. Reporting Authority: The Committee reports to the Senate for changes in rules and regulations and to the Provost and Vice President for Academic Affairs with the Committee's financial recommendations.

1.7.6.3.0.0.0 Pre Tenure Review Committee

Revision Date: 12/21/2016 Approval Date: 12/21/2016 Current Version

Purpose of the Pre Tenure Review Committee

During the 2015-2016 academic year, a pre-tenure review process was created at Gannon University. This process was established to provide comprehensive formative feedback for faculty at an impactful time in the tenure process. A pre-tenure review committee (PTRC) participates in this pre-tenure review by serving as reviewers of the applicants' sample narratives. The proposal can be viewed in the IPM, volume IV, 4.5.5.6.0.0.0.

Membership

The PTRC is a standing committee of the Faculty Senate. It is comprised of current and past members of the Gannon University College and University Rank and Tenure Committees, and is designed to help candidates interface with experienced, tenured faculty. Membership is composed of:

- three CEB faculty on current and past promotion and tenure committees (college)
- three MCHPS faculty on current and past promotion and tenure committees (college)
- three CHESS faculty on current and past promotion and tenure committees (college)
- three faculty on current and past promotion and tenure committees (university)
- one librarian on current and past promotion and tenure committees (university)
- one faculty mentor coordinator (ex-officio)
- one CETL representative to facilitate the pre tenure review process application (ex officio)

Term of Service:

- the members are assigned to the committee by the Faculty Senate President and serve a three year term without prejudice to reappointment.
- Since the number of faculty going up for the third year pre tenure review is a variable every year, Faculty Senate will appoint additional reviewers as needed.

Responsibility:

The Faculty Senate President also appoints the chair of the committee from the faculty representatives.

The goal of the PTRC is to provide comprehensive feedback to the applicant on his/her sample narrative. Since this feedback is to be from multiple perspectives, each faculty applicant is assigned one reviewer from MCHPS, CEB and CHESS. Reviewer assignments shall be made by the PTRC chair and agreed upon by the members of the PTRC. The Faculty Senate President will give a list of all PTR applicants to the PTRC chair in early fall so reviewer assignments can be made in the fall as well.

1.7.7 Governance Standing Committees

1.7.7.1.0.0.0 Faculty Senate

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

1. Function: The Faculty Senate is the elected representative body of the Faculty. It serves this constituency by representing the collective faculty view in matters of concern to the faculty as a whole assuring an effective means by which the faculty participates in the governance of the University.

2. Membership: The members of the Faculty Senate shall be:

a. One representative ''at large'' from each college of the University: College of Humanities, Education and Social Sciences, College of Engineering and Business, Morosky College of Health Professions and Sciences; one professional librarian; one representative from each school within each college: School of Humanities/Social Sciences, Education, (2) School of Education, (3) School of Business, (4) School of Engineering/ Computer Science, (5) School of Health Professions, (6) School of Sciences;

b. One additional representative from each school for each additional fifteen eligible faculty of that school, as of the start of spring semester;

c. President of the Faculty Senate;

d. Vice President of the Faculty Senate;

e. Eligible are full-time professional librarians and full time members of the teaching faculty who ordinarily have full-time teaching duties (or research, academic administration, counseling, and/or library duties equivalent to a full-time teaching load) under the authority of the Provost and Vice President for Academic Affairs, and fulfills the duties and responsibilities of a faculty member.

3. Term of Service: All members of the Faculty Senate shall be elected for a three-year term without prejudice for reappointment. One-third of the senators shall be elected each year. Seats gained as a result of a change in the number of faculty within a school will be added that year. If a Senate seat is lost, the Senator will complete their term.

4. Responsibility: The Faculty Senate, as the elected representative body of the University faculty, is empowered to review and recommend policy with respect to the following matters which fall primarily under faculty purview:

a. Academic freedom, including rights and responsibilities of the Faculty.

b. Curricular matters, including establishment, dissolution, and substantial changes of degree programs.

c. Research and other scholarly activities apart from instruction.

d. General admission standards and prerequisites.

e. Requirements for certificates and degrees.

f. Regulations regarding attendance, examinations, grading, scholastic standing and honors.

g. Quality of instruction and academic programs.

h. Criteria for positions accorded academic rank.

i. Faculty appointment, promotion, tenure, dismissal, leaves, grievance procedures, and economic benefits such as compensation.

j. Matters pertaining to the Academic Calendar.

k. Regulations concerning, and the awarding of honorary degrees.

l. Other matters referred to it by the Board of Trustees, the President, administrative officers, the faculty of a College or the student body.

m. The Faculty Senate is also to review and recommend policy with regard to the following matters which are of institutional concern:

i. Institutional priorities.

ii. The allocation and utilization of the University's human, fiscal, and physical resources

iii. Academic and service organizations, including the establishment, reorganization, or elimination of Colleges, schools, and departments of the general University and College academic structure.

iv. Admissions procedures and enrollments.

v. University-funded student financial aid.

vi. The library, information technology services, the University student health office, supporting services, and student services, as they affect academic activities.

vii. The selection and appointment of academic and policy-level administrative officers.

viii. The distribution of gifts made available to the University for discretionary allocation in support of research or scholarly work.

ix. To select faculty members to Senate committees and University Standing Committees.

x. To cooperate with and to coordinate its activities, with student governing bodies and other groups such as staff.

xi. To consider all areas of student affairs and their effect on the educational process and academic achievement and to make recommendations regarding them.

xii. To provide a forum for any matters of interest to the Faculty.

5. Procedure and Organization:

a. Meetings: The Faculty Senate shall meet twice each month during the regular academic year and other times as may be deemed necessary or appropriate.

b. Reporting Authority: The Senate serves as an advisory body to the Provost and Vice President for Academic Affairs in matters which are primarily academic in nature and to the President of the University on those matters which are substantially non-academic and of university-wide concern. Through the position of the Senate President as an ex-officio member of the Board of Trustees there will be regular communication and coordination with the Board.

1.7.7.2.0.0.0 Student Government Association

Revision Date: 11/4/2008 Approval Date: 11/4/2008 Current Version

1. Function: The Student Government Association shall be the official voice and administrative body of the undergraduate students. It shall have general supervision over student organizations, except the University newspaper, yearbook, radio station, and Activities Planning Board.
2. Membership: The membership shall consist of:
a. The Student Government Association President
b. The Student Government Association Vice Presidents of Academic Affairs, Clubs and Organizations, Public Relations, and Technology
c. Treasurer
d. Secretary
e. Parliamentarian
f. Class Representatives: Each class shall have seven representatives, one of which shall serve as Chair.
g. Functional Representatives: Each member represents a key constituency o the student body.
3. Term of Service: The President of the Student Government Association is limited to two terms in that office. All other members and officers are without prejudice to re-election.
4. Responsibility: The Student Government Association shall:
a. Serve as a channel of communication between the students and the administration and, through the Student Government Association President, to the Board of Trustees
b. Appoint the student representatives to the appropriate standing committees of the University
c. Approve student clubs and organizations that wish to organize on campus
d. Appoint students to search committees
e. Administer the budget of the Student Government Association
5. Procedure and Organization:
a. Meetings: The Student Government Association shall meet bi-weekly and as necessary.
b. Chair: The President of the Student Government Association.
c. Reporting Authority: The Student Government Association reports its activities to the undergraduate students of the University and may make recommendations to the President of the University.

1.8 General Policy Manual Revision Policy

1.8.1.0.0.0.0 Revision Policy

Revision Date: 3/3/2023 Approval Date: 8/17/2016 Current Version

Volumes II, III, V, VII and VIII are revised as appropriate by the administration of the College through the approval of the President and where appropriate or legally required by the Board of Trustees on the recommendation of the President.

In Volume VI, the academic policies are recommended by the appropriate committees or councils and are reviewed by the for presentation and approval by the President or through the President by the Board of Trustees as appropriate.

Volume I, Sections 1.3 (1.3.1 First Charter of Gannon College 1944 and 1.3.2 Bylaws of Gannon University) and Subsections 1.6.1 Philosophy of Governance through 1.6.5 Constitution and Bylaws of the Alumni Association of Gannon University follows the amendment process of the respective Constitutions and Bylaws with oversight by the President and Board of Trustees. The rest of Volume I follows the procedures in paragraph one, above, of this section.

Volume IV follows the amendment provisions found in Volume IV, Section 4.16 Revision of this Volume IV

The Board of Trustees reserves the rights laid out in Volume IV, Subsections 4.16.2 Administrative Approval through 4.16.5 Emergency Procedure with respect to the entire Policy Manual of the College.

See Appendix 1.9.4 Appendix: Form to Propose Changes to Institutional Policy Manual for the form to propose changes to the *Institutional Policy Manual*.

1.8.2.0.0.0.0 Sunset Provisions

Revision Date: 10/3/2016 Approval Date: 10/3/2016 Current Version

Each April, the President's Council will review the Administrative Committees of Gannon University (Subsection 1.7.2 President's Leadership Team, President's Council, Provost's Council), and see what changes in function, membership, and specific areas of responsibility need addition, modification, or elimination. They shall also review the continued need for the Committee. The shall lead this and the following sunset review.

Further, the President's Council, after consultation with the Faculty Senate, shall perform the sunset review for Institutional Committees (Subsection 1.7.3), Judicial Committees (Subsection 1.7.5), and Joint University and Faculty Standing Committees (Subsection 1.7.6 Faculty Research Committee and Faculty Development Committee).

Governance Committees (Subsection 1.7.7 Faculty Senate, Student Government Association) and the Alumni Association will each year in April review their own governance documents and recommend additions, modification, or eliminations to the appropriate Vice President and President for appropriate action and, if needed, Board of Trustees' approval.

College Committees (Subsection 1.7.4 College Academic Affairs Committees, College Program Review Committees, College Rank and Tenure Committees, Academic Department and Program Committee) will review their own governance documents each April and recommend additions, modifications, or elimination to the respective Dean. The recommendations will then go to the for appropriate action.

1.9 Appendix

1.9.1.0.0.0.0 Appendix: Unit Planning Form

Revision Date: 5/22/2009 Approval Date: 5/22/2009 Current Version

Unit Planning Form

1. Executive Summary
2. Strategic Goal and Objective that Proposal Supports
3. Needs Statement
4. Evaluation and Process (include outcomes assessment)
5. Marketing and Admissions (To be completed in conjunction with Enrollment Services and Institutional Research):
a. Market Analysis
b. Marketing and Recruitment Plan
c. Admissions Requirements
d. Admissions Process
E. Career Placement (Employment, Graduate or Professional School)
6. Degree Granting Authority: Include state approval, Middle States and/or programmatic accreditation (if required) and time frame.
7. Collaborators/Partners (Internal and External)
8. Program Design:
    a. Definitions
    b. Rationale (Program Goal)
c. Relationship to Mission
d. Student Learning Outcomes Assessment Plan
e. Program Components
f. Program Structure
i. Delivery and Venue
ii. Multi-Year Program Cycle
iii. Academic Standards/Supervision
iv. Faculty/Administrative Roles
v. Graduation Requirements
vi. New Course Syllabi
g. Advising
9. Other Institutional Impact:
    a. Housing
    b. Class requirements outside of discipline core
c. Student services
d. Parking
e. Particular scheduling needs
10. Budget: To be completed if new funds are being requested. (Please attach multi-year budget form, available in Excel.)
11. Source of Funds: Source of funds if available from reallocation

1.9.2.0.0.0.0 Appendix: Unit Planning Form Definitions

Revision Date: 5/22/2009 Approval Date: 5/22/2009 Current Version

Unit Planning Form Definitions

1. Executive Summary
2. Strategic Goal and Objective that Proposal Supports: Please list the specific goal and objective from the University Strategic Plan that this proposal supports.
3. Needs Statement: Is there a demonstrated need within the community (internal and external) that is not being addressed by other institutions of higher education? This section should provide demographic trends, workforce information, and any other relevant information that answers the question ''Why is this program necessary?'' For example, the new program, Principal Certification K-12, hope to respond to the developing shortage of school administrators in general and principals specifically.
4. Evaluation and Process (include outcomes assessment): What are the enrollment goals for this program for years 1, 2, and 3? How will success be measured? How long will a program continue that does not meet its goals?
5. Marketing and Admissions (To be completed in conjunction with Enrollment Services and Institutional Research):

a. Market Analysis

i. What other institutions are offering the program and degree?

ii. What tuition rate are other institutions charging?

iii. Who would our competitors be for the program?

iv. What are the national, regional and local enrollment trends?

v. What does the student academic interests data from College Board, ACT and NRCCUA indicate about the future of this program?

vi. What new students are expected?

b. Marketing and Recruitment Plan

i. Who is the market (freshmen, transfers, graduate, etc.)?

ii. Are they full or part time?

iii. What is the geographic location of market?

iv. How will the market be reached?

v. Are there special marketing needs?

c. Admissions Requirements

d. Admissions Process

E. Career Placement (Employment, Graduate or Professional School)

6. Degree Granting Authority: Include state approval, Middle States and/or programmatic accreditation (if required) and time frame. Please indicate whether PDE approval is required, whether additional MSA approval is needed, and/or if programmatic accreditation is needed. Please include the time frame.
7. Collaborators/Partners (Internal and External): This refers to any outside agencies or groups who may be participants in the design of a program; for example, Hamot Medical Center is an external partner in the Nursing Doctorate Program. A program may have internal partners if it is designed as an interdisciplinary program.
8. Program Design:

a. Definitions: Every disciplinary area has vocabulary and language that are unique. Given that a new program needs to be evaluated by individuals who are outside of this area, it is important to include definitions for any terms that are important, but may not be familiar to an audience outside of the discipline. For example, a mental health program may be working within a ''wrap -around'' framework. The term ''wrap-around services'' should be defined.

b. Rationale (Program Goal): What does this program expect to accomplish? For example, the new program, Principal Certification K-12, is intended to help schools stay in compliance with a new state regulation that essentially combined the former certification requirements for elementary and secondary education.

c. Relationship to Mission

d. Student Learning Outcomes Assessment Plan (see attached Assessment Plan Form): Describe the knowledge, attitudes, and skills/competencies that are outcomes of this program. Describe how those student-learning outcomes will be assessed.

e. Program Components: Does the program have distinct components? For example, can a graduate certificate be expanded into a Master's degree? How do the components articulate?

f. Program Structure

i. Delivery and Venue: Include a narrative for courses that are delivered off-site, weekends, using unique scheduling options (e.g., all-day Saturday for 5 consecutive weeks; Thursday and Friday evenings, and Saturday 3 times over 15 weeks) or that include a mix of face-to-face and on-line instruction.

ii. Multi-Year Program Cycle: Provide a table that delineates the scheduling plan for the first three years.

iii. Academic Standards/Supervision

iv. Faculty/Administrative Roles: What additional faculty are needed? What additional administrative or staff are needed, and what are their job descriptions?

v. Graduation Requirements: Specify number of credits, and any other requirements for graduation.

vi. New Course Syllabi

g. Advising: Where is the responsibility for advising these new students? Are there likely to be unusual advising needs?

9. Other Institutional Impact:

a. Housing

b. Class requirements outside of discipline core

c. Student services

d. Parking

e. Particular scheduling needs

10. Budget: To be completed if new funds are being requested. (Please attach multi-year budget form, available in Excel.)

a. Tuition and Fees: Estimate projected number of new students, credits, tuition rate, and fees.

b. Financial Aid: Amount of financial aid to be granted (for full-time undergraduate students, please use 41% of gross tuition).

c. Grant Support: Amount of external grant support for program.

d. Faculty: Include salaries for new full-time faculty, adjunct faculty and extra compensation, stipends or release time for current faculty.

e. Administrative Staff: Salaries for full or part-time administrative staff.
f. Support Staff: Salaries for full or part-time clerical or technical support.
g. Graduate Assistants: Include both stipend and cost of credits.
h. Work Study Support: Salaries for academic year and summer work study students.
i. Benefits: Calculated at 28% for full-time faculty and 15% for adjunct faculty and extra compensation.
j. Operating Expenses: Includes amounts for supplies, travel, memberships, software, recruitment, printing, postage, telephone, etc.
k. Office Equipment: Start up equipment such as computers, desks, chairs, etc.
l. Physical Facilities: Any special facility needs, renovations or construction.
m. Library: Amount necessary to add to library budget.

11. Source of Funds: Source of funds if available from reallocation: Describe what existing budget funds may be available to reallocate to fund this proposal.

1.9.3.0.0.0.0 Appendix: Faculty Research Committee Policy and Guidelines

Revision Date: 7/9/2015 **Approval Date: 7/9/2015** **Current Version**

Faculty Research Committee Policy and Guidelines on Research Proposals

Applications for Faculty Research Grants may be obtained from the Chair of the Faculty Research Committee and on the University intranet.

1. Eligibility: All full-time faculty and professional library staff are eligible to apply for Faculty Research and/or Scholarly Travel Grant. Grants are intended to provide support for scholarly inquiry. The deadline for applications for support from the Committee is on or before the first Wednesday after spring break. Retroactive support will be considered for projects initiated after the application deadline and prior to the next review. In order to maintain eligibility, grant recipients must apply for and receive an extension of funding for all projects that are not completed on or before December 31 of the calendar year following the year in which the grant was awarded. Members of the Faculty Research Committee are not eligible for application or award of Faculty Research and/or Scholarly Travel Grants from the Committee.

2. Loss of Eligibility: Any of the following may be grounds for termination of a funded project:

a. Termination of University service;

b. Intentional misrepresentations in the grant application;

c. Failure to properly document expenditures;

d. Failure to report progress within one year of the awarding of the grant; and

e. Failure to obtain written permission from the Faculty Research Committee to extend a project's completion date beyond one year following the awarding of the grant.

3. Expenses: The following are examples of expenses that may be funded by a research grant:

a. Equipment, materials and supplies including computer hardware and software;

b. Costs associated with data collection and processing including travel, computer programming services and facilities, student wages, user fees;

c. Inter-library loans, experiments and simulations; and

d. Salaries for research assistants.

e. Costs associated with the production of printed materials including secretarial technical or professional services, typing, copying, printing, type setting and graphics production.

f. Costs associated with the production of non-print media including models, prototypes, films, video tapes, audio tapes, slides and photographs.

Several types of expenses will not be supported by research grants. These include compensation to the applicant, tuition, costs associated with the presentation of professional papers, entertainment and liquor, and advanced degree expenses (for applicants or research assistants).

4. Application Deadlines: A copy of the application should be **uploaded to the Faculty Research Committee course on University's learning management system** on or before the first Wednesday after spring break. The following criteria will be used to evaluate research grant proposals:

a. Clarity with which the purpose and objectives of the project are explained. Please put in terms that a non-expert can understand.

b. Clarity with which the research methodology is explained. Please put in terms that a non -expert can understand. Include also a schedule for accomplishment of objectives and a 200 word abstract.

5. Quality of Research Budget:

a. Clarity of budget presentation

b. Strength of justification for budgeted expenditures

c. Strength of support for the project, **as demonstrated by partial funding or matching funds from other sources**

d. Qualifications of applicant:

i) Research track record

ii) Educational background

iii) Professional work experience

iv) Progress report on **current research funded by a Faculty Research Grant**

6. Benefits of Project:

a. **Dissemination**: Contribution to knowledge, Publications, Conference Papers.

b. Recipients of specific benefits: Applicant(s), Department, college and university, Community, Disciplines, Students, and teaching.

7. Costs of the Project:

a. Relative to other proposals.

b. Relative to total research grant budget.

c. Relative to benefits.

8. **Award Prioritization**: Each research grant proposal will be evaluated by each member of the Faculty Research Committee. Grants will be awarded to those proposals that are most highly ranked **in terms of quality**; among those ranked, priority shall be given to faculty **in their first three years at Gannon University**, and those who are making their first application to the committee or have not previously received funding. **Committee members applying for funds will recuse themselves from the discussion and voting of their grant proposal.** The Committee will provide the ranking to the who shall make the final decision. Applications not fully funded or denied funding shall receive a written explanation from the with a copy to the Committee.

1.9.4.0.0.0.0 Appendix: Form to Propose Changes to Institutional Policy Manual

Revision Date: 2/27/2023

Form to Propose Changes to *Institutional Policy Manual*

Person requesting change:

Department: **Date of request:**

Email address: **Campus telephone:**

Current and proposed text

Please copy and paste the current version of the *Institutional Policy Manual*, including the citation numbers, here:

Insert the proposed version/addition to of the *Institutional Policy Manua*l here. Please bold the changes or additions.

Rationale or additional information, if needed:

Committee(s) Approval

If this change/addition was approved by various committees, please list the committees and the dates the changes were approved. Additional lines may be added if needed.

_____

Committee Date approved

_____

Committee Date approved

_____

Committee Date approved

Director/Vice President Approval

The proposed change must be approved by the supervisor of the appropriate area and the Vice President of the appropriate Volume (see list below). Additional lines may be added if needed.

_____

Supervisor Date

_____

Vice President Date

_____

President (if necessary) Date

Approved (_____) Not Approved (_____) Date _____

Board of Trustees Approval (if necessary)

Please email this form to the person in charge of updating the appropriate Volume. The individual named below will respond back to you when the revision has been approved and posted and/or to gather any additional information or clarification if needed.

Volume I	President's Office: Cristin Neil (neil001@gannon.edu)
Volume II	Finance and Administration: Ashley Caldwell (caldwell053@gannon.edu)
Volume III	Finance and Administration: Ashley Caldwell (caldwell053@gannon.edu)
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Volume V	Finance and Administration: Ashley Caldwell (caldwell053@gannon.edu)
Volume VI	Academic Affairs: Lisa Hoch (hoch010@gannon.edu)
Volume VII	Academic Affairs: Lisa Hoch (hoch010@gannon.edu)
Volume VIII	Student Development and Engagement: Lisa Hoch (hoch010@gannon.edu)

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VOLUME II: GENERAL INSTITUTION POLICIES

2.0.0.0.0.0.0 Introduction

Revision Date: 7/26/2020 Approval Date: 7/26/2020 Current Version

The policies provided in this Volume II pertain to all members of the University community. This Volume II of the Policy Manual was developed to describe some of the expectations of members of the campus community and to outline the policies, programs, and benefits available.

2.1 General Institution Policies

2.1.1.0.0.0.0 Equal Opportunity and Affirmative Action

Revision Date: 1/13/2014 Approval Date: 1/13/2014 Current Version

See Volume III, Subsection 3.1.1

2.1.2.0.0.0.0 Harassment, Sexual Harassment, Discrimination, and Consensual Relations

Revision Date: 9/23/2015 Approval Date: 9/23/2015 Current Version

See Volume III, Section 3.1.7

Gannon Prohibition Against Harassment and Unlawful Discrimination

2.1.2.1 Pastoral Statement to Gannon University: Sexuality as God's Gift and Our Response to Gay and Lesbian Student Concerns

Revision Date: 1/13/2014 Approval Date: 1/13/2014 Current Version

See Volume VIII, Section 7.8.

7.8

Pastoral Statement to Gannon Community

7.8.1

Introduction

7.8.2

Pastoral Imperative

7.8.3

Gannon's Commitment to Action

2.1.3.0.0.0.0 Family Educational Rights and Privacy Act (FERPA)

Revision Date: 1/13/2014 Approval Date: 1/13/2014 Current Version

See Volume VIII, Section 7.3 Family Educational Rights and Privacy Act and 7.3.1 Notification of Rights and Procedures.

2.1.4 Gannon University Policy on Globalization & International Activities

2.1.4.1.0.0.0 Preamble

Revision Date: 6/13/2012 Approval Date: 6/13/2012 Current Version

Gannon University strives to produce leaders and engaged citizens who are educated within the Catholic Intellectual Tradition of our comprehensive university. Undergraduate students participate in the Liberal Studies Core and LIFECORE curricula that serve to foster holistic human development and cross-cultural understanding through a balance and breadth of exposure to multiple disciplines and learning experiences. The international dimension of a modern university has become central to the learning experience as well as the long-term vitality and viability of the institution. Gannon's commitment to expanding its reach, supporting regions of the world in need, and fostering a global perspective in its undergraduate and graduate students, faculty, staff, and entire university community is a core tenet of the vision for our future.

2.1.4.2.0.0.0 Purpose

Revision Date: 6/13/2012 Approval Date: 6/13/2012 Current Version

This document outlines a university-wide policy on globalization and international activities at Gannon University. The purpose of this policy is to provide guidance to the University with regard to globalization and international activities that are intended to advance the University Mission and Catholic Identity, and provide genuine benefits to Gannon's students and faculty, the Erie Diocese, the regional community, and the communities in the foreign/host countries involved.

Globalization and international activities require institutional coordination and oversight to safeguard the University's mission and reputation and to ensure the proper allocation of University resources. A university policy on globalization activities provides guidance in making informed judgments about the desirability and feasibility of specific international opportunities, agreements and activities and ensures that these endeavors support Gannon's Mission and Catholic Identity.

2.1.4.3.0.0.0 Scope

Revision Date: 6/13/2012 Approval Date: 6/13/2012 Current Version

This policy applies to international and global activities and/or engagements that are undertaken in the name of the University. It covers activities that are undertaken on the basis of a contract, contribution, agreement, letter of understanding or similar document that require the approval of the President, or designate. Furthermore, where Board of Trustee approval is required, such approval must also be obtained.

International activities to which this policy applies include, but are not limited to:

1. Cooperation agreements between institutions;

2. University arrangements governing credit or non-credit student exchanges, study abroad, service and service learning opportunities;

3. Study abroad opportunities for international students coming to Gannon University;

4. Arrangements for the delivery, sale or licensing outside the United States of the University's credit and non-credit courses and degree completion programs;

5. International service contracts;

6. International development projects;

7. Commercial, joint-venture partnerships that use the University's resources or that trade on the University's name and reputation;

2.1.4.4.0.0.0 Strategic Thrusts

Revision Date: 6/13/2012 Approval Date: 6/13/2012 Current Version

1. Gannon desires to establish sustained partnerships globally with governments, companies, and other universities as well as individual scholars to develop the Gannon brand abroad and provide reciprocal education advantages;

2. Gannon will pursue initiatives that are a well-defined and documented fit between what an international partner is seeking and Gannon's comparative advantages and capabilities;

3. Gannon's international initiatives and/or relationships will support and properly align with all elements of the then in place Strategic Plan and goals of the University;

4. In determining locations of emphasis, consideration will be given not only to developed countries of important historical background and significant global wealth, but also emerging countries in need.

2.1.4.5.0.0.0 Requirements

Revision Date: 6/13/2012 Approval Date: 6/13/2012 Current Version

International activities undertaken in the name of the University shall:

1. Advance Gannon's Catholic Identity and academic mission and meet its academic standards;

2. Conform to all University policies, in particular those policies governing academic requirements and standards, academic freedom, research, ethics and service contracts;

3. Include a proposal/business plan that demonstrates financial and/or operational sustainability as appropriate to the scope of the project;

4. Guarantee university control over curriculum and student access to its study programs;

5. Preserve the University's authority to select and administer its own personnel;

6. Be consistent with requirements of accrediting bodies and other oversight agencies;

7. Conform to the legal rights and obligations enshrined in international laws;

8. Protect the safety of University personnel on overseas assignments and provide assistance and advice to non-university personnel associated with the activity when their safety may be at risk;

9. Utilize the standard university templates for agreements such as Letter of Intent (LOI), Memorandum of Understanding (MOU), Memorandum of Cooperation (MOC) or Program Specific Agreements (PSAs);

2.1.4.6.0.0.0 Expectations

Revision Date: 6/13/2012 Approval Date: 6/13/2012 Current Version

University employees who are planning a project in another country shall become knowledgeable about the culture of that land so as to work more effectively and show appropriate cultural sensitivity in their interactions.

International activities undertaken in the name of the University shall:

1. Respect cultural differences, while adhering to the principles of academic freedom and supporting the equitable participation of women and other equity designated groups;
2. Embody practices that advance partnership with the people most affected by the undertaking;
3. Increase the benefits bestowed locally on individuals and communities as a consequence of the activity.

International activities may be proposed in countries where there are ethical concerns about the possible denial of human rights. Individuals who live under an abusive regime should not be additionally penalized by being denied access to assistance through international cooperation. Therefore, when assessing the implications of any international activities, the following considerations apply:

1. The activities to be engaged in will contribute to the dignity and well being of its foreign partners;
2. The culture of a host country should be taken into account and treated with sensitivity when assessing the human rights implications of an international activity;

2.2 Health Related Policies

2.2.1.0.0.0.0 Health Insurance Privacy and Portability Act (HIPAA)

Revision Date: 7/31/2014 Approval Date: 7/31/2014 Current Version

The University complies with all laws that govern employee and students' medical records, their review, and their dissemination. The HIPAA Policy may be accessed on the Human Resources website.

Gannon University will not require individuals to waive health privacy rights as a condition of treatment, payment, enrollment in the health plan, and/or eligibility for benefits. Further, Gannon University will not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against an individual for exercising health privacy rights.

2.2.2.0.0.0.0 Serious Disease Policies and Procedures

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Employees and students with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Gannon University supports these endeavors as long as these individuals are able to meet acceptable performance standards. As in the case of other disabilities, Gannon University will make reasonable accommodations in accordance with all legal requirements, to allow qualified individuals with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individuals is treated confidentially. Gannon University will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Office of Human Resources for information and referral to appropriate services and resources. Students are encouraged to contact the Director of Student Health Services.

In working with employees or students diagnosed with HIV, AIDS or any other serious communicable disease, Gannon University will proceed on a case-by-case basis, with the advice of medical professionals these factors will be considered:

1. The condition of the person involved and the person's ability to perform job duties or academic responsibilities;

2. The probability of infection of co-workers or other members of Gannon University community based on the expected interaction of the person in Gannon University setting;

3. The possible consequences to co-workers and other members of the Gannon University community, if infected;

4. Possible reasonable accommodations and modifications to the individual's job or other obligations to take account of the condition;

5. Risk to the person's health from remaining on the job or in the Gannon University community; and

6. Other appropriate factors.

Any determination with respect to an employee or student will be made following consultation with the affected employee or student, the employee or student's treating physician (if available), and such other persons as need to be involved in such a situation.

Disclosure will take place only if deemed medically advisable and legally permissible. The appropriate Health Department will be informed of all cases of diseases required to be reported under state or federal law.

2.2.3.0.0.0.0 Substance Abuse Policies

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Gannon University, as a result of its commitment to provide for the holistic development of students in the Judeo-Christian tradition, has an obligation to eliminate illegal drug use and the abuse of alcohol from its campus. Gannon is committed to providing a drug-free environment for its students, faculty, and staff. See Volume VII, Section 7.10 for student responsibilities and Volume III for employee responsibilities.

2.2.4.0.0.0.0 Tobacco Policy

Revision Date: 7/22/2009 Approval Date: 7/22/2009 Current Version

7.11.2.12.1 General Prohibition

7.11.2.12.2 Enforcement

2.3 Safety Policy

2.3.1 Campus Police and Safety Office

2.3.1.1.0.0.0 Purpose

Revision Date: 6/7/2012 Approval Date: 6/7/2012 Current Version

The Campus Police and Safety Office is located on the ground floor of Harborview House Apartments located at 210 West 6th Street. It is the purpose of the Campus Police and Safety Office to provide a secure and safe campus environment for students, faculty, and staff of the University.

2.3.1.2.0.0.0 Procedures

Revision Date: 6/10/2014 Approval Date: 6/10/2014 Current Version

The Campus Police and Safety Office is open 24 hours per day, 365 days per year. Security guards and/or police officers are on duty at all times. Dispatched guards/officers will respond to any request for assistance from any student or personnel member at any time.

The University switchboard is also located in the Campus Police and Safety Office. An operator can be reached at any time by dialing ''0'' or 7000.

It is recognized that due to the Police and Safety Department's unique duties, a separate manual is necessary to guide the Police and Safety Department's employees during their day to day activities. The Campus Police and Safety Office will maintain this Policies and Procedures Manual and nothing in this manual will contradict the policies set forth to guide all Gannon University employees in the Institutional Manual.

2.3.1.3.0.0.0 Responsibility

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

The Campus Police and Safety Office is responsible for routine or special requests for physical security. Parking enforcement is also routinely performed by the Campus Police and Safety Office.

The University switchboard and Campus Locksmith services are under the direction of the Campus Police and Safety Office.

The University ''Lost and Found'' is located in the Campus Police and Safety Office. Missing or found items should be reported to the Campus Police and Safety Office.

2.3.4.0.0.0.0 Firearms and Weapons

Revision Date: 11/15/2017 Approval Date: 11/15/2017 Current Version

The possession of firearms are strictly forbidden on any property owned or operated by Gannon University except by authorized law enforcement personnel, including retired law enforcement who are licensed to carry, who are on campus either on duty or off duty. Knives or cutting instruments are not to be carried on the person of anyone, other than as authorized for the performance of their job. Quantities of flammable liquids are not to be stored or brought onto University property. Any other type of weapon that the sole purpose is to cause or inflict serious bodily injury on another is forbidden on any property owned or operated by Gannon University.

Weapons and firearms meeting legal standards can be placed in the custody at the Police and Safety office by their owners for temporary storage, so as to not be in violation of this policy.

2.3.5.0.0.0.0 Safety and Health Practices

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Gannon's policies and practices on safety and health are intended to assure the well-being of all colleagues and to comply with applicable regulations. The following outlines the University's policies and practices and provides guidance to colleagues on the standards that all are expected to adhere to. Fact sheets that provide supplemental information for the specific functions of this program are available through Human Resources.

2.3.5.1.0.0.0 Blood Borne Pathogens

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Gannon is responsible for assessing each job to determine if colleagues are at risk of exposure to blood or other potentially infectious materials (OPIM).

Where the potential for exposure exists, Gannon will provide training, implement engineering and work practice controls, provide personnel protective equipment, and offer the hepatitis B vaccine. In the event of an exposure incident Gannon will provide free of charge:

1. A confidential post-exposure medical evaluation;
2. Medical follow-up, including post exposure prophylaxis;
3. Counseling.

Warning labels shall be attached to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport or ship blood or other potentially infectious materials.

Labels required by this section shall include the biohazard legend. Red bags or containers may be substituted for labels where appropriate. Red bags or labeled waste must be disposed of in accordance with applicable regulations.

Colleagues may elect not to receive the hepatitis B vaccine; however, they must observe all other procedures stipulated in the Blood Borne Pathogens policy. A copy of this policy is presented to all colleagues newly employed or assigned to positions that involve a risk of exposure and is available in the Human Resources Department.

2.3.5.2.0.0.0 Hazard Communication Standard

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Gannon maintains a material safety data sheet (MSDS) on any chemical substance that is used by colleagues in the performance of their respective functions. Each MSDS provides detailed information on whether or not the chemical substance presents risk to colleagues of exposure to physical hazards or health hazards.

Colleagues at risk of exposure will be instructed on all aspects of the hazardous chemical substances in their work area (i.e., physical hazards, health hazards, etc.).

1. Physical hazards such as fire or explosion will be explained and proper prevention methods discussed as per the MSDS(s).

2. Health hazards such as toxicity, irritation, cancer, reproductive hazards, corrosiveness, sensitization, etc. will be explained and proper prevention methods discussed as per the MSDS(s).

Colleagues will be trained in safe handling, personal safety equipment that should be worn when handling various chemicals, and emergency response procedures. They will be provided access to an interpretation of lists of chemicals MSDS(s). They will be trained on labeling systems and labeling requirements. OSHA's purpose, scope and application, employer responsibilities, and colleague rights will be reviewed.

Supervisors are responsible for obtaining an MSDS for all chemicals and chemical mixtures purchased in their department.

All containers of chemicals are to be properly labeled according to OSHA requirements.

Colleagues are to contact the Human Resources Department relative to problems, questions or concerns about the Hazardous Chemical Communication Plan.

2.3.5.3.0.0.0 Worker's Right to Know

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

The Employee Right to Know Act of 1983 defines handling procedures for working with and handling hazardous and toxic chemicals. A copy of this Act (in its entirety) may be obtained from the Human Resources Department.

2.3.5.4.0.0.0 Emergency Evacuation Plans and Re-entry

Revision Date: 7/31/2014 Approval Date: 7/31/2014 Current Version

In any emergency, colleagues should follow alarms or other alerts to evacuate the building and/or area near the premises. Always follow the basic evacuation procedures but remember that personal safety is paramount and takes precedence.

1. Check area for anything needing to be secured and store it quickly.
2. Secure locks on all secured containers and cabinets.
3. Leave area and report to your designated assembly area.

The Director of Campus Police and Safety will coordinate with fire, police, or other emergency preparedness personnel to determine when the building may be re-entered. This information will then be passed through department directors or chairs.

The University's Emergency Response Manual is published online and included at the end of this Volume (Volume 2, Section 2.11 Emergency Response Manual. There is also a link to a shorter version called the Emergency Response Guide which is also made available in flip-chart format.

2.3.5.5.0.0.0 On-the-Job Injuries/Illnesses

Revision Date: 5/28/2009 Approval Date: 5/28/2009 Current Version

Any work-related injury or illness, regardless of severity should be immediately given medical attention and then reported to the Human Resources Department. Directors, chairs, or supervisors are to complete an initial safety incident report and forward it to Human Resources.

2.3.5.6.0.0.0 Improper Safety and Health Practices

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

All colleagues are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of others.

Infractions of safety and health practices will be dealt with in accordance with the University's policies and will be based on the following factors:

1. Severity of the infraction;
2. Whether the infraction endangered only the colleague or others; and
3. Whether the infraction was a first or repeat incident.

2.3.5.7.0.0.0 Protection of Minors on Campus Policy

Revision Date: 7/24/2020 Approval Date: 7/24/2020 Current Version

Gannon University places the highest emphasis on the safety and wellbeing of its students, faculty and staff. The University places the same emphasis on the safety and wellbeing of its campus visitors and particularly those visitors who are minors. Minors may visit the campus for various reasons, including but not limited to, as students or prospective students, as part of a school function, or as part of an academic/athletic camp or program. The protection of minors, especially from physical or sexual abuse, is a core value of Gannon University, and every member of the campus community has an obligation to comply with the provisions of this policy.

A. **Child Abuse:** When used in this policy, the terms "child abuse" or "abuse of a minor" may include, but are not necessarily limited to, the following times of conduct:

- causing bodily injury to a child through any act or failure to act
- causing or substantially contributing to a serious mental injury to a child through any act or failure to act
- causing sexual abuse or exploitation of a child
- causing serious physical neglect of a child
- engaging in kicking, biting, throwing, burning, stabbing, suffocating, or unreasonable restraint or confinement of a child

B. **Mandated Reporters:** Under the Child Protective Services Law, school employees, including employees of an Institution of Higher Learning, are Mandated Reporters of child abuse. Independent contractors or volunteers may also be Mandated Reporters if they are responsible for a child's welfare or has direct contact with children as part of the person's role in a regularly scheduled program, activity, or service.

Mandated Reporters are required to make a report of suspected child abuse if the Mandated Reporter has reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

- The Mandated Reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.

- The Mandated Reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.

C. **Child Abuse:** When used in this policy, the terms "child abuse" or "abuse of a minor" may include, but are not necessarily limited to, the following times of conduct:

- causing bodily injury to a child through any act or failure to act
- causing or substantially contributing to a serious mental injury to a child through any act or failure to act
- causing sexual abuse or exploitation of a child
- causing serious physical neglect of a child
- engaging in kicking, biting, throwing, burning, stabbing, suffocating, or unreasonable restraint or confinement of a child

D. **Mandated Reporters:** Under the Child Protective Services Law, school employees, including employees of an Institution of Higher Learning, are Mandated Reporters of child abuse. Independent contractors or volunteers may also be Mandated Reporters if they are responsible for a child's welfare or has direct contact with children as part of the person's role in a regularly scheduled program, activity, or service.

Mandated Reporters are required to make a report of suspected child abuse if the Mandated Reporter has reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

- The Mandated Reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
- Mandated Reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure of the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

A Mandated Reporter shall immediately make an oral report of suspected child abuse to Childline at 1-800-932-0313 or a written report electronically at the following link https://www.compass.state.pa.us/cwis/public/home. A Mandated Reporter making an oral

report shall also make a written report, which may be submitted electronically, within 48 hours. A written report shall include the information set forth in 23 Pa.C.S.A 6313(b).

E. **Additional Duty to Report:** In addition to, and not in substitution of, the obligation of a Mandatory Reporter as set forth above, all members of the University community (whether faculty, staff, administrator, contractor or volunteer) have an obligation to immediately report any suspected instance of abuse of a minor to the University. This includes any instance of suspected abuse of a minor committed on our campus or by a member of our campus community whether on or off campus.

Reports of suspected abuse of a minor shall include all relevant information and shall be made immediately to Campus Police and Safety at 871-7777 or visiting the office of Campus Police and Safety at 210 West Sixth Street (open 24 hours/seven days a week). Campus Police and Safety will ensure that an appropriate and timely investigation is initiated. Campus Police will take a report and contact the Erie Police Department, with whom Gannon University has a Memorandum of Understanding.

Failure by any member of the University community to report information related to suspected abuse of a minor immediately to Campus Police and Safety may result in discipline up to and including, as applicable, termination from employment and removal from campus.

F. **No Retaliation.** No retaliation is permitted against someone who in good faith reports an incident or suspected instance of abuse of a minor pursuant to the Child Protective Services Law or this Policy. With respect to employees, retaliation includes, but is not necessarily limited to, discrimination with respect to compensation, hire, tenure, terms, conditions or privileges of employment.

G. **University Response:** Gannon University shall take all reports of suspected abuse of a minor seriously and shall promptly and diligently investigate all such reports. To the extent provided by the Child Protective Services Law, the University shall preserve the confidentiality of reports of child abuse and protect the privacy of the person making the report.

Any member of the University community against whom an accusation of abuse of a minor is being investigated may be required to leave campus pending the investigation and employees may be placed upon paid or unpaid leave pending the investigation.

If it is found, after investigation, that a report of abuse of a minor against any University employee or volunteer is founded, such employee or volunteer will be subject to discipline up to and including termination and removal from campus.

Any University employee who is convicted of a crime related to abuse of a minor, on or off campus, will be terminated and removed from campus.

Any University volunteer who is convicted of a crime related to abuse of a minor, on or off campus, will no longer be permitted to volunteer at the University.

H. **Emergency Contact Information:** In the event of an emergency, immediately call 911 for assistance. Calling 911 from a campus telephone will contact University Campus Police and Safety directly.

I. **Clearances and Background Checks**: Gannon University has implemented and shall at all times follow its Pennsylvania Child Protective Services Law Background Certification Requirements for Employees and Volunteers Policy, which can be found at the following link: Click Here.

J. **ChildLine:** ChildLine provides information, counseling, and referral services for families and children to ensure the safety and well-being of the children of Pennsylvania. The toll-free intake line, 1-800-932-0313, is available 24 hours/7 days a week to receive reports of suspected child abuse.

K. **Sexual Misconduct Policy**: Gannon University has implemented and shall at all times follow its Sexual Misconduct Policy.

L. **Questions:** Any questions regarding this policy should be directed to Ashley Caldwell, Assistant to the Vice President for Finance and Campus Operations and Coordinator for Insurance and Risk Management Programs at (814) 871-7587 or caldwell053@gannon.edu

2.3.6.0.0.0.0 Sex Offender Registration Policy

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

In accordance with the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (as amended by the Campus Sex Crimes Prevention Act), Gannon University publishes a statement in each Annual Campus Safety/Crime Statistic Report where the list of convicted, registered sex offenders who are either enrolled as students or working at institutions of higher education can be found.

Additionally, the University encourages members of the Campus Community who wish to be informed of the identities of registered sex offenders residing in the surrounding area to visit the following website: http://www.psp2.state.pa.us/svp/index.htm.

2.3.7.0.0.0.0 Timely Warning Policy

Revision Date: 7/1/2014 Approval Date: 7/1/2014 Current Version

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the ''Clery Act''), 20 U.S.C. 1092 (f), Gannon University issues timely warning reports to notify the campus community of Clery Act crimes or other serious incidents that the University determines represent a serious and ongoing threat to the campus. The University may distribute timely warning reports using a variety of means, including emails, text-messages, voice messages, flyers, and website announcements posted on the University network/website.

Further details, duties and descriptions are also available in the University's Crisis Communication Plan & Emergency Response Manual which is also posted on the University website.

Timely warnings are issued on a case-by-case basis for Clery Act crimes or other serious incidents reported to the Campus Police and Safety Office or local police agencies and that pose ''serious and ongoing threats'' to students and employees on campus or in the immediate campus community. In deciding whether to issue a timely warning, the University considers all of the facts surrounding the incident such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Incidents that may result in issuing a timely warning include the serious incidents and the following Clery Act crimes:

- Murder
- Criminal homicide
- Negligent manslaughter
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

The University will issue a timely warning as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus community. The determination will be made based on the information that Campus Police and Safety or the Erie Police Department has available to it at the time.

The Director of Campus Police and Safety or his designee is responsible for issuing the timely warning and for preparing and distributing timely warning reports. The Director or his designee may contact the Marketing and Communications Department for assistance in this matter.

In most instances, the timely warning will be issued through the University's email system to students, faculty and staff. Depending on the particular circumstances of the crime or threat, Campus Police and Safety may also post a notice through text messages, flyers posted at residence halls, academic buildings, and on the University website. The Emergency Alert System will be used for incidents that involve immediate and imminent threat to those on campus. This will include any emergency incident including those not covered under the Clery Act. See the Emergency notification Policy.

The intent of a timely warning is to enable members of the campus community to protect themselves. A timely warning will include information that promotes safety and aids in the prevention of similar crimes, such as the following information:

- A brief statement of the incident
- Possible connection to other incidents, if applicable
- Physical description of the suspect, if available
- Composite drawing of the suspect, if available
- Date and time of the incident
- Other relevant information

Anyone with information about a Clery Act crime or other serious incident should report the circumstances to Campus Police and Safety, by phone 814-871-7690 or in person at the Campus Police and Safety office in the Harborview apartment building.

2.3.8.0.0.0.0 Emergency Notification Policy

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

In addition to the Timely Warning Policy, Gannon University has enacted the Emergency Notification Policy which may include Clery Act Crimes, but also includes other emergency crisis's which may present a danger to the life and health of those on campus. When these events occur, the emergency notification system will be initiated, text messages will immediately be sent to students. This will also include emails and follow up voice messages. A text pop up will also appear on the computer of anyone utilizing the Gannon University network. For the safety of the community, it is critical that students, staff and faculty follow the directions or instructions provided by the system. Incidents that will involve an Emergency Notification other than Clery Act Crimes can include, but are not limited to the following:

- Severe Weather
- Natural Disasters
- Terrorist Incidents
- Bomb Threats
- Gas Leaks
- Explosions
- Power Outage
- Outbreak of Diseases

Further details, duties and descriptions are also available in the University's Crisis Communication Plan & Emergency Action Plan which is also posted on the University website.

Registration

Students, faculty and staff may register for the Emergency Alert System on the campus portal at any time. They may also update information or be taken out of the system at any time the same way. If they do not have access for text messaging a phone number may be registered for voice mail messages.

2.3.9.0.0.0.0 Missing Student Policy

Revision Date: 6/10/2014 Approval Date: 6/10/2014 Current Version

The purpose of this policy is to establish responsibilities and guidelines for the Gannon Police and Safety Department's response to reports of missing students living in on-campus housing.

It is the policy of this Department to expeditiously respond to and thoroughly investigate all reports of missing persons. All available resources will be immediately directed toward the investigation of a student who is missing under unusual circumstances and considered ''at risk'', until sufficient information to the contrary is confirmed.

In accordance with the Higher Education Opportunity Act of 2008 (20 U.S.C. Â§ 1092(j)), Gannon University has adopted this Missing Student Notification Protocol. Each student has the option to register a Confidential/Emergency Contact person who will be notified by Gannon University if the student is determined to be missing or in the case of a health or safety emergency. The students will be advised of this when they choose to live in on-campus housing, even if it is in mid-year. This contact is considered confidential and will only be used for a personal emergency.

Confidential Contact information will be kept confidential and will only accessible by authorized personnel in furtherance of a missing person investigation or in the case of a health or safety emergency.

In addition to notifying the Confidential Contact, the University is required to notify a custodial parent or guardian of the missing status of any student under the age of 18, and not emancipated.

Missing Student Procedures

Anyone may contact the Gannon University Police, Student Development Office or the Office of Residence Life at any time to report concern that a student may be missing. If the report did not originate through Gannon University Police, the information will be immediately conveyed to University Police to begin an investigation.

If the Gannon University Police investigation determines that the student is missing, the University will notify the student's Confidential Contact no later than 24 hours after determining that a student is missing. If the missing student is under the age of 18, and not emancipated, the University will contact a custodial parent or guardian, in addition to the Confidential Contact within 24-hours. The University will also notify the appropriate local law

enforcement agency (City of Erie Bureau of Police) within 24 hours of the determination that the student is missing.

In the event of a missing student scenario, nothing in this protocol shall be interpreted as requiring the University to defer any action or to delay contacting any individual, law enforcement authority or other entity.

Members of the Gannon University Community should immediately report missing persons to Gannon University Office of Police & Safety by calling (814) 871-7777 or (814) 871-7690. Within Gannon University, responsibility for investigation of missing person reports rests with the Office of Police & Safety. There is no waiting period for reporting a missing person. Responding officers will carefully record and investigate the factual circumstances surrounding the disappearance. Particular care will be exercised in the instances involving those who may be mentally or physically impaired or others who are insufficiently prepared to care for themselves.

Reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined.

2.4 Technology Usage Policy

2.4.1.0.0.0.0 Code of Conduct for Use of Information Technology

Revision Date: 7/22/2009 Approval Date: 7/22/2009 Current Version

See Volume VII, Section 7.9 Code of Conduct for Information Technology Use at Gannon University.

2.4.2.0.0.0.0 Electronic Communication Policy

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

The purpose of this policy is to define the guidelines for use of each type of Electronic Communication.

2.4.2.1.0.0.0 Introduction

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

The University is committed to the use of electronic means of communication to improve the effectiveness and efficiency of information exchange and to reduce environmental (paper) waste. These objectives can only be achieved if the following principles are adhered to:

1. The use of broadcast email is limited to only official University business and items of an urgent or critical nature.

2. Means to target electronic messages to only those individuals impacted by the message or that have requested to receive such messages are employed, whenever prudent.

3. Individuals check their Gannon email account and my.gannon.edu Announcements and Information on a regular basis.

4. Descriptive information (subject, sender, organization, etc.) is presented in a consistent manner so limited time is spent by the recipient determining a message's relevance.

2.4.2.2.0.0.0 Categories of Electronic Communication

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

This policy defines three different categories of electronic communication based on the message's importance, timeliness, applicability to a proportion of the audience and impact if not received by the intended audience. Any disputes regarding the appropriate category for a requested message will be resolved by the Communications Office.

1. ''Urgent'' - will be sent via Broadcast Email.

Critical or urgent information that usually applies to everyone in the recipient group; considered Official communication from a University department or recognized organization. Students, Faculty and Staff are expected to review messages posted to this category daily.

2. ''Announcements'' - will be posted on a required portal channel.

Important information; considered Official communication from a University department or recognized organization. Students, Faculty, and Staff are expected to review the messages posted to this category several times per week.

3. ''Informational'' - will be posted on an optional portal channel.

Items of interest. Students, Faculty and Staff may or may not choose to review the messages posted to this category.

2.4.2.2.1.0.0 Category 1: “Urgent”

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

Define types of communication:

Critical or urgent information that impacts nearly all Students, Faculty and/or Staff. Examples include: class cancellations, system or facility outages, deaths of current students/faculty/staff and their immediate family, payroll/benefits information, safety concerns, important deadlines.

Define who can directly distribute messages:

President's Office, Vice Presidents, Campus Police and Safety, Physical Plant, Human Resources, ITS, Marketing and Communications, Student Development and Engagement, Mission and Ministry.

Define method to distribute messages:

Broadcast email sent from the initiating party, not Operator, via a secured web page. Email subject will include URGENT: followed by a brief description of the purpose of the message.

Define the process for others to request messages be distributed:

Nearly all ''Urgent'' messages will originate within an area authorized to distribute them. However, an in-person request can be submitted to the Vice President to whom you report or to Student Development and Engagement, if you are a member of a student organization.

2.4.2.2.2.0.0 Category 2: “Announcements”

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

Define types of communication:

Important information that is required to conduct the business of the University; usually impacts the majority of Students, Faculty and/or Staff or critical information that impacts a sub-set of Students, Faculty and/or Staff. Examples include: deadlines that impact a particular program or organization, change of facility hours, notice of community meetings, SGA elections or other important events, prayer requests, new or revised University policy or procedure, etc. Will also include a repeat of ''Urgent'' messages sent via broadcast email.

Define who can distribute messages:

President's Office, Vice Presidents, Campus Police and Safety, Physical Plant, Human Resources, ITS, Marketing and Communications, Mission and Ministry, Student Development and Engagement, Dean's Offices, SGA, President, Faculty Senate President, Portal Updaters (designated Individuals representing each division and department of the University; identical to the EventCal Updaters)

Define method to distribute messages:

Posted to the required ''Announcements'' portal channel via a secured web page with messages targeted to recipients based on their role at the University (students, faculty, staff). Messages targeted to a sub-set of a group (e.g., freshman, faculty teaching in the School of Humanities, Business and Education), will be posted only to that sub-set of individuals.

Define the process for others to request messages be distributed:

Submit a request via the web 3 business days in advance of the desired posting to the appropriate Portal Updater. Requests not deemed ''Announcements'' will be posted as ''Informational''.

2.4.2.2.3.0.0 Category 3: "Informational"

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Define types of communication:

Gannon-related information of interest to some students, faculty and/or staff. Examples include; notice of most extra-curricular event and activities, optional academic activities, program or organization fund-raising activities, etc.

Define who can distribute messages:

Portal Updaters

Define method to distribute messages:

Posted to the optional ''Informational'' portal channel via a secured web page with messages targeted to recipients based on their role at the University (students, faculty, staff). Messages targeted to a sub-set of a group (e.g., freshman, faculty teaching in the School of Humanities, Business and Education), will be posted only to that sub-set of individuals.

Define the process for others to request messages be distributed:

Submit a request via the web 3 business days in advance of the desired posting to the appropriate Portal Updater. Requests not deemed ''Informational'' will not be posted.

2.4.3.0.0.0.0 Mobile Computing Device Policy

Revision Date: 6/16/2015 Approval Date: 6/16/2015 Current Version

The following policy applies to the use of mobile computing devices. Examples of mobile computing devices include laptops, tablets, smart phones, and e-readers. Gannon University's IT Code of Conduct governs the use of any mobile device that is used on the University's network regardless of whether or not that device was purchased with University funds.

Because of their portability, mobile devices are easily misplaced and susceptible to theft. Along with the privilege of accessing University resources comes the additional responsibility to safeguard a mobile device from potential theft, damage, and unauthorized usage. Individuals that access University data and resources are responsible for ensuring their mobile device is secure and must take precautions to prevent damage to or loss/theft of the mobile device.

All mobile devices that access University resources are governed by this policy regardless of whether University or privately owned.

2.4.3.1.0.0.0 Care of Mobile Computing Device

Revision Date: 6/16/2015 Approval Date: 6/16/2015 Current Version

Mobile device users are expected to provide reasonable care and effort to protect their mobile device.

1. Mobile devices are to be configured to lock the console after a period of inactivity with a password required to unlock the device. Maximum period of inactivity is 30 minutes.

2. Configure the mobile device to erase all data after not more than ten failed attempts to enter the password.

3. Mobile devices are to be kept in a secured location when not in use.

4. Mobile devices are not to be left unattended in public places.

5. Mobile devices are not to be left unsecured in an unlocked office or meeting place.

6. If supported, the mobile device is to be set up for remote wipe.

7. Do not circumvent security features or otherwise ''jailbreak'' or ''root'' your mobile device.

2.4.3.2.0.0.0 Mobile Device Sensitive Information Protection

Revision Date: 6/16/2015 Approval Date: 6/16/2015 Current Version

Sensitive information is not to be saved on a mobile device. Individuals are to use the University's secured network storage. Storing sensitive information in the cloud or in public drop-boxes is not allowed. When accessing sensitive information using a mobile device, precautions should be taken to protect the information:

1. Keep software (including anti-virus) up-to-date. Many software updates correct security issues.
    a. Warning: anti-virus software is not available on some smart phones
2. Only install apps from trusted resources. Apps can host malware that will expose your passwords, credit card numbers, or anything else you type into your mobile device
3. Turn off Wi-Fi and Bluetooth if you aren't using them. Wireless features give remote access to hackers.
4. If a public WI-FI is used, the University's VPN must be used to access the sensitive information. When accessing sensitive information, usage of a public, non-secured WI-FI is prohibited.
5. Sensitive information stored on a mobile device is to be encrypted. If encryption is not supported on your mobile device, the sensitive data is not to be stored on this device.

Sensitive information includes, but is not limited to, education records of students, and confidential internal University information. Sensitive information includes any data that is protected by University policy, or by local, state, or federal laws or regulations; such as: 1) The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. 2) The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. 3) PCI Data Security Standards that governs security of credit card data.

2.4.3.3.0.0.0 Loss or Unauthorized Usage of Mobile Device

Revision Date: 6/16/2015 Approval Date: 6/16/2015 Current Version

Unauthorized usage or the loss of any (University or privately owned) mobile device accessing University resources must be reported to the Director of ITS immediately. Theft or loss that is known to have occurred on campus is to be also reported to Campus & Public Safety.

2.4.3.4.0.0.0 Data Back-up on Mobile Devices

Revision Date: 6/16/2015 Approval Date: 6/16/2015 Current Version

Individuals who are issued mobile devices are responsible for maintaining an appropriate backup of the data files stored on the device, especially of work-related documents and files that cannot be retrieved by reinstalling the operating system or programs. Back-ups of work-related documents and files should be stored on the University's secured network. ITS staff are available to assist with this process. The University assumes no liability for personal data stored on the network.

2.4.3.5.0.0.0 Ownership of Mobile Devices

Revision Date: 6/16/2015 Approval Date: 6/16/2015 Current Version

Mobile devices purchased with University funds remain the property of Gannon University. All mobile devices purchased with University funds are to be purchased in conjunction with the Information Technology Services department (reference Institutional Policy Manual; Purchase of Products and Services). Mobile devices purchased with University funds must be returned to Human Resources if the employee to whom the device was issued leaves the employment of the University.

2.4.3.6.0.0.0 Mobile Computing Device - Software and Apps

Revision Date: 6/16/2015 Approval Date: 6/16/2015 Current Version

Mobile devices purchased with University funds will be configured with a standard suite of software programs that are appropriate for the type of device and intended use. The University may provide other software based on the end user's professional needs or the requirements of the device. The software is required to be used in compliance with the University's IT Code of Conduct.

Individuals are to pay due diligence when installing applications. Many applications require access to and provide real time tracking of your location, contacts and data files, and personal information. Individuals are responsible for ensuring, to the best of their ability, University data will not be compromised by any application. Some applications require the entry of individual user-id and password. Individuals should take every precaution to secure their network credentials and keep track of applications that require the credentials.

2.5 Media Policies

2.5.1.0.0.0.0 Media Relations

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

The President of Gannon University is the official public spokesperson on all matters of policy relating to Gannon University. The President may, on occasion, elect to delegate this role with the Chief of Staff and Director of Marketing and Communications.

The Chief of Staff and Director of Marketing and Communications is responsible for all contacts with print and electronic news media, including direct personal contact and information relayed through news releases and other written and electronic communications.

The Chief of Staff and Director of Marketing and Communications assists the President in responding to and initiating media contacts and will, under the President's direction, disseminate any statements of policy.

The Chief of Staff and Director of Marketing and Communications may call upon certain administrative and academic personnel to issue information in an attempt to ensure accuracy or expert commentary on particular matters. In those cases, the Chief of Staff and Director of Marketing and Communications will assist, in an appropriate manner, those so designated. If any Gannon University employee, administrator, or faculty member is contacted by media representatives, the employee will refer all inquiries to the Chief of Staff and Director of Marketing and Communications or the Media Relations and Marketing Manager immediately.

2.5.2 Crisis Communications Plan

2.5.2.1.0.0.0 Overview

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

This Crisis Communications Plan is intended to provide key leaders at the University with a hands-on plan to better manage all types of crisis communications. Successful media relations begin with proactive rather than reactive management of messages, also known as ''strategic communications.''

A crisis is defined as any type of event(s) that could harm members of the Gannon University community, an emergency situation, or a crisis that could negatively impact the University's image and/or reputation for a short or prolonged amount of time.

During an emergency/crisis situation, Gannon's communications efforts will strive to fulfill the following objectives: maintain a focus on known facts and positive behavior; represent Gannon University as responsible, responsive, and caring; maintain stakeholder confidence in our leaders and in our Institution; and effectively communicate with all employees, students, Gannon's external key audiences, the media and the public.

A crisis usually attracts a large amount of media attention. While the University can never control what the media reports, the University spokesperson/people can and must control the University's message, as well as the flow and content of all information released from the University. All Gannon community members can help control the University's message by referring all media inquiries and external communication to the University Marketing and Communications Office.

Please note: This plan is NOT intended to serve as a tactical or procedural plan. The Gannon Campus Police and Safety Office maintains and manages the University's Emergency Plan (see also Subsection 2.3.3 Purpose Procedures Responsibility). This Crisis Communications Plan is intended to manage the communications process during and after the crisis.

2.5.2.2.0.0.0 Crisis Communications Policy

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

The University Marketing and Communications Office bears primary responsibility for maintaining and safeguarding the University's public image. All media inquiries during an emergency should be directed to the University Marketing and Communications Office, which shall adhere to these policies:

1. To work with the Campus Police and Safety Office and to be an authoritative, reliable source of accurate information for news agencies and to the public, as well as all members of Gannon's internal and external audiences. The Chief of Staff and Director of Marketing and Communications and the Director of Campus Police and Safety can update members of the Gannon community and the neighboring local community with updates and important information via the University's Emergency hotline number at (814) 871-5555 and can also utilize the broadcast email, text, and voicemail services.

2. To distribute news and safety information to all employees and students of Gannon University before or at the same time it is being released to the public/media. The primary methods for communicating to the Gannon community will be via the Intranet, website and broadcast emails and phone/text messages.

3. To issue the University's first press release soon after notification of the emergency and to provide periodic updates to the Gannon community and to the media via the University website and other applicable modes of communication.

4. To coordinate and arrange media updates with the President or other designated spokespeople when possible and appropriate.

2.5.2.3.0.0.0 Key Objectives to follow at All Times during a Crisis

Revision Date: 8/16/2012 Approval Date: 8/16/2012 Current Version

First and foremost, if you witness an emergency or crisis occurring on or near campus, please call Gannon Security at 871-7000 and/or 911 immediately!

1. Stay calm. Be calm, compassionate and in control at all times. Express compassion and offer assurance that the University is providing care for all members of the Gannon community involved and/or affected by the crisis.

2. Provide the media with the latest and most accurate information. Provide the latest information to media and offer them timely updates. Assure the media and your key external audiences that you will offer them the most up-to-date information if/when it becomes available. Stress your involvement with campus/local/state/federal police/fire investigations, etc.

3. Highlight the positive when possible. When possible, stress the positive at all times. Highlight positive, pro-active initiatives/actions occurring on campus such as safety/security efforts and/or how you will improve a situation and take restorative/positive action to prevent a repeat crisis in the future.

4. Protect the University's image and reputation at all times. Be honest and communicate information with integrity at all times.

2.5.2.4.0.0.0 Eight Elements of a Successful Crisis Communications Plan

Revision Date: 11/16/2017 Approval Date: 11/16/2017 Current Version

1. Identifying Goals, Objectives and Key Audiences
2. Anticipating Possible Crises
3. Identifying Members of the Crisis Communications Team
4. Message and Information Flow
5. Response: Fact-finding
6. Response: Tactics - Identify and Inform Key Audiences
7. Crisis Websites: Development and Implementation
8. Testing the Crisis Communications Plan

2.5.2.4.1 Goals, Objectives, and Key Audiences

2.5.2.4.1.1.0 Key Goals

Revision Date: 8/16/2012 Approval Date: 8/16/2012 Current Version

Key goal: University spokesperson/people must formulate proactive messages and select the University's key points or the media will select their own.

2.5.2.4.1.2.0 Key Objectives

Revision Date: 8/16/2012 Approval Date: 8/16/2012 Current Version

Key Objectives for Spokespeople:

1. Be calm and compassionate about the situation and offer care for those involved. Be responsive to the media and to all of your key audiences.

2. Stress only what you do know for certain (confirmed information) and that you are cooperating with campus/local/state police/fire investigators, and that you will provide timely updates when available.

3. Offer assurance about security issues and stress the positive when possible. Be open, honest, and accessible.

- Currently enrolled undergraduate and graduate students;
- Parents of currently enrolled students;
- Faculty, staff, administration;
- Alumni/donors;
- Board of Trustee Members;
- Prospective students;
- Local Community/Opinion Leaders;
- Peer Institutions/Higher Education Academy;
- Media; and
- General public.

2.5.2.4.2.0.0 Anticipating Possible Crises

Revision Date: 8/16/2012 Approval Date: 8/16/2012 Current Version

Gannon's Campus Police and Safety Office maintains and manages tactical responses as part of the University's Emergency Response Plan (see Appendix 2.11.1: Emergency Response Manual). While referring to this Crisis Communications Plan, it is wise to anticipate and prepare for crises that could occur. Types of crises that have occurred or could occur on or near Gannon's campus include, but are not limited to:

1. Student death;
2. Sexual assault/rape;
3. Fatal car accident/serious injuries;
4. Alcohol abuse/drugs and/or overdoses;
5. Fire in an on-or off-campus building;
6. Building collapse;
7. Internet scandal;
8. Pandemic and/or other serious health outbreak;
9. Natural disaster/severe weather/ice storms;
10. Widespread electricity/power/heat outage;
11. Identity theft;
12. Fraud/embezzlement;
13. Student protests;
14. Human Resource/employee scandal;
15. Murder; and
16. Assaults and Hazing incidents.

2.5.2.4.3 Gannon's Crisis Communications Team

2.5.2.4.3.1.0 Key Permanent Members of the Crisis Communications Team

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

1. President
2. Director of Campus Police and Safety
3. Chief of Staff and Director of Marketing and Communications and University Spokesperson;
4. Provost and Vice President for the Student Experience;
5. Vice President for Finance & Campus Operations
6. Vice President for University Advancement
7. Associate Vice President for Mission and Ministry
8. Vice President for Enrollment Services
9. Dean for Student Development and Engagement
10. Executive Assistant to the President
11. Director of Planning and Strategic Initiatives
12. Director of Residence Life
13. Media Relations and Marketing Manager

2.5.2.4.3.2.0 Secondary Members of the Crisis Communication Team

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

The following list of individuals will assist the key permanent members of the Crisis Communications team when a crisis warrants their involvement and/or expertise and when they are asked to become involved in the crisis communications management process.

1. Associate Vice President for Information Technology Services
2. Assistant to the Vice President for Finance and Campus Operations and Coordinator for Risk Management and Insurance Programs
3. Director of Student Health and Counseling Services
4. Director of Admissions
5. Assistant Director of Campus Police and Safety
6. Director of Human Resources (employee issues)
7. Director of Physical Plant (building issues)
8. Dean of the Morosky College of Health Professions and Sciences
9. Dean of the College of Engineering and Business
10. Dean of the College of Humanities, Education and Social Sciences
11. Director of Alumni Services
12. Director of Philanthropy
13. Director of Athletics (student-athlete issues)
14. Director of Athletic Media Relations (student-athlete issues)
15. members of Response Team 1
16. University Attorney (to provide counsel as needed and when appropriate)

2.5.2.4.3.3.0 What Constitutes a Crisis

Revision Date: 11/16/2017 Approval Date: 11/16/2017 Current Version

Critical incidents require a timely and effective communications response, and include situations that:

1. Result or may result in death, injury or health or safety threats to our students, faculty, staff, or visitors to campus;

2. Result or may result in significant damage to facilities;

3. Significantly disrupt operations;

4. Call into question Gannon's workplace ethics or practices;

5. Call into question the integrity of our University, our students, faculty and/or staff, and/or our educational services.

2.5.2.4.3.4.0 When to Mobilize the Crisis Communications Team

Revision Date: 11/16/2017 Approval Date: 11/16/2017 Current Version

In the event that an emergency or crisis occurs that may affect or has affected the health, safety and/or welfare of our students, faculty, staff or campus visitors, the Crisis Communications Team will be mobilized and the Crisis Communications Plan will be implemented. The Director of Campus Police and Safety will first alert the President and then Chief of Staff and Director of Marketing and Communications. The Chief of Staff and Director of Marketing and Communications will contact all key permanent members of the Crisis Communications team via text message and will then mobilize the team by phone or text message if/when the President or designee deems necessary.

In the event that landlines and/or cell phones are not working, the Chief of Staff and Director of Marketing and Communications will work with the Associate Vice President for Information Technology Services, to provide information via e-mail, the Intranet and the website .

Once all key members of the Crisis Communications Team are informed about the known facts about the crisis and the University's key messages, the Crisis Communications Team members can then direct their own staff members to assist accordingly in the ongoing management of the crisis both during the actual crisis and after the crisis has occurred and has been resolved. Secondary members of the Crisis Communications Team may also become involved in the process at this time. *Note: Select members of the Crisis Communications Team may also meet with Campus Police and Safety staff and others to discuss tactical plans to handle the crisis.

2.5.2.4.3.5.0 Where Should the Crisis Communication Team Meet

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

Initially, the key permanent members of the Crisis Communications Team will meet in the President's Office or they will arrange a conference via telephone. If the larger Crisis Communications Team should need to meet and if it is safe to meet on campus, and if the crisis occurs during normal business hours, the Crisis Communications Team will meet in the Board Room of Old Main or in the Emergency Command Center on the fourth floor of the Knight Tower. If it is not safe to meet anywhere on campus, the Crisis Communications team will meet at St. Mark's Catholic Center, located at 429 East Grandview in Erie. If the crisis occurs during non-business hours, members of the Crisis Communications Team should still report to campus when feasible. The Crisis Communications Team should not only meet when a crisis occurs, but should also meet once a semester or on an as-needed basis to share possible issues or problems on campus that could develop into a crisis. Thus, the Crisis Communications Team may be able to anticipate and prevent a crisis before it occurs.

2.5.2.4.4.0.0 Message and Information Flow

Revision Date: 7/25/2017 Approval Date: 7/25/2017 Current Version

Chief Spokespersons during a crisis: The President and/or the Chief of Staff and Director of Marketing and Communications

Backup Spokesperson(s) during a crisis: The Vice President for Academic Affairs and/or an appropriate administrator to be determined related to the specific nature of the crisis.

The message: As soon as possible after an incident/crisis, the Chief of Staff and Director of Marketing and Communications will gather all known factual and pertinent information from the Director of Campus Police and Safety and/or local police and fire officials. The Chief of Staff and Director of Marketing and Communications will share the information immediately with the President and will alert the Crisis Communications team(s). As more information becomes available and/or changes, the University's key messages will be revised and communicated to Gannon's key internal and external audiences and to the media by the Director of Campus Police and Safety and the Chief of Staff and Director of Marketing and Communications.

The written messages and key objectives will be communicated and updated periodically via e-mail and text messaging to all members of the Crisis Communications team. This ensures that all members of the Crisis Communications Team receive accurate and timely information. Other methods of communication will include text messaging to faculty, staff, students and parents as well as activation of the Emergency Broadcast e-Alert System, which enables the Office of Campus Police and Safety, Information Technology Services (ITS) and the Communications Office to send out emergency e-mail, text and voicemail messages to all Gannon subscribers within minutes.

2.5.2.4.5.0.0 Response: Fact-finding Templates

Revision Date: 7/25/2017 Approval Date: 7/25/2017 Current Version

To be completed by the Director of Campus Police and Safety, the Chief of Staff and Director of Marketing and Communications, or a responsible staff member on scene of the incident/crisis:

Time and date completed:

Completed by:

Type of Crisis:

What occurred?

What are the known facts as of now?

When and where did the crisis occur?

Time and location of crisis, reported by whom and to whom?

What was the notification chain of command?

Were their deaths, or injuries?

Were arrests made?

Is the Campus safe enough to stay open?

2.5.2.4.6.0.0 Response Tactics

Revision Date: 8/16/2012 Approval Date: 8/16/2012 Current Version

Identify and inform key audiences:

1.Currently enrolled students

2. Faculty, staff

3. Parents of currently enrolled students

4. Community/Neighbors

5. Board of Trustees

6. Alumni/Donors

7. Prospective students

8. Academy/Other Higher Education Institutions

9. Media/General public

2.5.2.4.7.0.0 Crisis Communication Web Site: Development and Implementation

Revision Date: 11/16/2017 Approval Date: 11/16/2017 Current Version

The Chief Information Officer selects ITS staff; the Chief of Staff and Director of Marketing and Communications and the University Webmaster will be responsible for the design, activation, and maintenance of Gannon's Crisis Communications website. Key components of the website will vary depending upon the nature of the crisis/incident. Key components may include:

1. Summary of known facts/Suspect description
2. Safety measures/precautions/instructions
3. Contact information of key faculty/staff and/or hotline numbers
4. Message from the President
5. Press releases about incident
6. FAQ's

2.6 Institutional Review Board Policies

2.6.1.0.0.0.0 Mission Statement

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

For research involving human subjects, Gannon University is guided by the ethical principles found in the report by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research entitled Ethical Principles and Guidelines for the Protection of Human Subjects of Research: the Belmont Report.

https://www.hhs.gov/ohrp/regulations-and-policy/belmont-report/index.html

Gannon University is in compliance with the requirements contained in federal guidelines in Title 45 Public Welfare, Part 46, Protection of Human Subjects of the Code of Federal Regulations (CFR). https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html

These guidelines will be followed for all research without regard to source of funding.

2.6.2.0.0.0.0 Introduction

Revision Date: 11/16/2017 Approval Date: 11/16/2017 Current Version

When human beings are used as subjects in research projects, safeguards must be established to protect their health, well-being, and rights. Gannon University's special identity recognizes the dignity and sacredness of all human beings and thus endorses such safeguards and protection. Under the policies established by the Department of Health and Human Services (HHS), this protection was extended to all human subjects regardless of the nature of the research being performed. This protection required that an Institutional Review Board (IRB) be established at colleges and universities to review and act on all research proposals involving human subjects.

On June 23, 2005, HHS revised Code of Federal Regulations (CFR), Title 45 Public Welfare; Part 46 Protection of Human Subjects. Those exemptions notwithstanding, all university research is subject to these rules and regulations. Therefore, in those cases where research involves human beings as research subjects, the investigator must submit the proposed project to the Gannon University IRB Committee for the Protection of Human Subjects for review of the proposal. Approval of projects involving human subjects by this IRB is a prerequisite for the approval of any grant that may be recommended to the Vice President for Academic Administration for funding by the University or for seeking or using research or grant funds from external agencies.

This document establishes policies and procedures as it relates to IRB membership, procedures for IRB review, maintenance of IRB records, and an overview of the types of research requiring IRB review.

2.6.3.0.0.0.0 Research Requiring Review by Gannon University IRB

Revision Date: 5/28/2009 Approval Date: 5/28/2009 Current Version

All research involving human subjects that is conducted under the auspices of Gannon University must have approval of the Gannon University IRB before it is initiated. A review of research activities will be made by the IRB for studies sponsored by students, faculty, staff, or administration of Gannon University. In those instances where individuals not affiliated with Gannon University wish to conduct research on its campus, a faculty or staff member of the University must sponsor the application to the IRB. Students are bound by the same procedures and policies as the faculty and staff. Moreover, no proposals to the IRB from either an undergraduate or a graduate student will be reviewed unless sponsored by a faculty member. The Gannon University IRB, which has been duly constituted in accordance with HHS guidelines, is the Committee for the Protection of Human Subjects.

To approve a research project the IRB shall determine that all of the following requirements are satisfied (CFR Title 45 Part 46.111):

1. Risks to the subjects are minimized.

2. Risks to the subjects are reasonable in relation to anticipated benefits, if any, to the subjects, and the importance of the knowledge that may be reasonably expected.

3. Selection of subjects is equitable.

4. Informed consent will be sought from each prospective subject or the subject's legally authorized representative.

5. Informed consent will be appropriately documented.

6. Where appropriate, the research plan makes adequate provision for monitoring the data collected to insure the safety of the subjects.

7. Where appropriate, there are adequate provisions to protect privacy of subjects and to maintain the confidentiality of data.

8. Where some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as persons with acute or severe physical or mental illness, or persons who are economically or educationally disadvantaged, appropriate additional safeguards have been included in the research to protect the rights and welfare of these subjects.

9. The design of the study is consistent with sound scientific principles, ethical norms, and regulatory requirements.

Gannon University IRB has authority to (a) approve, (b) require modifications in or (c) disapprove all research proposals that include the use of human subjects for research. The IRB shall have the authority to suspend or terminate approval of research that is not being conducted in accordance with IRB requirements or that has been associated with unexpected serious harm to subjects. Any suspension or termination of approval shall include a statement of the reasons for the IRB's action and shall be reported promptly to the investigator and appropriate University officials.

The IRB reserves the right to consult with subject matter, medical, or legal experts concerning any project submitted for review. If expert review of a proposal is deemed necessary by the IRB, a substantial delay in IRB action should be anticipated. CFR requires that research involving any level of deception be followed by appropriate debriefing of all subjects. Debriefing procedures should be specified in the IRB application forms.

2.6.3.1.0.0.0 Research Not Subject to IRB Review

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Specific research activities NOT subject to IRB review are (a) samples from deceased individuals; (b) samples collected for diagnostic purposes only; (c) Samples or data that are available from commercial or public repositories or registries; (d) established cell lines that are publicly available to qualified scientific investigators; and (e)self-sustaining, cell-free derivative preparations including viral isolates, cloned DNA or RNA.

2.6.3.2.0.0.0 Membership of Gannon IRB

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

In compliance with CFR Title 45 46:107:

1. The IRB shall consist of members with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The IRB shall be sufficiently qualified through the experience and expertise of its members, and the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. In addition to possessing the professional competence necessary to review specific research activities, the IRB shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The IRB shall therefore include persons knowledgeable in these areas. If an IRB regularly reviews research that involves a vulnerable category of subjects, such as children, prisoners, pregnant women, or handicapped or mentally disabled persons, consideration shall be given to the inclusion of one or more individuals who are knowledgeable about and experienced in working with these subjects. The CFR requires at least five members on an IRB. Gannon University IRB consists of 13 members.

2. Every nondiscriminatory effort will be made to ensure that the IRB does not consist entirely of men or women. Consideration of qualified persons of both sexes shall occur, so long as no selection is made to the IRB on the basis of gender.

3. No IRB may consist entirely of members of one profession.

4. The IRB shall include at least one member whose primary concerns are in nonscientific areas: for example: lawyers, ethicists, members of the clergy; and at least one member whose primary concerns are in scientific areas.

5. The IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

6. The IRB shall not have a member participating in the initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.

7. The IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of complex issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.

2.6.3.3.0.0.0 Selection and Term of IRB Members

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

Faculty membership of the IRB shall comply with the existing regulations of the Department of Health and Human Services, HHS, as set forth in the CFR.

Gannon University Institutional Policy Manual recommends that membership of the Gannon University IRB shall include six members from the College of Humanities, Business and Education, six members from the College of Sciences, Engineering and Health Sciences who are appointed at the discretion of the College Dean, and one community member - a total of 13 members.

Members of the IRB who are not faculty or staff of Gannon University, and who meet the requirements of CFR, shall be recommended for appointment by the IRB members to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall have final authority to appoint such members to the IRB.

Gannon University Institutional Policy Manual states term of service shall be three years without prejudice to re-appointment. The IRB Chair is to be elected by the members of the IRB for a two-year term.

2.6.3.4.0.0.0 Maintaining Membership List

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

A list of the members of the IRB shall be on file in the Offices of the President and the Vice President for Academic Affairs of Gannon University and shall be updated annually. The list of the IRB members who shall be identified by name will include the following information:

1. Earned degrees;

2. Representative capacity;

3. Indications of experience such as IRB certifications, licenses, professional credentials that are sufficient to describe each member's chief anticipated contribution to IRB deliberations;

4. Employment or other relationship between each member and the institution; for example: Full-time employee, part-time employee, member of the governing IRB, paid or unpaid consultant.

This list shall be made available to the Secretary of HHS as required when the University seeks federal funding for research that involves human subjects in compliance with existing federal regulations.

2.6.4.0.0.0.0 Function of IRB

Revision Date: 8/1/2017 Approval Date: 8/1/2017 Current Version

In accordance with requirements set forth in the CFR, Gannon University Institutional Policy Manual Section I page 3.17 states the functions of the IRB Committee for the Protection of Human Subjects shall be to:

1. Review and approve all faculty and student research proposals involving human subjects.

2. Establish, monitor, and periodically evaluate all criteria for such review in compliance with federal laws and regulations for Institutional Review Boards.

3. Serve as Gannon University's IRB for external grant certification purposes.

4. Implement the IRB policies of Gannon University as they relate to human subjects for research.

5. Annually, report findings and recommendations to the Office of the Vice President for Academic Affairs of Gannon University. Any changes in federal regulations and resultant policy updates should also be included in the annual report.

IRB approval of a project constitutes only a statement by the Gannon University IRB that it believes the rights of human beings will be adequately protected. All research projects that have been approved by the IRB may be subject to further review or disapproval by appropriate officials of the University. Projects that have been disapproved by the IRB may not subsequently be approved by any other University Administrator or official.

2.6.4.1.0.0.0 Meeting Schedule

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

CFR requires annual IRB meetings. The Gannon University IRB meets monthly September through April (when there is business to conduct) on the last Tuesday of the month that Gannon University is in session. Standard Reviews will not be conducted in May, June, July, or August. The IRB meeting Schedule is available in the IRB Office and is posted online at Gannon University's web site. Standard reviews are conducted at scheduled IRB meetings. Other reviews are conducted on an individual basis.

PLEASE NOTE: For Standard Review, applications must be submitted to the IRB Office no later than noon, ten days (10) prior to a scheduled IRB meeting. Applications for Standard Reviews submitted fewer than 10 days before a scheduled meeting will be held until the next monthly meeting.

2.6.5.0.0.0.0 Maintenance of IRB Records

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

In accordance with requirements set forth in the CFR, the Chair of the Gannon University IRB shall prepare and maintain adequate documentation of IRB activities including the following:

1. Copies of all research proposals reviewed, scientific evaluations, if any, that accompany the proposals, approved sample consent/assent documents, questionnaires and surveys, progress reports submitted by investigators and reports of injuries to subjects.

2. Minutes of IRB meetings, which shall be in sufficient detail to show attendance at the meetings; actions taken by the IRB; the vote on these actions including the number of members voting for, against, and abstaining; the basis for requiring changes in or disapproving research; and a written summary of the discussion of controverted issues and their resolution.

3. Records of continuing review activities.

4. Copies of all correspondence between the IRB and investigators.

5. A list of IRB members as required by Title 45 CFR 46.103 (b) (3).

6. Written procedures for the IRB as required by Title 45 CFR 46.103 (b) (5).

7. Statements of significant, new findings provided to subjects, as required by Title 45 CFR 46.116 (b) (5). The records required to be maintained by the IRB shall be retained for at least three (3) years after completion of the research, and the records shall be accessible for inspection and copying by authorized representatives of the Department of Health and Human Services at reasonable times and in a reasonable manner as required by Title 45 CFR 46.115 (b).

2.6.6.0.0.0.0 Types of IRB Review

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Although all forms of research involving human subjects must be reviewed by the IRB, there are three types of IRB reviews: (1) Exempted from standard review, (2) Expedited, and (3) Standard. Standard reviews are conducted at a meeting of a majority of IRB members. Questions concerning application procedures and guidelines should be referred to the Chair of the Gannon University IRB.

The criteria used to determine if a proposed research qualifies as exempted from standard review, expedited review, or standard review is detailed below.

2.6.6.1.0.0.0 Exempted From Standard Review

Revision Date: 7/22/2009 Approval Date: 7/22/2009 Current Version

Certain studies may be exempted from standard review which is a review by a majority of IRB members. Reviews of research that is exempted from standard review are conducted by a single IRB member. The review may be carried out by the IRB chair or by one or more experienced reviewers designated by the chair from among members of the IRB. In reviewing the research, the reviewers may exercise all of the authorities of the IRB except that the reviewers may not disapprove the research. A research activity may be disapproved only after Standard Review. However, a single reviewer may recommend a standard review be conducted. The categories of research that may be exempt from Standard Review according to federal regulations include:

1. Research involving common educational practices;
2. Research involving standard educational tests or assessment instruments;
3. Survey research;
4. Observational research;
5. Research involving existing data;
6. Research involving programs of the Department of Health and Human Services.

PLEASE NOTE: No Exempted from standard review criteria apply to research involving prisoners or pregnant women. See also Subsection 2.6.9 below (Vulnerable Populations) and paragraph 2.6.9.2 (Exemption from Standard Review for research Involving Children).

Anything exempted from standard review in CFR Title 45 Part 46.101b <http://ohsr.od.nih.gov/guidelines/45cfr46.htm> will be exempted from standard review here. The specific categories for exempted from standard review are described below:

1. Common Educational Practices: Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special educational instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

2. Educational Testing I: Research involving the use of educational tests (cognitive, diagnostic, aptitude, or achievement), survey procedures, interview procedures, or observation of public behavior. The exemption does NOT apply if the information is recorded in such a manner that subjects can be identified, directly or through identifiers linked to the subjects,

and disclosure of a subject's responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation.

3. Educational Testing II: Research involving the use of educational tests (cognitive, diagnostic, aptitude, or achievement), survey procedures, interview procedures, or observation of public behavior that is NOT exempt in #2 above is exempt under theses conditions; (a) the human subjects are elected or appointed officials or candidates for public office, or (b) federal statutes require without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

4. Existing Data: Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

5. Public Benefit or Service. Research and demonstration projects which are conducted by or subject to the approval of federal department or agency heads, and which are designed to study, evaluate, or otherwise examine (a) public benefit or service programs, (b) procedures for obtaining benefits or services under these programs, (c) possible changes in or alternatives to those programs or procedures, or (d) possible changes in methods or levels of payment for benefits or services under those programs.

6. Taste and Food Quality. Research that involves taste or food quality evaluation and consumer acceptance studies if (a) wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Exempted from standard review may be provided for a single research or for a group of related studies. Claims for exempted from standard review are evaluated by the IRB representative within the appropriate academic unit.

2.6.6.2.0.0.0 Expedited Review

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Certain studies may qualify for expedited review. Expedited reviews are conducted by a single IRB member rather than a majority of the IRB members. The review may be carried out by the IRB chair or by one or more experienced reviewers designated by the chair from among members of the IRB. In reviewing the research, the reviewers may exercise all of the authorities of the IRB except that the reviewers may not disapprove the research. A research activity may be disapproved only after Standard Review. However, a single reviewer may recommend a standard review be conducted.

An IRB may use the expedited review procedure to review either or both of the following: (a) some or all of the research appearing on the list and found by the reviewer(s) to involve no more than minimal risk or (b) minor changes in previously approved research during the period (of one year or less) for which approval is authorized (CFR Title 45, 46.110).

Other categories of research which federal regulations permit expedited reviews include:

1. Research involving no manipulation of the subjects' behavior and involving no stress to the subjects - such as studies or perceptual or cognitive processes or studies for developing or evaluating tests;

2. Study of existing data, documents, records, pathological specimens or diagnostic specimens;

3. Moderate exercise by healthy volunteers;

4. Voice recording for research purposes, such as for research of speech defects.

Expedited review may be provided only if the research involves (a) no more than minimal risk, that is, risk that is no greater in probability and severity than that ordinarily encountered in daily life during the performance of routine physical or psychological examinations or tests (Title 45 CFR 46.102.g) and (b) if the research falls into one of the following categories:

1. Clinical studies of drugs and medical devices only when condition (a) or (b) is met.

a. Research on drugs for which an investigational new drug application (21 CFR Part 312) is not required. Note: Research on marketed drugs that significantly increases the risks or decreases the acceptability of the risks associated with the use of the product is not eligible for expedited review.

b. Research on medical devices for which (i) an investigational device exemption application (21 CFR Part 812) is not required; or (ii) the medical device is cleared for marketing and is being used in accordance with its cleared/approved labeling.

2. Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture from adults and children under restrictions.

a. From healthy, non-pregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 550 ml in an 8 week period and collection may not occur more frequently than 2 times per week, or

b. From other adults and children, considering the age, weight, and health of the subjects, the collection procedure, the amount of the blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8 week period and collection may not occur more frequently than 2 times per week.

3. Prospective collection of biological specimens for research purposes by non-invasive means, such as hair and nail clippings, sweat, and saliva. Examples:

a. Prospective collection of biological specimens for research purposes by non-invasive means, such as hair and nail clippings, sweat, and saliva. Examples: hair and nail clippings in a non-disfiguring manner;

b. Deciduous teeth at time of exfoliation or if routine patient care indicates a need for extraction;

c. Permanent teeth if routine patient care indicates a need for extraction;

d. Excreta and external secretion (including sweat);

e. Uncannulated saliva collected either in an unstimulated fashion or stimulated by (chewing gum base or wax or by applying a dilute citric solution to the tongue;

f. Placenta removed at delivery;

g. Amniotic fluid obtained at the time of rupture of the membrane prior to or during labor;

h. Supra- and subgingival dental plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques;

i. Mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings;

j. Sputum collected after saline mist nebulization.

4. Collection of data through non-invasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. When medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.) Examples:

a. Physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subject or an invasion of the subject's privacy;

b. Weighing or testing sensory acuity;

c. Magnetic resonance imaging;

d. Electrocardiography, electroencephalography, thermography, detection of naturally infrared imaging, Doppler blood flow, and echocardiography;

e. Moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.

5. Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for non-research purposes (such as medical treatment or diagnosis). NOTE: Some research in this category may be exempt from the HHS regulations for the protection of human subjects [Title 45 CFR, 46.101(b) (4)]. This listing refers only to research that is not exempt.

6. Collection of data from voice, video, digital, or image recordings made for research purposes.

7. Research on individual or group characteristics or behavior (including but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies. NOTE: Some research in this category may be exempt from HHS regulations for the protection of human subjects [Title 45 CFR 46.101(b) (2) and (b) (3)]. This listing refers only to research that is not exempt.

8. Continuing review of research previously approved by the convened IRB as follows:

a. Where (i) the research is permanently closed to the enrollment of new subjects; (ii) all subjects have completed all research-related interventions; and (iii) the research remains active only for long-term follow-up of subjects; or

b. Where no subjects have been enrolled and no additional risks have been identified; or

c. Where data analysis poses ongoing risk to participants (e.g., privacy or confidentiality issues).

9. Continuing review of research, not conducted under an investigational new drug application or investigational device exemption where categories (2) through (8) do not apply but the IRB has determined and documented at a convened meeting that the research involves no greater than minimal risk and no additional risks have been identified.

2.6.6.3.0.0.0 Standard Review

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Except in those cases that qualify for exempted from standard review or expedited review as detailed above, a Standard review is conducted at a meeting of the full IRB membership that has a majority of members present and includes at least one member whose primary concerns are in nonscientific areas. Approved research shall receive the approval of a majority of those members present at the meeting.

For Standard review, applications must be submitted to the IRB Office no later than noon, ten days (10) prior to a scheduled IRB meeting to allow time for members to thoroughly examine proposals. Applications for Standard Reviews submitted fewer than 10 days before a scheduled meeting will be held until the next monthly meeting.

The Gannon University IRB meets monthly September through April, when there is business to conduct, on the last Tuesday of the month that Gannon University is in session. Standard Reviews will not be conducted in May, June, July, or August.

2.6.7.0.0.0.0 IRB Dispositions

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Four dispositions are possible from the IRB review: (1) Full Approval, (2) Approval with Recommendations, (3) Approval with Conditions, or (4) Disapproval.

2.6.7.1.0.0.0 Full Approval

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Upon notification of Full Approval the investigator may begin the proposed research immediately. The investigator is required to immediately notify the IRB for further review of the research in the event that any of the following should occur:

1. A major change in the method of collection of data;
2. Unanticipated adverse effects on the human subjects;
3. Unanticipated difficulties in obtaining informed consent or maintaining confidentiality;
4. The research is not completed within 12 months of the notice of approval from the IRB.

2.6.7.2.0.0.0 Approval with Recommendations

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Upon notification of Approval with Recommendations the investigator may begin the proposed research immediately. Note however, that while the IRB has approved the research, the IRB has chosen to make recommendations to the investigator regarding possible improvements to the research plan or appearance of written materials to be used in the research. The investigator is required to immediately notify the IRB for further review of the research in the event that any of the following should occur:

1. A major change in the method of collection of data;
2. Unanticipated adverse effects on the human subjects;
3. Unanticipated difficulties in obtaining informed consent or maintaining confidentiality;
4. The research is not completed within 12 months of the notice of approval from the IRB.

2.6.7.4.0.0.0 Disapproval

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

If the IRB disapproves of the research, the investigator is notified of the specific reasons for Disapproval. The investigator should schedule a meeting with the IRB Chair to discuss the research and what actions need to be taken to remedy the problems. When an application receives a disposition of Disapproval, the investigator must submit a new application with supporting materials to the IRB for the application to be reviewed again. The proposed research may not begin until Full Approval or Approval with Recommendations has been granted by the IRB.

2.6.8.0.0.0.0 Requirements for Informed Consent

Revision Date: 11/17/2017 Approval Date: 11/17/2017 Current Version

No investigator may involve a human being as a subject in research covered by these regulations unless the investigator has obtained the legally effective informed consent of the subject or the subject's legally authorized representative. An investigator shall seek such consent under circumstances that provide the prospective subject or the representative sufficient opportunity to consider whether or not to participate. These circumstances must also minimize the possibility of coercion or undue influence. The information given to the subject or the representative shall be in language understandable to the subject or the representative. No informed consent, whether oral or written, may include any exculpatory language through which the subject or the representative is made to waive or appear to waive any of the subject's legal rights, or releases or appears to release the investigator, the sponsor, the institution, or its agents from liability for negligence.

Informed consent requirements are not intended to preempt applicable federal, state, or local laws which require additional information to be disclosed in order for informed consent to be legally effective. Nothing in these regulations is intended to limit the authority of a physician to provide emergency medical care, to the extent the physician is permitted to do so under applicable federal, state, or local law.

Title 45 CFR 46.116 states informed consent documents shall include the following:

1. A statement that the research involves research;

2. An explanation of the purposes of the research;

3. Notification of the expected duration of the subject's participation;

4. A description of the procedures to be followed;

5. Identification of any procedures which are experimental;

6. A description of any reasonably foreseeable risks or discomforts to the subjects;

7. A description of any benefits to the subject or to others which may be reasonably expected from the research (PLEASE NOTE: Money or other compensation for participation is NOT considered to be a benefit, but rather a compensation for research-related inconveniences.);

8. A disclosure of appropriate alternative procedures or course of treatment, if any, that might be advantageous to the subject;

9. A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained;

10. An explanation of contact procedures, including a name and phone number, for answers to pertinent questions about the research;

11. An explanation of contact procedures, including a name and phone number, for answers to pertinent questions about the research subject's rights;

12. An explanation of contact procedures, including a name and phone number, in the event of a research related injury to the subject;

13. A statement that participation is voluntary;

14. A statement that that refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled;

15. A statement that the subject may discontinue participation at any time without penalty or loss of benefits;

16. A dated signature of the subject or the subject's legal representative.

If more than minimal risk is involved informed consent documents shall include:

1. An explanation as to whether any compensation or medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained;

Where appropriate, the following elements of informed consent must also be included:

2. A statement that the particular treatment or procedure may involve risks to the subject which are currently unforeseeable;

3. Anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent;

4. Any additional costs to the subject that may result from participation in the research;

5. The consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject;

6. A statement that significant new findings developed during the research which may relate to the subject's willingness to continue participation will be provided to the subject; and

7. Disclosure of the approximate number of subjects involved in the research.

The IRB has the authority to approve a consent procedure which does not include or which alters some or all of the previously mentioned elements of informed consent or waive the requirements for informed consent if, either:

1. The research involves no more than minimal risk;

2. The waiver or alteration does not adversely affect the rights and welfare of the subjects;

3. The research could not practically be carried out without the waiver or alteration; and

4. Wherever applicable, the subjects will be provided with additional pertinent information: or

5. The research is to be conducted for the purpose of demonstrating or evaluating:

   a. Federal, state, or local benefit or service programs which are not themselves research programs;

   b. Procedures for obtaining benefits or services under these programs; or

   c. Possible changes in or alternatives to these programs or procedures; and

   d. The research could not practicably be carried out without the waiver or alteration.

2.6.8.1.0.0.0 Documentation of Informed Consent

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Informed consent shall be documented by the use of a written consent form approved by the IRB and signed by the subject or the subject's legally authorized representative. A copy shall be given to the person signing the form. The consent form may be either of the following:

1. A written consent document that embodies the elements of informed consent. This form may be read to the subject or the subject's legally authorized representative, but in any event, the investigator shall give either the subject or the representative adequate opportunity to read it before it is signed; or

2. A ''short form'' written consent document stating that the elements of informed consent have been presented orally to the subject or the subject's legally authorized representative. When this method is used, there shall be a witness to the oral presentation. Also, the IRB shall approve a written summary of what is to be said to the subject or the representative. However, the witness shall sign both the short form and a copy of the summary. A copy of the summary shall be given to the subject or the representative, in addition to a copy of the ''short form.''

The IRB may waive the requirement for the investigator to obtain a signed consent form for some or all subjects if it finds either:

1. That the only record linking the subject and the research would be the consent document and the principal risk would be potential harm resulting from a breach of confidentiality. Each subject will be asked whether the subject wants documentation linking the subject with the research, and the subject's wishes will govern; or,

2. That the research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context.

In cases where the documentation requirement is waived the IRB may require the investigator to provide subjects with a written statement regarding the research.

2.6.9.0.0.0.0 Vulnerable Persons

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CFR provides additional protections for vulnerable populations including (a) pregnant women, human fetuses, and neonates; (b) prisoners; and (c) children. Gannon University IRB will refer to CFR as needed regarding all vulnerable populations. Since many researchers at Gannon University recruit children as the subject of research, those regulations are detailed below.

2.6.9.1.0.0.0 Additional Protections for Children Involved as Subjects in Research

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Children are those persons who have not attained the legal age for consent to treatments or procedures involved in research, under the applicable law of the jurisdiction in which the research is conducted.

CFR states that IRBs may approve only those research proposals which satisfy the following conditions:

1. Research not involving greater than minimal risk to children, provided adequate provisions for soliciting the assent of the children and the informed consent of their parents or guardians is proposed.

2. Research involving greater than minimal risk but presenting the prospect of direct benefit to the individual subjects only if (a) the risk is justified by the anticipated benefit to the subjects; (b) the relation of the anticipated benefit to the risk is at least as favorable as that presented by available alternatives and (c) adequate provisions for soliciting the assent of the children and the informed consent of their parents or guardians is proposed.

3. Research involving greater than minimal risk and no prospect of direct benefit to individual subjects, but likely to yield generalizable knowledge about the subject's disorder or condition provided adequate provisions for soliciting the assent of the children and the informed consent of their parents or guardians is proposed.

4. Research not otherwise approvable which presents an opportunity to understand, prevent or alleviate a serious problem affecting the health or welfare of children.

2.6.9.2.0.0.0 Exemptions from Standard Review for Research Involving Children

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Some exemptions from Standard Review are applicable to children as subjects. Exemption #1 Common Educational Practice, #3 Educational Testing, #4 Existing Data, # 5 Public Benefit or Service and #6 Taste and Food Quality as listed previously in the Policy and Procedure Manual are applicable. The part of Exemption #2 regarding educational tests is applicable. However, Exemption #2 regarding survey procedures, interview procedures, or observation of public behavior are not exempt. Research involving participant observation is exempt only if the investigator does not participate in the activities being observed.

2.6.10.0.0.0.0 Responsibilities of Investigators

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

Investigators are responsible for applying for IRB approval when their proposal meets the definitions of (a) research and (b) involvement of human subjects. Proposals involving non-human subjects may require approval of a different Review Board. Investigators responsibilities include:

1. Waiting to receive notification from the IRB as to the disposition of the application before beginning research activities. Depending on the disposition, the research project may either (a) proceed or (b) be held until approval is granted after conditions are satisfied or additional information is supplied to the IRB. The CFR requires IRB approval prior to beginning any research involving human subjects.

2. Familiarizing themselves thoroughly with these guidelines and CFR resolving any questions regarding proposed research activities by consulting with IRB members.

3. Notifying the IRB and the Department Chair/Supervisor of any injury - physical, psychological, or social - that is suffered by subjects because of their participation in a research activity.

4. Requesting a continuing review if the research is judged by the IRB to involve more than minimal risk.

5. Reporting the status of their research annually on the anniversary of the original IRB approval in cases where research is not complete within 12 months. Research is considered to be ongoing as long as intervention is occurring, data is being collected, or analysis of identifiable data is being conducted.

6. Informing the IRB in writing when:

    a. The investigator has terminated the research project; or

    b. The following criteria have been met:

        i) The data have been de-identified. That is, when personal identifiers have been removed from the data, and

        ii) No further investigation, intervention, or data collection is ongoing, and

        iii) No further analysis of identifiable data is ongoing.

7. Developing and implementing a plan to keep records, documents (including informed consent forms), and data securely and confidentially stored for at least three years following the completion of the study, or for a longer period if judged necessary.

8. Providing a written explanation of these plans and a plan for the destruction of the records, documents, and data within the application for IRB review.

9. Maintaining contact with faculty sponsor and faculty advisors and notifying them of IRB dispositions and of any conditions which require notification of IRB.

10. Submitting a completed IRB application packet and preparing the necessary copies for review by the IRB.

For Exemption from Standard Review. Submit (a) an original application that includes original signatures, supporting documents, and one copy of the research proposal and (b) one photocopy of the original application including signatures, supporting documents, and research proposal. The original will be retained in IRB records. The photocopy will be forwarded from the IRB Office to the departmental representative for review.

For Expedited Review. Submit (a) an original application that includes original signatures, supporting documents, and one copy of the research proposal and (b) one photocopy of the original application including signatures, supporting documents, and research proposal. The original will be retained in IRB records. The photocopy will be forwarded from the IRB Office to the departmental representative for review.

For a Standard Review. Submit (a) an original application that includes original signatures, supporting documents, and one copy of the research proposal and (b) thirteen (13) photocopies of the original application including signatures, supporting documents, and research proposal. The original will be retained in IRB records. The photocopies will be forwarded from the IRB Office to the members of the IRB for review.

2.6.11.0.0.0.0 Definitions

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

To comply with existing federal regulations the following definitions are applicable:

Assent means a child's affirmative agreement to participate in research. Mere failure to object should not, absent affirmative agreement, be construed as assent.

Guardian means an individual who is authorized under applicable state or local law to consent on behalf of a child to general medical care.

Human subject means a living individual about whom an investigator conducting research obtains (a) data through intervention or interaction with the individual or (b) identifiable private information.

IRB means an Institutional Review Board established in accord with and for the purpose expressed in this policy.

Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

Parent means a child's biological or adoptive parent.

Permission means the agreement of parent(s) or guardian(s) to the participation of their child or ward in research.

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to general knowledge. Research is completed when the following criteria have been met:

1. The data have been de-identified. That is, when personal identifiers have been removed from the data, and

2. No further investigation, intervention, or data collection is ongoing, and

3. No further analysis of identifiable data is ongoing.

Also research is completed when the investigator has terminated the research project.

2.7 Gannon Intellectual Property Policies

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Purpose:

To establish policy and procedures for disclosure and ownership of potentially patentable inventions and copyrightable works created in the course of work at Gannon University or with more than incidental use of Gannon resources. These requirements extend to the faculty, staff, employees, students, and contractors/visitors involved in research. This policy is designed to incentivize innovation, invention, and, ultimately, commercialization of intellectual property.

Gannon University reserves the right to amend at any time and without notice the policies and other materials contained herein.

2.7.1.0.0.0.0 Definition of Terms

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

2.7.1.1.0.0.0 Intellectual Property

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Intellectual Property (IP) is a legal concept which refers to creations of the mind for which exclusive rights are recognized. Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as musical, literary, and artistic works; discoveries and inventions; and words, phrases, symbols, and designs. Common types of intellectual property rights include copyright, trademarks, and patents.

2.7.1.2 Patent

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

A patent is a legal document issued by a government giving that gives the owner (who is not necessarily the inventor) the right to exclude others from making, selling or using the invention within a country. An invention is patentable if it is new, useful and non-obvious as determined by the applicable Patent Office – in the United States that is the United States Patent and Trademark Office (''USPTO''). In the United States, an invention becomes unpatentable unless a formal patent application is filed with the USPTO within 12 months of disclosure through publication or public use of the invention. Other countries are stricter and will find the invention unpatentable if a formal patent application has not been filed prior to any disclosure. This means that if foreign patent protection is desired, a U.S. application must be filed before any public disclosure of the invention is made.

2.7.1.3 Invention

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

An invention is a novel and useful idea relating to processes, machines, manufactures, and compositions of matter. It may cover such things as new or improved devices, systems, circuits, chemical compounds, mixtures, etc. Patents granted for these types of inventions are called ''utility patents,'' which are the most common. ''Design patents'' are issued to protect ornamental features of an article of manufacture. ''Plant patents'' protect certain types of plants and seeds. An invention can be made solely or jointly with others as co-inventors. A co-inventor must have conceived of an essential element of an invention or contributed substantially to the general concept. Under U.S. Law, the actual inventors of a what is claimed in the patent must be accurately identified. An incorrect identification of inventors is grounds to invalidate an issued patent.

2.7.1.4 Patentability

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Not all inventions are patentable. The Atomic Energy Act of 1954 excludes the patenting of inventions useful solely in the utilization of special nuclear material or atomic energy for atomic weapons. The courts have held that the laws of nature, physical phenomena, and abstract ideas are not patentable subject matter.

The patent law specifies that the subject matter must be ''useful.'' To be ''useful'' the subject matter must have a useful purpose and must also be operable or perform a function. A machine which will not operate to perform the intended purpose is not considered useful, and would not be eligible for a patent. The utility requirement is generally not at issue during patent prosecution.

A patent cannot be obtained upon a mere idea or suggestion. The patent is granted for the new process, composition, machine, manufacture, etc., but not upon the idea or suggestion of the new process or machine. A complete description of the actual machine or other subject matter for which a patent is sought is required. Accurate drawings are extremely important.

2.7.1.5 Copyright

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

A copyright protects any ''original works of authorship'' which have been fixed in any tangible medium from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. These works include:

a. Literary works such as books, journals, articles, poems, manuals, memoranda, tests, including instructional material, bibliographies and compilations;
b. Musical works including any accompanying words;
c. Dramatic works, including any accompanying music;
d. Pantomimes and choreographic works (if fixed, as in videotape);
e. Pictorial, graphic and sculptural works, including photographs, diagrams, sketches and integrated circuit masks;
f. Motion pictures and other audiovisual works such as videotapes;
g. Sound recordings.
h. Computer programs, software, and databases;
i. Architectural works, including maps and architectural plans.

2.7.1.6 Commissioned Works

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Under U.S. copyright law, an employer owns the rights to copyrightable work specifically commissioned from an employee under the ''work for hire'' rule if the work is not created within the scope of employment, fits one of the categories enumerated in the Copyright Act, and the employer and employee agree in writing that the work will be ''work for hire.''

2.7.1.7 Normally Available University Resources

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

This refers to resources available to all members of a particular group. In the case of students, examples include university computers in laboratories and commonly installed software. For faculty, this would include a computer, software, an office, and library resources. Staff resources are those tools and spaces the university provides to do their jobs plus library resources.

2.7.1.8 More Than Incidental Use of University Resources

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

This includes:

1. The use of, specialized research-related facilities, laboratories, computer centers, equipment, supplies, computer hardware, or software provided by the University for academic purposes; or,
2. Significant use of ''on-the-job'' time.

2.7.1.9 Casual Use

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

The occasional and infrequent use of the following would typically not constitute ''more than incidental use of University resources'' and would also qualify as “Casual Use”:

1. Routinely available, office-type equipment, including desktop computers and commercially-available general-purpose software;
2. Reference materials or other resources collected on the University campus, and which are generally available to the public in non-University locations.

2.7.2 Background

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

2.7.2.1 Conditions for Obtaining a Patent—Novelty and Non-Obviousness:

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

For an invention to be patentable it must be ''new'' and ''novel'' as defined in the patent law. Thus, an invention cannot be patented if there has been ''prior use'', which the statute defines as: ''(1) the claimed invention was patented, described in a printed publication, or in public use, on sale, or otherwise available to the public before the effective filing date of the claimed invention'' or ''(2) the claimed invention was described in a patent…, or in an application for patent published…, in which the patent or application, as the case may be, names another inventor and was effectively filed before the effective filing date of the claimed invention. '' (35 U.S.C. §102.)

Accordingly, a U.S. patent will not be issued if the invention was described in a printed publication anywhere in the world or used publicly or on sale in the U.S. more than one year before an application for a U.S. patent is filed. It is immaterial whether the printed publication or public use was by the inventor himself/herself or by someone else. To preserve patent rights in many foreign countries the inventor must file on or before the date of first public use or disclosure.

Even if the subject matter sought to be patented is not exactly shown by the ''prior art,'' and involves one or more differences over the most nearly similar thing already known, a patent may still be refused if the differences between the subject matter sought to be patented and the relevant prior art would be obvious at the time the invention was made to a person having ''ordinary skill'' in the art. In other words, the subject matter sought to be patented must be sufficiently different from what has been used or described before to the extent that it would not be obvious to a person having ordinary skill in the area of technology related to the invention. For example, the substitution of one color for another, or changes in size, would be obvious possible changes that would not ordinarily be patentable.

Any commercial activity relating to an invention, e.g., public use, sale, offer of sale or publication, can prevent one from obtaining a patent. Even if a patent is obtained, it can be declared invalid later by a court of law because of prior commercial use or publication. Thus, inventors should file their patent applications as soon as possible and in all cases within one year of any activity that might arguably be a bar under 35 U.S.C. §102.

Activities within one year prior to application for a patent which would bar its issuance include: sales, offers of sale, quotations, invoices, receipts, drawings or blueprints distributed to others, sales releases, newspaper articles, technical publications, bids, displays or shows such as trade shows, demonstrations, test marketing, advertising, or the like. If in doubt about an activity, consult the Vice President for Academic Affairs.

2.7.2.2 Copyrightable Works

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Several categories of material are generally not eligible for statutory copyright protection, including:

1) Works that have not been fixed in a tangible form of expression. For example: choreographic works that have not been notated or recorded, or improvisational speeches or performances that have not been written or recorded.
2) Titles, names, short phrases, and slogans (but short phrases and slogans can be trademarked if affixed to goods sold in commerce); familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents;
3) Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration;
4) Works consisting entirely of information that is common property and containing no original authorship. For example: standard calendars, height and weight charts, tape measures and rulers, and lists or tables taken from public documents or other common sources.

2.7.3 General Policy Statements

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Inventors and innovators at Gannon University should own the majority of the IP they create. Students at Gannon University are paying the University for the opportunity to become educated and examine new ideas. Now and then students may have new ideas which may be of commercial value. The primary role of faculty scholarship is to develop IP and publish that IP in the open literature. However, some IP developed may be appropriate for commercialization.

Gannon University staff members are employed primarily to assist with the efficient and effective operation of the University. During their employment they may at times develop ideas and inventions which may have commercial value.

Gannon University will take an interest in any IP when the University makes a significant investment or allocation of resources to develop, seek legal protection, or commercialize the IP. Gannon University's interest in IP will typically not be in the form of equity ownership, but other forms may be adopted on a case-by-case basis. Gannon University has the right to block dissemination of any IP which would cause material harm to the university. Gannon University will implement a process to evaluate IP for university support. This process will be managed by the Vice President for Academic Affairs. Decisions relating to administration of IP policies are the responsibility of the Vice President for Academic Affairs.

Waivers of the provisions of this policy may be granted by the Vice President for Academic Affairs on a case-by-case basis, giving consideration among other things to University obligations to sponsors, whether the waiver would be in the best interest of the university and whether the waiver would result in a conflict of interest. In addition, the President for Academic Affairs may expand upon these provisions and shall adopt rules, based on the same factors as well as appropriateness to the University's relationship with inventors, for the ownership of potentially patentable inventions created or discovered with more than incidental use of University resources by students when not working as employees of the university, by visiting scholars and by others not in the University's employ.

This policy shall apply to all inventions conceived or first reduced to practice following final approval of this policy by the University.

2.7.3.1 Student Policies

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Students own 100% of any IP they create themselves using normally available university resources or as part of a class. Absent an agreement to the contrary, IP resulting from a sponsored class, thesis, or capstone project will first lie with the sponsor of the thesis or capstone project. If a thesis or capstone project is supported by a grant, then ownership of the IP will be subject to the conditions of the grant or belong to the university and faculty member. If a non-disclosure agreement (NDA) is required for a project, students cannot be compelled to sign an NDA. The faculty and/or Gannon University will work with the sponsor in good faith to develop alternatives, such as assigning other students to the project or limiting the scope of disclosure, etc.

Students are cautioned that their ownership of IP comes with all the obligations that attach with those rights. Students should seek counsel to explore their options for commercialization. Gannon University resources and affiliated partners may be available for consultation or assistance. Gannon University has no obligation to spend any additional resources beyond incidental information and there may be additional out-of-pocket expenses that may be charged to the student as may be determined on a case-by-case basis.

2.7.3.2 Faculty Policies

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

IP developed using only normally available university resources is 100% owned by the faculty member. IP developed by casual use of laboratory resources without incurring significant cost are 100% owned by the faculty member.

Certain course materials are exempted by the University from the "work made for hire" doctrine and considered owned by the faculty-creator. Ownership of copyright for all of the below belong to the faculty-creator unless the material in question was a) developed with significant input from others at Gannon University b) derived significantly from use of University resources, or c) the faculty-creator received special or additional compensation to create the course beyond his or her regular compensation. Faculty may NOT distribute or sell course materials or content for commercial purposes. Faculty may NOT use course materials or content to teach the same course outside of Gannon University while employed at Gannon University. Examples of course materials owned by the faculty creator include:

a) Course syllabi
b) Lecture notes
c) PowerPoint or other digital presentations
d) Class assignments, exams, and supplemental materials
e) Digital course materials, including a limited, insubstantial part of a digitally produced or digitally reproduced lecture (but not the entirety of any single lecture or multiple lectures)

Examples of permitted use of exempted course materials include: Distribution of content to peers at other academic institutions for noncommercial academic or personal use outside of Gannon University; Distribution for scholarly publication; Inclusion in an occasional lecture at another institution while still employed at Gannon University; or Teaching or other re-use at other non-profit educational institutions after leaving Gannon University. Faculty may NOT distribute or sell content for commercial purposes.

Gannon University may use course materials created by the faculty-creator under the following conditions:

a) With the express written permission of the faculty-creator; or
b) Without the express permission of the faculty-creator if the faculty-creator is unreachable or incapacitated and Gannon University needs to complete a course with a substitute instructor.

Faculty is cautioned that ownership of IP comes with all the obligations that attach with those rights. Faculty should seek counsel to explore their options for commercialization. Gannon University resources and affiliated partners may be available for consultation or assistance. Gannon University has no obligation to spend any additional resources beyond incidental information and there may be additional out-of-pocket expenses that may be charged to the faculty member as may be determined on a case-by-case basis.

Whenever there is any ambiguity regarding the ownership of intellectual property in which Gannon University resources are being used, a written agreement designating who will own the intellectual property must be entered into before the creation and/or development of the material in question.

2.7.3.3 Staff Policies

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

The primary role of staff is to support university operations and provide their abilities, knowledge and innovation to improve and optimize operations. From time to time staff may create IP which could be used commercially beyond Gannon University. In that instance Gannon University will in good faith provide a benefit to the staff member rewarding their innovation. IP developed by staff outside of regular job responsibilities belongs 100% to the staff member.

2.7.3.4 Third Party IP

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Interest in IP created under contract to another organization or individuals will be governed by the contract with the other organization or individuals.

2.7.3.5 Retroactive Application of Policy

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

The policies detailed herein shall also apply to IP created prior to the institution of these policies. Nevertheless, the terms of any agreements or contracts related to IP and Gannon University shall be enforced as written unless modified under the terms of such agreements or contracts.

2.7.4 Invention Disclosures

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

An invention disclosure is a document which provides information about the inventor(s), what was invented, circumstances leading to the invention, and facts concerning subsequent activities. It provides the basis for a determination of patentability and the technical information for patent counsel to draft a patent application. An invention disclosure is also used to report technology that may not be patentable but is protected by other means such as copyrights. It also provides the basis to opening discussions between the inventors and Gannon University for the expenditure of more than casual use of Gannon University resources.

Inventors should prepare and submit an invention disclosure for each potentially commercially viable IP as soon as continued development will require more than casual use of Gannon University resources. The inventor must make a full disclosure of an invention to the Vice President for Academic Affairs (or a designee) promptly in writing using the Gannon University Invention Disclosure Form (''GU-C Form''). The inventor must also inform the inventor's department chair, supervisor, or unit administrator of the intent to disclose a potentially patentable invention.

The following practical considerations relate to invention disclosures:

a) Individuals covered by this policy are expected to apply reasonable judgment as to whether an invention has potential for commercial use. If such potential exists, the invention should be considered ''potentially patentable'' and disclosed to the University.
b) Individuals may not use University resources, including facilities, personnel, equipment or confidential information, except in a purely incidental way, for any non-University purposes, including outside consulting activities or other activities in pursuit of personal gain.

2.7.4.1 Development by the University

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

2.7.4.1.1 Ownership Provisions

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

When intellectual property is created with more than incidental use of University facilities, but not directly arising from sponsored research, the university shall have right, but not the obligation to secure patent or copyright protection and, in such case, will retain some ownership rights to the property. The amount of ownership will be negotiated with the inventor/creator at the time of filing the copyright registration or patent application. If the University is the sole owner of the intellectual property, the University may elect to develop and commercially exploit such intellectual property as a trade secret without applying for a United States or other patent or copyright to same.

IP requiring review by the Vice President for Academic Affairs, but not chosen to be pursued by the University, may, upon request of the inventor(s), be released back to the inventor(s) and the University will transfer any applicable ownership interest to the inventor(s) with no further claim on the IP. Such request will not be unreasonably withheld.

2.7.4.1.2 Net Proceeds

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

If the intellectual property is developed solely by the University, proceeds shall be shared as set out in Section 5 of this Policy.

2.7.4.1.3 Waiver/Assignment of University's Rights

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

When/if the University decides it does not wish to pursue or continue patent or copyright protection, or commercial exploitation of intellectual property as a trade secret, the Provost and Vice President for Academic Affairs (or a designee) shall inform the inventor in writing, and the University shall take the necessary steps to meet sponsor requirements or other obligations before transferring the ownership rights to the inventor. If the ownership rights are transferred to the inventor, the inventor shall then be responsible for any patent or copyright expenses incurred from the date of University's notice.

2.7.5 Licensing and Royalties

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

This Section outlines the licensing and royalty guidelines under which IP solely owned by the University may be commercially exploited. The University encourages the development by industry for public use and benefit of inventions and technology resulting from University research. It recognizes that protection of proprietary rights in the form of a patent is often necessary to encourage a company to invest its personnel and financial resources to conceive, create and develop the invention. In some cases, an exclusive license may be necessary to provide an incentive for a company to undertake commercial development and production. Nonexclusive licenses allow several companies to exploit an invention.

The research and teaching role of the University shall take precedence over patent considerations in most cases. While the University expects some financial reward from the licensing of patents which result from the research which it supports, the direction of University research should not be unduly influenced by patent considerations or personal financial interests.

The Office of the Vice President for Academic Affairs handles the evaluation, marketing, negotiations and licensing of University-solely-owned inventions with commercial potential, upon the advice of legal counsel. Royalty distribution shall be as follows:

2.7.5.1 Cash Royalties

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

A deduction of 10% to cover the University administrative overhead is taken from gross royalty income, followed by a deduction for any directly assignable expenses, such as legal and patent filing fees. After deductions, royalty income is allocated one third to the inventor, one third to the inventor's department and one third to the inventor's University school. In the case of independent contractors, the inventor may assign the third of the royalty income that would otherwise go to the inventor's department to the independent contractor. When more than one department is involved, the inventor shall designate the distribution of the department and school thirds based on their respective contributions in support of the work. Disputes over distribution of royalties shall be reviewed and resolved by the Vice President for Academic Affairs within these guidelines.

When an invention is conceived jointly by two or more inventors, then each shall share in the net income in proportion to their contribution(s) as mutually agreed upon. If the joint inventors fail to reach such an agreement, then the income shall be distributed among the inventors in proportion to their contribution(s) as determined by the Vice President for Academic Affairs or a designee unless provided in a separate agreement. In no case shall the total payments to joint inventors exceed the amount that would have been paid to a single inventor for a particular invention. The proportionate distribution schedule of income between the inventors will also be used.

2.7.5.2 Equity

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

The University encourages the start-up of companies, as evidenced by University support of the Erie Technology Incubator (''ETI'') and the Small Business Development Center (''SBDC''). Such support may involve transfer of University intellectual property, provided that any potential conflicts of interest are accounted for and appropriately resolved, to the satisfaction of the Vice President for Academic Affairs. The University may at times accept equity as part of the licensing fees. Agreements covering these types of Vice President for Academic Affairs arrangements are often complex and must be evaluated and negotiated by the appropriate designee and the Vice President for Academic Affairs.

2.7.6 Copyright Policy

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

2.7.6.1 General Policy Statement

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Gannon University recognizes that copyright is the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. It is the policy of the University to comply with the Digital Millennium Copyright Act of 1998 (''DMCA''), the Copyright Act of 1976 and subsequent amendments to either of these Acts. Gannon University recognizes that all rights in copyright shall remain with the creator unless the work is one of the following: a work-for-hire by an employee within the scope of his/her employment (and copyright vests in the University under copyright law); is an institutional work; is supported by a direct allocation of funds through the University for the pursuit of a specific project; is commissioned by the University; makes significant use of University resources or personnel; or is otherwise subject to contractual obligations. This policy shall apply to all works created in a fixed form following final approval of this policy by the University.

2.7.6.2 Institutional Works

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

The University shall retain ownership of works created as institutional works, rather than solely through personal effort. Institutional works include works that are supported by a specific allocation of University funds or that are created at the direction of the University for a specific University purpose, or that is or would be a ''work for hire'' if the creator were an employee of the University. Institutional works also include works whose authorship cannot be attributed to one or a discrete number of authors but rather result from simultaneous or sequential contributions over time by multiple faculty and students. For example, software tools developed and improved over time by multiple faculty and students where authorship is not appropriately attributed to a single or defined group of authors would constitute an institutional work. The mere fact that multiple individuals have contributed to the creation of a work shall not be itself cause the work to constitute an institutional work.

2.7.3 Works for Hire

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

''Works for hire'' is a term defined in the Copyright Act as ''a work prepared by an employee within the scope of his or her employment.'' This definition includes works prepared by employees in satisfaction of sponsored agreements between the University and outside agencies. Specially ordered or commissioned works also are works for hire if the parties so agree in writing.

The University by law is the ''author'' and hence the owner of works for hire for copyright purposes. Works for hire subject to this principle include works that are developed in whole or in part, by University employees. Where a work is jointly developed by University faculty or staff or student employees and a non-University third party, the copyright in the resulting work typically will be jointly owned by the University and the third party. In such instances, both the University and the third party would have non-exclusive rights to exploit the work, subject to the duty to account to each other. University ownership in a work for hire may be relinquished only by the Vice President for Academic Affairs.

2.7.6.4 Use of University Resources

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Gannon University resources are to be used solely for University purposes and not for personal gain or personal commercial advantage, nor for any other non-University purposes. Therefore, if the creator of a copyrightable work makes more than incidental use of the services of University faculty, employees or University resources to create the copyrightable work, he or she shall disclose the work to the appropriate University designee and assign title to the University. Examples of incidental use include ordinary use of desktop computers, University libraries and limited, incidental administrative resources.

2.7.6.5 Re-conveyance of Copyright to Creator

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

When copyright is assigned to Gannon because of the provisions of this policy, the creator of the copyrighted material may request the Vice President for Academic Affairs to re-convey ownership back to the creator. Such a request may, at the discretion of the Vice President for Academic Affairs, be granted if it does not: violate any legal obligations of or to the University; restrict appropriate University uses of the materials; create a real or potential conflict of interest for the creator; or, otherwise conflict with University goals or principles.

2.7.6.6 Determinations of Ownership and Policy in Unclear Cases

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Questions of ownership or other matters pertaining to materials covered by this policy shall be resolved by the Vice President for Academic Affairs (or appropriate designee).

2.7.6.7 Royalty Distribution

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Royalties will normally be allocated in accordance with the University's policy on Licensing and Royalties (see Licensing and Royalties Section 5 above). If copyright protection alone is claimed, royalties normally will be allocated in a similar manner, with the ''inventor's share'' allocated among individuals identified based on their relative creations and contributions to the work. Where royalty distribution to individuals would be impracticable or inequitable, the ''inventor's share'' may be allocated to a research or educational account in the department where the copyrightable material was developed. Such determination will be made on a case-by-case basis by the Vice President for Academic Affairs.

2.7.6.8 Assignments

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

No assignment, license or other agreement may be entered into or will be considered valid with respect to copyrighted works owned by the University except by the Vice President for Academic Affairs or other Gannon official specifically authorized to do so.

2.7.6.9 Policy Regarding Instructional Materials and Course Presentations

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

For instructional materials and course presentations that are the property of Gannon University, Gannon University prohibits the sale, license or commercial publication, distribution, transmission, or display of notes or other recordings of any material presented or prepared by instructors in courses offered or sponsored by the University, without the prior written consent of the course instructor(s). Violations of this policy by students are subject to enforcement under the University Student Disciplinary Code. Violations of this policy by students and others are also subject to enforcement under federal and state law.

This policy is not intended to compromise the legal rights of students or the legal obligations of the University with respect to disability accommodation.

Instructors should provide a copyright notice and statement on their Syllabi similar to the following: ''C in a circle {year of creation}. Gannon University. This {syllabus/course material} is for the use of students enrolled in {course name and number}. It may not be reproduced, published, or transmitted electronically for commercial purposes without the Instructor's consent.'' The University retains an unlimited license to use the Instructor's Syllabi in its day to day operations, including sharing such Syllabi with other University Instructors teaching similar courses for reference purposes only.

2.7.6.10 Policy Regarding Online Courses and Technology-Based Material

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

On-line courses and other Technology Based Material (''TBM'') represent complex and evolving areas of intellectual property. Agreements should be negotiated between all relevant parties early in the process of developing on-line courses, TBM, and related materials, consistent with the University's Intellectual Property Policies.

Technology-based materials are typically copyrightable, although there may also be some such as computer programs and software for which patent and license policies apply. TBM copyrights belong to the creator, where the creator has made only incidental use of University resources and is not a staff member working within the scope of employment. Patents belong to the inventor/creator unless the inventor/creator is a staff member whose invention/creation is developed within the scope of his/her employment or the inventor/creator has made more than incidental use of University resources and the University develops the patent as provided under Section 4 above.

2.7.6.10.1 Rights and Responsibilities of the University

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

The University retains a right of approval over licenses of copyrightable TBM created with more than incidental use of University resources, as well as a perpetual, royalty-free license to use such materials for University purposes but not to sell or distribute them to third parties. Use of electronic media, including course management software, shall be considered merely incidental use of University resources. TBM created with more than incidental use of University resources may be used by other members of the University community, whether or not the creator is employed by the University. However, said other members of the University may not claim ownership to any material whether altered or in its original form at any time unless granted written permission by the University.

The University has the right to determine appropriate use and/or compensation for the University name and logo.

Delivery systems and other supporting materials supplied by other University employees, such as staff in Continuing Education or Information Technology Services, shall remain the property of the University.

2.7.6.10.2 Rights and Responsibilities of the Creator

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Course materials and instructional tools delivered via electronic media that are created as a result of normal teaching, research, or administration of assignments shall be deemed to belong to the creator. Creator may assign any or all of these rights to the University in a written contract.

Where TBM belongs to the creator, the creator retains the rights to update, edit, revise, or distribute electronically developed course materials and to place a time limit upon its use.

2.7.6.10.3 Duplication of TBM for Student Use

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

At each site at which a distance education course is offered and where facilities and staffing permit, a copy of the TBM relating to such course may be made at the site to allow students to review a missed class, with the instructor's permission.

2.7.6.10.4 Releases and Consents

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Before recording of course presentations by audio, video, or other mechanisms, the University, through responsible officials or agents (including but not limited to instructions officers), shall obtain written releases and consent from persons appearing in such recordings. This provision is subject to the requirements of the Family Educational Rights and Privacy Act as well as other relevant state or federal law.

The University, through responsible officials or agents, shall obtain releases and consents for intellectual property used in the production of TBM.

2.7.7 Prosecution for Infringements

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

When a University-administered Intellectual Property asset is infringed, the University shall have the right to prosecute the infringement and the inventor(s) or creator(s) will provide reasonable assistance.

2.7.8 Dispute Resolution

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Dispute resolution with regard to intellectual property will be handled by an ad hoc committee composed of the Chair of the University Review Council (who will chair the committee), the head of the unit where the dispute is taking place (unless the dispute involves that person, in which case another individual mutually agreeable to the Vice President for Academic Affairs and the inventor/creator will be chosen)

2.7.9 Exceptions to the Policy

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Exceptions to this policy shall be administered by the Vice President for Academic Affairs (or a designee) or other official designated to administer the policy in regular consultation with the Vice President for Academic Affairs

2.7.10 Policy Compliance, Administration, and Violations

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

The Vice President for Academic Affairs or a designee shall be responsible for the administration of this policy. The Vice President for Academic Affairs

2.7.11 Effective Date

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

This policy shall become effective after the approval of Faculty Senate, the Vice President for Academic Affairs, the President, and as of the date of its approval by the Board of Trustees

2.7.12 Periodic Evaluation of Policy

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Under the direction of the Provost and Vice President for Student Experience or designee, this policy shall be reviewed periodically and revised in light of legal developments and experience gained

2.7.13 Administration, Interpretation of Application and Amendment of Policy

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

2.7.13.1 Administration

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

The Provost and Vice President for Student Experience or a designee shall be responsible for the administration and interpretation of this policy, and to make exceptions in appropriate cases. The Vice President for Academic Affairs will issue administrative guidelines as necessary or appropriate to assist with policy interpretation and to facilitate its administration. Such guidelines shall include procedures for the reporting and resolution of alleged policy violations and shall reserve to the University the right to initiate civil or criminal complaints for policy violations as well as to pursue University corrective or disciplinary action.

2.7.13.2 Application

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

The policies articulated in this document are binding on all members of the University community, including - but not limited to - faculty, staff, students and administrators.

2.7.13.3 Applicable Law

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

University records and documents shall be produced in conformance with governing federal and state law, including - but not limited to - the law regarding access to student educational records and the provisions and exemptions of the State Public Records Act.

2.7.13.4 Periodic Evaluation and Amendment

Revision Date: 01/18/2023 Approval Date: 02/01/2023 Current Version

Under the direction of the Vice President for Academic Affairs or designee, this Policy shall be reviewed periodically and revised in light of legal developments and experience gained. All revisions, regardless of their source, shall be approved by Faculty Senate, the Vice President for Academic Affairs, the President and as of the date of its approval by the Board of Trustees.

2.8 Institutional Advancemnet Policies

2.8.1.1.0.0.0 Introduction

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

This document attempts to define and clarify the guidelines for gift counting and recording that will be used by the Advancement Office during the upcoming campaign. In establishing these guidelines, Gannon seeks to comply with all applicable state and federal laws and adhere to the management and reporting standards published by NACUBO (National Association of College and University Business Officers) in conjunction with CASE (Council for Advancement and Support of Education) and the CASE Campaign Standards, a published guideline on standard gift counting practices.

It must be stressed that gift counting is a collaborative, University-wide effort and the development of an acceptable gift counting policy will necessitate frequent communication between the Vice President for University Advancement and the Vice President for Finance and Campus Operations

2.8.1.2.0.0.0 Gift Types

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Recordable gifts come in two forms - outright gifts of tangible assets and pledges. A pledge is a promise to make a gift. It must be written and signed by the donor and include information on the anticipated gift amount, gift type (stock, real estate, cash), fulfillment date, intention (payment schedule), and purpose (fund allocation).

2.8.1.3.0.0.0 Pledges

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Pledges can be unconditional or conditional. An unconditional gift is given without any attachments. A conditional gift is given with specific criteria, for example, a challenge: ''I will give $1 million to Gannon if you raise $500,000 to support men's basketball'' or ''I will give $1 million to Gannon when xxxx stock price reaches $xxxx.''

Pledges will be set up with a specifically stated pledge payment schedule, with a maximum payment schedule of five years.

All pledges that are to be paid with cash or securities are counted at full face value for campaign reporting. Deferred gifts will be considered separately as outlined in the Deferred Gifts section below.

Oral pledges will not be entered in the University gift system, or counted in campaign totals.

2.8.1.3.2.0.0 Cash Gifts and Pledge Payments

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Gifts of domestic currency are counted at face value on the day the gift is deposited. Exceptions are made at calendar year-end, when gifts are counted as of the postmarked date. At fiscal year-end (June 30), a grace period of not more than two weeks is given to enable donors to receive gift credit in the fiscal year that is closing.

Credit card gifts are counted at full face value on the day the gift is deposited. As with domestic currency, exceptions are made at calendar year and fiscal year-end.

Foreign currency is counted as determined by the exchange rate on the date the donor relinquished control of the asset. The University does not accept foreign currency gifts under $25 because the cost of conversion is prohibitive.

Wire transfers are counted at the full amount of the gift transferred by the donor.

2.8.1.3.3.0.0 Matching Gifts

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Corporate matching gifts are counted at full value as gifts received from the corporation on the date that the match is received from the corporation. The donor whose gift is being matched receives acknowledgment and recognition (a soft-dollar credit) for the matching funds, but matching gifts are not counted as pledge payments on donor pledges.

2.8.1.3.4.0.0 Marketable and Closely Held Securities

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

There are two types of securities: marketable and closely held.

Marketable securities can be sold immediately. Closely held securities must be held by the University for a certain period of time, either by donor restriction or restriction on the security itself.

For marketable securities, the University Finance and Campus Operations Office bases valuation on the average between the highest and lowest quoted price per share at the close of the market on the day the donor surrenders control of the asset. For closely held securities exceeding $10,000 in value, University Finance and Campus Operations Office counts the gift based on an independent appraisal, provided by the donor, of the value of the securities on the day the donor surrenders control of the asset. Closely held stock valued at $10,000 or less may be valued at the per-share cash purchase price of the most recent transaction. If no transaction has occurred in the campaign reporting period, closely held stock in this category may be valued by an independent certified public accountant who maintains books for a closely held corporation, or by a qualified independent appraiser.

2.8.1.3.5.0.0 Real Property

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Only the Vice President for Finance and Campus Operations or a designee has the authority to accept a gift of real property. These gifts may be made in five forms:

1. Outright gift: Gift credit is given at the time the University received the property for the appraised value, less any mortgage indebtedness.

2. Undivided interest in real property: If a donor contributes a portion of land to the University but retains control over the property's use, the donor is given gift credit for the appraised value of the portion of land contributed, less any mortgage indebtedness.

3. Retained right of residence: Gift credit is given for the appraised value of the property, less any mortgage indebtedness and less the value of the retained right to occupy the residence. Donors are responsible for taxes, insurance, repairs, and general upkeep.

4. Bargain sales: The gift amount is the difference between the purchase price and the appraised value of the property, less any mortgage indebtedness.

2.8.1.3.6.0.0 Personal Property, Gifts-in-Kind, Tangible Gifts

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

There are two types of gifts-in-kind, those that are donated to Gannon and then sold by the University, and those that are donated to Gannon and retained by the University. Examples of gifts-in-kind include artwork, furniture, office equipment, etc. Receipt of these gifts must have the prior approval of the Vice President for Finance and Campus Operations before being accepted.

Gifts of real and personal property that qualify as a charitable deduction for a donor will be counted at full fair market value regardless of the value the donor may be able to take as a charitable deduction. In keeping with IRS requirements for gift substantiation, the donor has the responsibility for valuing property for tax deduction purposes.

Gifts with fair market values of more than $5,000 will be counted at the values placed on them by qualified independent appraisers, as required by the IRS for valuing non cash charitable contributions. Gifts of $5,000 and less will be reported at the value declared by the donor or determined by a qualified expert on the faculty or staff of the institution.

Gifts-in-kind are non-cash donations of materials or long-lived assets. Gifts of materials or long-lived assets that serve the purpose of the institution will be reported at the face (fair market) value. Gifts-in-kind might include such items as equipment, software, printed materials, food, or other items used for hosting dinners, etc. For items such as equipment and software, the educational discount value (the value the institution would have paid had it purchased the item outright from the vendor) will be reported.

Gifts of copyrights and ownership of gas or oil wells will be reported at the readily determined face (fair market) value. Alternatively, if the fair market value is not known and cannot be readily determined, the asset will be reported in the year the value becomes known. For gifts of royalties from gas and oil wells not owned by the institution, the amount received each year will be reported.

2.8.1.3.7.0.0 Event Sponsorship

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Event sponsorship must take the form of reimbursement for expenses related to a university-sanctioned event. In order to be counted as a charitable contribution, all bills for the event must be paid by the University.

2.8.1.3.8.0.0 Event Attendance

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

For quid pro quo contributions, the amount of the contribution that exceeds the value of benefits the donor receives from the institution in return for the gift will be counted as voluntary support. For such contributions, these standards follow the IRS tax rules regarding tax deductibility of quid pro quo contributions.

The value of the benefits will be based on the fair market value of the items, not the cost to the institution.

2.8.1.3.9.0.0 Bequests

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

A bequest is a gift made under a will. It is counted when the estate is settled, and the assets received; the full value is counted as gift income.

2.8.1.3.10.0.0 Charitable Lead Trusts

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Charitable Lead Trusts immediate gifts in trust that pay over a period of time. The Charitable Lead Trust can be a unitrust or an annuity trust. An outside agent holds an income-producing asset for a fixed term or for the life of the donor, during which time income is paid to the University. At the conclusion of the trust term, the asset is returned to a named beneficiary (which may be the University, the donor, or another party).

Example: A donor establishes a charitable lead trust with an institution by transferring $500,000 to the trust and stipulating that $25,000 will be given to the institution each year for ten years, after which the assets are to return to the donor. Only the $25,000 received by the institution each year should be entered in the institution's gift totals for that year.

2.8.1.3.11.0.0 Life Insurance

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Gifts of life insurance policies can be considered a gift only if Gannon University has been named both owner and irrevocable beneficiary of the policy. In addition:

1. Paid-up life insurance policies will be reported as an outright gift at the cash surrender value upon date of the transfer of ownership and beneficiary to the University.

2. For gifts of existing policies that are not paid up, the gift amount will be the existing cash value of the policy on the date of the contribution. If the payment of additional premiums is pledged over a five-year pledge period, the incremental increase in the cash value will be counted as a campaign pledge.

3. Realized death benefits will be reported as gift income only if the University has never previously recorded the policy value or any donor-paid premiums as gift income and if the University has not been paying the premiums. If the values have already been reported, the difference between the previously reported values and the amount of the insurance company's settlement at the death of the donor will not be counted as a gift, because this is a gain on the disposition of the institution’s assets.

When Gannon receives the proceeds of an insurance policy in which is was named beneficiary, but not the owner the full amount of the insurance company's settlement at the death of the donor should be reported as a gift on the date Gannon receives the proceeds.

2.8.1.4.0.0.0 Deferred Gifts

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

As previously stated, deferred gifts are counted by Advancement at full face value. This is the value that is reported to donors, as allowed by CASE guidelines. Both face value and net present value are reported to the University Trustees and to CASE, where applicable. There are several -types of deferred gifts.

2.8.1.4.1.0.0 Charitable Remainder Trusts

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Charitable Remainder Trusts are transfers of assets to the University or to an outside agent with income on principal returned to the donor, either over a specified period of time or throughout the donor's lifetime. These gifts may be in the form of a unitrust (paying income to the donor as a fixed percentage of the asset, revalued annually) or an annuity trust (paying income to the donor as a fixed payment amount based on the value of the gift when made). At the end of the term, or upon the donor's death as specified in the trust agreement, the remaining assets are released to, or transferred to, the University for use as designated by the donor in the trust agreement. The full amount of the trust is recorded as a gift when the instrument states that the University will irrevocably receive the asset. Both face value and discounted present value of the remainder interest allowable as a deduction by the IRS are reported to the University and to CASE. The premise underlying the discounting to present value of gifts of a future interest is that the present value of a future interest is less than the face (fair market) value of the assets at the time the gift commitment is made.

The charitable remainder beneficiary designation must be irrevocable, and verified as such, in order to be counted in fund-raising totals.

2.8.1.4.2.0.0 Charitable Gift Annuities

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Charitable Gift Annuities are similar to an annuity trust; this constitutes a transfer of assets to Gannon University. The University pays a fixed dollar amount to the donor over that donor's lifetime in exchange for the transfer. The full amount of the charitable gift annuity is recorded as a gift. Upon the death of the donor, the University retains ownership of the full amount of the asset. Both face value and net present value are reported to the Trustees and to CASE.

The different between the Charitable Remainder Trust and the Charitable Gift Annuity lies in the ways the trusts are created and the funds invested. A donor would choose between the two options based on preferred rates of return and tax planning decisions.

In the charitable gift annuity transaction, a person irrevocably transfers to an institution some property, such as securities, and the institution agrees in a contract to pay the donor or other beneficiaries a guaranteed annuity for life. Because the transferred property has a value larger than the value of the annuity, the transaction is in part the purchase of an annuity from the institution and in part a gift to the institution.

2.8.1.4.3.0.0 Pooled Income Funds

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Pooled Income Funds are co-mingled assets donated by participants in the fund and distributes to all beneficiaries a pro-rata share of earned income. The full donor contribution is recorded as a gift. Upon the death of a participant, the participant's portion of the fund (along with the growth attributed to the donor's ownership interest) is removed and released to the University to be used as specified in the original transfer agreement.

2.8.1.5.0.0.0 Non-Government Grants

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

Grants from corporations (public or private), private foundations, community foundations, and associations are counted as gifts. Contracts will not be counted as gifts. The difference between a contract and a grant is judged on the basis of the intention of the awarding agency and the legal obligation incurred by the University in accepting the award. In order to be considered a gift, a grant must be bestowed voluntarily and without expectation of tangible compensation (e.g., proprietary rights to research).

2.8.1.6.0.0.0 Testamentary Gifts

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Testamentary pledge commitments in the campaign totals should satisfy the following three requirements:

1. The commitment must have a specified amount or percentage of the estate stated in the will based on a credible estimate of the future value of the estate at the time the commitment is made.

2. The University must have verification of the commitment in one of the following forms:

a. A letter from the donor or the donor's attorney affirming the commitment and stating that the University will be informed of any changes in the will that might be made in the future.

b. A legally binding document tested in the courts of several states that places an obligation on the estate of the issuer to transfer a certain amount to the University. Under such agreements, the executor of the donor's estate is held legally responsible for payment of the specified amount from the estate.

c. A contract to make a will - a legally binding document, also tested in the courts of several states that place an obligation on the donor to make a will that transfers certain assets or a certain percentage of the donor's estate to the University. This instrument is used when the donor cannot (or does not wish to) specify the precise dollar amount the donor will contribute. Instead, the donor promises to execute a valid will wherein the donor designates a certain item of property or portion of the estate to the University. Often, the portion is stated as a percentage of the residue of the estate. After the contract is signed, no changes may be made in the donor's will that would decrease the University's originally specified share, except as agreed upon in advance by the donor and the University.

3. The amount specified or estimated will be reported at both the discounted present value and at face value in the ''deferred gifts'' (future commitments) portion of the campaign report. If any circumstances should make it unlikely that the amount pledged by bequest will actually be realized by the University, then the commitment mil be further adjusted according to specific circumstances, or not reported at all.

2.8.1.7.0.0.0 Exclusions

Revision Date: 1/28/2010 Approval Date: 1/28/2010 Current Version

Campaign totals will exclude:

1. Gifts and pledges counted in a previous campaign, even if collected during the current campaign period.

2. Contributed services.

3. Government grants.

4. Contract revenue.

5. Surplus income from ticket-based operations, except where allowed by the Internal Revenue Service as a quid pro quo charitable contribution.

2.8.2.0.0.0.0 Use of Gannon University Name, Seal, and Logo

Revision Date: 2/19/2018 Approval Date: 2/19/2018 Current Version

Members of the campus community, either individually or collectively, shall not officially use the name, seal or logo of Gannon University in any activity outside of the regular work of the University. Violation of this rule is regarded as sufficient cause for dismissal or expulsion. Gannon University's name, seal, and logo are the exclusive property of the University and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the Chief of Staff and Director of Marketing and Communications. Members of the campus community publish a considerable number of reports in the form of bulletins, circulars, scientific articles, monographs, and books, some of which are copyrighted and others of which are not. Material from such recognized publications is, of course, quotable, and proper recognition should be given to both the individual author and to Gannon University in connection with such quotations.

Official stationery may not be used in connection with ''outside activities'' except with respect to those academic and scholarly activities described above. No report or statement relating to outside activities may have the name of Gannon University attributed to it. The use of official Gannon University titles for personal gain or publicity is prohibited without the written approval of the Chief of Staff and Director of Marketing and Communications.

The Gannon University identity system is more than just our logo and institutional colors, it is a comprehensive structure for communicating Gannon's visual identity in a meaningful way. A well-defined identity system enables Gannon to present a consistent and professional visual message to its internal and external audiences. This consistency is key to reinforcing Gannon's identity and reputation, allowing us to attract, engage and retain support from its constituents.

Gannon recognizes the need for creative flexibility within faculties, departments and units on campus to meet specific stakeholders' needs. With that in mind, the Creative Toolkit, available on the Marketing Store outlines ways to incorporate the University's visual identity system into all forms of University communications, while still allowing for individual expression.

The toolkit also outlines procedural guidelines for the creation of documents and artwork that serve the Gannon brand.

2.9 View Complete Section: Purchasing and Financial Policies

2.9.1 Capitalization of Land and Land Improvement, Building and Equipment

2.9.1.1.0.0.0 Land

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Vacant land is not depreciated.

2.9.1.2.0.0.0 Land Improvements

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Land Improvements will be capitalized.

2.9.1.3.0.0.0 Buildings

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Buildings which will be occupied by or maintained by the University are capitalized. Determination for use will be made for purchases of land with buildings. Buildings that will be occupied or maintained by the University will be considered land and buildings and will be recorded as such. If the intent is land use only and the buildings will be demolished the property will be considered land and recorded as such.

2.9.1.4.0.0.0 Building Improvements

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

1. Purchases > (greater than) $5,000 and > (greater than) three years of service will be capitalized.

2. Purchases < (less than) $5,000 regardless of term of service will be charged to an appropriate expense account.

2.9.1.5.0.0.0 Equipment Purchases

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

1. Purchases > (greater than) $5,000 and > (greater than) three years of service will be capitalized.

2. Purchases < (less than) $5,000 regardless of term of service will be charged to an appropriate expense account.

The capitalization criteria will apply to each item within the lot being purchased unless individual items cannot stand independently. (Example: The purchase of a computer system will be capitalized if the cost is greater than $5,000 even though the individual components cost less than $5,000).

2.9.1.6.0.0.0 Computer Software

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Generally, computer software purchased independently of a system is not considered equipment and will be charged to an appropriate expense account. Software meeting the capitalization criteria will be reviewed on a facts and circumstances basis and an appropriate determination will be made.

2.9.1.7.0.0.0 Planned Projects

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Periodically the University will undertake ''Major Planned Projects'' to increase the productivity of Gannon dormitories, student apartments and/or departments and buildings. These projects may include complete furniture and fixture replacement, carpeting, cabinets, etc. Due to the overall costs, these expenditures will be capitalized. Replacement pieces obtained during the depreciation period will be expensed, not capitalized.

2.9.1.8.0.0.0 Other

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Assets such as land and/or buildings may at times be considered investments. These situations will be reviewed, and an appropriate determination will be made based on facts and circumstances basis and must be approved by appropriate Deans or Vice President. Visit the Office for Finance and Campus Operations Homepage for additional information.

2.9.2.0.0.0.0 Check Requisitions

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Gannon University is committed to paying vendors and reimbursing faculty, administrators and staff within a reasonable time frame. Refer to the Office for Finance and Campus Operations Homepage for procedures, timelines and forms.

1. Check requisitions are used for the following:

    a. Purchases requiring pre-payment.

    b. Payment to vendors who do not accept purchase orders.

    c. Travel expense, advances or reimbursements.

2. Original receipts or supporting documentation must be attached to all check requisitions.

3. The person initiating the request is responsible for securing the necessary approvals and budget numbers.

4. Check Requisitions for Cash Advances:

    a. Purpose of cash advance must be clearly stated and all necessary approvals must be obtained.

    b. Cash advances are the sole responsibility of the requester. Original receipts must be submitted to the Planning and Finance Office within thirty (30) days after the advance is issued. Failure to do so may result in a deduction of the amount from the requesters paycheck as all advances are considered/recorded as a loan to the employee.

5. No individuals may authorize and/or approve payment to themselves. An employees' supervisor must authorize the request.

2.9.3.0.0.0.0 Contract Signature Authority

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Only the President of Gannon University or the Vice President for Finance and Campus Operations and the Controller have the signature authority for the bank checking accounts, savings accounts or investment trust accounts, certificate of deposit, investment brokerage accounts, are fully authorized and empowered to transfer, convert, endorse, sell, assign, set over and deliver any and all shares of stock, bonds, debentures, notes, subscription warrants, stock purchases, warrants, evidences of indebtedness, or other securities not or hereafter standing in the name of or owned by Gannon University and to make, execute and deliver, under the corporate seal of Gannon University.

The President and Vice President for Finance and Campus Operations are fully and empowered to enter into contractual agreements with federal, state and municipal government agencies and to authorize any lease agreement or other contractual agreement with any entity other than a governmental agency.

The Vice President of Academic Affairs has the signature authority to enter into Contracts of Association with organizations that provide experiential learning opportunities for Gannon Students.

2.9.4.0.0.0.0 Equipment Disposal Policy

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

2.9.4.1.0.0.0 Responsibilities and Systems

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

The Senior Accountant is responsible for maintaining information for assets and capital equipment at the University regardless of the acquisition method. A Fixed Asset System is used to account for and track all assets. The Fixed Asset System maintains an inventory for each department. Visit the Office for Finance and Campus Operations Homepage for disposal procedures and forms.

2.9.4.2.0.0.0 Disposal

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

1. An Equipment Disposal Request must be submitted to the Office for Finance and Campus Operations when equipment originally valued at $500.00 or higher is relocated, disposed of, donated or sold.

2. The Senior Accountant manages the records for capital equipment and fixed assets; not the physical removal of the item disposed of, sold, or donated.

3. University assets will be offered to other departments prior to disposal, sale or donation to an outside entity.

4. Equipment should not be disposed of until all required approvals are obtained and the approved request is returned to the initiating department.

See Appendix 2.11.3 for a copy of the Equipment Disposal Request Form.

2.9.4.3.0.0.0 Processing and Routing for an Equipment Disposal Request

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

1. Required signatures and approval vary based on equipment type.
2. Obtain an Equipment Disposal Request from the Finance and Campus Operations Office or on-line.
3. Complete form with as much detail as possible.
4. All requests must have the approval of the Department Chair or Supervisor.
5. All requests must have the approval of Dean or Vice President.
6. Information Technology Services (ITS) must approve the disposal of computers and related equipment.
7. Physical Plant must approve the disposal of all furniture, including office furniture.
8. The Vice President for Finance and Campus Operations or Controller will have final approval.

2.9.4.4.0.0.0 Sale of Equipment and Assets

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

1. Applicable sales tax rules will apply to all sales.
2. A predetermined price will be assigned by the department holding the expertise.
3. The predetermined price will be approved by the Office for Finance and Campus Operations.
4. Sale announcements will be made via mass email, faculty announcements, or signage.
5. Sale will be a non-discriminatory lottery among students, faculty and staff.
6. Proceeds from the sale will benefit the budget of the department owning the asset.

2.9.4.5.0.0.0 Department Transfers

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

A budget transfer is completed to move budgeted funds from one object pool to another, either within the same department or between two different departments. Departments may request a budget transfer using the Budget Transfer Form.

2.9.5.0.0.0.0 Faculty and Staff Grant Policy

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

All applications for outside funding must be approved prior to submission. Allow a minimum of seven (7) working days for Preliminary Grant Proposals. Final proposals must be ready for the President to review five (5) working days prior to the submission date. Additional information and procedures can be obtained from the Office for Finance and Campus Operations Homepage.

2.9.5.1 Submission

2.9.5.1.1.0.0 Preliminary Grant Proposal Form

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

Complete the Preliminary Grant Proposal Form prior to the submission of any grant proposal. Obtain required signatures as indicated on the form. Forms can be obtained by visiting the University Grants Office Homepage.

Attach a copy of the RFP (Request for Proposal) to the Preliminary Grant Proposal. The RFP generally provides details pertaining to funding priorities, time frames, match requirements, indirect and administrative costs.

If match funds are required, the budget number and/or Department(s) responsible for the fulfillment of the commitment must be indicated.

2.9.5.1.2.0.0 Preparing the Grant Proposal

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Refer to the Application Guidelines for application templates, eligible activities, range of funding, eligible and allowable costs, required addendums.

2.9.5.1.3.0.0 Final Proposal Form

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

The completed Final Proposal Form with the required signatures must be submitted with the completed grant application. Forms can be obtained by visiting the University Grants Office Homepage.

2.9.5.2 Post Awards/Compliance

2.9.5.2.1.0.0 Award Letter/Contract

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Grant contracts will be signed in accordance with: The contract requirements and/or the terms of the University's Financial Resolutions.

Gannon University will comply with all applicable requirements and mandates as they pertain to the grant; including but not limited to federal regulations, state regulations and regulations imposed by the funding source. Grant related activities will not take place and expenses will not be incurred prior to the award start date and/or the University has received a signed contract.

Salaries will be paid out in the form of stipends through payroll processing unless there is documented determination that the payee will be considered 1099 vendors. Stipend requests will be reduced to cover the University expense of payroll taxes (FICA and Medicare) if these expenses are not included in the grant budget.

2.9.6 Fiscal Year End Expenses Processing

2.9.6.1.0.0.0 Overview

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

The policies related to the year-end processing of check requisitions and purchase orders are based on Generally Accepted Accounting Principles and guidance provided by the University's independent auditors.

The procedures for year-end processing of check requisitions and purchase orders have been developed jointly by the Controller's Office, the Budget Office, and the Purchasing Office.

2.9.6.2.0.0.0 Check Requisitions

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

Check Requisitions are used for the payment of goods and services for which a Purchase Order was not initiated. The cost of goods purchased will be charged to the Fiscal Year Budget based on the date the goods were received by the requestor, regardless of the date the requestor presents the check requisition to the Accounts Payable Office.

The cost of services purchased will be charged to the Fiscal Year Budget based on the date(s) the services are rendered, regardless of the invoice date or the date the requestor presents the check requisition to the Accounts Payable Office.

The University's annual audit usually begins in the middle of July. In order for the Finance staff to be adequately prepared for the annual audit, all check requisitions are to be presented to the Accounts Payable Office within the first full week of July. Check Requisitions presented after that week, will still be charged to the appropriate fiscal year. The delayed processing of check requisitions may result in annual audit concerns.

2.9.6.3.0.0.0 Purchase Orders

Revision Date: 7/31/2014 Approval Date: 7/31/2014 Current Version

When a Purchase Order is generated, the department's available budget dollars are reduced (encumbered), in anticipation of the cost of the goods or services ordered. When the invoice related to the Purchase order is actually paid, the encumbrance is removed, and an expense is charged to the department's budget. The change in the available budget dollars should be minimal, assuming the Purchase Order was processed for an amount very close to the invoiced amount and that all transactions occur in the same Fiscal Year.

Each year, as the Fiscal Year end approaches, the Purchasing Department asks that all Purchase Orders are processed no later than June 15th. In order for the payment for goods or services encumbered by a Purchase Order to be charged to the current Fiscal Year budget, all of the following must occur on or before June 30th of any Fiscal Year:

1. The items must be received. (a few days of shipping and delivery time may be allowable)

2. The items must be invoiced, and the invoice must be dated no later than June 30th.

3. The requestor notifies the purchasing department, in writing, that the order has been delivered or the service has been completed.

If any of these three conditions are not met, the goods or services may not be paid with budget dollars in the requested Fiscal Year. The invoice payment will be charged to the next Fiscal Year budget.

Each year, during the first week of May, a message from the Controller's Office will be posted on the portal to remind Colleagues of the Year End Processing Policies and Procedures, including the specific dates applicable.

2.9.7.0.0.0.0 Purchasing Policies and Procedures

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

The purchasing function is a joint effort between the requesting departments and the Purchasing Department to insure timely buying of quality products at the lowest possible cost. The Purchasing Department acts in support of the University's departments.

A purchase order is an official instrument which expresses the buyer's part of a contract of sale and is required for the procurement of most goods and services on behalf of the University. In cases where orders fall below the purchase order limit threshold of $1,000, a vendor will not accept a purchase order, an emergency order is required, or other special circumstances, an approved check requisition can be used for payment.

The Director of Purchasing or the Purchasing Agent are the designated individuals authorized to issue purchase orders and to commit University funds to secure supplies, equipment and services. No other individual has the authority to enter into purchase contracts, or in any way obligate Gannon University for purchases unless specifically authorized to do so, except in special circumstances, which will be reviewed on a case by case basis. Vendors ordinarily doing business with the University are aware of this policy and are advised that all purchases chargeable to Gannon University must be authorized by a Gannon University purchase order.

All purchase orders are reviewed and approved by the Director of Purchasing. Purchase orders exceeding $5000.00 are approved by the Vice President for Finance and Campus Operations or in the Vice President's absence the Controller. The purchase order has the legal force of a binding contract.

2.9.7.1.0.0.0 Purchase Order Procedures

Revision Date: 8/13/2013 Approval Date: 8/13/2013 Current Version

When to request a Purchase Order (PO)

A purchase order (PO) should be obtained for the purchase of a goods or services with a value in excess of $1,000. The requesting department is unauthorized to place any orders exceeding $1,000 until a purchase order has been issued. A purchase order must be obtained prior to the commitment of any Gannon University funds to a supplier.

How do I to request a Purchase Order (PO)?

A purchase order may be requested by completing a purchase requisition form or by submitting an electronic requisition (e-req). All elements of the requisition must be completed and approved by all necessary signers prior to the issuance of a purchase order. Only in emergency circumstances will PO numbers be given out prior to the completion of the purchase requisition or e-requisition. Circumstances will be reviewed on a case by case basis before a determination is made

How long does it take to issue a Purchase Order (PO)?

The time it takes to issue a purchase order is dependent on numerous factors. If the accompanying requisition has all of the necessary information (see Requisition section), all of the approvals are completed, and the requisition is received by 3 pm, a PO will be issued and distributed to the supplier the same day it is received. If there is additional information or approvals needed, the PO will be issued as soon as the missing elements have been completed.

How do I make changes to an existing Purchase Order (PO)?

All changes to existing PO's must be submitted in writing. Examples of these requests may take the form of an email, memo, or a printed copy of the PO with the changes requested. At a minimum the request should include the PO number or vendor name, the item or line item number of the change requested for, if the supplier has or has not been notified, and a complete description of the requested change (i.e., quantity change, price change, account number change).

The person making the change order request should be the requestor or a person within the department with budget authority. If the change order request exceeds the budget authority of the requestor, additional approvals will be required by completing the Purchase Order Change Request Form. This form can be obtained by contacting a member of the Purchasing

Department. If the request made is to reduce the amount of an existing PO, no additional approvals will be required because there will be no additional commitment of funds.

All requests to change a purchase order will be documented by Purchasing using the comment field in POEM. The documentation will include a description of the change, the person requesting the change, the person who approved the changed (assuming the requestor and approver are different individuals), the initials of the person making the change, and the date the change occurred.

How do I cancel/close a Purchase Order (PO)?

A PO may be closed by written notification to Purchasing. Examples of these requests may take the form of an email, memo, or a printed copy of the PO with ''Closed'' or ''Cancelled'' written on the body of the PO. At a minimum the request should include the PO number or vendor name, a reason why the PO is being closed, and if the vendor has already been notified.

2.9.7.1.1.0.0 Blanket Purchase Order Procedures

Revision Date: 8/13/2013 Approval Date: 8/13/2013 Current Version

When to use a BPO

BPO's should be issued for low dollar purchases. Examples include purchases of office supplies, car rentals, maintenance/service agreements, and lease payments. The purpose of BPO's is to reduce paper work by issuing one per year versus on an as-needed basis, set aside money in the budget for known or estimated purchases/payments, complete payments faster since no additional approvals are required, and find payment history in one place rather than searching through a complete vendor's history.

BPO Distribution:

Unless noted on the requisition, Purchasing will send a copy of the BPO to the vendor. If the initiator would prefer to not send a copy of the BPO to the vendor write ''Do not mail'' in the special instruction section of the purchase requisition form or type ''Do not mail'' in the printed comment section of the e-requisition.

BPO Changes:

BPO increases may be requested by a person who has budget authority for the increase. BPO decreases may be requested by anyone within the requesting department.

BPO changes may be requested by completing a Blanket Purchase Order Change Request form. This form can be obtained by contacting a member of Purchasing. This form should be completed and returned to Purchasing to be processed.

Approving Changes to a Blanket Purchase Order:

BPO increases exceeding the requestor's budget authority must also have the approval of his/her supervisor. The supervisor may approve the request by signing the Blanket Purchase Order Change Request form.

Department personnel may not circumvent their supervisor's approval by stacking smaller increases multiple times per week.

2.9.7.2.0.0.0 Bid Policy

Revision Date: 6/9/2015 Approval Date: 6/9/2015 Current Version

A minimum of three (3) competitive, independent and non-related bid proposals for providing goods or services to Gannon University (or less in the instance when there is an insufficient number of qualified contractors available) must be solicited prior to the initiation of any activity that would legally bind Gannon University to the acquisition of, participation in, or completion of any of the following items or projects:

1. Improvements or renovations to land or building.

2. Demolition of any buildings or other structures.

3. Equipment purchases in excess of $1,000.00 or any total order exceeding $5,000

4. Any contracted services in excess of $5,000 per charge (i.e. printing, consultants, electrical, painting, and plumbing contractors, etc.).

5. All high-volume/quantity purchases, where the quantity ordered exceeds 100 items.

6. Repetitive purchases covering an extended period of time must be negotiated to secure the lowest possible prices (i.e. lumber and other construction materials, vehicle renting or leasing, glass, light bulbs, gasoline, athletic equipment, etc.).

7. Any projects as deemed necessary by the appropriate Vice President.

In the event that a competitive bid process was not completed, the requesting department is required to complete the No Bid Justification Form and capture the necessary signatures. The completed form should be returned to the Purchasing Department before the order may be processed.

2.9.7.3.0.0.0 Signature Approvals: Purchase and Check Requisitions

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Signature Approval Policy for Check Requisitions, Purchase Requisitions, and Travel Reimbursement.

Effective September 1, 2021

Signing Authority	
Chair, Director or Person with Budget Authority	Up to $1,000
Department Chairs Morosky College of Health Professionals	Up to $5,000
Department Chairs College of Engineering and Business	Up to $5,000
Department Chairs College of Humanities, Education and Social Sciences	Up to $5,000
Athletic Director	Up to $5,000
Library Director	Up to $5,000
Director of Physical Plant	Up to $5,000
Executive Director of Erie Technology Incubator	Up to $5,000
Dean of Morosky College of Health Professionals and Sciences	Up to $10,000
Dean of College of Humanities, Education & Social Sciences	Up to $10,000
Dean of College of Engineering and Business	Up to $10,000
Dean of Student Development and Engagement	Up to $10,000
AVP of Mission and Ministry	Up to $10,000
AVP for Academic Support	Up to $10,000
V.P. for Academic Affairs/Provost	Up to $15,000
V.P. for Academic Administration/VP Strategies and Campus Operations	Up to $15,000
V.P. for University Advancement	Up to $15,000
V.P. Student Engagement and Development	Up to $15,000
Chief of Staff and Director of Marketing and Communications	Up to $15,000

AVP for Information Technology Services	Up to $15,000
V.P. for Enrollment	Up to $15,000
President or Vice President for Finance and Campus Operations	Over $15,000

Signature Authority List

How do I request changes to the Signature Authority List?

A Signing Authority Change Request form must be completed to authorize any changes to the Signature Authority List. Once complete, the form should be sent to Purchasing for processing. Once the form has been reviewed by Purchasing for completeness and accuracy, the updated information will be added to the Signature Authority List.

Purchasing will also monitor the monthly Staff Transaction report distributed by the Human Resources Department for all new hires and separations and will make adjustments to the Signing Authority List accordingly.

Who is authorized to make changes to the Signature Authority List?

Changes to the Signing Authority List will require a minimum of two authorized signatures. The signers should be the Chair, Director or Person with Signing Authority and the Dean or Vice President that the Chair, Director, or Person with Signing Authority directly reports. The employee for which the request is being made can not be one of the authorized signers approving the requested change.

How much signing authority may be granted to an employee?

An employee may be granted no more signing authority than his/her direct supervisor. For example, if a director has a signing limit of $1,000, the director may only request that the employee have a limit less than $1,000.

What if an authorized signer is on vacation or will miss extended time from work? Who can sign in his/her absence?

If an authorized signer will be away from the office for more than three (3) consecutive workdays, he/she should submit a Signing Authority Change Request form. This form will indicate who the authorized signer desires to sign requisitions in his/her absence. In the event that a form was not submitted to Purchasing prior to the authorized signers leave, the next approver listed on the Authorized Signing Authority List will be designated as the signer until the normal signer returns. This person is normally the Dean or Vice President for the department.

2.9.7.4 Responsibilities

2.9.7.4.1.0.0 Directors/Chairs

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

The Director/Chair is responsible for the budget of the Director/Chair's department. No purchase or payment action will be initiated unless authorized by the Director/Chair. The Director/Chair will assure that the appropriate budget category number is recorded on the requisition and that the appropriate funds are available prior to submitting the requisition to the Purchasing Department. For questions regarding a budget category number, or if a new budget category number is required, contact the Accounts Payable Department.

2.9.7.4.2.0.0 Purchasing Department

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

The Director of Purchasing or the Purchasing Agent will review and approve purchase requisitions. If the budget category number and/or proper authorization and approval are not recorded, the requisition will be sent back to the Director/Chair of the initiating department. The Purchasing Department is responsible to provide training to colleagues responsible for purchasing activities.

2.9.7.5.0.0.0 Requisition/Order Process

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

A requisition must be completed by the requesting department before the issuance of all purchase orders and blanket purchase orders. The requesting department is required to complete all necessary information and obtain all of the necessary approvals prior to submitting the requisition to Purchasing. If information and approvals are missing from the requisition, the purchase order process will be halted until the information or approvals have been completed.

How do I submit a purchase requisition?

A purchase requisition may be submitted electronically(e-req) using the REQM command in Datatec. In special circumstances, the Purchasing Department will also accept hand-written requisitions using the Purchase Requisition form.

To utilize the e-req system a department must first complete the E-Req Departmental Set-up form. This form will identify who will be placing orders and who will be approving orders for the department. Once the form is completed, it should be submitted to Purchasing for processing. Purchasing will submit a Datatec ID Request Form to the ITS department to provide the departmental users the necessary security needed to access the e-requisitions screens. Once the end users have been given the necessary security classes, Purchasing will complete a departmental linking sheet and process the changes in Datatec using the XEREQ screen. This sheet will ensure that approvers will not receive security violations when reviewing and approving e-requisitions created by other colleagues within his/her department. This process normally takes between two and three weeks. Once this process is completed, a training session will be scheduled.

What information is required for a purchase requisition?

1. Vendor Information: Name, Contact/Attention to (if needed), address, and phone and fax

2. Requestor's Information: Name, Department, Phone number

3. Date Required; This is the date that the product or service is needed by, not the date the PO is needed by.

4. Item Description: Item number, description of the item, color, dimensions, weight. If this is a service like a hotel night, car rental or food service, include the guest/driver's name or name of the event (i.e., the Scholarship Ball or XYZ Meeting). Items should be listed separately rather than grouped together. If the listing is larger than ten items, the description, "per

attached quote" and attached the quote to the Purchase Requisition Form. The Purchasing Department will enter the information when creating the PO.

5. Quantity: Should also be listed individually rather than being grouped together. For example, if using Metz for a club meeting, the quantity should reflect the cost per person rather than the cost lumped into a quantity of one.

6. Unit of Measure: i.e.: each, per person, per foot.

7. Unit Price: Cost per each unit

8. Completed Budget Number: for example: 10-1-6100-52700.

9. All necessary signatures (see Signature Approval Policy)

10. Special Instructions: This section should include distribution instruction (i.e., phone-in, email, fax, or requestor to call in). If the requestor would like to call in the order, please write the following" Confirming order - do not mail.) This will indicate to Purchasing to simply file the order and not contact the vendor. Please also include instructions to vendor. Examples include "Set-up at Yehl room for 5:30 dinner" or "Drop off vehicle in front of Old Main at 9:30 p.m.) The quote number should also be included in this field.

11. Quotes: Submit a copy of all quotes or the winning quote and a summary page showing the breakdown of the other competing quotes. (Please see bid/quote requirements for additional details of when quotes are required.)

2.9.7.6.0.0.0 Paper/Electronic Purchase Requisitions

Revision Date: 2/19/2018 Approval Date: 2/19/2018 Current Version

Each requisition must contain the following information:

1. Date Requested.
2. Requester's Name (The individual who requests the product or service).
3. Date required - For most stock items, a lead time of 7 - 10 days is normally sufficient. (ASAP is not a date.)
4. Department name (paper requisition process).
5. Requester's Extension Number (paper requisition process).
6. Description of item(s) or service in sufficient detail. Use manufacturer's catalog numbers and descriptions whenever possible.
7. Name and address of vendor (if known). Departments are encouraged to suggest sources of supply with complete address, particularly for unusual or non-standard items.
8. Quantity.
9. Unit - Unit of Measure (i.e. ea., ctn., pkg., gal, etc).
10. Unit Cost Specific or approximate (if known).
11. Purpose and Justification (Required) - Brief as possible.
12. Special Instructions (if any).
13. Budget Category Number(s) - The complete budget category number(s) to be charged. If more than one budget category number is to be charged, each number and the percentage or amount to be charged should be listed. (Note: Verbal descriptions will not be accepted. Orders received by the Purchasing Department without a budget category number, will be sent back to the Director/Chair of the requisitioning department.)
14. Signature Approval - The Director/Chair, with budget control, must sign and date the paper requisition or in the case of electronic requisitions, approve the requisition on-line. Additional authorization for requisitions over $1,000 is required by the appropriate dean and/or divisional vice presidents

Purchase requisitions are then forwarded to the Purchasing Department for budget approval and best possible pricing and availability. Verbal requests will not be accepted without pre-authorization from the Director of Purchasing. The purchase requisition will be processed, and a printed purchase order will be processed and forwarded to the vendor. Purchase orders require that all shipments of merchandise be delivered to Central Receiving unless instructed otherwise (with the exception of the bookstore’s resale items and library books) before delivery

to the requisitioning department. Upon receipt of the merchandise, or service, the requisitioner must notify the purchasing department.

When requesting item(s)/service for your department the following points warrant special emphasis:

1. Plan your needs well in advance. Not every request should be considered an emergency.
2. Requisitions must be submitted on a per vendor basis. Multiple items, with various vendors, cannot be combined on (1) requisition.
3. All internal food service orders require a purchase requisition.
4. Submit all supporting documentation with paper requisitions or in the case of electronic requisitions, fax the information referencing the requisition number.
5. Verbal requests will not be accepted without pre-authorization from the Director of Purchasing or Purchasing Agent. A paper or electronic requisition form is required. Emergency orders will be handled on an individual basis.

2.9.7.7.0.0.0 Budget Approval

Revision Date: 7/31/2014 Approval Date: 7/31/2014 Current Version

The Purchasing Department reviews and approves all purchase requisitions. The Accounts Payable Department reviews and approves all check requisitions. Budget approval of check requisitions and purchase requisitions dealing with grants and contracts will be reviewed and approved by the Grants and Contracts Specialist. (NOTE: Authorization to purchase office furnishings and equipment from grant funding will not be given unless said purchases are specifically approved in the program budget.).

2.9.7.8.0.0.0 Vendor Additions

Revision Date: 8/13/2013 Approval Date: 8/13/2013 Current Version

The Purchasing Department has responsibility for maintaining an updated vendor list. No individual, other than the Director of Purchasing or the Purchasing Agent, has the authority establish a new vendor.

The following information is required to add a new vendor into the Datatel system:

1. Vendor name (Including Doing Business As (DBA) if applicable)
2. Business, Remittance, and Order Address (Street, City, State, and Zip Code)
3. Social Security Number (SSN) or Tax Identification Number (TIN)
4. Contact Information (Phone, Fax, Email, and Sales Rep)
5. Payment Terms
6. Commodity Code (Purchasing Only)

A W-9 form will be required for new vendors.

Adding an IRS form 1099's Misc. Income Vendor:

All non-incorporated vendors performing services for Gannon University are subject to 1099 Misc. Income reporting.

If payments are less than $300:

The vendor will be added to the Datatel system and a W-9 form and TIN Request will be mailed with the check. If the vendor fails to submit a completed W-9 form within three weeks of payment, Purchasing will deactivate the vendor and place a stop payment hold on the vendor file. No additional payments will be issued to the vendor until a completed W-9 form has been submitted regardless of the payment amount.

If payments are greater than $300:

No checks will be issued until a W-9 form or all of the elements of a W-9 form have been provided to Purchasing.

Purchasing will first review all of the available documentation for the presence of required information. If the documentation isn't available, Purchasing will contact the person/department making the payment request. If the requesting department is unable to provide the necessary information Purchasing will contact the vendor.

2.9.7.9.0.0.0 Credit Applications

Revision Date: 11/7/2008 Approval Date: 11/7/2008 Current Version

The Purchasing Department has the responsibility to process credit applications. Credit applications require the signature of the controller.

2.9.7.10.0.0.0 Purchase of Products and Services

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

Approval by Information Technology Services is required for purchases regarding computer hardware and software. Hardware includes PCs, printers, servers and any device that is to be connected to the Gannon network. Software includes any purchased program or application.

There are several reasons for this policy; most importantly that it will allow Information Technology Services to maintain an up-to-date inventory of all computer hardware and software on campus. In addition to keeping the inventory current, ITS will be able to assist departments to:

1. Assess the compatibility of proposed hardware or software with the current network, servers and applications.

2. Evaluate the quality and reliability of the equipment and vendors.

3. Ensure that there is agreement between the department and ITS on what support will be needed for initial set-up and on-going support.

4. Ensure firewall set-up and support for departmental servers if needed, and

5. Ensure the interaction of the proposed hardware or software with current technology does not impact existing warranties, licenses or contracts.

Please contact ITS staff member prior to submitting a purchase requisition. The ITS representative will initial the purchase requisition, indicating to Purchasing the review has taken place.

2.9.7.11.0.0.0 Food Service Request (Internal)

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

All University food service requests are contracted with the University's Food Service Provider. Purchase orders are required for all University food service requests.

2.9.8.0.0.0.0 Receiving Policies and Procedures

Revision Date: 6/15/2015 Approval Date: 6/15/2015 Current Version

All shipments of merchandise will be delivered to Central Receiving (with the exception of the bookstore's resale items and the Library's books) before delivery to the requisitioning department. All merchandise received through Central Receiving must have a purchase order.

If the merchandise is deemed personal, you will need to come to the Palumbo Mail Room to pick up your package BEFORE 3:00 p.m. the same day it is received.

2.9.8.1 Responsibilities

2.9.8.1.1.0.0 Central Receiving

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

All packages will be delivered to the recipient or if they have a private mail box, it will be delivered to the Waldron Campus Center Mailroom.

If the merchandise is deemed personal, you will need to come to the Palumbo Mail Room to pick up your package BEFORE 3:00 p.m. the same day it is received.

2.9.8.1.2.0.0 Personal Shipments

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

Personal Shipments:

1. Packages will only be received during University business hours. When the University is closed, there will be no delivery. This includes all weekends and holidays that are recognized by the University. Packages can't be retrieved unless the University as a whole is open for business. Packages will remain safe with the carrier until the University is open.

2. Your package must be addressed properly. Please make sure your address is correct. Your address will be one of the following:

Your Name	or	Your Name
Gannon University		Gannon University
MS# Your number		PMB# Your private mailbox number
109 University Square		109 University Square
Erie, PA 16541		Erie, PA 16541

All personal packages are to be picked up BEFORE 3:00 p.m. the same day it is received. Any packages not retrieved by that time will be returned to the sender.

2.9.8.1.3.0.0 Parcel Shipments

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

All shipments sent out through Distribution Services must be accompanied by a shipping document. These forms may be obtained in Distribution Services. The proper budget category number and authorized signature must be recorded. (An ''authorized signature'', in this case, means the individual initiating the shipment.

2.9.9.0.0.0.0 Travel Expenses Reimbursement Policy

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

This policy is intended to be a guide in determining reasonable expenses for University business travel and other related expenses. Gannon University will reimburse its faculty, administrators, staff and students for expenses incurred for official University travel that is properly authorized, reasonable and appropriately documented. Due to budget constraints, some departments may place more restrictive limitations on the amounts spent by individuals in their specific departments. All employees must report travel expenses on the University's Travel Expense Report. Updated travel procedures and copies of the Travel Expense Report are available in the Finance and Campus Operations Office.

2.9.9.1.0.0.0 Authorization

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

All travel must be authorized in advance by the traveler's supervisor.

The faculty or staff supervisor is responsible for reviewing the Travel Expense Report for compliance with policy. The Finance and Campus Operations Office may provide additional oversight.

2.9.9.2.0.0.0 Reimbursement

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

Upon completion of the travel, the employee must submit a Travel Expense Report and supporting documentation to obtain reimbursement.

The University will reimburse an individual an amount based on actual expenses incurred, unless more restrictive limitations have been placed on the amounts spent by a specific grant, contract or department.

2.9.9.3.0.0.0 Personal Travel

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

In circumstances where University related travel is combined with personal travel, it is the colleague's responsibility to obtain authorization from a supervisor prior to traveling.

The University will reimburse only those expenses directly incurred for the University related travel. All efforts should be made to obtain separate receipts for those reimbursable expenses.

Hotel expenses will be reimbursed at the single occupancy rate. If applicable, reimbursement will not exceed the conference hotel rate.

Documentation must be provided and approved prior to travel. This documentation must be included with the Travel Expense Report submitted to Accounts Payable.

2.9.9.4.0.0.0 Travel Advances

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

Travel advances are funds given to a traveler, prior to a trip, for incidental expenses incurred on University travel.

These advances are the sole responsibility of the traveler.

These advances are considered/recorded as a loan to the employee until the employee settles the advance through submission of the Travel Expense Report.

Individuals receiving such advances are required to account for advances within thirty (30) days of the end of their trip and their return to the University by submitting the Travel Expense Report.

Delay in submission of report may result in deductions of the amount of the traveler's cash advance from the traveler's paycheck.

2.9.9.5.0.0.0 Air Travel

Revision Date: 12/10/2013 Approval Date: 12/10/2013 Current Version

A demonstrable effort should be made to secure the least expensive tickets available. All individuals should plan and finalize travel arrangements as early as possible in order to take full advantage of carrier offered discounts.

Circumstances may arise where a colleague chooses to drive rather than fly to the destination. The University reimbursement will be limited to the lower of the documented advance airfare costs or gasoline expenses.

2.9.9.6.0.0.0 Mileage Reimbursement

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

When a standard mileage reimbursement rate is used, the traveler must provide support and/or evidence for miles driven and the business purpose.

The University periodically reviews and establishes the mileage reimbursement rate. Please refer to the Office for Finance and Campus Operations Homepage for the current rate.

2.9.9.7.0.0.0 Car Rental

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

The cost of a car rental is an allowable reimbursable expense provided the rental is essential to the business trip.

It is strongly recommended that all employees who rent vehicles for Gannon business purchase the Optional Collision Damage Waiver. The purchase of this waiver would cover those ''gap'' areas defined by our broker as well as provide first dollar coverage in case of an accident. It would also eliminate the $1,000 collision deductible charged to departments in the case of rental cars being involved in accidents, vandalism, etc.

Reimbursement will be made for gasoline purchased separately for a rental car.

2.9.9.8.0.0.0 Lodging

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

The University will reimburse an individual for the cost of lodging based on an amount no greater than the single room rate.

Rates at convention hotels are acceptable.

The University allows for one additional night's accommodations, when required, in order to facilitate colleague travel. Exceptions to this must be approved and authorized by a supervisor prior to travel.

2.9.9.9.0.0.0 Meals

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

Individuals will be reimbursed for actual expenditures for personal meals (breakfast, lunch and dinner) while traveling on University business. Maximum daily reimbursement for meals is $40, and per meal recommendations are as follows: breakfast ($10), lunch ($10) and dinner ($20).

Original receipts are always required as documentation for expenditures exceeding $5.00. Receipts must show actual items purchased, not just the transaction total.

Meal expenses will not be reimbursed when meals are included in the registration fees of seminars.

The cost of meals for one day business trips locally or away from home is generally not reimbursable.

2.9.9.10.0.0.0 Miscellaneous Travel Expense Reimbursement

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

Telephone call reimbursement is limited to brief calls to the office to conduct business if necessary and one brief personal telephone call for each night in travel status. Direct dial from hotels is generally prohibited. If a University cell phone is not available, use of a calling card is recommended.

Tips will be reimbursed without documentation of original receipts as long as the amount appears reasonable.

Tolls will be reimbursed if documentation (original receipts or other proof of payment) of the expense is provided.

Taxi fares and shuttle fares will be reimbursed provided original receipts are provided as documentation.

Entertainment costs will only be reimbursed with approval of the appropriate Dean or Vice President. Documentation must include original receipts along with who was entertained and the purpose of the activity.

2.9.9.11.0.0.0 Exclusions from Reimbursement

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

Alcohol, traffic fines/tickets, movie rentals or other personal entertainment, lost baggage, personal auto repairs, newspapers and magazines.

2.9.9.12.0.0.0 The Purchase Card: Use and Restricted Items

Revision Date: 10/1/2015 Approval Date: 10/1/2015 Current Version

1. The Gannon University Purchase Card is a PNC VISA Bank corporate liability card. The Purchase Card is issued to eligible University employees after completing a formal application with supervisor approval.

2. The Purchase Card may be used wherever VISA is accepted, following the University's travel policy and procedures.

3. Each purchase cardholder will be assigned an individual transaction limit and a monthly limit. Encouraging vendors to divide a transaction into two or more smaller amounts to circumvent transaction limits are strictly prohibited.

4. The Purchase Card is to be used for University business only. Personal purchases are strictly prohibited.

5. Cardholders are not to share their card number or on-line passwords with any other person.

6. Cardholders have the following responsibilities related to the Purchase Card:

- Assign to each transaction the appropriate budget number (on-line)
- Provide a brief description for each transaction (on-line)
- Submit the monthly statement and accompanying receipts/support to the Finance Office in compliance with predetermined due dates

7. Failure to comply with Purchase Card rules will risk suspension or termination of cardholder privileges.

8. Cardholders using the purchase card while traveling are required to complete a travel expense report and submit it at the same time as the purchase card statement and receipts are due.

2.9.9.13.0.0.0 Disclosures

Revision Date: 11/21/2008 Approval Date: 11/21/2008 Current Version

All other situations are handled on a facts and circumstances basis and must be approved by appropriate Dean or Vice President.

When situations and/or locations necessitate the need to exceed policy limitations, to the extent practical, the employee shall obtain approval from the supervisor prior to incurring the expense.

The University reserves the right to reduce reimbursement when amounts claimed are unnecessarily extravagant or exorbitant.

No individual may authorize and approve individual travel expenses.

2.10 Miscellaneous General Institutional Policies

2.10.1 Bookstore Policies

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

2.10.1.1 Textbook Policies

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

2.10.1.2.0.0.0 Buy Back

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Textbooks may be sold back at any time. However, major Buy Backs are held at the end of Fall and Spring terms. Buy back prices are based on current market values and national supply and demand.

2.10.1.3.0.0.0 Refund Policy

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Textbooks are refundable through the tenth day of the Fall and Spring Semesters and through the second day of Summer Semesters. Clothing, giftware, and supplies are refundable within 30 days, software within five days and review books and study aids within 24 hours of purchase. All items must be accompanied by a receipt and must be in the original condition (tags attached, unopened, with no marks or damage).

2.10.1.4.0.0.0 Payment Method

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

The bookstore accepts cash, all major credit cards, GU Gold Cards or checks with a valid picture ID (GU Gold or Driver's License). Personal checks may be written for the amount of the purchase only. Campus departments may charge purchases with authorized requisitions and proper budget numbers.

2.10.1.5.0.0.0 Special Orders

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Special orders are accepted for books, software and supplies.

2.10.2.1.0.0.0 Access to Facilities

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

The sponsor of an event is classified under one of the three categories: internal, co-sponsored or external.

2.10.2.2.0.0.0 Internal

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Internal events are official University activities. Internal users are required to have a representative from their department or organization in attendance throughout the event. For Gannon activities, faculty members, administrators and staff may reserve classrooms and other campus facilities at any time, subject to general availability. For a list of contact persons to call to schedule a facility, please see Appendix 2.10.2.2.1.

Internal departments and organizations are not permitted to use their University cost center to schedule facilities for events that are of a personal nature (i.e. wedding receptions, private parties and banquets). Using facilities for personal purposes or under the pretense that there is a substantive relationship between the University department/organization and the event is considered to be "fronting." Fronting is not permitted. For personal events, Gannon University faculty and staff members may request to reserve University space as an external requestor.

Student organizations requesting the use of any facility as an internal user must have authorization from the Office of Student Organizations and Leadership Development.

The Waldron Campus Center is reserved primarily for use by student organizations.

2.10.2.3.0.0.0 External

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

External events are not University activities. Requests must be submitted at least 30 days in advance. Reservation requests should be submitted to Office of the Conferencing Manager. External requests for reservations may be granted if:

1. The event does not conflict with a campus activity;
2. The event is appropriate to the mission of Gannon University;
3. The event is appropriate to the facility requested.

2.10.2.4.0.0.0 Co-Sponsorship

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Co-sponsored events are defined as University-related events between community organizations and representatives of Gannon University. Co-sponsored events promote academic or professional development of students, faculty, and staff to benefit the University and/or the community. It is the responsibility of the sponsoring University department/organization to:

1. Be directly involved in the coordination of the event from beginning to end and to accept all costs incurred, including the facility fee, housekeeping, security, traffic, table and chair rental, etc. These costs will be charged to the sponsoring University departments/ budget, or the community organization.

2. Ensure that the community organization adheres to all University policies and guidelines. Special attention should be given to compliance with the University's policies regarding alcohol use, noise control, and the handling of cash.

3. Have a University representative in attendance, from the beginning of the event until the end.

2.10.2.5.0.0.0 Terms of Use

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

1. General Conditions: University rules and regulations must be respected and followed by all users of facilities. These rules include but are not limited to the following:

a. Users may not engage in activity that interferes with the University mission, programs and freedom of movement by the campus community.

b. Alcoholic beverages may not be served or consumed in University facilities unless approved in advance.

c. Gannon University reserves the right to dismiss any event if deemed necessary.

d. The University reserves the right to impose additional or special restrictions on facility usage as needed.

e. Consumption of food and beverages is prohibited in all University classrooms and carpeted corridors.

f. Smoking is prohibited in all campus facilities with the exception of designated smoking areas.

g. With the exception of the Chapel, the use of candles is prohibited throughout the campus.

h. Organizations are responsible for leaving all facilities used in neat and orderly condition. Failure to do so may result in a service charge to the organization for cleaning or re-setting the facility.

i. When an event is open to the public, is outdoor, involves more than 150 people, or the nature of the activity so indicates the need, a police officer may be assigned to the event. The Office of Campus Police and Safety shall be responsible for determining the appropriate assignment of officers for all events. The sponsoring organization shall be responsible for all appropriate fees.

2. Promotional Disclaimer: Users may not state or imply University sponsorship or endorsement of their activities without the University's consent. Promotional material and advertising for non-University sponsored activities must include the following disclaimer: ''That is not a university program.''

2.10.2.6.0.0.0 Use Fees

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

The use of Gannon University facilities by non-University related groups is subject to a fee to cover utilities, maintenance, security, parking and other costs. If the use requires special services or equipment from the University, additional charges may be made for these services. Fees are determined and approved by the Vice President for Finance and Campus Operations.

2.10.3.0.0.0.0 Gannon University Press

Revision Date: 9/14/2015 Approval Date: 9/14/2015 Current Version

To view the Gannon University Press policies Click Here.

https://my.gannon.edu/universityresources/press/Pages/default.aspx#

2.10.4.0.0.0.0 Copy Machine

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Self-service, walk-up copy machines are available for all faculty, administrators, staff and students. GU Gold Cards are required to operate all hallway copy machines.

Usage is for University copying only. No personal work is permitted.

A time limit of 5 minutes is permitted. Please do not abuse this convenience. Be considerate of others who are waiting.

Submit all high volume copying (minimum of 25 copies/pg.) to the Copy Center located in the Gannon Press for reproduction at considerable cost savings.

Instruction booklets are provided at the machines to assist with operation.

All service problems (paper jams, etc.) are to be reported to Campus Services or the copy machine caretaker in the area of the machine.

Copying transparencies is prohibited. Transparencies can be made at the Copy Center or on office printers.

Copyrighted material is not permitted without written permission from the publisher.

2.10.5.0.0.0.0 Dining Services Policy

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Dining Services are available at four locations during the academic year: Beyer Hall Cafeteria, Doc's Landing Food Court, Knight's Cove Convenience Store and the Palumbo Academic Center Food Cart. All meals are available to students and guests who are not on a meal plan and can be purchased by cash or GU Gold. GU Gold cards are required for meal plan access by students and for identification purposes for faculty, staff and administrators. For Dining Services hours of operations, please see the Dining Services Web Page at (www.gannon.edu/life/services)

2.10.5.1.0.0.0 Academic Year

Revision Date: 9/20/2017 Approval Date: 9/20/2017 Current Version

External groups wishing to utilize the dining hall and needing catering services should contact the Associate Director of the Waldron Campus Center (Conferencing Manager). Advance payment may be required.

Internal groups needing catering services should contact the Director of Food Service (or Catering Manager). A purchase order is required before the Director of Food Service can confirm the request.

2.10.5.2.0.0.0 Summer

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

The summer hours for Doc's Landing are 7:00 a.m. to 1:30 p.m., Monday through Friday. The cafeteria is closed over the summer months unless it is booked for a conference or by internal groups. Internal and external groups both should follow the same procedures as listed above when booking a function.

2.10.5.3.0.0.0 Catering

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Our contract with Metz Culinary Management Inc. contains an exclusivity clause related to events that held in Old Main, the Beyer Hall Cafeteria, and the Waldron Center. Events with an estimated cost of $500.00 or more that are to be held at locations other than Old Main, the Beyer Hall Cafeteria, or the Waldron Center are required to be put out to bid. Departments are encouraged to solicit bids from Metz as part of this process. Contracts will be awarded on the basis of quality of service and price.

A University purchase order must be issued in advance for all University food requests.

https://gannonu.catertrax.com/shopcustadminlogin.asp

2.10.6 GU Gold Card Policy

2.10.6.1.0.0.0 General Information

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

The GU Gold Card is your identification card for Gannon events, services and building access. The GU Gold Card also has the ability to function as a debit card and allows purchases as various on and off-campus locations. Refer to the GU Gold Card web page at www.gannon.edu/gugold for information regarding the debit card features.

2.10.6.2.0.0.0 Use and Ownership

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

The GU Gold Card is an identification card issued to you as a member of the Gannon University Community. The GU Gold Card is the property of Gannon University. You should protect this card with the same care you would use to safeguard cash, keys and other personal identification cards.

The GU Gold Card allows cardholders to access materials and services at the University's library, access fitness facilities at the Carneval Athletic Pavilion, access to events at the Hammermill Center and the Gannon Field; and permits entry to student housing and other campus buildings. The GU Gold Card is as an ID card for employees at on-campus dining service locations and at the bookstore. The GU Gold Card also allows employees and students to access copy machines.

Although the Gold Card is the property of Gannon University, it is entrusted to you for identification and convenience while enrolled at or employed by the University. Only the person to whom the identification card is issued is privileged to use the card. Unauthorized use, alteration or duplication warrants confiscation and/or disciplinary and legal action.

Employees retiring or leaving the University should return the employee's card along with their spouses or dependents cards to their supervisor. Retirees may have a retiree card issued by Campus Police and Safety.

2.10.6.3.0.0.0 Your First GU Gold Card

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Students, employees, employee spouses, and dependents can obtain their GU Gold card at the Campus Police and Safety Office.

2.10.6.4.0.0.0 Lost or Stolen Cards

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Members of the Gannon Community are responsible for maintaining a valid GU Gold card in proper working condition. If your card has been lost or stolen, immediately contact Campus Police and Safety at 871-7000 (24 hours a day, 7 days a week) to have the card deactivated as soon as possible. A replacement card can be purchased at the Campus Police and Safety Office, Monday through Friday, from 8:00 a.m. to 4:30 p.m. Student replacement cards will be charged $15 for the 1st lost, stolen, or misplaced cards. An additional $5 is charged for each subsequent replacement card. Defective or heavily worn cards will be replaced at no charge when turning in your old card.

2.10.7 Library Policies

2.10.7.1.0.0.0 Mission Statement

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

The Nash Library supports the mission of Gannon University as a Catholic student-centered teaching institution in providing the high-quality information services and resources required to meet the needs of the educational programs and concerns of Gannon University. Through collaboration and interactive learning, the library encourages students to be active in the learning process. In addition, the University Library serves the Erie community as a resource.

The library's priority will be the purchase of materials and the provision of services that directly support the class-related needs of the undergraduate, graduate and doctoral students, and faculty of the University for information and research.

2.10.7.2.0.0.0 Archives

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

The primary purpose of the University Archives is to collect, select, arrange, and preserve materials which provide evidence of the governance and administration of the University, its academic divisions, administrative units and the life of the faculty and student body.

2.10.7.3.0.0.0 Circulation

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Borrowing privileges are extended to all members of the Gannon Community and Diocesan clergy. Alumni, members of the public and high school students are welcome to use the library, for a fee, and may borrow a limited number of volumes.

2.10.7.4.0.0.0 Interlibrary Loan

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Interlibrary Loan is a service provided to members of the Gannon Community only.

2.10.7.5.0.0.0 Electronic Services

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Only the Gannon community members have access to electronic databases and E-Z Borrow services. Vendor contracts do not permit extending access beyond the University students, faculty and staff.

2.10.7.6.0.0.0 Confidentiality of Library Records

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

By not disclosing personal information derived from Library transactions to anyone outside of the Library. This includes check-out records, library card registration information, questions asked of the librarians, and results of database or internet searches. Article III of the Librarian's Code of Ethics states:

''Librarians must protect each user's right to privacy with respect to information sought or received and materials consulted, borrowed, or acquired.''

The US Patriot Act, however, overrides state law and it may force librarians to give out confidential information about an individual.

The passage of the USA Patriot Act in the wake of the September 11th attacks, gives law enforcement expanded powers to monitor and obtain paper and electronic transactions including those performed by patrons in libraries (such as visits to web sites). This means that upon being presented with a court order, the library staff may be required to turn over to law enforcement authorities the library's records, stored electronic data or library hardware. Also, library staff may be required to allow surveillance equipment to be installed on library computers and equipment. Further, library staff will not be permitted to tell anyone, including the person being monitored, that their personal information is being shared with authorities outside the Library.

2.10.7.7.0.0.0 Requests for Confidential Information Procedure

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

The procedures that will be followed by all members of the library staff in the event confidential information is requested by any authority outside the library are as follows:

1. All requests for confidential information (circulation records or any information that identifies names of library patrons) will be referred to the Director of the Library immediately. If the Director is not available, requests shall be referred to the Director of Public Safety. The library staff member shall only give their own name.

2. If the requestor is from law enforcement, the Director of the Library will immediately contact the Provost and Vice President for Academic Affairs who will seek legal counsel.

3. If the request includes a court order, the Provost and Vice President for Academic Affairs will contact legal counsel who will examine it to make sure it is in proper form. However, if served with a search warrant, compliance must be immediate; in this case, the Director of the Library will attempt to get the Provost and Vice President for Academic Affairs and counsel involved but will comply with the order.

Evenings and weekends, library staff will contact the Director of the Library or the Director of the Department of Campus Police and Safety for the proper course of action, and if unable to contact either of these people, call security to contact the Provost and Vice President of Academic Affairs.

2.10.7.8.0.0.0 Patriot Act and Privacy

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

For more information on the Patriot Act and Privacy see the following links:

1. Overview of the Patriot Act by the Congressional Research Service.
2. U.S. Patriot Act and Libraries by the American Libraries Association.
3. Electronic Privacy Information Center.
4. http://www.ala.org/Contect/NavigationMenu/Our_Association/Offices.

2.10.8.0.0.0.0 Locksmith/Key Policies

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

The control, accountability, and maintenance of keys and locks are a critical security issue within the University Campus. This policy provides the regulations and procedures necessary to establish and maintain a safe and secure campus for all University personnel through the installation and updating of locking devices, key authorization and distribution, key and lock record keeping, and key returns.

2.10.8.1.0.0.0 Guidelines

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

The security of people, possessions, property, and facilities are of utmost importance within the University. In an effort to assist with providing secure facilities, it is imperative that we are able to control access to University buildings. Therefore, the following guidelines apply:

1. Office of Campus Police and Safety must have access to all University property. The request for keys for all campus buildings is under the jurisdiction of this office.

2. Duplication of University keys is prohibited except through the Office of Campus Police and Safety.

3. The Office of Campus Police and Safety is responsible for all University locksmithing.

4. No individual shall have more than one key for the same room/space issued to them. Each key is issued in the name of a specific individual. Therefore, each individual is accountable for the keys issued to them " as described under ''Accountability''.

5. Personnel are required to report all lost, stolen, or damaged keys to the Office of Campus Police and Safety immediately.

6. Campus Police and Safety will be responsible for the determination of the level of key to be issued to all personnel with the approval of the appropriate supervisor.

7. The Office of Student Living is responsible for key control in the residence areas. All requests for University housing keys and lock changes are made through Student Living and Campus Police and Safety.

2.10.8.2.0.0.0 Accountability

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

1. Return of Keys “Supervisors are responsible to obtain keys upon transfer, termination, change in position, or any other staff change. No keys are to be passed on to replacement personnel; they are to be returned to Campus Police and Safety.

2. Lost Keys “Lost keys must be reported immediately to supervisors and Campus Police and Safety.

3. Found Keys “Found Keys must be returned to Campus Police and Safety immediately.

4. Broken Keys “Broken or damaged keys should be returned to Campus Police and Safety for replacement.

2.10.8.3.0.0.0 Key Issuance

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

Keys are assigned and distributed to employees so that they can perform their work in an efficient and effective manner. The use of these keys is governed by this policy and by legal and ethical practices. Keys are issued to employees in the following manner:

2.10.8.3.1.0.0 Key Request Process

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

An e-mail or key request form must be sent (Please use one form per key request):

On-Line key request:
http://my.gannon.edu/intra/offices/depts/campsvcs/forms/key_request.html

Or a form can be filled out at the Campus Police and Safety Office.

1. All requests must include:

    a. Full name of person that the key is assigned.

    b. Campus location/room number for requested key

    c. Contact phone number of person key is assigned.

    d. Authorized supervisor's signature.

    e. Only supervisors may sign for key requests; not secretaries, administrative assistants, etc.

    f. All key requests are to be sent to Campus Police and Safety

2. The requisitioning department will be notified upon completion of the key request:

    a. Departments will be notified by telephone or e-mail that keys are ready to be picked up.

    b. Keys will be available for pick up at the Campus Police and Safety.

    c. An authorized signature is required at the time the key is picked up. Keys will only be issued to the requestor.

3. Lock Changes " No locks should be removed from the Master Key System unless approved by Campus Police and Safety.

In the case of lost or stolen keys, Campus Police and Safety is responsible for the lock change to the room(s) for security reasons.

2.10.9.0.0.0.0 Mailroom Services

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

Distribution Services are located in the lower level of the Palumbo Academic Center. Individual mailboxes and a second mailroom are located in the lower level of the Waldron Campus Center. Requests for a mailbox should be referred to the Waldron Campus Center Mailroom. All requests need to be in writing.

It is the policy of Gannon University that mail received by the University is restricted to University-related mail. With the exception of resident students, no personal mail should be addressed to Gannon. Full Post Office services are available in the Waldron Campus Center Mailroom. USPS, UPS, Fed Ex and other overnight delivery/package services are available at both locations in Waldron and Palumbo.

2.10.9.1.0.0.0 Hours of Operation

Revision Date: 6/15/2015 Approval Date: 6/15/2015 Current Version

Distribution Services (Palumbo) Monday through Friday 8:00 a.m. to 4:30 p.m.

Distribution Services Mailroom (Waldron Center) Monday through Friday 10:30 a.m. to 4:00 p.m.

2.10.9.2.0.0.0 Mail Delivery from U.S. Post Office

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

Mail is picked up from the Post Office Monday through Friday at 7:30 a.m.

2.10.9.3.0.0.0 Delivery To and Pick-up from Administrative Departments

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

Monday through Friday during school sessions as soon as the mail is sorted in the morning, usually around 8:30 a.m. and an afternoon run beginning at1:00 p.m.

During class breaks, finals and summers it is possible Distribution Services will need to go to one run. That one run will begin at 11:00 a.m. You will be notified through the portal if there will only be one mail run.

2.10.9.4.0.0.0 Campus Mail

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

Any interoffice mail can be sent in campus mail envelopes. These are special envelopes marked ''Campus Mail'' which can be used many times. Please do not seal the Campus Mail envelopes. Closure may be ensured by using tape or a staple. Campus Mail envelopes are available from the Gannon Press.

The address must include the name and the mail stop number or private mail box number.

2.10.9.5.0.0.0 Charging and Paying for Postage

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

University-related mail - Place your name and department on the envelope or package near the return address on University-related mail. It will be picked up from your department at the time departmental mail is being delivered.

Personal mail - Postage for personal outgoing mail may be obtained at either mailroom. Personal mail or packages must be paid for by the individual. If personal outgoing mail has postage applied, it can be picked up with departmental outgoing mail.

2.10.9.6.0.0.0 Personal Packages

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

Distribution Services is able to send personal packages via UPS, Fed Ex, or US Postal Services. To send personal packages via USPS (United States Postal Service) visit the Waldron Campus Center Mailroom between 10:00 a.m. and 2:30 p.m. To send personal packages via USPS, UPS, or Fed Ex visit the Palumbo Mail Center between 11:00 a.m. and 2:30 p.m.

2.10.9.7.0.0.0 Overnight Services

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

All overnight packages or letters are required to be delivered to the Palumbo Mailroom before 2:00 p.m. A completed shipping document is required which includes appropriate budget authorization. All carriers have overnight services, but Gannon University ships the least expensive rate possible unless a specific carrier is requested.

2.10.9.8.0.0.0 Forwarding Mail after Leaving the University

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Mail addressed to former employees will be sent to that colleague's former University department. If the received mail is deemed personal and not University-related, it is the responsibility of that department to forward it to the colleague

2.10.9.10.0.0.0 Bulk Standard Mail Requirements

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

1. 200 pieces minimum.
2. Every piece must have the same weight and content.
3. Mailing must be in zip code order.
4. Must all be for one specific mailing.
5. No hand-written labels.
6. Do not leave bulk mailings in mailroom without first seeing an employee of the Mailroom Services Policy Bulk Mail request forms must be filled out prior to mailing - available at the mailroom.
7. The pink copy of the request form will be returned to whomever is named on the request form.

8.All address lists must be sent to Smartmailer at least 1 business day before your mail is accepted in the bulk mail unit.

9.You must receive notification that your file has been processed before you bring your bulk mail to the basement of Palumbo.

10. Indicia must be printed on all envelopes for a bulk mailing. The press can help with this before your piece is printed.

2.10.9.11.0.0.0 Lead Time

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

All of the pieces for the mailing, including inserts, must be at the mailroom prior the number of days on the lead time chart.

# of Pieces	# of Working Days
200-1999	2 days
2000-4999	3-5 days
5000-9999	6-8 days
10000-14999	9-11 days
15000-19999	12-15 days
20000 pieces and greater	Mail Room will advise

Example: A 5000 piece mailing which needs to be mailed on November 29 must be at the mailroom with all pieces required on or before November 20.

2.10.10.0.0.0.0 Maintenance, Repairs, and Housekeeping

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

All requests for normal maintenance and/or repairs should be directed to the Maintenance Supervisor using electronic maintenance work orders found on-line at the Campus Services web site. Complaints or problems concerning such work shall also be brought to the attention of the Maintenance Supervisor or Maintenance Office through e-mail. All such requests must identify the budget source that is to fund the expenditure.

An electronic maintenance work order must be submitted for each request. The work order forms are used to alert maintenance of any plumbing, heating, roofing or general maintenance problems, and to permit effective scheduling of the repair or service. Requested information includes date, name and telephone extension; specific area or room in which work is required; and a complete description of service required. Send any drawings or additional information as necessary to the Maintenance Office.

2.10.11 Motor Vehicle Policies

2.10.11.1.0.0.0 Parking Regulations and Enforcement Policy

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Gannon University has developed Parking Regulations and Enforcement Policy to facilitate the parking and private property traffic needs of the campus community based on the following three objectives.

1. To provide for the efficient use of available parking space and the orderly flow of access traffic on private property.

2. To protect the safety and security of persons and property.

3. To insure consistent and fair representation of the needs of the campus community.

Campus Policy and Safety administers a program for employees and students. To obtain a permit and participate in the program, please contact the Campus Police and Safety Office.

All provisions of the Vehicle Code of the Commonwealth of Pennsylvania must be enforced. Provisions of these regulations are in effect at all times, unless otherwise announced.

All vehicles are subject to these regulations. The operator is responsible for knowing the regulations and for informing others who operate vehicles on campus on the operator's behalf. Any parking violation, regardless of who was driving, shall be the responsibility of the registrant.

2.10.11.1.1.0.0 Authority

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Section 6109 of the Vehicle Code of the Commonwealth of Pennsylvania provides for the officials of a college or university to establish rules and regulations concerning traffic control and parking on private property owned or controlled by the institution.

Section 3353 (b) 1 of the Vehicle Code of the Commonwealth of Pennsylvania defines ''Parking Prohibited in Specified Places'' and ''Unattended Vehicles Parked on Private Property.'' Section 3353 (b) 2 c. authorizes a property owner to impound, or to remove and impound, a vehicle at the reasonable expense of the vehicle owner.

The Campus Police and Safety Office has been authorized to act as representative and agents of the University in matters of parking on private property and enforcement of the University Parking Policy.

Jurisdiction for enforcing all private property traffic direction, parking, vehicle registration, payment of penalties, and traffic enforcement business shall be under the authority of the Director of Campus Police and Safety.

The Campus Police and Safety Office has been authorized by the University, when necessary, to make minor, temporary modifications to Parking Policy to accommodate special needs, construction or maintenance, and comply with Americans with Disabilities Act [ADA], or other state and federal regulations.

Any changes in parking and/or traffic control policy will be recommended to and authorized by President's Council.

Any student, employee, or visitor who registers any vehicle(s) with Gannon University is signifying their agreement to the University Parking Program and Enforcement Policy and thereby agrees to comply with rules, regulations, and penalties, as set forth.

2.10.11.1.2.0.0 Definitions

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Subject to additional definitions in subsequent provisions of these rules and regulations, the words and phrases below shall be defined hereafter as follows:

Authorized Vehicle: Any vehicle designated as such by definition in the Vehicle Laws of Pennsylvania.

Boot: An instrument which attaches to a vehicle wheel to temporarily immobilize a vehicle.

Commuter Student: Any person enrolled informal or informal instruction programs of the University who does not reside in Gannon housing.

Commuter Parking Lot: Any parking area that is restricted for use by commuter students during specified time spans.

Emergency Vehicle: Any vehicle designated as such by definition of the Vehicle Laws of Pennsylvania.

Employee Lot: Those parking areas that are identified and restricted for use by employees during specified time spans.

Faculty and Staff: All persons who are not students and are employed full or part time by Gannon University.

Fire Lane: Any area of access to a building in which parking is restricted for use by emergency vehicles.

Handicapped Drop-off: Any designated area adjacent to a building that is reserved for the purpose of loading or unloading person(s) with disabilities.

Handicapped Space: Any designated parking space that is reserved for a vehicle which is owned and operated by a disabled person as defined by the Vehicle Code.

Park or Parking: Permitted Parking: the temporary storage of a vehicle, whether occupied or not, off of public roadways and on property owned or controlled by Gannon University. Prohibited Parking: the halting of a vehicle, whether occupied or not, except momentarily for the purpose of and while actually engaging in loading or unloading of property or passengers.

Pedestrian: Persons afoot or persons in wheelchairs.

Permit: An instrument issued by the Gannon Safety Office to verify that the operator of a vehicle is entitled to parking privileges, has registered the vehicle with the University, and had paid any applicable fee.

Reserved: A specified parking space that is assigned for use by an individual person during a specific time span.

Resident Student: All persons enrolled in formal instructional programs of the University and who reside in Gannon housing.

Resident Parking Lot: Those parking areas restricted for use by vehicles belonging to resident students.

Roadway: The entire width between boundary lines maintained for the purpose of access and egress to approved parking spaces that are owned or controlled by Gannon University.

Senior Employee: Any employee of the University who, by definition and length of service, is entitled to a reserved parking space in a lot owned or controlled by Gannon University.

Seniority: Continuous length of service as an employee of Gannon as defined by Human Resources.

Shall: Indicates that an action is required.

Sidewalk: Improved areas designed specifically for pedestrian traffic.

Suspension: To withdraw a permit and/or parking privileges.

Vehicle: Bicycles, automobiles, trucks, motorcycles, motor scooters, and any other motor-driven vehicle. A skateboard is not a vehicle under this definition.

Visitor Pass: An instrument to register and grant temporary parking privileges to a visitor for a specified period of time.

Walkway: Any area specifically designed for pedestrian traffic only.

2.10.11.1.3 Registration of Vehicles

2.10.11.1.3.1.0 General Provisions

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Any motor vehicle that is possessed, maintained, or operated by a faculty member, administrator, or staff employee who intends on making use of available Gannon parking at any time must be registered with the Campus Police and Safety Office. All authorized vehicles will be issued a permit sticker which must be displayed on the rear of the vehicle, on or below the bumper BEFORE the vehicle is parked in a lot.

2.10.11.1.3.2.0 Parking Permits

Revision Date: 12/12/2017 Approval Date: 12/12/2017 Current Version

Employees who wish to obtain a permit shall go to the Campus Police and Safety Office and provide the appropriate registration information regarding the employee and the vehicle information including the year, make, model, color, and license number of the vehicle(s) to be registered. A valid employee ID may be required. A separate permit will be issued to each vehicle registered. Permits are issued immediately. there is no charge for the sticker, only for parking.

Each vehicle registration is designed for 1 (one) vehicle only. University employees may register as many vehicles as they own or may have occasion to use. However, ONLY 1 (one) vehicle may be parked on campus property at one time.

Employee permits are valid for as long as the employee owns or controls the registered vehicle(s). Any new or different vehicle registered by the employee shall be issued a new parking permit.

* Student permits are issued every fall semester and will expire the following fall semester. Details on obtaining a permit are listed in the Student Handbook.

Permits are not transferable. A permit displayed on a vehicle other than the vehicle to which it was issued may result in the vehicle being booted or towed at the expense of the owner and the suspension of parking privileges.

Any permit which is lost or stolen must be reported to the Campus Police and Safety Office immediately. Replacement permits will be issued free of charge. Any vehicle found parked on Gannon property and displaying a sticker which has been reported lost or stolen will be towed. The owner of the vehicle owned by a person with no direct affiliation with Gannon, the owner may be subject to criminal charges.

Changes in license number, name, address, or telephone number must be reported to the Campus Police and Safety Office within 10 (ten) days.

2.10.11.1.3.3.0 Obtaining a Permit

Revision Date: 9/19/2017 Approval Date: 9/19/2017 Current Version

2.10.11.1.3.4.0 Reserved Parking

Revision Date: 9/19/2017 Approval Date: 9/19/2017 Current Version

2.10.11.1.4.0.0 Parking Regulations

Revision Date: 9/19/2017 Approval Date: 9/19/2017 Current Version

1. All vehicles parked in Gannon parking lots must have a permit.
2. Permits must be displayed on the rear of the vehicle as outlined in the permit policy.
3. Permits not properly displayed shall be deemed invalid.
4. Vehicles with employee permits may park in employee lots only.
5. Vehicles shall be parked front-end in only.
6. Vehicles shall be parked in available spaces only.
7. No unauthorized vehicle may park in:

a. A fire lane.

b. Driveways or traffic way.

c. Lawns or other area not designated for parking.

d. Sidewalk or walkways.

e. Restricted or reserved space.

f. Anywhere official signs prohibit.

g. In such a manner as to occupy more than one parking space

2.10.11.1.5 Enforcement Policy

2.10.11.1.5.1.0 Illegally Parked Vehicles with Permits

Revision Date: 1/12/2018 Approval Date: 1/12/2018 Current Version

All students and employees of the University are expected to comply with parking regulations as outlined in this policy. Any vehicle that parks in an unauthorized, restricted space, or is otherwise in violation of published policy shall be subject to a University citation. This citation will include a monetary fine of $25.00 (twenty-five dollars). Subsequent citations shall be an additional $10.00 per offense. Fines may be paid in the Campus Police and Safety Office within 15 (fifteen) days from the date of issuance.

Any student or employee receiving a University citation may pay the fine OR appeal the citation within fifteen days of the date of issuance. Failure to pay or appeal the citation will result in additional $10.00 administrative cost. After 15 days if the fine has not been paid or appealed, the $35 total fee will be charged to the student's account. For employees, Human Resources will be notified to follow-up with the employee.

The Campus Police and Safety Office shall be responsible for issuing a ''10 Day Notice'' to the owner of a registered vehicle with an outstanding citation or fine. This notice will be delivered via email and/or campus mail as a courtesy to remind the owner of the existence of the citation(s) and the option to pay and/or appeal the citation within the fifteen-day period.

The policy for authorization to charge fines and fees for unpaid citations which are over fifteen days to a student's accounts shall be provided to the student at the time the permit is issued. This is documented on the parking permit form which is signed at the time the permit is issued. Signing the agreement is a condition to the permit being issued. Failure to sign the agreement will result in withholding of the parking permit until the agreement is signed.

2.10.11.1.5.2.0 Payment of Fines

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Employees may pay fines in the Campus Police and Safety Office. Cash or checks will be accepted. No credit cards will be accepted. However, employees may also sign a payroll deduction card for one-time payment of an outstanding fine(s).

2.10.11.1.5.3.0 Illegally Parked Vehicles without Permits

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Any vehicle that is pared on Gannon property and does not display a current Gannon permit is subject to be ''booted'' [temporary vehicle immobilizer] or towed at the risk and expense of the owner.

Booting removal fee is $25.00 and must be paid at the Campus Police and Safety Office. Cash or money orders will be accepted. No checks or credit cards will be accepted.

Vehicles that have been booted and remain unclaimed for twenty-four hours may be towed at an additional expense to the owner, payable to the towing company.

2.10.11.1.6.0.0 Liability

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Gannon University assumes no responsibility or liability for loss of or damages to any vehicle while it is parked on university property.

2.10.11.1.7.0.0 Towing

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

In any case, where it is within the rights of Gannon University as a property owner to tow a vehicle, and it becomes necessary to do so, only the services of a commercial towing service that maintains approved equipment, provides secure storage facilities, and complies with all liability insurance regulations will be solicited. All towing and storage fees are set by the towing service and are the responsibility of the vehicle owner.

No vehicle will be towed without first making reasonable attempts to contact the owner.

2.10.11.1.8.0.0 Disposition of Funds

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Funds generated by the Enforcement Policy will be used to defer the administrative expense of the program, to develop Student Safety Programs, and to support Crime Prevention for the University community.

2.10.11.1.9.0.0 Appeals

Revision Date: 1/12/2018 Approval Date: 1/12/2018 Current Version

Any member of the Gannon community who wishes to contest a citation, may do so by notifying the Campus Police and Safety Office within 15 days of issuance.

The Director and the Assistant Director of Police and Safety will be notified that a member of the Gannon Community wishes to appeal a parking citation. They will schedule a meeting with the individual contesting the citation.

The existence of a permit registration card and a copy of the actual citation will establish that a Prima Facie case exists, and that a violation occurred. The person contesting the citation will have opportunity to present an informal, oral argument to the Director and the Assistant Director of Police and Safety. After hearing the argument, the Director and Assistant Director will determine if there are reasonable grounds to dismiss the citation.

2.10.11.2.0.0.0 Vehicle Use Policy

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

This policy is intended to promote safe and responsible driving practices and to help prevent accidents, injuries and property damage. It is the responsibility of all members of the Gannon Community senior managers, faculty, staff and students - to comply with this policy

2.10.11.2.1.0.0 Definitions

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

1. A University Vehicle is any titled or licensed vehicle owned, leased or rented by Gannon for University business.

2. A University Driver is any person in compliance with this Vehicle Safety and Use Policy who is driving a University vehicle or driving a personal vehicle on University business.

2.10.11.2.2.0.0 Insurance Coverage

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

The Office for Finance and Campus Operations coordinates Gannon's insurance program.

1. Please call ext. 7423:
    a. For general insurance information,
    b. To obtain an insurance packet for a University vehicle glove box,
    c. To add coverage for vehicles that are purchased and/or leased, and,
    d. To report all accidents within 24 hours.

2. The University has a collision insurance deductible of $1,000. In the case of an accident, the driver's department budget will be responsible for payment of the deductible.

2.10.11.2.3.0.0 Compliance

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

1. Gannon will verify the status of drivers' licenses and records through the Pennsylvania Department of Motor Vehicles.
2. The Departments of Human Resources and Campus Police and Safety will annually verify drivers' compliance with this policy for employees who routinely drive University vehicles.
3. All University drivers are responsible for complying with this policy. Violation of this policy may be grounds for corrective action and/or loss of driving privileges.
4. Drivers and departments operating University-leased vehicles are responsible not to exceed mileage requirements as established in the lease agreement. All excess mileage surcharges at the end of a lease agreement will be the responsibility of the department for which the vehicle was leased.

2.10.11.2.4.0.0 Driving Requirements and Obligations

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Driver Authorization – university owned vehicle & personal vehicles used for Gannon Business

FOR ROADSIDE ASSISTANCE CALL: 1.800.238.6225, option 3

ELIGIBLE DRIVER

AGE: Must be at least 21 years of age

EXPERIENCE: Must have been a licensed driver in the US for at least 2 years

CREDENTIALS: Must have a valid driver's license; it is your responsibility to notify your supervisor immediately if your driving privileges are revoked or suspended.

HISTORY: No more than 2 at-fault accidents within the past 3 years; no suspensions or revocations of driving privileges within the past 5 years.

TRAINING: Routine safety training videos will be required to be viewed by regular drivers.

REQUIRED BEHAVIORS

- NEVER OPERATE A MOTOR VEHICLE WHILE UNDER THE INFLUENCE OF ALCOHOL OR ANY DRUGS.
- Everyone wears seatbelts. The number of passengers should not exceed the number of seatbelts.
- University vehicles are to be used for authorized business-use only.
- Driver nor vehicle occupants may possess open or closed containers of alcohol while operating a University vehicle OR a personal vehicle while on Gannon business.
- YOU MUST HAVE A VALID LICENSE TO BE BEHIND THE WHEEL.
- Do not permit any unauthorized driver to operate a Gannon-owned vehicle.
- Operate the vehicle in accordance with all applicable rules, regulations, laws and ordinances.
- Drive at legal speed/ reduce speed if appropriate due to road conditions.
- Report accidents, theft, vandalism, or other acts of criminal mischief to the appropriate law enforcement AND within to Supervisor within 24 hours.
- File a travel plan with the department sponsoring the vehicle-use PRIOR TO leaving campus.
- Driver will assume the responsibility for fines, tolls, violations (including parking tickets) associated with the use of the University-owned vehicle or private vehicle being used for University business.
- Do not pick up hitch-hikers or unauthorized passengers.
- Turn off vehicle, remove keys and lock the vehicle when it is unattended.

- Regarding the Academic Van, RETURN THE VEHICLE WITH THE AMOUNT OF GAS IT HAD WHEN IT WAS CHECKED OUT.
- Log the Mileage Tracker, after each use please.

Inspect the vehicle for safety concerns prior to using the vehicle: check tires, wipers, lights and other safety equipment for observable defects. The driver is responsible for the condition of the vehicle while it is in use & must report defects immediately.

2.10.11.2.5.0.0 Use of University Vans

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

University vans are available on a first-come, first-served basis. The use of vans is restricted to Gannon-related events. Drivers must be at least 21 years of age, an employee of the University and have an approved driver application on file with the University. Driver applications may be obtained from the Human Resources Office and may require up to two weeks to process. As a general rule, all occupants of University vehicles must have an official purpose to ride in the vehicle. This may typically include employees, students, or participants in an official University program or activity that uses the vehicle. Drivers of University vans agree to satisfy all conditions listed above and participate in routine driver safety training coordinated through the Human Resources Department.

2.10.11.2.6.0.0 Reservation and Use of University Van

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Check availability of vehicle at the Office of Student Development and Engagement. Complete a vehicle request form, including driver information and department chair signature and return. Upon confirmation of vehicle, keys can be picked up from Police & Safety either on the day of vehicle use or the last business day before vehicle use. When keys for vehicle is picked up, the vehicle must be signed out in requester's name and vehicle mileage must be recorded. Upon the return of the keys be sure to report any defect in the vehicle within 24 hours to Police & Safety.

2.10.11.2.7.0.0 Rental Vehicles

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

It is recommended that vehicles be rented from Gannon University's preferred vendor. Contact the Purchasing Department for additional information.

2.10.11.2.7.1.0 Requirements

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

1. Drivers of rented vehicles must satisfy all conditions listed above.

2. To ensure proper insurance coverage, the Office for Finance and Campus Operations (814-871-7423) must be notified when vehicles are rented for 5 days or longer.

3. Rental Agreements on behalf of the University must be signed: ''Gannon University/staff name.''

4. All drivers must comply with the age requirement as described in the rental agreement.

5. It is recommended to purchase the optional collision damage waiver from the rental car agency.

6. The University has a collision insurance deductible of $1,000. In the case of an accident, the driver's department budget will be responsible for payment of the deductible.

2.10.11.2.8.0.0 Use of Personal Non-University Vehicles

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

Prior to using a personal vehicle on University business, employees are encouraged to check the availability of a University vehicle with Student Development and Engagement or to rent a vehicle for University business.

Gannon University strongly suggests that you do not use your personal vehicle on University business. In the event of an accident, your insurance (liability and comprehensive/collision) will respond for you.

All drivers who transport students in a personal vehicle must be in compliance with this policy.

2.10.14.0.0.0.0 Vending Machines

Revision Date: 11/24/2008 Approval Date: 11/24/2008 Current Version

A variety of soda, juice and snack machines are located in buildings around campus. These locations include the freshmen residence halls (Finegan and Wehrle); students' apartment complexes, the Waldron Center, Club LaRiccia, the Carneval Athletic Pavillion, The Zurn Science Center, The Palumbo Academic Center, Nash Library, Beyer Hall and the Student Services building. All machines will take currency and some selected machines have card readers that will take GU Gold. Vending machine refunds are coordinated through the Waldron Center reception desk.

2.11 View Complete Section EMERGENCY RESPONSE MANUAL

2.11.1.0.0.0.0 INTRODUCTION AND PURPOSE

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Gannon University places the highest emphasis on protecting the safety of all persons who live, work and study on our campus. The Emergency Response Manual (ERM) outlines emergency procedures for managing major emergencies that may threaten the health and safety of the campus community.

The ERM's key goals are the preservation of life, the protection of property and the continuity of academic and business operations.

While the ERM does not cover every conceivable situation, it supplies basic guidelines necessary to cope with most campus emergencies.

The guidelines in this manual apply to all personnel, buildings, and grounds owned and operated by Gannon University. It is the responsibility of Deans, Directors and/or Department Heads to familiarize themselves with the contents of the ERM.

The ERM is set into operation whenever a crisis affecting the University may result in a significant disruption to educational programs or University services. An emergency may be sudden and unforeseen, or there may be varying periods of warning.

The basic emergency procedures outlined in the ERM are to enhance the protection of lives and property through effective use of University and campus community resources. The Emergency Response Manual is designed to direct responses to emergencies in a systematic manner to accomplish the following:

A. To protect human life and prevent injury

B. To communicate effectively to all appropriate audiences throughout the course of any emergency

C. To protect the environment

D. To mitigate the ''spread'' of the causal factor of the emergency

E. To prevent exposure to hazardous conditions

F. To mobilize all appropriate internal and external resources to minimize the effects of the emergency

G. To prevent/minimize damage to property and data

H. To address the physical and emotional state of people involved and/or affected by the emergency situation

I. To return the University to normal operating status

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or a designee may declare a state of emergency.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Some emergencies may not directly impact the University, but may occur adjacent to the campus or facilities and impact our students, faculty or staff. In those instances the University will coordinate our resources and response with City of Erie or Erie County emergency personnel.

2.11.2.0.0.0.0 EMERGENCY RESPONSE MANAGEMENT

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

2.11.2.1.0.0.0 Types of Emergencies

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Types of emergencies and response plans that are included in this manual are:

- After Hours Spill (Hazardous Material)
- Bomb Threat/Suspicious Object
- Civil Disturbances or Demonstrations
- Earthquake
- Explosion or Threat of Explosion on Campus
- Fire
- Infrastructure Failure
- Psychological Crisis
- Severe Weather/Tornado
- Violent or Criminal Behavior/Active Shooter

Note: Gannon University's Campus Police and Safety Department monitors and responds to general safety measures as outlined by the Homeland Security Advisory System.

2.11.2.2.0.0.0 Definition of an Emergency

Revision Date: 8/16/2013 Approval Date: 8/16/2013 Current Version

Definition of an Emergency

1. Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Report the emergency immediately to the Campus Police and Safety Office by calling 911 from a campus telephone or (814) 871-7777 if calling from a cell telephone. The Campus Police and Safety Office shall notify the appropriate division/department of the emergency. Emergencies which do not involve physical or life safety threats can also occur. These emergencies could include such things as significant monetary, reputational, academic or international program crisis. In such instances, some portions of this plan may be activated and may include specific members of the emergency planning and response team as determined by the President.

2. Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, or people, and which will disrupt the overall operations of the University. Outside emergency services will be mobilized as needed as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University administration during times of crisis. Report the emergency immediately to the Campus Police and Safety Office by calling 911 from a campus telephone or (814) 871-7777 if calling from a cell telephone.

3. Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, personnel injuries and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center (EOC) will be activated by Campus Police and Safety, and the appropriate support and operational plans will be executed.

2.11.2.3.0.0.0 Assumptions: Major Emergency or Disaster

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Assumptions:

The Emergency Response Manual (ERM) is predicated on a realistic approach to problems likely to be encountered on a campus during a major emergency or disaster. Therefore, the following are general guidelines:

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

2. The succession of events in an emergency is not predictable.

3. The ERM serves only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.

4. A disaster may affect other residents in the geographical area of the University. Therefore, city, county, and/or federal emergency services may not be readily available. In such cases, a delay in emergency assistance or service may be expected.

5. A Campus State of Emergency may be declared if information indicates that such a condition is developing or is probable.

2.11.2.4.0.0.0 Declaration of a Campus State of Emergency

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

D. Declaration of a Campus State of Emergency:

The authority to declare a campus state of emergency rests with the University President or a designee as follows:

1. During the period of any campus major emergency, the Campus Police and Safety Office, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The Director of Campus Police and Safety shall immediately consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.

2. Should this declaration be made, only registered students, faculty, staff and affiliates (i.e. contracted service employees) are authorized to be present on campus property. Those who cannot present proper identification (student ID, employee ID, or other ID) showing their legitimate business on campus may be asked to leave the campus. Unauthorized persons remaining on campus property may be subject to arrest in accordance with the Pennsylvania Crimes Code.

3. In addition, only those administrators, staff members and contractors who have been assigned emergency resource team duties or issued an emergency pass by Campus Police and Safety will be allowed to enter the immediate emergency area of the disaster site.

4. In the event of earthquakes, aftershocks, fires, storms or major disasters occurring on or near the campus, or which involve university property, Campus Police and Safety personnel and/or maintenance personnel will be dispatched to search for any undiscovered damage or potentially dangerous conditions.

2.11.2.5.0.0.0 Reporting an Emergency

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

A. Use any campus telephone and dial 911 or ext. 7777 or by any other telephones dial (814) 871-7777. The Gannon operator is prepared to dispatch appropriate emergency response units (Fire, Rescue, Ambulance or Police) to any location on campus.

B. In an emergency in which the Campus Police and Safety Office cannot be reached, dial 911. A 911 call from a non-campus or cell phone may be connected to the Erie County Emergency Dispatch Center. In such cases, the Gannon operator will remain on the line in a three-party conference call with the Dispatch Center.

C. Emergency Call Box - hit the red button which will connect you to the Gannon operator. A police officer will be dispatched as soon as the button is pushed.

D. Tell the Gannon Operator:

1. What is seen, heard or found
2. The exact location of the emergency
3. The type of emergency
4. If there are victims
5. Your name, location and phone number
6. Stay on the telephone until the dispatcher ends the call, if conditions permit.

E. Call your Divisional VP after you hang up with the Gannon Operator.

Important: Keep calm! Keep others calm!

2.11.2.6.0.0.0 Emergency Response Flow Chart

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Please click the link to view the Emergency Response Flow Chart

https://portala.gannon.edu/IPM/visio/Volume2/Gannon_University_Emergency_Response_Flow_Chart.pdf

2.11.3.0.0.0.0 DIRECTION AND COORDINATION OF EMERGENCY RESPONSE

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

2.11.3.1.0.0.0 Emergency Director

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

A. Emergency Director

The University President or a designee serves as the overall Emergency Director during any major emergency or disaster. Absent a specific designee, the Director of Campus Police and Safety will serve as overall Emergency Director. Any of the following officials may be designated by the President as listed below:

1. Provost and Vice President for Student Experience
2. Vice President for Finance and Campus Operations
3. Vice President for Enrollment
5. Vice President for University Advancement

In the absence of the President or any designee, the on-duty Campus Police and Safety Officer and/or security guard shall assume operational control of the emergency until relieved.

2.11.3.2.0.0.0 Emergency Coordinator

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Emergency Coordinator

All emergency operations shall be coordinated by the Director of Campus Police and Safety or a designated alternate. The direct operational control of the campus major emergency or disaster is the sole responsibility of the Emergency Coordinator (i.e., the Director of Campus Police and Safety) or that individual's designee. The coordination of campus emergency resource teams is the responsibility of the Director of Campus Police and Safety, who will coordinate all on campus emergency functions as directed.

2.11.3.3.0.0.0 Field Emergency Command Post

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Field Emergency Command Post

When a major emergency occurs, or is imminent, it shall be the responsibility of the Campus Police and Safety Office to set up and staff an appropriate Field Emergency Command Post as directed near the site of the emergency.

2.11.3.4.0.0.0 Emergency Operations Center (EOC)

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Emergency Operations Center (EOC)

If the emergency involves a large part of the campus, an Emergency Operations Center will be established and staffed with representatives from departments across the University based on the specific emergency incident. The Emergency Operations Center serves as the headquarters of the Emergency Response Team during a crisis. Management of an actual physical emergency may also be centered in the Campus Police and Safety Office.

The location of the Emergency Operations Center will be determined by the nature of the emergency and the decision of the President and/or his designee. The location will be furnished with the necessary phone lines, computer ports, electrical outlets, etc. Possible locations for the Emergency Operations Center include the first floor of Old Main or the second floor of the Waldron Center. If these sites are unavailable, the Emergency Coordinator will select an alternate location.

1. The primary purpose of the Emergency Operations Center is to serve as a single focal point for information management, resource support/allocation, financial assistance and decision making to support and allow direct contact between the Emergency Director, Emergency Coordinator, and the President's Staff, the Emergency Response Team(s) and the Field Emergency Command Post during the entire disaster management and recovery process.

2. Response activities of the Emergency Operations Center can include but will not be limited to the following according to the emergency:

a) In consultation with the President and President's Staff, provide all necessary resources to the on-scene Field Command Post as requested.

b) In consultation with Marketing and Communications, coordinate communication efforts within the University, with parents and outside agencies.

c) To maintain all records.

d) Initiate recovery actions and recover facilities for use by occupants.

e) Release occupants to return to their normal activities.

2.11.3.5.0.0.0 Decision Making During An Emergency

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It is critical that everyone, especially responding personnel, understand the chain of command for decision making during an emergency. The primary decision maker as to the management of the actual emergency is the on-site Emergency Coordinator.

The Emergency Coordinator is the senior emergency response official first on scene. The role may be transferred to more senior officials or another agency as circumstances indicate. However, a Campus Police and Safety representative is present as liaison in all emergency situations.

The President, President's Staff and the Emergency Response Team(s) support emergency operations from an emergency operations center.

Note: The primary decision maker(s) as to ancillary issues related to the emergency such as business continuity, public relations, etc., are the appropriate members of the President's Staff, the Emergency Response Team members or others as identified by the President or his/her designee.

2.11.3.6.0.0.0 Emergency Response Team

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Emergency Response Team

In addition to establishing an Emergency Operations Center as necessary, Campus Police and Safety shall immediately begin contacting all necessary members of the Emergency Response Team. The role of the Emergency Response Team is to support the emergency operations from the Emergency Operations Center. The Emergency Response Team will not respond to the scene nor will they manage the initial response to an incident. It is the responsibility of the Emergency Coordinator and the emergency responders at the scene to isolate contain and neutralize the incident.

Emergency Response Team members will coordinate as necessary with the Emergency Coordinator for implementation of their identified responsibilities and support as pertains to their area.

Personnel filling the following positions have primary responsibility for Gannon University Emergency Response. Campus Police and Safety have on file, complete contact information for these individuals.

Emergency Response Team

- University President
- Vice President for Academic Affairs
- Vice President for Finance and Campus Operations
- Vice President for Student Development and Engagement
- Vice President for Enrollment
- Vice President for University Advancement
- Associate Vice President for Mission and Ministry
- Chief of Staff and Director of Marketing and Communications
- Director of Planning and Strategic Initiatives
- Executive Assistant to the President
- Director of Campus Police and Safety
- Director of Physical Plant
- Coordinator for Insurance and Risk Management Programs
- Associate Vice President for ITS

Incident Specific Members

- Director of Counseling and Student Health Services
- Director of Residence Life
- Dining Services Manager
- Director of Human Resources
- Controller/Purchasing
- Athletic Director
- Associate VP International Enrollment and Affairs

2.11.3.7.0.0.0 Emergency Roles and Responsibilities

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Emergency Personnel Responsibilities

University President or his designee (Emergency Director)

- Responsible for the overall direction of the University emergency response;
- Works with the Director of Campus Police and Safety (Emergency Coordinator) and others in assessing the emergency and preparing the University's specific response;
- Declares and ends, when appropriate, the campus state of emergency as provided for in the introduction of this guide;
- Notifies and conducts liaison activities with the University administration, governmental agencies, Emergency Resource Team, and others as necessary.

University President and President's Staff

- Provide leadership/make decisions
- Authorize key communications
- Authorize resources
- Support Emergency Operations Center (EOC)
- Maintain communication with BOT

Director of Campus Police and Safety (Emergency Coordinator)

- Responsible for the overall implementation of the emergency response;
- Determines the type and magnitude of the emergency and establishes the appropriate emergency operations center and the filed emergency command post;
- Initiates immediate contact with the President and University Administration and begins assessment of the University's condition in relation to the emergency;
- Notifies and utilizes Campus Police and Safety Officers, City of Erie Police and if necessary, University staff in order to maintain safety and order;
- Authorize immediate notification of selected emergency responders
- Notifies the members of the Emergency Resource Team and others as appropriate and advises them of the nature of the emergency;
- Notifies and conducts liaison activity with appropriate outside organizations such as fire/rescue, police, HAZMAT, etc.;
- Make assignments, direct operations, coordinate resources
- Maintain all records
- Communicate with President and President's Staff for direction and authorization
- Prepares and submits in conjunction with the Associate VP of Campus Services, if appropriate, a report to the President describing the final outcome of the emergency.

Assistant Director Campus Police and Safety

- Manage on-scene Field Emergency Command Post
- Provide perimeter control
- Assist emergency services with perimeter control and related functions
- Liaison with EOC
- Serve as campus contact for outside law enforcement agencies

Director of Marketing and Communications (Coordination and dissemination of information during and after incident in consultation with President's Staff and coordination with EOC)

- Maintain communications with media
- Develop and issue mass communications
- Develop and on/near site location for media
- Arrange for photo/video teams to document damage for insurance purposes
- Coordinate phone banks as necessary

Associate VP for Campus Services (Support Emergency Director and Emergency Coordinator)

- Compile and maintain information about potential hazards in each building (i.e., chemical storage in Zurn Science Center, etc.) and floor plans/schematics of each building
- Provide resources, equipment and staging areas
- Provide personnel to perform shutdown procedures, hazardous area control, barricades
- Maintain emergency equipment and utilities
- Furnish emergency power and lighting systems as required
- Obtain the assistance of utility companies as required for emergency operations
- Provide vehicles, equipment and operators for movement of personnel and supplies
- Provide debris clearance, emergency repairs and equipment protection
- Assign teams to assess campus for damage
- Assign teams to assess building safety
- Restoration of utility services
- Collect cost estimates
- Develop damage report for recovery activity and reimbursement
- Arrange for expedited vendor services

Dean of Student Development and Engagement (Assess impact of situation on students and student life)

- Assist and work with Communications and Marketing with notification and response to students and parents
- Identify campus liaison to student/family member as needed
- Develop and coordinate student counseling plan if necessary
- Manage emergency housing plans if necessary
- Manage dining services plans if necessary
- Coordinate emergency staffing

- Liaison with Emergency Operation Center
- Coordinator for Risk Management and Insurance Programs Â· Notifies and conducts liaison activity with insurance broker, insurance companies and claims adjusters;
- Responsible for the insurance claim reporting process;

Provides information to the Emergency Response Team regarding recommendations from insurance company, claims adjusters and specialists.

Technology Infrastructure

(Director of ITS) Ensure Emergency Command Post telephones, fax and computer services are established and maintained

- Provide ''broadcast'' capability for all mass communications systems
- Assess the disaster scene to estimate the extent of damage (systems fully operational vs. limited capabilities vs. non-operational) and the amount of time required to put the facility and technology operations back into working order.
- Maintain operation and prioritize use of servers
- Maintain other essential IT/Communications systems
- Provide ongoing systems status information
- Ensure the protection and preservation of computer equipment and informational assets:
    - Ensure all systems remain secure from physical and virtual access by unauthorized parties;
    - Identify all magnetic storage media (hard drives, magnetic tapes, diskettes) and either protect from the elements or remove to a clean, dry environment away from the disaster site;
- Identify a Cold Site, a location some distance away from the scene of the disaster where computing and networking capabilities can be temporarily restored and relocate to the Cold Site;
- Ensure that work begins to repair or rebuild the primary site;
- Make necessary arrangements with vendors to quickly provide replacements for the resources that cannot be salvaged. The University will develop emergency procurement procedures to quickly place orders for equipment, supplies, software, and any other needs;
- Reassemble salvaged and new components at the recovery site;
- Restore data from backups stored in locations off-site (Palumbo or the Erie County Courthouse):
    - Develop prioritized list of mission-critical systems and applications to be restored;
    - Follow ITS procedures for restoring the operating system(s), then application and user data for each system;
    - Coordinate system testing and verification by application owners.
    - Make arrangements for end-user access to each mission-critical system, potentially developing a rotating schedule for Cold Site access;
    - Develop plans for setup of and relocation back to the primary site.

Provost and VP for Student Experience

- Assess impact on faculty, class schedules/locations, travel, etc.
- Assess impact on all academic areas including research

- Coordinate with EOC

Counseling and Health Services (Coordinate with County, local hospitals, School of Nursing and other universities)

- Manage emergency staffing
- Work with other departments to develop aid stations as necessary
- Maintain communications with EOC
- Coordinate with Communications/Marketing and Residence Life on messages to University community
- Coordinate external agency support as necessary

Director of Residence Life

- Coordinate with Dining Services vendor on dining needs/modifications
- Maintains food/water stockpile
- Manages cancellation/re-scheduling of events as necessary

Controller/Purchasing

- Initiate and/or process emergency purchases
- Locate required equipment and supplies
- Coordinate distribution of supplies
- Initiate record keeping systems including expenditures
- Pay vendors

Human Resources

- Manage pay polices and necessary communications
- Review essential personnel policies
- Implement emergency staffing

Athletics

- Assess need to cancel events/travel
- Implement plan to notify personnel/participants/ticket holders

International Programs

- Assess need for suspension of travel/implications
- With Communications/Marketing, develop communication to all involved parties

All Departments

- Appoint a communication liaison with the EOC

- Assist in recovery and response efforts

2.11.3.8.0.0.0 Communicating an Emergency

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Communicating an Emergency

Gannon University has multiple ways of communicating an emergency to the Gannon community. The methods described below may be used independently or collectively depending on the nature of the emergency event. Marketing and Communications and/or Campus Police and Safety have responsibility for implementation of the emergency communications methods outlined below.

A. Gannon e-Alert

The Gannon e-Alert System is the primary means of emergency notification. This text messaging system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus in the event of a serious or life-threatening situation on campus. When activated, those who have voluntarily registered will receive text and/or voice messages to the cell and landline phone numbers that have been provided.

B. Emergency Messages:

In addition to Gannon's e-Alert System, Gannon has the ability to deliver emergency messages using one or more of the following messages using one or more of the following methods:

1. Mass e- mail, University website

2. Ability to send broadcast voicemail over Gannon landlines

3. Ability to issue emergency message on the University Emergency Announcement Service call-in telephone line 814.871.5555. Campus Police and Safety will maintain and update recorded emergency information and instructions for students, faculty and staff.

4. Local/regional media including WERG, the University's radio station

2.11.3.9.0.0.0 Emergency Instructions

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Emergency Instructions

When an emergency is declared by whatever method(s) chosen, the emergency message may contain one of the following specific instructions:

1. Evacuate

a. Building Evacuation

i. All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by Campus Police and Safety.

ii. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same

iii. Assist persons with disabilities in exiting the building. Do not use the elevators on cases of fire or earthquake. Persons in a wheelchair or with other disabilities that affect mobility should go to a designated rescue area such as a stair tower.

iv. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know area assembly points.

v. Do not return to an evacuated building unless told to do so by a University Official.

b. Campus Evacuation

i. Evacuation of all or part of the campus grounds will be announced by Campus Police and Safety as described.

ii. All persons (students and staff) are to vacate immediately the area of campus in question and relocate to another part of the campus grounds as directed.

2. Seek Shelter: Evaluate your surroundings for the presence of danger and move to an area of safety (e.g. tornado).

3. Shelter in Place: Stay where you are and secure doors. Take other actions as instructed.

4. Card Access Only: Doors have been locked to exclude anyone without an authorized campus ID.

5. Building Closed/No Entry: Doors have been locked to exclude everyone including those with card access.

During an emergency, messages will be updated as the situation warrants and a final message will be sent to let the campus community know the emergency has been resolved and normal operations should resume.

2.11.3.10.0.0.0 Media Inquiries

Revision Date: 7/25/2017 Approval Date: 7/25/2017 Current Version

Media Inquiries

1. The President, the Chief of Staff and Director of Marketing and Communications and other persons involved shall confer and decide on the appropriate responses to the media.

2. All calls from the media are referred directly to the Office of Marketing and Communications, 814-823-1886.

3. The Chief of Staff and Director of Marketing and Communications will designate a room on campus for press/media representatives, if necessary.

2.11.4.0.0.0.0 SPECIFIC EMERGENCY RESPONSE PLANS

Revision Date: 8/16/2013 Approval Date: 8/16/2013 Current Version

2.11.4.1.0.0.0 After Hours Spill Notification - Chemical/Hazardous Materials

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

A. After Hours Spill Notification

A chemical/hazardous materials incident may be a spill or release of chemicals, a suspicious odor, gas or chemical fumes, radioactive materials, or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies (i.e. Fire Department, HAZMAT). The University does not have a fire department or HAZMAT Team and relies on the City of Erie's Public Safety Department for these services.

Material Safety Data Sheets (MSDS) are available in all departments where the material is located.

1. Simple Spill:

- Does not spread rapidly
- Does not endanger people
- Does not endanger environment
- Trained individual can clean up

Immediate action: Simple spills should be cleaned up by the person causing the spill, as long as they are familiar with the specimen spilled and are trained regarding proper clean up.

2. Major Spill or Emergency

- Spreads rapidly
- Endangers people
- Endangers environment

Call 814.871.7777 (911 from a campus phone)

Immediate action:

1) Call Campus Police and Safety; Call 814.871.7777 (911 from a campus phone). Provide locations and as much information as known about the material and quantity spilled. Report any injuries immediately.
2) If an individual has been contaminated, direct them to use eye wash or emergency shower for 15 minutes.
3) Evacuate, assemble at a safe distance and place.
4) Account for all individuals.
5) Wait for emergency responders so you can be examined for possible health issues and to provide information to responders.

If a suspected chemical exposure or any exposure that may be ''contagious'' in nature occurs:

1) Call 814.871.7777 (911 from a campus phone)
2) All individuals directly affected or within the ''contact'' area of those affected should not leave their area until directed to do so by Health Department or HAZMAT officials.

2.11.4.2.0.0.0 Bomb Threat/Suspicious Object

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

A. Bomb Threat/Suspicious Object

1. Bomb Threat - A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. If you are the direct receiver of a bomb threat, DO NOT on your own attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to Campus Police and Safety. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone in which case the following guidelines should be followed:

Immediate Action:

1. Remain calm, do not get excited or excite others.

2. Pay attention to your telephone display and record if possible, the time the call was received and ended, and the exact words of the caller. Try to delay. Ask the caller to repeat:

   a. Time bomb is set to explode

   b. Where located, floor, area

   c. What kind of bomb

   d. Description of bomb

   e. Why

   f. What is your name? Are you an employee? Where are you calling from?

3. Record your observations of the caller's voice: male or female caller? Calm or nervous? Young or old, middle aged? Refined or rough? Accent? Speech impediment? Unusual phrases? Did you recognize the voice? If so, who do you think it was?

4. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.

5. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.)

6. Immediately after the caller has ended the call, notify Campus Police and Safety at 814.871.7777, or from a campus phone call 911.

7. If the threat was left on your voice mail, do not erase. Contact Campus Police and Safety at 814.871.7777, or from a campus phone call 911.

8. Notify the immediate supervisor within your work area.

Officers and members of the Erie Police Department will conduct a detailed bomb search. University staff members are requested to make a cursory inspection of their area for suspicious objects and to report the location of any to Campus Police and Safety. Do not touch the object! Do not open drawers, cabinets, or turn lights on or off.

2. Suspicious Object

If a suspicious letter, package or object is received or observed that is unexpected or unknown notify Campus Police and Safety immediately. Always call from a safe location.

a. Move people away from the object.

b) Do not move or open the object.

c) Do not investigate too closely.

d) Do not cover, insulate or place the object into a cabinet or drawer.

2.11.4.3.0.0.0 Civil Disturbances or Demonstrations

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Civil Disturbances or Demonstrations

A civil protest will usually take the form of an organized public demonstration of disapproval or will display disagreement with an idea or course of action. It would be noted that in many cases, most campus protests such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A protest should not be disrupted.

Dial (814) 871-7777 (911 from a campus telephone) to notify Campus Police and Safety. In the event of a protest or civil disobedience, Campus Police and Safety will be responsible for responding to the scene and notifying the President and appropriate Vice President.

Do not provoke or obstruct demonstrators. Follow all instructions that may be given by responding officers, Gannon e-Alert or other means.

Attempt, if possible, to identify a contact person/spokesperson for the group. This would expedite communications.

2.11.4.4.0.0.0 Earthquake

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Earthquake

1. During an earthquake, remain calm and quickly follow the steps outlined below.

    a) Drop - Drop to the floor. Avoid falling objects or toppling furniture.

    b) Cover - Take cover under a sturdy desk, table or other furniture that is not likely to tip over. IF that is not possible, seek cover against an interior wall and protect your head with your arms. Avoid dangerous spots near windows, hanging objects, mirrors, and tall furniture.

    c) Hold on - If you can take cover under a sturdy piece of furniture, hold onto it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. Stay away from glass windows, shelves, and heavy equipment.

    d) Do not run outside.

    e) Do not run to a doorway. (Doorways are no safer than other areas).

    f) In a hallway, drop near an interior wall away from windows and cover the back of your head/neck with your arms.

    g) If driving, pull carefully to the side of the road and stop.

    h) In an auditorium, drop between the seats and protect the back of your head/neck with your arms.

    i) Outdoors, move away from buildings to an open area; avoid power lines.

2. When the shaking stops:

    a. Check for injuries to people in area.

    b. Call (814) 871-7777 (dial 911 on campus) for medical assistance and render first aid if required.

    c. Check the area for hazards such as building damage, fires or gas leaks. If the building appears to be unsafe, leave the building and report any urgent problem to Campus Police and Safety by dialing (814) 871-7777 (dial 911 on campus).

    d. Listen to a battery operated radio for updated emergency information.

1. After an Earthquake:

Be prepared for aftershocks. Wear sturdy shoes to avoid injury from broken glass. Do not use elevators. Assist others if necessary. Report injuries or dangerous conditions to the nearest emergency response team if on scene or to Campus Police and Safety.

Evacuate the building until it has been assessed for damage.

Before leaving the building, following the following evacuation procedures:

a. Turn off all electrical equipment

b. Bring emergency supplies, warm clothing and purses/wallets with you.

c. Do not leave anyone behind. Assist those with disabilities.

d. Close all doors behind you.

e. Use the stairs not the elevators.

f. Assemble in a safe outdoor location.

2. Do not re-enter the building until it has been assessed by inspectors.

3. Cooperate with emergency first responders.

2.11.4.5.0.0.0 Explosion or Threat of Explosion

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Explosion or Threat of Explosion

An explosion is caused by rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat, smoke, falling glass or debris, or building damage which could result in injury. Explosions may also cause or be caused by fire, floods, or power outages.

1. If an explosion or the potential for an explosion occurs, pull the closest fire alarm pull station and exit the building as soon as possible if safe to do so. The fire alarm signal will be sent simultaneously to Campus Police and Safety. Call Campus Police and Safety at (814) 871-7777 (911 from a campus telephone) as an added precaution.

2. If items are falling off bookshelves or from the ceiling, take cover under a sturdy table or desk.

3. If possible stay away from windows, electrical equipment, overhead fixtures or equipment with high storage.

4. If there is a fire, stay low to the floor and exit the building as quickly as possible.

5. If you are trapped in debris, make as much noise as possible so that responders can hear where you are such as banging or tapping on a pipe or wall, or yelling for assistance.

6. Assist others in exiting building and assemble at a safe distance away from building.

7. Keep streets and walkways clear for emergency vehicles and responders.

8. Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

9. Follow evacuation and fire procedures outlined in other sections of this manual

10. Once outside building, DO NOT re-enter until told to do so by Campus Police and Safety

2.11.4.6.0.0.0 Fire

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Fire

Take all fires very seriously. Always be aware of your surroundings. Identify the location of exit doors, stairways and fire alarms. Respond immediately to all fire alarms even if you know it is a drill.

Immediate Action:

1. For the person discovering the fire:

   a. Pull the nearest fire alarm, if there is one. The fire alarm will notify Campus Police and Safety and the City of Erie Dispatch simultaneously.

   b. Call Campus Police and Safety at (814) 871-7777 (dial 911 from a campus telephone) as an added precaution.

   c. Extinguish the fire only if you can do so safely and quickly.

2. If the fire cannot be extinguished

   a. Confine the fire by closing the doors. Do not lock.

   b. Alert others.

   c. Meet Campus Police and Safety/Fire Department when they arrive to give specifics on the fire's location.

3. For occupants of the building

   a. Close the doors to your immediate area (do not lock)

   b. EVACUATE the building via the nearest exit. Assist others to exit building.

   c. DO NOT use elevators.

   d. Avoid smoke filled areas.

   e. FOLLOW EMERGENCY EVACUATION GUIDELINES.

4. For people evacuating from the immediate fire area:

   a. Feel the door from top to bottom. If it is hot, DO NOT proceed. Go back.

b. If door is cool, crouch low and open door slowly. Close door quickly. If smoke is present do not inhale it.

c. If no smoke is present, exit the building via the nearest stairwell or exit.

d. If you encounter heavy smoke in a stairwell, go back and try another stairwell.

e. If you are trapped, keep the room door closed. Seal door cracks and ventilation grilles with cloth or wet towels if possible. Call 814.871.7777 (911 from a campus phone) to let responders know your location. If phones are not available, make as much noise as possible by yelling or banging or tapping on a wall or pipe to alert the fire department of your location. Stay close to the floor where it is easier to breathe.

f. Once out of the building, assemble at a safe distance away from building.

5. Never go back into a burning building.

2.11.4.7.0.0.0 Infrastructure Failure

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Infrastructure Failure

It is understood that, from time to time, the campus may experience infrastructure problems that could render the work site unsafe or uninhabitable. Such problems may involve:

- Computer
- Electrical
- Heating or air conditioning
- Steam
- Telephone
- Water

All infrastructure failures should be reported to Campus Police and Safety by dialing (814) 871-7777 (911 from a campus telephone). Campus Services or the appropriate department will respond to the scene to assess the potential severity of the problem and probable duration. Should a campus emergency alert need to be issued, the responding department will contact Campus Police and Safety, who in turn will contact the President or designee to determine if the building should be closed.

If a power outage occurs, remain calm, call Campus Police and Safety by dialing (814) 871-7777 (911 from a campus telephone), and turn off all electrical equipment and light switches. Do not use candles, matches or lighters for light. If located or working in a laboratory area, secure all experiments and equipment and keep all freezers and refrigerators closed.

2.11.4.8.0.0.0 Psychological Crisis

Revision Date: 8/20/2013 Approval Date: 8/20/2013 Current Version

Psychological Crisis

A psychological crisis exists when an individual is threatening personal harm or harm to others, or is out of touch with reality due to severe drug reactions or psychological problems. Psychological problems may be manifested by hallucinations and/or uncontrollable behavior.

If a psychological crisis occurs:

1. Never try to handle on your own a situation you feel is dangerous.

2. Notify Campus Police and Safety of the situation by dialing 911 from a campus phone or 814.871-7777 from a cell phone.

3. Clearly state that you need immediate assistance, give your name, your location and the area of campus involved.

4. It is possible that a situation may develop in which a Gannon employee may have reason to believe that a person in their presence is unstable or that circumstances known to the employee make this presence threatening. If you are in this type of situation and do not want that person to know that you are notifying authorities, you should:

   a. Remain calm!

   b. Use any available campus telephone to notify Campus Police and Safety at extension 911 or (814) 871-7777 (from a cell phone)

   c. When the operator answers, incorporate the Code Words, ''Doctor Green'' into any sentence as if leaving a routine telephone message. (e.g., ''Is Dr. Green in?'', ''Has Dr. Green returned?'' or, ''Please have Dr. Green return my call.'')

Operators and Officers are informed and trained to treat the code words ''Dr. Green'' as an emergency call for help (Unknown Trouble) in these situations. Guards will be dispatched to the caller's location on an emergency, top priority basis. You do not need to give your location. It is automatically displayed for operators on the Emergency (911) phone system in the Campus Police and Safety Office.

2.11.4.9.0.0.0 Severe Weather /Tornado

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Severe Weather/Tornado

Dangerous weather can include:

- Thunderstorms
- High Winds
- Lightning
- Tornadoes
- Winter Storms

1. Severe Weather Advisories:

- A watch means conditions are favorable for the development of severe weather. Monitor the situation closely if the weather deteriorates
- A warning means severe weather has actually been observed and is imminent.

In the event of severe weather conditions (existing or imminent) that may require early dismissal, delayed start or closing of University operations, the University will communicate through Gannon's e-Alert system, posting a message on www.gannon.edu (website) and recording a voicemail message on the University Emergency Announcement Service number, 814.871.5555.

2. Tornado

Definitions:

- Tornado Watch - Means that conditions exist for a tornado to develop.
- Tornado Warning - Means that a tornado has actually been sighted or indicated on radar.

NOTE: One clue that a tornado could develop is when a thunderstorm is accompanied by hail. The larger the hail stone, the more likely that a tornado will occur.

Procedure: When a tornado warning is announced:

A. Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.

B. If your residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows.

C. Stay away from windows to avoid flying debris.

D. If you are outside and there is not enough time to get into a building, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.

E. Avoid auditoriums and gymnasiums with large roofs.

F. Administrative or class room building - Go to an interior hallway on the lowest floor. Stay away from windows.

3. Postponement or Cancellation Decision:

The decision to postpone or cancel University classes, activities, and/or normal business operations rests with the University's President or his/her designee. The University will never entirely close, since residential student services must be maintained.

A. The Director of Campus Police and Safety will monitor weather reports and conditions as required, and report significant developments to the President, Provost and Vice President for Academic Affairs, the Vice President for Student Development and Engagement and the Vice President for Finance and Campus Operations.

B. The President or his/her designee, in consultation with the Provost and Vice President for Academic Affairs, the Vice President for Student Development and Engagement and the Vice President for Finance and Campus Operations, will determine the need for an early dismissal, delayed start or closing of the University.

C. The President will alert the President's Staff of the actions to be taken.

D. Each Vice President will advise senior department heads of the actions to be taken.

E. The Director of Marketing and Communications or a designee will contact the local radio and television stations with status advisory. The University Marketing and Communications Department will be make changes to www.gannon.edu are necessary.

F. The Director of Campus Police and Safety will announce updated information via the University Emergency Announcement Service number, (814)871-5555. The announcement will include information and instructions for students, faculty, and staff employees to follow in regard to the weather emergency. This recorded announcement will be maintained and edited periodically as the emergency continues or subsides.

G. The Vice President for Student Development and Engagement, the Director of Residence Life and the Director of Campus Police and Safety will confer with the Associate Vice President of Campus Services and the Director of Food Service to determine essential personnel and plan of action required to maintain services to resident students and secure University facilities.

2.11.4.10.0.0.0 Violent or Criminal Behavior/Active Shooter

Revision Date: 8/21/2013 Approval Date: 8/21/2013 Current Version

Violent or Criminal Behavior/Active Shooter

Gannon University is considered a safe campus. However, it is an urban campus open to the public and threats can occur from within and outside the campus community. Faculty, staff, and students should be aware of their surroundings so they may identify any threats to their safety and the safety of others.

If you feel threatened or see suspicious activity, do not take any unnecessary risk and call Campus Police and Safety. Use any campus telephone and dial 911 or ext. 7777 or by any other telephones dial (814) 871-7777.

Provide the following information to the Gannon operator:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) involved.
4. Description of property involved.

Types of Violence or Criminal Behavior

1. Physical assault and/or threat of violence
2. Stalking or continuous harassment that causes fear, worry, or intimidation
3. Actions whose intent is to disruptor sabotage operations
4. Indirect threats

If there is an active shooter in your vicinity:

In general, how you respond to an ''active shooter incident'' will be dictated by the specific circumstances surrounding the encounter and location of the incident. The following are guidelines that if studied ahead of time, can be used to develop strategy and to make a decision based on facts and lessons learned by studying other events and the training stemming from those events.

What to expect from police officers:

Understanding how law enforcement officers are trained to respond and act is a major factor in determining what actions you will take during an incident. Their primary purpose will be to

proceed directly to the threat and stop the subject's actions. Their actions will be based on ''active intelligence'' which can be hearing shots, screams, people pointing to and/or running from an area, or anything that indicates the location of the shooter. Police may be from multiple agencies. They may be in uniform or plainclothes. They may be wearing vests and helmets and carrying rifles. They may be responding as a single officer or in teams of 2 to 5 or even more. They will go past injured people, classrooms and others as they will move to the location of the threat to stop future harm. Follow any instructions given, if you encounter the police, keep your hands visible at all times. Do not come out from a hiding spot or locked door unless you are sure it is a law enforcement officer ordering you to do so. When it appears the shooter's actions have been stopped, the police will first rescue injured victims and then start a slow, systematic clearing and evacuation of the building. Be patient, this will be tedious and time consuming, perhaps taking several hours.

Civilian Response:

Keep in mind there could be more than one shooter. Quiet does not mean the situation is over. As soon as possible after the call is received by Campus Police and Safety, an Emergency Text Alert will be sent out as to the location and quick instructions. Anyone not in the area should remain locked down in the building they are at until it is over. Anyone outside should proceed inside away from the location.

Based on ''Active Intelligence'' there are three possible responses to the threat.

1. Evacuate/Run Out
2. Lockdown/Hide Out
3. Take Out

1. Evacuate/Run Out

If you are near an exit or not able to lockdown/ hide and the shooter is not between you and your escape, then evacuate.

a) Move quickly and quietly by remaining calm.

b) Leave belongings behind.

c) Keep your hands free and visible for responding police.

d) Follow instructions of first responders that you encounter.

2. Lockdown/Hide Out

a) The best option is an area that is able to be locked and secured to prevent access.

b) Furniture may also be put in front of the door.

c) Try to stay out of view and away from the door.

d) Remain quiet, calm and try not to move.

e) Silence cell phones.

f) Do not open the door unless you are sure it is the police instructing you to do so.

g) Turn out lights, close blinds, etc.

Keep in mind there could be more than one shooter. Quiet does not mean the situation is over. As soon as possible after the call is received by Campus Police and Safety, an Emergency Text Alert will be sent out as to the location and quick instructions. Anyone not in the area should remain locked down in the building they are at until it is over. Anyone outside should proceed inside away from the location.

3. Take Out

Given that no policy can realistically predict every possible situation that faculty, staff or students might encounter, they are entrusted to use well-reasoned discretion in determining the appropriate action needed to quell a situation.

Gannon University does not compel or mandate that an employee or student intervene or use force in an active shooter situation. However, the University recognizes that exhaustive research indicates that most active shooter incidents only end after some type of intervention or when the suspect perceives that such intervention is imminent, whether it be a first responder or others taking action. Therefore, you are provided with this information so that if you make the decision to intervene in an active shooter situation it will aid you in preparation to do so.

If you are unable to evacuate or hide and are in close proximity to the shooter and/or confronted by the subject (you feel your life or another's is in imminent danger) and decide to take action, you should:

a) Assume their intentions are lethal.

b) Develop a survival mindset and commit to do whatever it takes.

c) If in a group, spread out and do not huddle together.

d) Throw things, use improvised weapons, physically intervene and do not stop, even if wounded.

e) Do the best that you can to survive, do not stop until the threat is controlled and remember there is power in numbers.

2.11.5.0.0.0.0 EMERGENCY RESPONSE REVIEW

Revision Date: 8/16/2013 Approval Date: 8/16/2013 Current Version

A. After each emergency as defined in this document, a review will be held by team members to review how the emergency was handled, what issues or plans need to be changed, and what causal effects need to be reviewed to prevent a future occurrence.

B. Annually, team members shall meet to review and revise the Emergency Response Manual as needed.

C. The Post Emergency Response Review will be provided to President's Staff within a reasonable time after the emergency.

2.11.6.0.0.0.0 OFF CAMPUS RESOURCES

Revision Date: 8/21/2013 Approval Date: 8/21/2013 Current Version

Off-Campus Resources

American Red Cross	833-0942
City of Erie Streets Dept.	870-1340
Erie Water Works	870- 8087
Emergency-Care Ambulance Service	870-1000
Erie County Emergency Dispatch	911
Erie County Sheriff	451-6254
Erie Fire Department	456-8585/911
Erie Police Department	870-1125/911
Penelec	1-800-545-7741
Hamot Medical Center (UPMC)	877-6000
HAZMAT	451-7920
National Fuel Gas	1-800-444-3130
National Weather Service	1-216-265-2382
PA Department of Transportation	871-4411
PA Emergency Management Agency (PEMA)	870-9920/870-1911
PA National Guard	871-4219
Pennsylvania State Police	898-1641
Poison Control Center (Pittsburgh)	1-412-681-6669
Saint Vincent Health Center	452-5000

2.11.6.1.0.0.0 Appendix: Intellectual Property Policy Tables

Revision Date: 5/22/2009 Approval Date: 5/22/2009 Current Version

Intellectual Property Policy Tables

Ownership of and Proceeds for Intellectual Property *Not* Subject to a Sponsored Agreement, and Where No Other Contract Applies. Parties are strongly encouraged to develop written contracts where complex projects are being developed and where income may be reasonably likely.

Table 1. Potentially Patentable Inventions, Potentially Patentable Computer Software/Encoded Works, and Copyrightable Creations That Do Not Fall Under the "Scholarly and Creative Work Exception"

	Faculty, including adjunct faculty and visiting scholars and researchers	*Undergraduate and Graduate students, post-doctoral fellows, and associates*	*Staff within the scope of their employment*	*Staff outside the scope of their employment*
Nominal Use of Gannon Resources				
Owner	Inventor/creator	Inventor/creator	University	Inventor/creator
Net Proceeds	Inventor/creator	Inventor/creator	Shared with Inventor/Creator	Inventor/creator
Substantial Use of Gannon Resources (Development by University)				
Owner	University	University	University	University
Net Proceeds	Shared with Inventor/Creator	Shared with Inventor/Creator	Shared with Inventor/Creator	Shared with Inventor/Creator
Substantial Use of Gannon				

Resources (Development by Creator)				
Owner	Inventor/Creator	Inventor/Creator	Inventor/Creator	Inventor/Creator
Net Proceeds	Shared with University	Shared with University	Shared with University	Shared with University

Table 2. **''Scholarly and Creative Work Exception'' for Copyrightable Creations**

	Faculty, including adjunct faculty and visiting scholars and researchers	*Undergraduate and Graduate students, post-doctoral fellows, and associates*	*Staff where doing scholarly work is specifically written into their job description or contract*
Scholarly and Creative Work Exception for Copyrightable Creations			
Owner	Inventor/creator	Inventor/creator	Inventor/Creator
Net Proceeds	Inventor/creator	Inventor/creator	Inventor/Creator

Equipment Disposal Request Form

Requestor:_____Date_____

Department:_____Telephone_____

Location:_____

This request is to obtain approval to discard, donate or sell University equipment no longer used by the above listed department. Please complete the following and obtain required signatures as listed below. PA sales tax must be collected on all sales of University equipment to on-campus or off-campus buyers (individuals and organizations) who do not hold a *Certificate of Tax Exemption.* Upon receipt of this signed and approved form, initiating requestor should proceed.

Quantity	*Description*	*Condition*	*Approx. age*	*Location Room and Bldg*	*Discard (yes or no)*	*Donated to (List name of recipient)*	*Conditions of Sale*
Sample 1	Laser printer	Good	3 yrs	Palumbo RM 808	No	No	$400.00 see attached offer

Approvals

_____ Supervisor, Initiating Request

_____ Dean or Vice President

_____ Computing and Telecommunications (required for computer equipment i.e.: computers, printers, keyboards)

_____ Director of Campus Services (required for furniture/office furnishings requests)

_____ Controller or Vice President for Finance and Campus OPerations

Date	Change	Changed By
6/1/2022	Divisional Name	D. Loney

2.11.6.3.0.0.0 Appendix: Signature Approval Policy

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Signature Approval Policy

(Check Requisitions, Purchase Requisitions and Travel Reimbursements)

Requests up to $1,000	Chair, Director or Person with Budget Authority
Requests up to $3,000	Dean of Student Development, Dean of Graduate Studies, Dean of Enrollment Services, Department Chairs School of Sciences, Engineering & Health Sciences, Athletics Director, Library Director
Requests up to $5,000	Dean of School of Science, Engineering and Health Sciences, Dean of H.B.E., Provost/V. P. Academic Affairs, V.P for University Advancement, V.P. for Mission, University Chaplain, Director of PR & Communication and Director of Institutional Research
Requests over $5,000	President or Vice President for Finance and Campus Operations

Individual	**Signature Responsibility**
All Division/Department Directors or Person with Budget Responsibility	Reimbursements to subordinates; Payments up to $1,000
Academic Affairs: 1. Dean of Student Development, Dean of Graduate Studies, Dean of Enrollment Services, Library Director, School of S.E.H.S. Department Chairs and Athletic Director	Reimbursements to subordinates; Payments up to $3,000
2. Dean S.E.H.S	Reimbursements to subordinates; Payments up to $5,000
3. Dean H.B.E	Reimbursements to subordinates; Payments up to $5,000
Provost/V.P. Academic Affairs, V.P. for University Advancement, V.P. for Mission University Chaplain, Director	Reimbursements to subordinates; Payments up to $5,000

of PR and Communication, and Director of Institutional Research	
President or V.P. for Finance and Campus Operations	Reimbursements to subordinates; Payments up to $5,000 (within Division); Payments over $5,000 (entire University)

Notes:

1. No individual may authorize a payment to himself or herself. An employee's supervisor must authorize reimbursements.
2. The President or Vice President for Finance and Campus Operations must authorize all payments over $5,000.
3. The Vice President for Finance and Campus Operations will review the President's expenses.

2.11.6.4.0.0.0 Appendix: Facility Contacts

Revision Date: 8/16/2013 Approval Date: 8/16/2013 Current Version

Facility Contacts

Beyer Hall - Dining Area	Dining Services	7689	350
Beyer Hall — Club LaRiccia	Waldron Center	7488	250
Carneval Athletic Pavilion	Director, CAP	7768	
Chapel	Campus Ministry	7434	300
Classrooms, Labs & Lecture Halls	Registrar Office	7613	
Faculty Lounge - Zurn	Office of Dean of SEHS	7618	30
The Gannon Field	Assistant A.D.	7763	
Hammermill Center	Assistant A.D.	7763	2500
Nash Library — Founder's Room	Secretary, Library Dir.	7666	40
Nash Library, Lower Level & the Gardens	Media Technician	7560	
Palumbo Center tiered classrooms (PC1200, 3205 & 3208)	Office of Dean of HBE	5849	40
Schuster Theatre	Technical Director	7720	
Spiteri Center (Zurn 341)	Office of Dean of SEHS	7618	30
Student Services Conference Room	Student Development	5618	15
Student Services Lower Lounge	Campus Ministry	7434	60
Student Services Upper Lounge	Campus Ministry	7434	30
Video Conferencing	Conferencing	5654	25
Waldron Campus Center	Waldron Center	7488	varies
Zurn Lecture Halls 101 & 104	Registrar	7610	200
Zurn 118	Office of Dean of SEHS	7618	25

2.12.0.0.0.0.0 Building Fire Prevention Policy

Revision Date: 7/23/2014 Approval Date: 7/23/2014 Current Version

Old Main, Gitnik Manse and Court House Commons are three, prestigious buildings, rich in architectural details and if lost in a fire, could not be easily replicated. This fire prevention program would consist of fire extinguisher training for employees, limited use of small electric appliances like coffee pots, toasters, space heaters, etc. and a ''hot work'' policy for maintenance repairs and contractors. In Old Main three kitchen areas are available for staff use for coffee pots, etc., in Gitnik, there is a first floor kitchen and in Court House Commons there is a small closet space used for coffee pots, etc. The Student Service Building and Chapel would also be included in this program as there are no fire suppression systems or wired smoke alarm system.
Office Fire Prevention:

Electrical appliances such as coffee makers, toasters, microwave ovens, etc., are often overlooked as a potential fire hazard. All electrical appliances can be fire hazards. In order to manage these hazards, coffee makers, toasters, microwaves and other small electrical appliances should only be used in kitchen areas already provided, or in Court House Commons, in defined shared space on each floor. The use of hot plates is not acceptable. No small electrical appliances should be used at individual work spaces. All appliances should be turned off or unplugged if possible, at the end of the day. All electrical appliances must be approved by a national testing laboratory such as UL
Space heaters are not recommended for office use. However, if a space heater is needed, please contact the maintenance department to assess your office area to review the heating and cooling units and to make recommendations regarding a space heater. Space heaters should be used sparingly, have an automatic shut off if tipped over, not be located close to any flammable materials (curtains, paper, etc.) and be unplugged daily. Space heaters should be plugged directly into a grounded electrical outlet or a heavy duty extension cord (power strip with a three prong plug).

If any electrical equipment malfunctions or gives off a strange odor, disconnect it and call maintenance. Promptly disconnect and replace cracked, frayed or broken electrical cords.

Do not allow combustible material (boxes, paper, etc.) to build up in inappropriate storage locations (near sources of ignition).

No live Christmas trees are permitted. Fire resistive artificial trees are permitted.

Fire extinguisher training opportunities will be provided annually for all interested employees.

Maintenance will implement a ''hot work'' policy and closely monitor construction/repair activities that may involve no welding, grinding, soldering, etc., in these buildings.

The best time to think about fire safety is before a fire starts. We recommend that you learn the location of fire escape routes and how to activate the fire alarm. Fire drills should be practiced on a regular basis. Become familiar with stairway exits — elevators may not function during a fire, or may expose passengers to heat, gas and smoke.

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Volume III INSTITUTION-WIDE EMPLOYMENT POLICIES

3.0.0.0.0.0.0 Introduction

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Volume III of the Gannon University Policy Manual contains employment policies that pertain to all faculty, administrators, and staff of the University. Additional policies that pertain only to members of the faculty are provided in Volume IV, and policies that pertain only to staff are provided in Volume V. General policies that affect all members of the campus community (including students) are set forth in Volume II.

3.1 General Employment Policies

3.1.1.0.0.0.0 Affirmative Action/Equal Opportunity Policy

Revision Date: 11/15/2017 Approval Date: 11/15/2017 Current Version

It is the policy of Gannon University to affirmatively implement equal opportunity to all qualified applicants and existing employees. In administering its affairs, the University shall not discriminate against any person on any basis prohibited by law. All aspects of employment including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits conform to this policy.

Processes have been developed and implemented to ensure that good faith efforts are made to provide equal employment opportunity to every employee and qualified potential employee, and to formalize and reaffirm Gannon's commitment to equal opportunity employment.

Gannon's objectives are to establish realistic goals and implement programs to actively recruit, promote, and provide career opportunities for qualified minorities, women, individuals with disabilities, and Vietnam era veterans. Gannon has developed internal audit procedures to monitor the development, implementation, and progress of our objectives. Our overall goal is to recruit, hire, and maintain a culturally diverse workforce that can achieve its fullest potential.

The faculty and staff of Gannon University are expected to treat each other and students with the respect each person deserves and to avoid any conduct that could be construed as discriminatory.

Any faculty or staff member with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their dean, director, a harassment prevention officer, or the Human Resources Department.

3.1.2.0.0.0.0 Business and Travel Expense Guidelines

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

To qualify for reimbursement business and travel expenses must be authorized in advance and supported by receipts. Authorization is secured from the individual given the authority by the University to approve such travel and may be the faculty or staff member's respective department chair, director, dean, or division vice president.

The Accounts Payable Department maintains the current Travel Expense Reimbursement Policy (see Volume II, Subsection 2.9.9 Travel Expenses Reimbursement Policy). Faculty and staff members are to familiarize themselves with the policy and its schedule of reimbursement rates to avoid any misunderstandings.

3.1.3.0.0.0.0 Confidentiality of Information

Revision Date: 9/18/2015 Approval Date: 9/18/2015 Current Version

The protection of confidential business information and trade secrets is vital to the interests and the success of the University. Such confidential information includes, but is not limited to, the following examples:

1. Student information;
2. Compensation data;
3. Protected health information;
4. Vendor lists;
5. Financial information; and
6. Business strategies.

Faculty or staff members who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

3.1.4.0.0.0.0 Conflicts of Interest

Revision Date: 10/24/2013 Approval Date: 10/24/2013 Current Version

Members of the University community are expected to exercise good judgment, honesty, and high ethical standards in all business transactions and have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Faculty and staff members shall deal with suppliers, clients, students, contractors, government agencies, and all others having a relationship with the University on the sole basis of what is in the best interests of the University without consideration of personal gain.

This policy establishes only the framework within which the University wishes to operate. The purpose of these guidelines is to provide general direction so that faculty and staff members can seek further clarification on issues related to the subject of acceptable standards of operation. Faculty and staff should contact their respective vice president's for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when a faculty or staff member is in a position to influence a decision that may result in a personal gain for that faculty or staff member or for a relative as a result of the University's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage including spouse, child, step-child, parent, step-parent, parent-in-law, parent's sibling, sibling's child or step-child, niece, nephew, first cousin, and those whose relationship with the faculty or staff member is similar to that of persons who are related by blood or marriage.

No ''presumption of guilt'' is created by the mere existence of a relationship with outside firms. However, if faculty or staff members have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the vice president of their division as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a faculty or staff member or relative has a significant ownership in a firm with which the University does business, but also when a faculty or staff member or a relative receives any cash, a gift (including tickets) of substantial value

(defined as greater than or equal to $50), or special consideration as a result of any transaction or business dealings involving the University.

The vice presidents of the University have the ultimate authority and responsibility to determine the application of this policy and the implementation of steps to be taken to correct a situation deemed not in the best interests of the University including, if appropriate, disciplinary action or discharge.

Colleagues to whom this policy applies will be given a copy of the policy and will be required to sign a disclosure from at the time of hire. Certain key personnel will be required to sign a disclosure form on an annual basis.

3.1.5.0.0.0.0 Corrective Action

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Performance expectations and standards exist to assure that the University environment is professional and that expected outcomes are achieved. When necessary, faculty or staff members in leadership positions will take corrective action when the performance of a colleague under their direction impedes the accomplishment of University outcomes. Corrective Action does not pertain to introductory or temporary faculty or staff members.

Corrective Action includes coaching and counseling that will explain desired outcomes and the means by which the faculty or staff member may best achieve them. Initially it may take the form of an informal conversion. When informal conversations do not result in the desired outcome, more formal steps are required. Formal steps include a written warning, probation, suspension, and/or termination. The University may elect to initiate corrective action at any step, including termination. The decision will be guided by the following:

1. The seriousness of the matter as judged by the University;
2. Instances of repeated counseling for the same problem; and
3. Instances of repeated counseling for unrelated problems.

Step 1: Informal counseling is a coaching session during which a performance-related problem is explained to faculty or staff member. The faculty or staff member is asked to correct the current situation.

Step 2: If after an informal counseling the problem persists, a written warning may be issued. The written warning will identify the problem, stipulate corrective action required in order to resolve the matter.

Step 3: If after written warning the problem persists, the faculty or staff member will be placed on a performance-related probationary notice. The period of probation will be more than 29 days but less than 181 days. The faculty or staff member will be advised in writing of the reason(s) for the probation and what is expected in order for the probation to be satisfactorily completed.

When a probationary period is successfully completed, the faculty or staff member will be advised in writing.

A probationary period will not necessarily be repeated if there are subsequent performance problems.

Step 4: If after probation the problem persists, the faculty or staff member may be suspended for up to three days with or without pay. The faculty or staff member will be advised in writing of the reason(s) for the suspension and time frames within which the problem must be corrected.

In certain instances, suspension may be implemented to allow for further investigation of a serious incident. The suspension may be longer than three days. The employee will be advised in writing of the findings of the investigation.

A suspension will not be repeated if the faculty or staff member exhibits subsequent performance problems.

Step 5: If, in the University's opinion, a single incident or a series of incidents are so egregious that termination of employment is judged appropriate, the faculty or staff member will be advised in writing.

3.1.5.1.0.0.0 Authorization for Corrective Action

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Deans, department chairs and/or directors, or their designees, are responsible for coaching and counseling the faculty and staff members under their leadership. They are authorized to initiate informal and formal correction action. If, in their opinion, formal corrective action at Step 3 or above is appropriate, the action must be approved by their respective vice president. Any corrective action at/or beyond Step 3 must be reviewed with the director of human resources before it is administered.

3.1.5.2.0.0.0 Employee Assistance

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

At any step of the corrective action process the faculty or staff member may volunteer to meet with the University's Employment Assistance Plan (EAP) counselor on a strictly confidential basis. If the faculty or staff member utilizes the EAP, the colleague must continue to correct the performance related deficiencies.

If the University believes that it is in the best interest of the faculty or staff member, the University will refer the employee to the EAP. When the University initiates the referral, the faculty or staff member may be required to sign a release in order to permit the EAP counselor to review the progress of the faculty or staff member with the University.

3.1.5.3.0.0.0 Faculty Policies and Procedures

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

If anything, herein contradicts the policies set forth in Volume IV regarding a faculty member, the policies in Volume IV will supersede.

3.1.6.0.0.0.0 Alcohol and Substance Abuse in the Workplace

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon University provides for the holistic development of students in the Judeo-Christian tradition. The abuse or illegal use of drugs and the abuse or illegal use of alcohol conflict with the University's mission and the standards of the broader community. To provide an environment that supports the University's mission and is compliant with state and federal statues the University has established the following policy.

3.1.6.1.0.0.0 Alcohol

Revision Date: 7/31/2014 Approval Date: 7/31/2014 Current Version

Gannon University prohibits the unlawful and/or unauthorized manufacture, distribution, possession, or use of alcohol on University property or as part of any University activity. Faculty, staff of the University must also comply with the laws of the Commonwealth of Pennsylvania on the possession and consumption of alcohol.

3.1.6.2.0.0.0 Substance Abuse

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The University is committed to providing a drug-free, healthful, and safe workplace in accordance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85. The unlawful manufacture, distribution, dispensation, possession or use by faculty or staff members, or student employees of a controlled substance on University-owned or controlled property or while on University business is prohibited.

The legal use of prescribed drugs at work is permitted only if it does not impair the faculty or staff members', or the student employees' ability to effectively perform the essential functions of their positions in a safe manner that does not endanger other individuals in the workplace.

As a condition of employment on a federal grant or contract, faculty or staff members and student employees must abide by the terms of the policy. Further, any faculty or staff member or student employee convicted of a criminal drug statute violation must provide their dean or director with written notification of such conviction, including any resultant conditions, within five days of the conviction. If the faculty, staff member, or student employee is employed on a federal grant, the University will notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction.

3.1.6.3.0.0.0 Discipline

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Any faculty or staff member convicted of a drug offense will be subject to disciplinary action (up to and including suspension without pay and/or termination) and may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as agreed upon between that person and their respective vice president with advice from the EAP provider.

3.1.6.4.0.0.0 Employee Assistance

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Faculty or staff members with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Employee Assistance Counselor (see EAP under benefits) to receive confidential referrals to appropriate resources in the community. Student employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with Counseling Services.

Faculty or staff members with drug or alcohol-related problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take a Family and Medical Leave. This is provided that their licensed counselor or physician certifies the medical need for a leave to participate in a rehabilitation or treatment program.

3.1.6.5.0.0.0 Tobacco/Vaping

Revision Date: 10/20/2017 Approval Date: 10/20/2017 Current Version

Tobacco/Vaping -The use of any form of tobacco (including smokeless tobacco or blends) is prohibited in University vehicles and buildings including classrooms, auditoriums, conference rooms, dining halls, lobbies, hallways, restrooms, stairwells, entrance doors, residence hall rooms, apartments and offices. The use of any form of tobacco, including smokeless tobacco, E-Cigarettes, and vaping is restricted to open areas, well away from entrances to or around any University buildings (20-feet no-smoke zone). Any by-products of tobacco usage are to be properly discarded. All university owned housing units are smoke and tobacco free buildings. All smoking must be conducted a minimum of 20 feet from any University housing unit.

3.1.7.0.0.0.0 Gannon Prohibition Against Harassment and Unlawful Discrimination

Revision Date: 11/8/2016 Approval Date: 11/8/2016 Current Version

In the Christian tradition, the human person is created in the image and likeness of God, as stated in Genesis: ''in the divine image; male and female God created them'' (Genesis 1:27). Grounded in this tradition, Gannon affirms and seeks to promote the fundamental dignity and respect accorded to all people by virtue of their common humanity.

Harassment and unlawful discrimination violate the basic right of each individual to be treated as a person worthy of respect and undermines the University's mission. In administering its affairs, Gannon University will prohibit harassment and shall not discriminate against any person on any basis prohibited by law.

All aspects of recruitment and employment at Gannon University conform to this policy in order to further the principles of equal opportunity and the spirit of affirmative action.

All members of the Gannon community have a responsibility for maintaining an environment free from harassment and unlawful discrimination. Gannon faculty, staff, and students are expected to treat each other with respect and to avoid any conduct that could be construed as harassment or unlawful discrimination.

Questions or concerns on the part of employees about harassment (including sexual harassment) or unlawful discrimination are to be brought to the attention of a Harassment Prevention Officer or any member of the Human Resources Department (814-871-7145). No one raising a question or concern should fear reprisal. Anyone found to be engaging in any type of harassment or unlawful discrimination or retaliation will be subject to corrective action, up to and including termination of employment and/or expulsion from the University.

Questions or concerns on the part of students about harassment (including sexual harassment) or unlawful discrimination are to be reported to anyone listed on the Student Emergency web page at http://www.gannon.edu/Student-Emergency/. No one raising a question or concern should fear reprisal. Anyone found to be engaging in any type of harassment or unlawful

discrimination or reprisal will be subject to corrective action, up to and including termination of employment and/or expulsion from the University.

HARASSMENT AND SEXUAL HARASSMENT

The following definitions of harassment are provided with reference to and are intended to be inclusive of the provisions of applicable federal, state, and local laws and regulations.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of that person's (or their relatives', friends' or associates') race, color, gender, age, marital status, religion, national origin, disability, Vietnam or disabled veteran status, or such other characteristic recognized by law as unacceptable and includes one or more of the following:

— Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.

— Has the purpose or effect of unreasonable interfering with an individual's work or academic performance.

— Otherwise adversely affects an individual's employment or academic opportunities.

Sexual harassment is a form of harassment that includes behavior of a sexual nature that is, or may be perceived as being unwelcome or offensive. Often, sexual harassment involves relationships of unequal power and contains elements of coercion (i.e., when compliance with requests for sexual favors or sexual attention becomes a condition of employment, work, education, study, or benefits). Sexual harassment may also involve relationships among equals (i.e., when repeated sexual advances or demeaning verbal or physical behavior initiated by a peer has a detrimental effect on a person's ability work at the University).

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct, or communication of a sexual nature directed toward a member of the

Gannon community or applicant, particularly when one or more of the following circumstances are present:

— Submission to or rejection of such conduct is an explicit or implicit term or condition of employment or admission.

— Submission to or rejection of such conduct is used as a basis for a personnel or academic decision.

— The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or academic environment.

Examples of sexual harassment include, but are not limited to, these actions:

— Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, academic evaluation, or letter of recommendation.

— Direct propositions of a sexual nature.

— A subtle pressure for sexual activity, or a pattern of conduct intended to disconcert, distress, or humiliate through sexual comments or sexually explicit statements, questions, jokes, anecdotes, or sexually explicit visual/auditory material.

— A pattern of conduct that would reasonable be expected to disconcert, distress, or humiliate the person to whom the conduct was directed. The pattern of conduct could include one or more of the following actions: unnecessary touching; unwanted staring; patting, hugging; or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity; or speculations about previous sexual experience.

Sexual harassment includes sexual violence, which is as any activity of a sexual nature that violates another individual's physical and/or emotional well-being or personal space. Sexual violence incorporates a range of behaviors including rape, sexual assault (which includes any kind of nonconsensual sexual contact or act), intimate partner violence, stalking, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person(s).

DISCRIMINATION

Discrimination in employment and/or education involves a decision and/or act by someone who is authorized by the University to make decisions and/or take actions. In the case of discrimination, the decision and/or action is made on a basis declared unlawful by applicable federal, state, and local civil rights laws and it negatively impacts on an applicant's, employee's, or student's access to employment and/or to all aspects of student life and education.

Any member of the Gannon community who is found to have engaged in harassment (including sexual harassment) or unlawful discrimination involving a faculty member, staff member, student, or applicant will be subject to corrective action, up to and including dismissal.

REPORTING PROCEDURES for HARASSMENT AND DISCRMINATION FOR STUDENTS

Any student who believes that he/she has been or is being subjected to harassment (including sexual harassment) or unlawful discrimination, or has observed harassment or unlawful discrimination should contact anyone listed on the Student Emergency web page to receive assistance and an explanation of his or her rights. Students may also call the Title IX Officer at 814-871-5615.

REPORTING PROCEDURES for HARASSMENT AND DISCRMINATION FOR FACULTY AND STAFF

A faculty or staff member who believes that he/she has been or is being subjected to harassment (including sexual harassment) or unlawful discrimination, or has observed harassment or unlawful discrimination, should take the following steps:

— consider advising or otherwise informing the offending party that the behavior is unwelcome and must stop. If this is not practical or safe, or fails to achieve the desired outcome, a complaint should be registered as described below.

— Contact a Harassment Prevention Officer, or any member of the Human Resources Department (814-871-7145) to receive assistance and an explanation rights and to make a report.

When a faculty or staff member makes a report, the Harassment Prevention Officer (Officer) will administer the following steps to review and resolve the claim of harassment (including sexual harassment) and illegal discrimination.

— The Officer will meet with the reporting party, inform that person of his or her rights including the right to University and Community resources and the right to report instances of sexual violence to campus police and/or Erie Municipal police.

— The Officer will assess the report.

— The Officer will determine if the report merits an investigation. If it is determined that an investigation will not be conducted, the reporting party will be advised in writing.

— If there is to be an investigation, the Officer will meet with the party alleged to have committed harassment or unlawful discrimination, hereafter referred to as the responding party. The responding party will be notified of the complaint in writing.

— The responding party must reply in writing within 5 business days of having been advised in writing of the complaint unless an exception is made for good cause as determined by the Officer. Failure by the responding party to reply in writing in the time allowed will be treated as an admission of the allegations.

— The Officer will conduct fact-finding and interviews to determine the factual veracity of the complaint and produce a report stating the Officer's findings of fact.

— The Officer will provide the parties an opportunity to review the report and ask for their respective comments.

— The Officer will send a final written report stating the Officer's findings to the Vice President of the responding party. Each party will be given an opportunity to review the final draft.

— The Vice President will determine what steps will be taken, including formal corrective action directed to the responding party, to resolve the allegations that were substantiated by the Officer's report.

— Formal corrective action, if initiated, will be communicated in writing to both parties and the Officer.

— Should a Vice President be the responding party, the report from the Officer will be submitted to the President.

— Should the President be the responding party, the report from the Officer will be submitted to the Executive Committee of the Board of Trustees.

Information will be released only on a need-to-know basis. Privacy will be respected consistent with the University's legal obligations.

The preceding steps are intended to:

— Bring an end to the discriminatory conduct.

— Take steps reasonably calculated to prevent the future reoccurrence of the discriminatory conduct.

— Restore the victims as best the University can to their pre-deprivation status.

Complaints by faculty or staff must be lodged within 180 days of the incident that gave rise to the allegation, unless an exception is made for good cause as determined by the Officer.

APPEALS

When the responding party is a faculty or staff member, the faculty or staff member may appeal the findings and the decision of the Vice President in writing to the University Review Council within five business days of written notification of the findings and decision of the Vice President. If the reporting party is a student, the student may appeal the findings and the decision of the Associate Vice President in writing to the Sexual Misconduct Committee within five business days of written notification of the findings and decision of the Associate Vice President.

ANTI-RETALIATION STATEMENT

Retaliation of any kind against anyone filing a complaint of harassment (including sexual harassment) or unlawful discrimination or against anyone investigating a complaint or providing evidence as a witness is prohibited. Initiating a complaint of harassment or unlawful discrimination will not affect a reporting party's employment, compensation, or work assignments; or in the case of a student, his/her grades, class selection, or any other matter pertaining to the student's status.

Distinguishing between harassment and unlawful discrimination and behavior that is purely personal or social without a harassing or discriminatory impact on work and/or education requires a determination based on all of the facts pertaining to the situation. False accusations can seriously injure innocent people. Initiating a false harassment or unlawful discrimination complaint or initiating a harassment or unlawful discrimination complaint in bad faith may result in corrective action. A finding for the responding party does not constitute a finding that the complaint was in bad faith.

CONSENSUAL RELATIONS

As a Catholic university, Gannon encourages all members of the Gannon community to live in a manner consistent with the Christian tradition. While there are many implications to this comprehensive standard, this section addresses a particular legal and ethical concern. The prescriptions of this policy should be considered within the broader context of Christian teaching on marriage and human sexuality.

The Mission of Gannon University is promoted by mutual trust and respect. Actions by Gannon University faculty members, staff members, or students that manipulate this trust undermine and hinder fulfillment of Gannon University's Mission.

Given the fundamentally asymmetrical nature of a faculty or staff member's relationship with a student or a supervisor-subordinate relationship, voluntary consent by the student or subordinate in romantic and/or sexual relations is inherently suspect. In addition to the possible sexual exploitation of those directly involved, other faculty, staff, or students may be affected by such unprofessional behavior. Therefore, Gannon University shall view it as inappropriate and contrary to the Mission of the University if a faculty or staff member engages in romantic and/or sexual relations with any Gannon student or a supervisor engages in romantic and/or sexual relations with a subordinate.

The claim that romantic and/or sexual relations have been consensual may not preclude a charge of sexual harassment or constitute a sufficient defense against an allegation of sexual harassment.

3.1.8.0.0.0.0 Investigation of Faculty/Staff Members

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon University, at its discretion, may notify a faculty or staff member prior to any investigation of the individual. The faculty or staff member, if notified, shall be made aware of the reasons for the investigation, the types of information to be gathered, the procedures that will be used, and the sources from which the information will be sought.

Gannon University shall not engage an investigative agency unless the agency's practices reflect the philosophy and policies of Gannon University. Gannon University shall neither solicit nor retain information about a faculty or staff member unless it is directly related to an employment decision.

3.1.9.0.0.0.0 Keys and Access Systems

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Keys or an access code/card, are the responsibility of faculty and staff members. Keys and access code/cards should not be duplicated without the approval of the department chair or supervisor. Loss of any key or access code/card should be reported to the department chair or supervisor immediately. All keys and access code/cards must be returned when a faculty or staff member leaves the University.

3.1.10.0.0.0.0 Nepotism in Employment

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

Faculty and staff members may not participate in employment decisions about relatives. Relatives of faculty or staff members may be hired only if they will not be working directly for or supervising the relative. Relatives cannot occupy a position in the same line of authority as another relative within the University.

Faculty and staff members cannot be transferred into the same line of authority as a relative. If the relative relationship is established after employment and the individuals are in the same line of authority, the individuals concerned will decide who will request to be transferred. If that decision is not made within 30 calendar days of the event that created the relationship, the University will decide.

For the purposes of this policy, a relative is a spouse, child, stepchild, parent or stepparent, parent or stepparent in-law, brother or sister, brother or sister-in-law, aunt, uncle, niece, nephew, grandchild, first cousin, or someone whose relationship with the faculty or staff member is similar to that of a relationship described herein.

3.1.11.0.0.0.0 Outside Business or Employment

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Faculty considering outside employment are to follow the guidelines set forth in Volume IV, Subsection 4.12.1. Staff considering outside employment are to follow the guidelines set forth in Volume V. In all instances, care must be taken to assure that such activities are clearly separated from the individual's duties to the University and that the activities do not interfere with the individual's ability to meet the performance standards of that person's position with the University.

All faculty and staff members will be subject to the University's scheduling needs, regardless of any existing outside work requirements.

Outside employment that constitutes a conflict of interest is prohibited. Engaging in business or employment with an organization that is a supplier of goods or services to the University will be considered a conflict of interest.

Making use of a person's status with the University to further outside business interests, or associating the University with a product or service offered by an outside organization in which the employee has a business interest will not be approved.

The lease or purchase of University property must be approved in writing by the Vice President for Finance and Campus Operations.

3.1.12.0.0.0.0 Outside Directorships and Officer-ships

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

Any faculty member invited to serve as a director or officer of an outside company, trade or professional association shall, prior to accepting any such offer, follow the guidelines set forth in Volume IV, Subsection 4.12.1 Outside Employment (Full-time Faculty). Any staff member invited to serve as a director or officer of an outside company, trade or professional association shall, prior to accepting any such offer, follow the guidelines set forth in Volume V.

3.1.13.0.0.0.0 Personal Business

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

Personal business should not be conducted on University time or with University equipment and resources. Personal phone calls and email should be limited and brief and in no event interfere with the faculty or staff member's responsibilities. Faculty and staff members are expected to reimburse the University for any long distance calls of a personal nature. Payments are made at the Cashier's Office.

The use of University-paid postage for personal correspondence is not permitted.

For guidance on the use of computers, the internet, and email consult the Information Technology Code of Conduct found in Volume VII, Section 7.8 Pastoral Statement to Gannon Community.

3.1.14.0.0.0.0 Professional, Philanthropic, and Political Activities

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The University encourages members of its community to participate in such activities. However, the individual should exercise care that such participation is not detrimental to the stature and reputation of the University.

3.1.15.0.0.0.0 Solicitation

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Faculty or staff members may not engage in commercial promotion, sell tickets or merchandise, or solicit for any purpose in any area of the University during the time they or the person they are soliciting is reasonably expected by the University to be engaged in the duties which constitute the core of their relationship with the University.

No soliciting, canvassing, distribution of literature, or trespassing by non-employees is allowed in or on premises.

3.1.16.0.0.0.0 University Property

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Faculty and staff members are responsible for items issued to them by the University or in their possession or control, such as the following:

1. Parking cards;
2. Library books;
3. Credit cards;
4. Equipment or software;
5. Identification cards;
6. Keys;
7. Manuals;
8. Pagers and cell phones;
9. Computers, palm pilots or other electronic equipment;
10. Protective equipment and uniforms.

All University property must be returned by faculty and staff members on or before their last day of work to their director, chair, or supervisor. The University may also take action deemed appropriate to recover or protect its property.

3.1.17.0.0.0.0 Visitors on Campus

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The University is a diverse environment of classrooms, offices and laboratories where many different activities are performed. Authorized visitors are welcome. However, appropriate precautions and limitations on visitation are necessary to protect heath and safety, and to maintain productivity and regulatory compliance.

Faculty or staff members are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on University premises, faculty or staff members should immediately notify their supervisor or the Campus Police and Safety Office.

Any suspicious behavior should be reported immediately to the Campus Police and Safety Office at 871-7690

3.1.17.1.0.0.0 Hazardous Workplaces

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

There are many workplaces where hazardous materials or equipment are located or where hazardous operations are conducted. These include laboratories, shops, and many others.

It is therefore necessary to restrict access to these areas for visitors, especially children and minors. For the purpose of this policy, hazardous areas are defined as any University operation where any of the following are present: 1) chemicals or radioactive materials in use or storage, 2) biological or infectious hazards, 3) live animals, 4) construction or renovation activities, 5) utility equipment spaces, tunnels, rooftops, mechanical rooms, heavy machinery, cranes, high noise levels, electrical hazards, 6) or other areas deemed hazardous by the host department.

Visiting adults who are not students or employees (visiting scientists, etc.) who work for more than a week in laboratories or other hazardous areas must receive safety training equivalent to that required for employees in the same environment. The host department is responsible for providing all visitors with specific safety instructions for local conditions and procedures, and for providing all necessary personal protective equipment. All safety training must be properly documented and kept on file.

Short-term visitors (less than a week) to hazardous work places must at a minimum have local safety measures and emergency procedures explained to them, and must be provided with personal protective equipment appropriate to the environment being visited. Short-term visitors must be escorted and/or supervised by the host department at all times during their visit within the hazardous area.

3.1.17.2.0.0.0 Children

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon values family life and has worked to develop employment policies and benefits that are supportive of families. While the University seeks to focus on providing an environment open to work and family issues, it also believes that the workplace should not be used in lieu of a childcare provider.

In general, the workplace is not an appropriate place for minor children on a frequent or continuing basis for the following reasons:

1. Children in the workplace create a potential liability for the department and the University.

2. There may be a risk of harm to the children.

3. Children in the workplace disrupt the workplace both for the employee with the child and for others in the work unit.

4. Children in the workplace create an atmosphere that may not be conducive to achievement of the unit's specific goals and objectives.

It is the policy of the University that minor children of employees not be present at an employee's workplace (e.g., office, classroom, shop area), in lieu of other childcare arrangements during the employee's working hours. This policy is not intended, however, to prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit (e.g. Bring Your Child to Work Day, summer sports or activity camps or other similar University-sponsored events).

Children may be brought to workplaces by parent employees for brief visits or other time when common sense would dictate that it is more efficient for the employee to bring the child into an office (following or before a medical appointment, for example). The parent employee must supervise the child(ren) on such visits. It is not appropriate for children of any age to be in the workplace on a regular basis, such as after school each school day or on regularly scheduled school holidays.

In the event of an emergency, and if there are no other alternatives, parent employees may have children present in the workplace for brief periods of time provided that the parent secures the immediate supervisor's prior approval. Such arrangements are only to be temporary in nature, and may be granted only in circumstances where safety issues (such as stairs and stairwells, automatically closing doors, open windows, office machines, etc.) have been satisfactorily addressed. Parent employees may not leave such child(ren) in the custody

of another University employee or student, even for brief periods of time. Children are never to be present in hazardous areas.

3.1.18.0.0.0.0 Workplace Violence Prevention

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Minor children are not permitted as regular visitors in any area as defined above. Short-term visits may be approved for guided tours or other reasons if appropriate precautionary measures are taken, and hazards have been fully controlled or removed during the visit. Direct adult supervision of children is required at all times in measures prior to such visits, and may wish to require written parental consent authorizing the site visit.

Gannon University is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Gannon University has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All faculty and staff, including temporary employees, shall be treated with courtesy and respect at all times. Faculty and staff are expected to refrain from fighting, ''horseplay,'' or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another faculty or staff member, a student, or a member of the public at any time, including off-duty periods, will not be tolerated.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Gannon University without proper authorization.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to one's immediate supervisor, chair, director, dean or vice president. This includes threats by faculty, staff members, or students, as well as threats by customers, vendors, solicitors, or other members of the public. Reports of a threat of violence must be as specific and detailed as possible.

All suspicious individuals or activities must also be reported as soon as possible. Faculty and staff should not place themselves in peril nor intercede “ report it.

Gannon University will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Gannon University may suspend faculty or staff members, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Gannon University encourages faculty and staff members are to bring their disputes or differences with other faculty or staff members to the attention of their supervisor, chair, director, dean or vice president or the Office of Human Resources before the situation escalates into potential violence. Gannon University is eager to assist in the resolution of disputes, and will not discipline employees for raising such concerns.

3.2.0.0.0.0.0 Employment Policy

Revision Date: 7/31/2014 Approval Date: 7/31/2014 Current Version

The Employment Policy of the University is designed to:

1. Assist departments in obtaining the most qualified and suitable applicants for position vacancies.

2. Ensure compliance with legal mandates concerning employment.

3. Assist staff in the growth, development, and enhancement of their careers.

Where women or racial or cultural minorities are underrepresented in a respective Job Group, a plan of action to address possible underutilization will be developed by the search chair or the hiring manager with assistance from the Human Resources Department.

3.2.1.0.0.0.0 Approval to Recruit

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

The following procedures must be completed before internal or external searches will be conducted and interviews scheduled.

1. The hiring manager completes a Human Resources Position Requisition Form, attaches a job description, and forwards the form to the respective dean or director for approval.

2. The respective dean or director reviews the Position Requisition and, if approved, routes the form to the Budget Office.

3. The Budget Office reviews the budgetary impact of the Position Requisition, summarizes the findings on the Position Requisition, and forwards it to the Vice President for Finance and Campus Operations for approval.

4. The respective President's Staff member approves the requisition.

5. The President approves the requisition.

3.2.2.0.0.0.0 Presidential Appointment

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The President reserves the right in situations deemed unique to make presidential appointments.

3.2.3.0.0.0.0 Employment of Clergy and Religious

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Since its founding, Gannon has employed priests and religious in a variety of positions; their contributions have been profound and immeasurable. For Gannon to continue to fulfill its Mission, it is important that clergy and religious be employed by the University.

In some instances it may be preferable, though not required, that the individual selected for employment in a particular function be a priest or religious. In a very few instances it may be necessary that the finalist be a priest or a religious.

In all other cases, when clergy and religious are interviewed for posted vacancies, their unique status will be positively considered in the employment process. Employment decisions regarding clergy and religious should always focus on hiring the most qualified professionals and staff for the University.

Further information regarding the employment of clergy and religious; their rights and responsibilities; and benefits unique to their status are addressed in separate policies.

3.2.4.0.0.0.0 Position Announcements

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

In order to assure that Gannon employs the most qualified applicants, vacancies will be posted. Exceptions to this practice may occur if the respective vice president elects to fill the position with the internal assignment of an employee from within the department where the vacancy exists.

Campus Search: The search chair or hiring manager, in conjunction with his/her division vice president, may elect to announce a vacancy only to the Gannon community. In this instance, a campus search will be conducted before external advertising is placed and external applicants are considered. In the event that the campus search is not successful, the vacancy may then be announced to the general public.

Concurrent Searches: The search chair or hiring manager, in conjunction with the division vice president, may elect to announce a vacancy to the Gannon community and the general public at the same time.

Announcements for faculty and staff vacancies are posted on the Human Resources Department web site. In addition, all non-exempt staff vacancies are posted by printed notice on the Human Resources bulletin board.

All recruitment efforts will be coordinated by the search chair or hiring manager with assistance from the Human Resources Department.

Faculty and Administrative Vacancies: The search chair or hiring manager is responsible for determining all sources of recruitment for all faculty and administrative positions with assistance from the Human Resources Department.

Support Staff Vacancies: The Human Resources Department has responsibility for determining sources of recruitment of all support vacancies.

3.2.5.0.0.0.0 Applications

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

Applications are submitted online where they may be accessed and reviewed by the search committee or hiring manager. The online system generates two messages to the applicant: (1) an acknowledgement message appears on the screen immediately following successful submission of the application; and (2) an email is sent to the applicant confirming information about the application process and the University's crime statistics data.

The University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of an individual from further consideration for employment or, if the person has been hired, termination of employment.

3.2.6.0.0.0.0 Internal Applicants

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

In order to apply for a posted vacancy, internal candidates must:

1. Have been employed by Gannon in their current position for one year before making application for a posted position. The dean/director who is the supervisor of the colleague may waive the one-year service requirement. A part-time employee who is applying for a full-time position in the same job classification and department is not required to wait one year before applying.

2. Not be on a performance-related probation.

3. Notify their current supervisor of any interview in which they will be participating.

When internal candidates are offered a position, the timing of the transfer of the candidate from the current position to the new position will be coordinated through the Human Resources Department.

In matters involving faculty, should any policies regarding internal applicants and or internal assignments as described in Volume III conflict with the policies on faculty rank and tenure as set forth in Volume IV, the policies in Volume IV will supersede those described in Volume III.

3.2.7.0.0.0.0 Interviewing and Screening

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Faculty and Administrative Vacancies: The search chair or hiring manager is to arrange and conduct all interviews. The search chair or hiring manger is to maintain a record of all interviews for the position including a record of all oral, written, or other communications with or about applicants. References on all finalists are to be checked and documented by the search chair or hiring manager. The Human Resources Department may act as a resource. Academic credentials will be certified and applicants for faculty positions will be asked to submit official transcripts.

Support Staff Vacancies: The hiring manager responsible is to arrange and conduct all interviews. The hiring manger is to maintain a record of all interviews for the position including a record of all oral, written, or other communications with or about applicants. References on all finalists are to be checked and documented by the hiring manager.

Based upon the position being offered by the University, finalists must satisfy certain background inquiries, procedures, and examinations including but not limited to: criminal background check for all employees; child registry clearance for all employees who will work with individuals under the age of 18 years. Recommendations to hire a finalist cannot proceed until all the above have been satisfactorily completed.

3.2.7.1.0.0.0 Act 153: PA Child Protective Services Law: Background Certification Requirements for Employees and Volunteers

Revision Date: 7/29/2020 Approval Date: 7/29/2020 Current Version

GANNON UNIVERSITY

Pennsylvania Child Protective Services Law:
Background Certification Requirements
for Employees and Volunteers

Pennsylvania's Child Protective Services Law (CPSL), as amended by Act 153 of 2014 and Act 15 of 2015, requires certain employees and volunteers who have contact with children to obtain required clearances and certifications every 60 months. This Policy provides guidelines that apply to University faculty, staff, students, and volunteers in University-sponsored or affiliated programs or activities. This Policy also establishes requirements for non-University organizations and entities that operate programs or activities involving minors on campus or at other University locations. University agreements with such organizations and entities shall reflect these requirements.

Definitions

Child / Minor - any individual under the age of 18.

Direct contact with children - the care, supervision, guidance or control of children, or routine interaction with children.

Direct volunteer contact with children - the care, supervision, guidance, or control of children, or routine interaction with children.

Person responsible for the welfare of a child - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training, or control of a child in lieu of parental care, supervision and control.

Program, activity or service - Any of the following in which children participate and which is sponsored by a school or a public or private organization:

a. A youth camp or program.
b. A recreational camp or program.
c. A sports or athletic program.
d. A community or social outreach program.
e. An enrichment or educational program.
f. A troop, club or similar organization.

Routine interaction - regular and repeated contact that is integral to a person's employment and/or volunteer responsibilities.

Volunteer - an individual eighteen (18) years of age or older in, or seeking to be placed in, an unpaid position with a program, activity, or service, who is responsible for the welfare of a child or children or who has direct volunteer contact with children.

Required Employee Clearances

Unless covered under the exemption described below, University employees who have direct contact with children, and all applicants to any of those positions, prior to the commencement of serving in that capacity, must submit the following:

1. **Pennsylvania Criminal History Record Check -** A report of criminal history record information from the Pennsylvania State Police.

2. **Pennsylvania State Child Abuse Clearance** - A certification from the Department as to whether the individual is named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report of child abuse.

3. **Federal Criminal History Record Check -** A report of federal criminal history record information, obtained by submitting a full set of fingerprints to the Pennsylvania State Police, which fingerprints will then be submitted to the Federal Bureau of Investigation for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions. 24 P.S. 1-111(b); 23 Pa. C.S.A. 6344(b).

Individuals who are required to obtain clearances must produce the original documents identified in paragraphs 1, 2 and 3 above to the University for inspection. The University shall maintain copies of the required certification information, and mark on the copy the date copied and the name of the University administrator and/or designee who viewed the original. 23 Pa. C.S.A. Â§6344(b.1).

It is anticipated that, in most cases, applicants will obtain the documents identified in paragraphs 1, 2, and 3 above in connection with their application for employment with the University. However, the University may accept clearances that were obtained for employment with a different employer so long as the clearances are dated no more than 60 months (5 years) prior to the application date and the applicant swears or affirms in writing that s/he is not disqualified from employment under the CPSL or has not been convicted of an offense similar in nature to those crimes listed in the CPSL in another jurisdiction. 23 Pa. C.S. Â§6344.3(f)(1)-(2).

The University may not accept certifications that were obtained for volunteering purposes when considering an individual for employment. 23 Pa. C.S. Â§6344(b.3).

Exemption from Clearance Requirements Applicable to Certain University Employees

Under the CPSL, most employees of institutions of higher education will be exempt from the CPSL certification and clearance requirements. In particular, University employees will not be

subject to the clearance requirements set forth above so long as their direct contact with children, in the course of employment, is limited to either:

a. Prospective students visiting the University campus; or
b. Matriculated students who are enrolled with the University. A matriculated student is a student who is enrolled in an institution of higher education and pursuing a program of study that results in a postsecondary credential such as a certificate, diploma, or degree.

Notwithstanding the above, the University will continue to do criminal background checks on new hires, which will include, but may not be limited to, national and state criminal record checks and motor vehicle checks where driving is required as part of the job.

Grounds for Denying or Terminating Employment

An employee and/or applicant for employment in a position for which clearances are required is not eligible for employment if that individual:

1. Is named in the statewide database as the perpetrator of a founded report committed within the five
year period immediately preceding verification. 23 Pa. C.S.A. Â§6344(c)(1).

2. Has been convicted of any of the following offenses under Title 18 or an equivalent crime under federal law or the law of another state:

- Chapter 25 (relating to criminal homicide);
- Section 2702 (relating to aggravated assault);
- Section 2709.1 (relating to stalking);
- Section 2901 (relating to kidnapping);
- Section 2902 (relating to unlawful restraint);
- Section 2910 (relating to luring a child into a motor vehicle or structure);
- Section 3121 (relating to rape);
- Section 3122.1 (relating to statutory sexual assault);
- Section 3123 (relating to involuntary deviate sexual intercourse);
- Section 3124.1 (relating to sexual assault);
- Section 3124.2 (relating to institutional sexual assault);
- Section 3125 (relating to aggravated indecent assault);
- Section 3126 (relating to indecent assault);
- Section 3127 (relating to indecent exposure);
- Section 3129 (relating to sexual intercourse with animal);
- Section 4302 (relating to incest);
- Section 4303 (relating to concealing death of child);
- Section 4304 (relating to endangering welfare of children);
- Section 4305 (relating to dealing in infant children);
- A felony offense under Section 5902(b) (relating to prostitution and related offenses);
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);

- Section 6301(a)(1) (relating to corruption of minors);
- Section 6312 (relating to sexual abuse of children);
- Section 6318 (relating to unlawful contact with minor);
- Section 6319 (relating to solicitation of minor to traffic drugs);
- Section 6320 (relating to sexual exploitation of children);
- The attempt, solicitation, or conspiracy to commit any of the offenses set forth above An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act.'' 24 P.S. Â§1-111(e); 23 Pa. C.S.A.6344(c) and Â§6344.2

If information obtained pursuant to the background certifications reveals that the individual is disqualified from employment or approval, the individual shall be immediately dismissed from employment or approval. 23 Pa. C.S.A. 6344(c.1).

Duty to Notify

If, after the date of the clearances, an employee/applicant is arrested for or convicted of a disqualifying offense under 23 Pa. C.S. Â§6344(c) or named as a perpetrator of a founded report of child abuse, the individual must provide written notice to the University within seventy-two hours of the arrest, conviction, or report.

Anyone failing to disclose information required under this policy commits a misdemeanor of the third degree and will be reported to law enforcement.

Clearance Renewal Requirements

For those positions which fall under the CPSL clearance requirements, new, updated clearances must be submitted to the University every 60 months in order to retain employment. Deadlines for renewed certifications are based upon the date of the individual's oldest clearance. Failure to submit updated clearances as required under the CPSL may mean that the University is statutorily prohibited from continuing an individual's employment and may result in discipline, up to and including termination. 23 Pa. C.S.A. Â§6344.4.

Transfer of Clearances

Any individual who applies for and/or begins employment involving direct contact with children with a new employer and whose certifications are still current may submit those certifications for purposes of obtaining employment with the new employer so long as, prior to the commencement of employment, the individual swears and affirms, in writing, that s/he has not been disqualified from employment under the CPSL or has not been convicted of an offense similar in nature to those crimes listed in the CPSL in another jurisdiction.
23 Pa. C.S. Â§6344.3(f)(2).

Required Volunteer Clearances

Except as otherwise specified below, all University volunteers and/or prospective volunteers who are responsible for the welfare of a child or whose position involves direct volunteer contact with children must, prior to the commencement of serving in that capacity, submit the following:

1. A report of criminal history record information from the Pennsylvania State Police.

2. A certification from the Department as to whether the individual is named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report of child abuse.

3. A report of federal criminal history record information, obtained by submitting a full set of fingerprints to the Pennsylvania State Police, which fingerprints will then be submitted to the Federal Bureau of Investigation for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions. 23 Pa. C.S.A. Â§6344(b).

Notwithstanding the above, a volunteer may not have to submit the federal criminal history report (FBI) if all of the following conditions are satisfied:

a. the volunteer position is completely unpaid;

b. the prospective volunteer has been a resident of Pennsylvania for the previous ten year period; and

c. the prospective volunteer swears and affirms in writing that s/he is not disqualified from service pursuant to CPSL Section 6344(c) or has not been convicted of a similar offense under federal law or law of another state or country. 23 Pa. C.S.A. Â§6344.2(b).

Individuals required to obtain clearances pursuant to this policy are required to produce the original documents identified in paragraphs 1, 2 and 3 above to the University for inspection. The University shall maintain copies of the required clearance information, and mark on the copy the date copied and the name of the administrator who viewed the original. 23 Pa. C.S.A. Â§6344(b.1).

It is anticipated that, in most cases, volunteers will obtain the documents identified in paragraphs 1, 2, and 3 above in connection with their volunteer service for the University. However, the University may accept clearances that were obtained in connection with other employment or volunteer service so long as the clearances are dated no more than 60 months (5 years) prior to the application date and the volunteer swears or affirms in writing that s/he is not disqualified from employment under the CPSL or has not been convicted of an offense similar in nature to those crimes listed in the CPSL in another jurisdiction. 23 Pa. C.S. Â§6344.3(f)(1)-(2).

Grounds for Denying Volunteer Status Under the CPSL

Volunteer service is a privilege, not a right. Even if a volunteer has obtained the required clearances, the University retains the right to exercise discretion in determining whether to permit an individual to serve as a volunteer. An individual may be denied and/or dismissed from volunteer service at any time at the discretion of the University.

Notwithstanding the above, the University may not select and/or approve an individual for a volunteer position which involves direct volunteer contact with children if that individual:

1. Is named in the statewide database as the perpetrator of a founded report of child abuse committed within the five-year period immediately preceding verification. 23 Pa. C.S.A. Â§6344(c)(1).

2. Has been convicted of any of the following offenses under Title 18 or an equivalent crime under federal law or the law of another state:

- Chapter 25 (relating to criminal homicide);
- Section 2702 (relating to aggravated assault);
- Section 2709.1 (relating to stalking);
- Section 2901 (relating to kidnapping);
- Section 2902 (relating to unlawful restraint);
- Section 2910 (relating to luring a child into a motor vehicle or structure);
- Section 3121 (relating to rape);
- Section 3122.1 (relating to statutory sexual assault);
- Section 3123 (relating to involuntary deviate sexual intercourse);
- Section 3124.1 (relating to sexual assault);
- Section 3124.2 (relating to institutional sexual assault);
- Section 3125 (relating to aggravated indecent assault);
- Section 3126 (relating to indecent assault);
- Section 3127 (relating to indecent exposure);
- Section 3129 (relating to sexual intercourse with animal);
- Section 4302 (relating to incest);
- Section 4303 (relating to concealing death of child);
- Section 4304 (relating to endangering welfare of children);
- Section 4305 (relating to dealing in infant children);
- A felony offense under Section 5902(b) (relating to prostitution and related offenses);
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);
- Section 6301(a)(1) (relating to corruption of minors);
- Section 6312 (relating to sexual abuse of children);
- Section 6318 (relating to unlawful contact with minor);
- Section 6319 (relating to solicitation of minor to traffic drugs);
- Section 6320 (relating to sexual exploitation of children);
- The attempt, solicitation, or conspiracy to commit any of the offenses set forth above;

- An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64) known as ''The Controlled Substance, Drug, Device and Cosmetic Act.'' 24 P.S. Â§1-111(e) committed within the five-year period immediately preceding the certification. 23 Pa. C.S.A. Â§6344(c), Â§6344.2

If information obtained pursuant to the background clearances reveals that the individual is disqualified from volunteer service, the volunteer shall be immediately dismissed from volunteer service.

Duty to Notify

If, after the date of the clearances, the volunteer is arrested for or convicted of a disqualifying offense under 23 Pa. C.S. Â§6344(c) or named as a perpetrator of a founded report of child abuse, the volunteer must provide written notice to the University within seventy-two hours of the arrest, conviction, or report.

Anyone failing to disclose information required under this policy commits a misdemeanor of the third degree and will be reported to law enforcement.

Clearance Renewal Requirements

Individuals who have direct volunteer contact with children are not statutorily eligible to serve as a volunteer for the University if they do not have current required clearances on file with the University.

New, updated clearance certifications must be submitted to the University every 60 months in order to retain volunteer status. Deadlines for renewed clearances are based upon the date of the individual's oldest clearance.

If the University has a reasonable belief that a volunteer has been arrested or convicted of a disqualifying offense or was named a perpetrator in a founded report of child abuse or the volunteer has given notice of an arrest or conviction of a disqualifying offense, the University shall require the volunteer to submit updated clearances before any continued volunteer service.

Transfer of Clearances

Any volunteer who has obtained clearance information consistent with this policy may use those clearances for other volunteer opportunities during the length of time the person's clearances are current. However, volunteer clearances may **not** be accepted in the event of an application for employment. Any volunteer wishing to apply for employment with the University must obtain new clearances in compliance with the background clearance requirements for employees. 23 Pa. C.S. Â§6344.3(f).

3.2.8 Offers of Appointment

3.2.8.1.0.0.0 Faculty and Administrative Appointments

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Prior to making an offer, the dean or hiring manager will use the Appointment or Change of Status Form to obtain the required signatures that approve the selection of the finalist, the salary and miscellaneous expenses. An offer letter is mailed by the President, or the respective vice president, or their designee.

3.2.8.2.0.0.0 Support Staff Appointments

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Prior to making an offer, the dean or hiring manger will use the Appointment or Change of Status Form to obtain the required signatures that approve the selection of the finalist and the hourly wage. The hiring manager or the Director of Human Resources will make a verbal offer. A letter confirming employment will be mailed by Human Resources.

NOTE: BEFORE THE APPOINTMENT or CHANGE FORM IS INITIATED, ALL APPROPRIATE BACKGROUND CHECKS, REFERENCES, DEGREE VERIFICATIONS, AND EXAMINATIONS MUST BE SATISFACTORILY COMPLETED.

GANNON WILL NOT HONOR OFFERS OF EMPLOYMENT IT DEEMS UNAUTHORIZED, NOR MAY A NEW COLLEAGUE BE GIVEN A START DATE UNITL AFTER THE APPOINTMENT or CHANGE FORM IS APPROVED AT ALL LEVELS.

3.2.9.0.0.0.0 Appointment and Reassignment of Current Colleagues

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

When a current colleague is assigned to fill an approved vacancy, the action results in one of the following:

1. Increase in Hours: If a position warrants an increase in hours, the faculty or staff member performing the job is normally retained in the position. If, however, several individuals are performing the same job in a department and only one position will have an increase in hours, the decision as to which individual should receive increased hours will be made taking into consideration prior work history at Gannon as well as the potential job contribution and seniority of all incumbents. The decision will not be based on seniority alone.

2. Reclassification: When the duties and responsibilities of a given position change substantially, the position is reclassified. If the incumbent possesses the qualifications required for the reclassified position, the incumbent will be retained. If the incumbent does not possess the qualifications, the position will be posted.

3. Transfer: A transfer occurs when a faculty or staff member is assigned to a position with a similar level of responsibility with no change in pay or to a position at a lesser level of responsibility normally accompanied by a reduction in salary.

4. Promotion: Gannon seeks to assist faculty and staff with opportunity for professional growth and development.

   a. Faculty promotions are subject to the rank and tenure procedures as set forth in Volume IV.

   b. Staff promotions are defined as a significant increase in duties and responsibilities resulting in a change of title and salary grade, and an increase in pay. The increase should be 5%, but in no event should the new salary be less than the minimum for the new salary grade.

3.2.10.0.0.0.0 Unsuccessful Applicants

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

Once a vacancy has been filled, the search chair or hiring manager will notify Human Resources Department who will advise those applicants interviewed but not selected that the vacancy has been filled.

3.2.11.0.0.0.0Commencement of Employment

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

As a condition of employment and in compliance with applicable law, all new employees must provide proof of eligibility to accept employment at Gannon either on or before their first day of employment.

3.2.12.0.0.0.0 Record Retention

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

All applications and corresponding documents including records of all oral, written or other communications with or about applicants must be returned to the Human Resources Department where they will be retained for a period of one year.

3.2.13.0.0.0.0 Recruitment Expenses and Relocation Expenses

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon will reimburse faculty and administrative applicants for approved expenses related to the interview process. Expenses must be substantiated by original receipts according to the schedule maintained by the Accounts Payable Department.

The Human Resources Department is responsible for making lodging arrangements for applicants using the list of approved lodging establishments retained by the Purchasing Office.

Gannon will reimburse newly employed faculty and administrators for approved moving expenses up to a dollar amount that has been authorized by the respective vice president. Some reimbursements are taxable. Expenses must be substantiated by original receipts.

3.3.0.0.0.0.0 Personnel Records

Revision Date: 9/6/2017 Approval Date: 9/6/2017 Current Version

The Human Resources Department maintains individual personnel files for each faculty and staff member that contain the following types of information: employment application materials; payroll records; benefits enrollment forms; performance evaluations; letters of commendation; records of disciplinary actions; and related matters.

The official record for a faculty member is a compilation of three sets of documents.

1. Documents maintained by the Human Resources Department include employment application materials, payroll records, benefit enrollment forms, and correspondence between Human Resources and the respective faculty member.

2. Documents maintained by the respective dean's office include academic credentials and summative evaluations, documents relative to advancement in rank and/or tenure status, and correspondence between the dean's office and the respective faculty member.

3. Documents maintained by the Vice President for Academic Affairs include copies of the original appointment offer, annual appointments, documents relative to the application for advancement in rank and/or tenure, and correspondence between that office and the respective faculty member.

Faculty and staff members may review their individual personnel records (except as noted below) by scheduling an appointment with the Human Resources Department, the dean's office, or the Vice President for Academic Affair's Office. In the event that there is a disagreement regarding the accuracy of original data in a file, the faculty and staff member is to identify the inaccuracy in writing stipulating whether a correction or removal of alleged inaccurate data is being sought.

Gannon will determine whether or not to correct or to remove the alleged inaccurate data from a file and subsequently inform the faculty or staff member of the determination in writing. If a request to correct or remove allegedly inaccurate data is accepted as submitted by a faculty or staff member, no record of the original data or the request for correction or removal will be maintained in the employee's file. However, a copy of a written denial to change or remove data will become part of the employee's file.

3.3.1.0.0.0.0 Notes and Copies of Records

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Faculty or staff members (or designee) shall be permitted to make hand-written notes from their personnel file but shall not be permitted to remove their file or any documentation contained within the file. Requests made by faculty or staff members (or designees) for single copies of documentation maintained in a personnel file will be honored at no cost.

3.3.2.0.0.0.0 Records Not Available for Review

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The following type of documents or copies shall not be accessible for review: reference letters or memoranda, including internal references and other information secured in conjunction with the policies on employment, promotion, advancement in rank, and tenure. This does not apply to recommendations prepared by administrators during promotion and tenure review.

3.3.3.0.0.0.0 Consent to Disclosure

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon University will not ask a faculty or staff member to sign any statement authorizing a person or institution to disclose information about the faculty or staff member unless the statement is:

1. Dated;

2. Specific as to the individuals or institutions who are authorized to disclose information and who are known at the time the authorization is signed;

3. Specific as to the nature of the information to be disclosed;

4. Specific as to the individuals or institutions to whom the individual is authorizing the information to be disclosed;

5. Specific as to the purpose for which the information may be used by any of the parties named at the time of the disclosure; and

6. Specific as to the expiration date of the disclosure agreement, which shall be for a reasonable period of time.

3.3.4.0.0.0.0 External Disclosure of Information

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon shall not disclose personally identifiable information about an individual from official records without explicit authorization of such individual except in the following circumstances:

1. In response to a request to provide or verify information designated by Gannon University as directory information, which should not include more than: the fact of past or present employment; dates of employment; title or position; other public information which is already published in University or community telephone directories or University Catalogs.

2. In response to a request by a properly identified law enforcement authority to provide an individual's dates of attendance at work and home address.

3. To protect the legal interests of Gannon University when this institution believes the actions of the individual violate the conditions of employment or otherwise threaten physical injury to the property of this institution or of others.

4. To a law enforcement authority when Gannon University reasonably believes that an applicant, employee, or former employee may have engaged in illegal activities.

5. Pursuant to a federal, state, or local government statute or regulation that specifically requires disclosure of certain information to certain parties.

6. To an agent or contractor of the institution, provided that only such information is disclosed as is necessary for such agent or contractor to perform its function for the institution, and that the agent or contractor is prohibited from releasing the information.

7. In response to a lawfully issued administrative summons or judicial order including a search warrant or subpoena.

8. In compelling circumstances affecting the immediate health or safety of the individual.

Gannon takes reasonable precautions to protect the confidentiality of employee records while providing information to creditors and banks only with explicit authorization from the respective faculty or staff member. The Human Resources Department will verify information that a faculty or staff member has supplied to a creditor only when the creditor produces a copy of the signed release.

3.3.4.1.0.0.0 Workers' Compensation

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Workers' Compensation provides for partial replacement of income in cases of work-related injuries or illnesses and the payment of authorized medical expenses. All faculty and staff members employed by the University are covered.

If a faculty or staff member suffers a work-related injury, they should notify their department chair or immediate supervisor and seek medical treatment with one of the health care providers listed on the University's designated panel of physicians. The panel of physicians is available on the Human Resources web site. If faced with an extreme medical emergency, immediate treatment may be sought from a hospital, physician, or other health care provider of their choice. Subsequent treatment during the first 90 days from the date of this first visit, however, must be obtained from a physician or other health care provider listed on the University's Designated Panel of Physicians.

Gannon will pay the faculty or staff member for the balance of the workday on which a work-related injury is sustained if the employee is absent due to medical treatment sought for the injury.

The Workers' Compensation insurer will begin to replace lost wages after the eighth consecutive day of absence. If a faculty or staff member is off work for 14 consecutive calendar days, that person will receive retroactive payment for lost wages due to the first seven days missed.

Faculty and staff members should contact the Human Resources Department as soon as possible, whether in person or by phone, to report the injury and complete the appropriate paperwork.

3.3.5.0.0.0.0 Updating Records

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Faculty and staff members are to notify the Human Resources Department of any changes in personal or professional status. This is particularly important in order to assure uninterrupted services under the benefit plans and provide proper acknowledgement of professional standing. Address and telephone changes should be known in case of illness or emergency. Changes in the following should be reported to the Human Resources Department:

1. Name;
2. Home address;
3. Home telephone number;
4. Designated emergency phone number;
5. Social security number correction;
6. Marital status;
7. Dependents;
8. When a dependent reaches age 19;
9. Beneficiary designations;
10. Military status;
11. Educational status; and
12. Additional training, courses, or experience.

Changes in marital or dependent status which affect health, dental, and life insurances must be made as soon as possible, but no later than 30 days from the date of the change. Failure to comply may affect insurance coverage.

3.4 Employee Grievance Policy

3.4.1.0.0.0.0 Definition of Grievance

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The University Review Council shall provide opportunities for any member of the Gannon University community to have actions affecting that person's status at the University or that person's rights, as defined by that person's appointment notice and/or employment relationship, and/or the policies approved by the Board of Trustees as set forth in the Institutional Policy Manual, considered by an appropriate Review Committee.

Grievances of a like nature may be combined by the Executive Review Committee of the University Review Council.

3.4.2.0.0.0.0 The Executive Committee of the University Review Council

Revision Date: 9/6/2017 Approval Date: 9/6/2017 Current Version

The Chair of the University Review Committee will also serve as Ex-officio Chair of the Executive Committee.

Responsibilities of the Executive Committee of the University Review Council:

1. Consider all written grievances together with any supporting evidence and make a determination of the following:

a. If a prima facia case exists;

b. To ensure that appropriate procedures are followed.

2. If a prima facia case exists, inform the parties that the procedures set forth below will be followed.

3. Advise the President and Vice President for Academic Affairs in writing when, in the opinion of the Executive Committee, policies or procedures of the University should be reviewed for possible clarifications, revisions, alterations and or editing.

4. Manage the selection of the Chair of the University Review Council in late March of the third year of the current Chair's term.

3.4.3.0.0.0.0 Dispute Review Process

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Whenever a member of the University community requests a review of a complaint or dispute relating to the University, the following procedure shall take place:

3.4.3.1.0.0.0 Written and Time Requirements

Revision Date: 7/22/2009 Approval Date: 7/22/2009 Current Version

A written statement of the grievance, as defined by Section 3.4.1 Definition of Grievance, is presented to the Chair of the University Review Council, which must contain a brief but specific description of the complaint and the remedy requested. Only matters contained in the written statement of grievance will be considered. The written statement must be presented to the Chair of the University Review Council within thirty calendar days of the action which gave rise to the grievance. A colleague may file a grievance later than thirty calendar days provided the grievant proves that the grievant had no notice, knowledge, or reason to believe that the action the individual is grieving occurred. The decision of the Executive Committee of the University Review Council regarding timeliness cannot be appealed.

3.4.3.2.0.0.0 Informal Resolution

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Within fifteen calendar days after receiving the written statement of grievance, the Executive Committee of the University Review Council shall study the issue and ascertain whether the grievance issue is one that is appropriate for the University Review Council process.

The Executive Committee, when deemed suitable by the Executive Committee and agreeable by the parties to the grievance, will explore and foster attempts to settle the grievance by informal methods. In the course of doing this, the Executive Committee will collect pertinent documents and will conduct informal discussions among the concerned parties, at all times preserving the confidentiality of the proceedings.

If the Executive Committee believes that a procedural error or failure to give adequate consideration has given rise to the grievance, it may request reconsideration by the deciding person or persons, indicating the possible procedural error or possible failure to give adequate consideration that may have occurred.

Settlements between parties at this informal level shall not constitute precedent. Rather, they are only applicable to the current settlement between the parties.

The grievant shall inform the Executive Committee in writing, within fifteen calendar days from the date of the commencement of informal mediation, whether the grievance has been resolved, or that it should be reviewed by a Hearing Committee according to the University Dispute Resolution procedure.

3.4.3.3.0.0.0 Formal Resolution

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Within seven calendar days of the receipt of such a request for review, the University Review Council Chair shall send a copy of the grievant' s letter to the person named in the grievance and the respective vice president of that person's division.

The Executive Committee of the University Review Council shall appoint the Hearing Committee in accordance with the following guidelines.

Within fifteen calendar days after being notified that the grievance has not been settled, the Executive Committee of the University Review Council shall appoint three members of the University Review Council to serve on the Hearing Committee. In selecting members of a Hearing Committee, care shall be taken not to include persons directly involved in the matter under consideration.

All parties will be informed of the appointments. If a party has a serious reservation regarding any appointee by the Executive Committee, they may petition the Chair who will take this matter under advisement.

Within seven calendar days of being informed of the appointments, the grievant will select one individual to be added to the Hearing Committee. Concurrently, the respondent and the respondent's respective vice president will select one individual to be added to the Hearing Committee. Any individual in the Gannon Community may be appointed to the Hearing Committee by the parties except members of the President's Council, the President's Staff, Provost Council and the Director of Human Resources.

If the grievance is from a faculty member regarding any of the seven matters listed below, the Executive Committee may only select tenured members of the University Review Council to serve on the Hearing Committee.

1. Academic Freedom;
2. Denial of Tenure;
3. Dismissal;
4. Non-reappointment;
5. Suspension or Reassignment;
6. Layoff; or
7. Denial of promotion.

All parties will be informed of the appointments. If a party has a serious reservation regarding any appointee by the Executive Committee, they may petition the Chair who will take this matter under advisement.

Furthermore, if the grievant is a faculty member and if the grievance is regarding any of the seven matters listed above Hearing Committee members selected by the grievant and the respondent must be tenured faculty members and cannot be members of the President's Council, the President's Staff, Provost Council or the Director of Human Resources.

If the term of the Hearing Committee member on the University Review Council should expire before the review process is complete, that person shall remain on the Hearing Committee, but that person's seat on the Council shall be filled by election at the appropriate time.

Within fifteen calendar days after the Committee is constituted, the Chair of the University Review Council shall convene a meeting with the members of the Hearing Committee. At that meeting, the Chair of the University Review Council shall distribute copies of all pertinent material to the members, and the members shall elect one of the Hearing Committee members to act as Committee Chair for the duration of the review process.

3.4.3.4.0.0.0 Formal Hearing Procedures

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The formal hearing will be conducted in private and the parties will make no public statements about the case during the course of the hearing.

The Chair of the Hearing Committee will conduct all meetings and hearings deemed necessary by the Hearing Committee to resolve the grievance. The grievant may have an academic advisor present only to provide advice to the grievant. Such an advisor may not address the Hearing Committee without the permission of the Chair.

All parties to the grievance will have the right to obtain witnesses and present evidence.

All parties will cooperate with the Hearing Committee in securing witnesses and making available documentary and other evidence requested by the parties if deemed relevant, appropriate, and necessary by the Hearing Committee. Witnesses must appear in person or, if unavailable, by electronic means. All parties will have the right to cross-examine witnesses. The Hearing Committee will grant appropriate continuances to enable either party to investigate evidence or for any other appropriate reason.

The Hearing Committee will make a demonstrated effort to ensure fairness and balance in the presentation of evidence, allowing parties the opportunity to be heard.

3.4.3.5.0.0.0 Burden of Proof

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The burden of proof rests with the grievant. The grievant in order to prevail, must prove that it is more likely than not that the allegations stated in the grievance are supported by the evidence.

3.4.3.6.0.0.0 Record of Hearing

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The formal hearing shall be recorded and transcribed by a court reporter and made available to the Hearing Committee. The costs of this recording shall be borne by the University. Copies or transcripts of the record shall be provided at the expense of the party(ies) requesting it.

3.4.3.7.0.0.0 Hearing Report and Recommended Disposition

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The recommendation of the Hearing Committee must be based on the testimony and evidence presented in the hearings and must state clearly whether the action or inaction of the University which gave rise to the dispute violated any specific policy of the University.

The Hearing Committee will present its recommendation, in writing, to all parties, the Chair of the University Review Council, the grievant's respective divisional vice president, and the President of the University within seven calendar days of the receipt of a transcript of the formal hearing. This concludes the work of the Hearing Committee.

The recommendations of the Hearing Committee, may either be accepted by both parties or rejected by either party. Rejection or acceptance by each party will be communicated in writing to the Hearing Committee Chair, with a copy to the President of the University, within seven calendar days of receipt of the recommendation of the Hearing Committee.

3.4.4.0.0.0.0 Appeals

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Except when the President is a direct party to the grievance, the grievant the grievant(s) may, within ten calendar days of receipt of the recommendation of the Hearing Committee, or as otherwise provided in this Section 3.4, file a written appeal to the President of the University, who shall review the record and respond in writing to the parties within ten calendar days as to the final disposition of the grievance within the University. The decision of the President of the University is final, except as provided in paragraph 3.4.4.1 below.

3.4.4.1.0.0.0 President of the University as Party to Action

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

If the President of the University is a direct party to the grievance, the grievant(s) may file an appeal, within ten calendar days of the receipt of the recommendation of the Hearing Committee. Such an appeal is filed with the Chair of the Board of Trustees. The Executive Committee of the Board of Trustees will then review the record of the case at its next meeting and will render a final written decision on the grievance within ten calendar days of that meeting to all parties. In case of any discussion over Presidential involvement, the Executive Committee of the Board of Trustees shall be the sole judge of such involvement. The decision of the Executive Committee of the Board of Trustees is final.

3.4.5.0.0.0.0 General Provisions

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The filing or pending status of any grievance under the provisions of Subsection 3.4.3 shall not prevent the University from taking the action complained of, subject, however, to a final decision regarding the grievance.

Failure at any step of this procedure to communicate the decision regarding the grievance within the specified time limits or such additional period of time, as shall be mutually agreed upon in writing, shall permit the grievant to proceed to the next step.

Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits, or such additional period of time as may be mutually agreed upon in writing, shall be deemed to be acceptance of the decision rendered at that step.

Extensions of time will normally be granted for good reason (e.g., illness) by mutual written agreement of the parties and the approval of the appropriate committee.

3.5 Payroll Policies

3.5.1.0.0.0.0 Pay Period

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

The standard pay period consists of two consecutive weeks, Sunday through Saturday.

3.5.2.0.0.0.0 Payday

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon issues payment of salaries and wages on a biweekly basis. The Friday following the second Saturday of the pay period is payday. Direct deposits will be available to faculty and staff members' accounts on payday by the opening of business at the respective financial institution. Paychecks or pay advices will be delivered to each faculty or staff members' department or mailbox. If payday falls on a holiday, pay is issued the preceding business day. Refer to the Human Resources web site for the annual pay schedule.

3.5.3.0.0.0.0 Payroll Deductions

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon is required by law to withhold federal, state, and local taxes from faculty and staff members' wages.

Faculty and staff members who are over the age of thirty and have completed one year of full-time service in a covered classification (see Retirement Plan) must enroll in the Retirement Plan and make a contribution. The contribution is exempt from federal income tax.

Faculty and staff members may authorize voluntary deductions through the Human Resources Department for reasons that include but are not limited to the following:

1. Voluntary Retirement Plan Contributions*
2. Health & Vision and Dental Insurance Premiums**
3. Flexible Spending Accounts**
4. Voluntary Supplemental Insurances (i.e. AFLAC and Long Term Care) **
5. Parking**
6. United States Savings Bonds
7. United Way
8. Gannon University Campaign Donations
9. GU Gold

*This deduction occurs before federal income tax is withheld.

**These deductions may occur before certain taxes are withheld.

Gannon is required by law to execute any court-ordered wage attachment or garnishment against a faculty or staff member's wages.

3.5.4.0.0.0.0 Emergency Pay Advance Policy

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Emergency pay advances are available to assist faculty or staff members through financial emergencies. Emergency pay advances may be granted for an amount not to exceed one-half of the faculty or staff member's monthly salary for emergency purposes such as: medical emergencies for the faculty or staff member or their family; unexpected legal costs; emergency house repairs due to a natural disaster or unforeseen event; or for major car repairs when the car cannot be driven.

Regular full-time faculty or staff members are eligible to request emergency pay advances after three months' continuous employment and are eligible for one advance at a time.

Pay advances are to be repaid through payroll deductions within six months of the date of the advance and prior to termination of employment. Any pay advance not repaid at the time of termination of employment will be deducted from the faculty or staff member's last paycheck. If the final pay does not cover the outstanding balance of the advance, the faculty or staff member must make arrangements with the University for re-payment.

Emergency pay advance requests must be made in writing using an Employee Emergency Pay Advance Request Form available from the Human Resources Department. Requests must be approved by the faculty or staff member's divisional vice president and the Vice President for Finance and Campus Operations.

Emergency Pay Advance checks will be issued in accordance with the normal check requisition process. The repayment agreement must be signed before the check is released by the Accounts Payable Office.

3.6.0.0.0.0.0 Employee Benefits

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon University offers faculty and staff members a variety of benefits that are intended to protect against financial hardship and assist in living a holistically fulfilling life.

A number of the programs (such as Social Security, workers' compensation, disability, and unemployment insurance) cover all faculty and staff members in the manner prescribed by law. Benefits pertaining solely to faculty members are contained in Volume IV of the Policy Manual. Benefits pertaining solely to staff members are contained in Volume V of the Policy Manual.

Gannon University reserves the right at any time to add, amend, or eliminate all or part of the employee benefits set forth in Volume III of the Policy Manual (as well as any other benefits in any other documents). Volume III of the Policy Manual contains only a summary of certain benefits. Should there be a conflict between statements set forth herein and the underlying plan documents, the plan documents will supersede.

3.6.1 Insurance Benefits

3.6.1.1.0.0.0 Medical Insurance

Revision Date: 11/9/2016 Approval Date: 11/9/2016 Current Version

Subject to the provisions of the health and vision insurance plan documents, health and vision insurance coverage is made available on a voluntary basis to all faculty and staff members who are members of a covered classification, have completed the enrollment process in a timely manner, and pay the employee portion of the health insurance premium.

Covered classifications include the following positions: full-time tenured, tenure-track, or notice faculty positions; full-time one-year temporary faculty positions; full-time regular staff positions budgeted for 37.5 or more hours a week for either ten or more months; and any other position afforded coverage under the Affordable Care Act. Notwithstanding Except for full-time one-year temporary faculty positions, all other positions classified as full-time temporary are not covered classifications.

The enrollment process includes completion of enrollment or change forms as follows: within 30 days of initial employment in a covered classification; or during the annual enrollment period; or within 30 days of a qualifying event. Qualifying events include but are not limited to: marriage; divorce; and birth or adoption of a dependent. Additional information on qualifying events is available in the Human Resources Department.

Premiums are paid by participants in advance of the month of coverage.

Premiums are normally paid on a pre-tax basis. If post-tax payment of premiums is elected, a participant may drop coverage during the plan year.

A Spousal Coverage Surcharge is added to "Colleague plus Spouse" or "Family" premiums if the colleague's spouse can obtain health insurance through his or her employer.

3.6.1.1.1.0.0 COBRA for Medical Insurance

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Full-time faculty and staff members enrolled in the University health plan at the time of termination of employment may elect to extend group health insurance coverage for a specific period of time as described below. Termination for misconduct may negate this benefit. Additional information is available from the Human Resources Department.

Period of COBRA Eligibility and Responsibility for Monthly Premiums				
		Period of Eligibility		
Reason for COBRA Coverage	**Qualifier**	**Employee**	**Spouse & Dependent Children**	**Premiums**
Death of Active Employee	3 years of service	n/a	36 months	Gannon pays the full premium for 24 months
Disabled - while serving as an Active Employee.	3 yrs of service and qualifies for Social Security Disability	Up to 29 months	Up to 29 months	Gannon pays its normal portion for first 24 months of COBRA
Divorce of an Active Employee	n/a	n/a	36 months	Paid according to QDRO
Separation from Employment	n/a	18 months	18 months	Employee pays 102% of the premium

Disabled after separation from employment and during the first 60 days of COBRA.	n/a	Up to 29 months	Up to 29 months	Employee pays 102% of the premium

3.6.1.2.0.0.0 Dental Insurance

Revision Date: 11/9/2016 Approval Date: 11/9/2016 Current Version

Subject to the provisions of the dental insurance plan document, dental insurance coverage is made available on a voluntary basis to all faculty and staff who are members of a covered classification, have completed the enrollment process in a timely manner, and pay the dental insurance premium.

Covered classifications include the following positions: full-time tenured, tenure-track, or notice faculty positions; full-time one-year temporary faculty positions; full-time regular staff positions budgeted for 37.5 or more hours a week for ten or more months. Except full-time one-year temporary faculty positions, all other positions classified as full-time temporary are not covered classifications.

The enrollment process includes completion of enrollment or change forms as follows: within 30 days of initial employment in a covered classification; or during the annual enrollment period; or within 30 days of a qualifying event. Qualifying events include but are not limited to: marriage; divorce; and birth or adoption of a dependent. Additional information on qualifying events is available in the Human Resources Department.

Premiums are normally paid on a pre-tax basis. If post-tax payment of premiums is elected, a participant may drop coverage during the plan year.

3.6.1.3.1 University Assistance to the Family and Beneficiaries of a Deceased Employee

3.6.1.3.1.1.0 Gift

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

In the event of the death of an active employee who is covered under the University's life insurance plan, a gift equivalent to six weeks base salary of the deceased's annual base salary or wage is to be made to the individual listed as the beneficiary on the deceased's most recent record on file in the Human Resources Department. If the recipient is a minor, payment will be made to the legal guardian.

3.6.1.3.1.2.0 COBRA

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Survivors of the deceased covered under the University health insurance plan at the time of death may continue coverage under COBRA provisions. The University shall pay 100 percent of the premiums up to 24 months of coverage. Premium payments beyond 24 months are paid by the survivor.

3.6.1.3.1.3.0 Tuition Remission

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Eligible spouses and dependents are entitled to tuition benefits if the faculty or staff member dies, provided the staff member has served a minimum of five years of service prior to death. The tuition remission privilege would, however, terminate for the spouse upon remarriage.

3.6.1.4.0.0.0 Flexible Spending Account

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Members of a covered classification may enroll in the Flexible Spending Account and elect to defer wages on a pre-tax basis into two types of accounts; a medical account which can be used to reimburse the participant for qualifying health care expenses, or a dependent-care account which can be used to reimburse the participant for a qualifying dependent care expense.

Covered classifications include the following positions: full-time tenured, tenure-track, or notice faculty positions; full-time regular staff positions budgeted for 37.5 or more hours a week for either ten or more months. Positions classified as full-time temporary are not covered classifications regardless of the length of the temporary assignment.

The enrollment process includes completion of enrollment or change forms as follows: within 30 days of initial employment in a covered classification; or during the annual enrollment period; or within 30 days of a qualifying event. Qualifying events include but are not limited to: marriage; divorce; and birth or adoption of a dependent. Additional information on qualifying events is available in the Human Resources Department.

Once an election to contribute is made, it cannot be changed until the next election year or until a change in family status occurs. Money not ''used'' during the plan year is forfeited. Additional information is available by contacting the Human Resources Department.

3.6.1.5.0.0.0 Group Insurance at the Time of Separation from the University

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Termination of insurance is covered in detail under the terms of the respective plans but in general the following rules are followed in cases of termination for reasons other than retirement, death, or disability:

1. Coverage for medical insurance extends to the end of the month following the month of separation from the University provided the faculty or staff member made the required premium contribution in the preceding month. Conversion and COBRA extension privileges are provided.

2. Life insurance and LTD insurance coverage are canceled at the end of the business day on the last day worked. Conversion privileges are provided.

3.6.1.6.0.0.0 Retirement Plan

Revision Date: 4/28/2021 Approval Date: 4/28/2021 Current Version

The retirement plan is designed to provide faculty, staff, and their beneficiaries with financial resources for retirement. Subject to the retirement plan's provisions, faculty and staff members who are members of a covered classification and are at least 25 years of age may join the plan after one year of service in which they are credited with at least 1000 hours employment. Faculty and staff members who are in a covered classification and age 30 or above who meet the service requirements must join the retirement plan as a condition of employment.

Covered classifications include the following positions: tenured, tenure-track, or notice faculty positions; regular staff positions. Positions classified as temporary are not covered regardless of the length of the temporary assignment. Members of religious communities or priests of the Diocese of Erie are not members of this plan.

Participants and the University make pre-tax contributions that are immediately vested.

The retirement plan is designed to provide faculty, staff, and their beneficiaries with financial resources for retirement. Subject to the retirement plan's provisions, faculty and staff members may make elected deferrals.

Voluntary Participation: Eligible faculty and staff members under the age of 25 may make a voluntary contribution to the retirement plan, but there is no University Match. Eligible faculty and staff members ages 25 to 29 inclusive may also make a voluntary contribution to the retirement plan. If their contribution is at least 3% and they satisfy the service requirement, they will receive a contribution from the University of 7.5% of their base compensation.

Mandatory Participation: Eligible faculty and staff members age 30 and above who satisfy service requirements are required to participate in the University retirement plan as a condition of employment and must defer 3% of their base compensation. Colleagues will receive a contribution from the University of 7.5% of their base compensation.

The current plan was restated on April 1, 2014. For a summary of the plan provisions please consult the Summary Plan Description.

The current plan was restated on July 1, 2017. For a summary of the plan provisions please consult the Summary Plan Description.
Summary Plan Description: Click here to view

3.6.1.6.2.0.0 Fund Managers/Funding Vehicles

Revision Date: 10/20/2015 Approval Date: 10/20/2015 Current Version

3.6.1.6.1.0.0 Plan Contributions

Revision Date: 1/4/2017 Approval Date: 1/4/2017 Current Version

Plan contributions are invested by Teachers Insurance and Annuity Association - College Retirement Equities Fund (TIAA-CREF) into funds selected by participants from a list of available investment options. The list of investment options and related information are available at:

http://www1.tiaa-cref.org/tcm/gannon/plans/plan1/investment-choices/index.htm.

3.6.2.0.0.0.0 Retirement Observance

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

At the time of retirement, the University will formally honor and recognize retirees at a reception planned and paid for by the respective department. A faculty or staff member who is participating in the retirement plan, has obtained age 55 and has completed at least five years of continuous service and voluntarily separates from the University is considered a retiree.

The retiree will be presented with a cash gift on behalf of the University. The amount of the gift shall be based upon total years of regular full-time and regular part-time service as follows:

1. $100 for first five years of service plus $25 for each additional year of service.

2. Diocesan priests contributing services to the University who retire with 20 years' service shall receive a gift of $3,500.

3.6.2.1 Other Benefits at Retirement

3.6.2.1.1.0.0 Medical Insurance

Revision Date: 9/19/2017 Approval Date: 9/19/2017 Current Version

3.6.2.1.2.0.0 Tuition Remission

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Faculty and staff members retiring at age 55 or older with at least five years of continuous service and their spouses and dependents continue to be eligible for the tuition remission benefit. All eligibility is subject to the terms of the Tuition Remission Policy. Eligibility does not include participation in CIC or Tuition Exchange Inc. after retirement.

3.6.2.1.3.0.0 Miscellaneous Benefit

Revision Date: 11/9/2016 Approval Date: 11/9/2016 Current Version

Faculty and staff members retiring at age 55 or older with at least five years of continuous service may continue to enjoy the following benefits:

1. University Bookstore: discounted purchases with presentation of a Gannon retiree ID card;
2. Metz Dining Services: discounted purchases with presentation of a Gannon retiree ID card;
3. Nash Library;
4. Cultural Events;
5. Carneval Athletic Pavilion (CAP) Recreation and Wellness Center : use of the CAP Recreation and Wellness Center with presentation of a Gannon retiree ID card;
6. Intercollegiate Sports: entitled to two free general admission tickets to regular season home basketball and football games. Information regarding pick-up of tickets may be obtained by contacting the University Athletic Office;
7. Tuition Remission;

All benefits listed under Other Benefits at Retirement may be changed or discontinued at the discretion of University.

3.6.3 Paid and Unpaid Time Off

3.6.3.1.0.0.0 Dedicated Weekly Time for Mass/Prayer

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

In accordance with the mission, tradition, and Catholic identity of Gannon University, members of the University community are provided the opportunity to attend the weekly Community Mass or monthly prayer service on Thursdays at 11:00 a.m. during the academic year. This hour is reserved each week for attendance at Mass or the prayer service for those who wish to attend. Classes as well as regular weekly or monthly meetings of faculty, staff, and/or students must be scheduled at times other than the 11:00 a.m. " 12:00 noon time slot.

It is also important to note that employees wishing to attend Mass or the prayer service at the 11:00 Thursday time are free to do so without encroaching upon their lunch hour.

3.6.3.2.0.0.0 Holidays

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon is closed on 14 holidays each year. To be eligible to receive pay for the holiday a staff member must be full-time and the holiday must fall during the staff member's normal weekly schedule. The following is a list of designated paid holidays:

Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
Additional Christmas Holiday
New Year's Eve
New Year's Day
Martin Luther King Day
Holy Thursday
Good Friday
Easter Monday
Memorial Day

To receive holiday pay, staff must work on the last scheduled workday preceding the holiday and on the first workday after the holiday, unless excused by their supervisor in advance or ill. The University may require proof of illness.

If exempt staff are required to work on a designated paid holiday, they will be able to schedule a different workday on which to observe the holiday.

If non-exempt staff are required to work on a designated paid holiday, they will be paid for the holiday plus time-and-a-half for every hour recorded as worked.

A holiday schedule is published on the Human Resources web site at the beginning of the fiscal year.

3.6.3.3.0.0.0 Jury Leave or Court Appearances

Revision Date: 7/13/2012 Approval Date: 7/13/2012 Current Version

Gannon recognizes the importance of jury duty and supports the principle by providing time off with difference between jury pay and regular compensation as follows:

1. A copy of the summons to serve on a jury must be presented to the respective dean or director as soon as possible but no later than three business days from the date it was received.

2. Regularly scheduled work hours should be observed by faculty or staff members except when their presence is required by the court.

3. Time spent on jury duty will be counted as hours worked for the purpose of computing overtime hours for support staff members.

4. After jury duty is completed, evidence of having served for time claimed must be submitted by the faculty or staff member to the respective dean or director, who forwards it to the Human Resources Department.

5. Time off with pay will be granted for a faculty or staff member subpoenaed to appear in court as a witness in a matter to which they are not a party.

6. When time from work is lost for jury or witness service, the faculty or staff member's compensation will be reduced by the amount of jury duty pay or witness pay when pay is in excess of $20 per day.

3.6.3.4.0.0.0 Military Leave Policy

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon University recognizes the importance of military service and provides military leave to protect the re-employment rights of faculty and staff members in a covered classification who enlist or are recalled to active service in the armed forces of the United States.

Covered classifications include the following positions: full-time tenured, tenure-track, or notice faculty positions; staff positions budgeted for 37.5 or more hours a week for either ten or twelve months, and part-time faculty or staff. Positions classified as temporary full-time or temporary part-time are not covered classifications regardless of the length of the temporary assignment.

Eligible employees who leave their jobs to enter military service are guaranteed re-employment rights as well as other pay and job protections as provided under federal law.

3.6.3.4.1.0.0 Active Duty

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Pay and coverage for the following benefits cease during active duty leave: medical insurance, dental insurance, life insurance, disability insurance, and contributions to the retirement plan. COBRA and conversion privileges are available medical coverage. Conversion privileges are also available for life and disability.

3.6.3.4.2.0.0 Reserve and National Guard

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Pay is granted for annual training leave and shall be the difference between regular salary and military pay for a maximum period of two weeks (ten working days). All benefits continue during a period of paid annual training leave.

3.6.3.4.3.0.0 Emergency Duty Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

During crisis situations when reservists or members of the National Guard are called up for short periods of active-duty training or active duty special work, paid leave with benefits shall be granted in the same manner as annual training leave. Such periods of paid leave are cumulative over a two- year period up to the limits specified below.

Years of Service at Gannon	Maximum Leave
3 months but less than 1 year	2 weeks
1 year or more	4 weeks

3.6.3.4.4.0.0 Tuition Remission Benefits while on Leave

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

Tuition Remission benefits shall remain in effect in accordance with provisions of the Tuition Remission Policy only for faculty and staff who are recalled to active duty.

3.6.3.4.5.0.0 Reinstatement

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Application for re-employment must be timely and the faculty or staff member must have certification of satisfactory military service.

3.6.3.4.6.0.0 Request for a Military Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Request for military leave must be submitted in writing using the Leave Request Form which is available in the Human Resources Department. The written request shall be submitted to the faculty or staff member's respective dean, director, or supervisor.

The application of this policy is intended to be consistent with applicable laws that govern individual cases.

3.6.3.5.0.0.0 Bereavement

Revision Date:10/03/2022 Approval Date: 10/5/2021 Current Version

1. All regular, full-time and part-time faculty and staff members bereaved by the death of a relative will be granted time off without loss of pay according to the following provisions:
    a. When a death occurs in a faculty or staff member's immediate family, that person will be allowed time off with pay up to a maximum of five work days within a seven consecutive day period to make funeral arrangements and/or attend the funeral. Immediate family includes parent, spouse/partner, child, step-child, brother, sister, grandparent, grandchild, step-parent, parent-in-law, brother or sister-in-law, step-parent-in-law, grandparent-in-law, son or daughter-in-law, legal guardian, in loco parentis, or any related person living in the staff member's household. Bereavement is available for the employee in the event of a miscarriage (for self or for the spouse/partner).
    b. A maximum of one day with pay may be granted to attend the funeral of a close relative. A close relative includes aunt, uncle, spouse of aunt or uncle, cousin, niece or nephew, spouse's aunt, uncle, niece or nephew.
    c. Time off (up to four (4) hours) may be granted with pay in order to allow faculty or staff members to attend the funeral of a colleague, or the colleague's parent, step-parent, spouse or child, provided the faculty or staff members can be released from their duties.
2. Time off to attend a funeral not described above will be an absence without pay and must have approval of the respective department or program director. If approved, the absence may be charged to vacation time.
3. An individual who would qualify for bereavement pay, who already is receiving paid time off chargeable to vacation pay, will have such time off charged instead to bereavement, up to the limits allowed under this policy.

All regular, full-time and part-time faculty and staff members bereaved by the death of a relative will be granted time off without loss of pay according to the following provisions:

a. When a death occurs in a faculty or staff member's immediate family, that person will be allowed time off with pay up to a maximum of four work days within a seven consecutive day period to make funeral arrangement and/or attend the funeral. Immediate family includes parent, step-parent, spouse's parent, spouse's step-parent, legal guardian, spouse, child, step-child, brother or sister or any related person living in the staff member's household.

b. A maximum of one day with pay may be granted to attend the funeral of a close relative. A close relative includes grandparent, spouse's grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, spouse of aunt or uncle, cousin, niece or nephew, spouse's aunt or uncle, niece or nephew.

c. Time off may be granted with pay in order to allow faculty or staff members to attend the funeral of a colleague, or the colleague's parent, step-parent, spouse or child, provided the faculty or staff members can be released from their duties.

2. Time off to attend a funeral not described above will be an absence without pay and must have approval of the respective department or program director. If approved, the absence may be charged to vacation time.

3. An individual who would qualify for bereavement pay, who already is receiving paid time off chargeable to vacation pay, will have such time off charged instead to bereavement, up to the limits allowed under this policy.

3.6.3.6.0.0.0 Unpaid Personal Leave of Absence Policy

Revision Date: 6/24/2009 Approval Date: 6/24/2009 Current Version

Then unusual or unavoidable circumstances require a faculty or staff member's absence, an unpaid personal leave of absence may be granted to faculty or staff members with one or more years of service and who are members of a covered classification. Personal leave is considered a privilege and is not granted automatically in any instance.

Covered classifications include the following positions: full-time tenured, tenure-track, or notice faculty positions; regular staff positions budgeted for 37.5 or more hours a week for either ten or twelve months. Positions classified as full-time temporary are not covered classifications regardless of the length of the temporary assignment.

3.6.3.6.1.0.0 Feature of a Personal Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

1. Personal leave is granted for a specific period of time but for no more than six months.

2. Benefits will remain in effect for leaves of 30 days or less provided that the faculty or staff member continues to make any required contributions.

3. There are no benefit provisions for leaves of more than 30 days' duration.

4. Seniority will not be interrupted during any approved leave period of 30 days or less.

3.6.3.6.2.0.0 Re-employment

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

1. Return of a faculty member from a personal leave is governed by Volume IV.

2. The University will hold the position of a staff member on a personal leave of 30 days or less vacant in order to assure the return of the staff member to their position with the University.

3. The University will seek to hold the position of a staff member on a personal leave for more than 30 days vacant, but cannot guarantee the staff member of rehire.

3.6.3.6.3.0.0 Requesting a Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

A personal leave of absence shall be requested in writing by the faculty or staff member and submitted to the respective dean, director, or supervisor. This request must state both the reason for and the length of the leave.

The decision to approve or deny a request for personal leave is made by the faculty or staff member's respective vice president. A personal leave will not be granted if significant inconvenience or more than nominal expense will result to the University.

3.6.3.7.0.0.0 Medical Leaves

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Faculty and staff members may find it necessary to take leave from work to address a serious health condition of their own or that of a family member. The University provides members of covered classifications the opportunity to take medically certified leaves.

3.6.3.7.1.0.0 Family and Medical Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The Family and Medical Leave Act (FMLA) of 1993 guarantees eligible faculty and staff members the right to take job-protected, unpaid leave for up to 12 workweeks in any 12-month period of time.

3.6.3.7.1.1.0 12-Month Period

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The 12-month period for available leave will be calculated by measuring forward from the date leave begins. This is referred to as the ''rolling'' method of calculation.

Time off certified during the 12-month period immediately preceding the date of a new leave request will be subtracted from the eligible 12 workweeks in order to determine the balance of time available for the new leave. Colleagues will be advised when requesting leave of the amount of FMLA leave available.

3.6.3.7.1.2.0 Eligible Employees

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Eligible employees include faculty and staff members with at least twelve months of service and who are credited with having worked at least 1250 hours during the preceding 12 consecutive months.

Faculty and staff members who are designated as eligible under the FMLA may be certified to take a personal medical leave or a family leave for the following reasons:

1. The birth of a son or daughter within the first year of the child's life;
2. The adoption or acceptance of a foster child if within 12 months of placement;
3. To care for a spouse, a son or daughter under 18 years (or older if disabled), or a parent of the employee who has a serious health condition;
4. A serious health condition that makes the employee unable to perform the functions of the employee's position.

When both spouses are employed by the University, the following applies:

1. For the birth, adoption, or placement of a foster child, the aggregate number of workweeks of leave to which the couple is entitled is one 12 week limit.
2. For the care of a spouse, child, or parent with a serious health condition, each employed spouse is entitled to a separate 12 week limit.

The FMLA defines a son or daughter as follows: biological, adopted or foster child, stepchild, legal ward, child of person standing in loco parentis, under the age of 18. Coverage applies to a son or daughter over the age of 18 if the child is incapable of self-care because of mental or physical disability.

3.6.3.7.1.3.0 Intermittent and Reduced Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Family leave may be taken intermittently or on a reduced leave schedule when certified as medically necessary. Certification is required to substantiate medical necessity and that the leave must be taken in this manner.

Time off for the father following the birth of a child cannot be taken intermittently. Time off following the adoption of a child cannot be taken intermittently.

In a case where both spouses are employed by the University, the aggregate number of workweeks of leave to which the couple is entitled will be limited to 12 workweeks if the leave is due to the birth or adoption/foster care placement of a child. For the care of a spouse, child or parent with a serious health condition, each employed spouse is entitled to a separate 12 week limit.

Based on planned medical treatment where a reduced work schedule or intermittent leave is foreseeable, the University reserves the right to temporarily transfer the faculty or staff member to a comparable position that better accommodates the recurring period of leave. This decision will be made by the faculty or staff member's respective vice president in conjunction with the appropriate dean or director, and subsequently communicated to the faculty or staff member in writing.

Time off based on a reduced work schedule or intermittent leave will be treated in the same manner as absences under the FMLA. Such absences will be applied against the maximum leave permitted under the FMLA policy.

3.6.3.7.1.4.0 Requesting a Family and Medical Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

A faculty or staff member is required to have the attending physician complete a Certification of Health Care Provider form in order to qualify as eligible for Medial Leave or Family Leave under the FMLA.

Forms are available in the Human Resources Department and must be returned to Human Resources within 15 days of the date of receipt of the said forms. Deans, directors, and supervisors will be advised by Human Resources of the receipt of the medical information and the expected duration of the leave. Personal health information received by the Human Resources Department will not be shared by the Human Resources Department with deans, directors, or supervisors.

Failure to provide notification and appropriate medical certification on a timely basis may result in delayed approval or denial of the request. In all cases of a serious health condition, the University reserves the right, at its own expense, to request a second medical opinion.

In the event that leave is foreseeable, the faculty or staff member is responsible for notifying a dean, director, or supervisor and the Human Resources Department at least 30 days in advance of when the leave is scheduled to be taken. The faculty or staff member is also expected to make a reasonable effort to schedule the treatment so as not to unduly disrupt University operations.

In the event that leave is not foreseeable, the faculty or staff member is responsible for notifying a dean, director, or supervisor and the Human Resources Department as soon as possible and practicable.

Faculty or staff members on leave are required to maintain contact with the Human Resources Department on a weekly basis regarding progress of recovery and intent to return, unless otherwise arranged.

3.6.3.7.1.5.0 Benefits during a Family and Medical Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Benefits in effect at the onset of an approved Family and Medical Leave will continue provided that the faculty or staff member maintains status within a covered classification and makes any required contributions.

If the leave is a paid leave, appropriate insurance deductions and/or retirement contributions will continue to be made from the faculty or staff member's pay.

If the leave is unpaid or becomes unpaid, prior arrangements for payment of deductions must be made through the Human Resources Department. Contributions to the retirement plan cease once the leave becomes unpaid.

Holiday pay that occurs during a certified leave will be granted whether the leave is paid or unpaid.

Other benefits normally provided to a faculty or staff member, including tuition remission and parking, remain in effect subject to the provisions of the applicable plan.

Faculty and staff members will continue to accrue vacation and/or paid sick leave while on a certified leave.

In the event that a faculty or staff member fails to return from a certified leave, the faculty or staff member will be liable for the premiums paid by the University in order to maintain insurance coverage unless:

1. The failure to return to work stems from the continuation, recurrence, or onset of a serious health condition of the faculty or staff member or a family member; or

2. The failure to return stems from the circumstances beyond the control of the faculty or staff member.

3.6.3.7.1.6.0 Returning from Family and Medical Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The FMLA provides certain guarantees to faculty and staff members who are covered by the act. These guarantees include the right to return from a Family Leave or a Medical Leave to the same position.

Faculty or staff members on leave are required to contact the Human Resources Department five business days prior to returning to work. In the event that leave was due to personal illness, faculty and staff members are also required to provide a medical release statement from the attending physician certifying full release or outlining any applicable restrictions with regard to the returning to work. The medical release should be forwarded to the Human Resources Department.

Failure to return to work on the day after the expiration of leave may be considered a voluntary resignation. However, nothing stated in Volume III regarding the FMLA will reduce the benefits or privileges as described in Volume IV for faculty and Volume V for staff.

3.6.3.7.2.0.0 Paid Sick Time

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

Paid sick time provides income to faculty and staff members who are members of a covered classification. Faculty and staff members who have completed their 90-day introductory periods are eligible to make use of paid sick time as indicated below. The amount of paid sick time that is accrued is determined by the colleague's classification as exempt or non-exempt as well as length of service.

1. Exempt: All full-time faculty members on tenure track, tenured, or notice appointments, and administrative staff.

2. Non-Exempt: All other employees are classified as non-exempt. Covered classifications include the following positions: tenured, tenure-track, notice faculty positions, part-time faculty; regular staff positions budgeted for 20 or more hours a week for either ten or more months. Positions classified as full-time temporary are not covered classifications regardless of the length of the temporary assignment. Paid sick leave is prorated for part-time faculty and staff. Staff should refer to Volume V, paragraph 5.5.4.3 Utilization and Reporting of Sick Time regarding utilization and reporting of sick time.

3.6.3.7.2.1.0 Schedule of Paid Sick Time

Revision Date: 11/9/2016 Approval Date: 11/9/2016 Current Version

Faculty, administrative staff, and professional technicians do not accrue a specific number of sick days per year. Rather, it is the policy of the University to pay these employees for occasional days missed due to illness. Furthermore, they are eligible for full salary continuation during a medical leave due to a personal serious health condition when certified by the attending physician in accordance with the following schedule:

Length of Service	Maximum Salary Continuation
3 months but less than 1 year	1 month
1 year but less than 2 years	2 months
2 years but less than 3 years	3 months
3 years but less than 4 years	4 months
4 years but less than 5 years	5 months
5 or more years	6 months

All non-exempt staff members (other than professional technicians) accrue sick time in units of whole days. Sick time provides pay for occasional days missed due to illness. In the event of a medical leave due to a serious personal health condition as certified by the attending physician, non-exempt staff members are paid from their accrued sick days. Sick days accrue according to the chart below:

Years of Service	Monthly Sick Day Accrual
0 to less than 5 years	1.0 day
5 to less than 10 years	1.5 days
Over 10 years	2.0 days

Non-exempt staff members may accumulate up to 120 days of sick time. One day of sick time is equal to the staff member's average scheduled workday.

120 days of sick time = Up to 900 hours when scheduled on a 37.5-hour workweek

120 days of sick time = Up to 960 hours when scheduled on a 40-hour workweek

Faculty and staff members must use accrued salary continuation or sick time at the beginning of a personal medical leave covered under the FMLA. If salary continuation or sick time becomes exhausted before the end of a medical leave covered under the FMLA, unused floating holidays and unused accrued vacation will be applied.

Faculty and staff members must use salary continuation or accrued sick leave at the beginning of a family leave covered under the FMLA in accordance with the schedule below when the reason for leave is due to the serious health condition of the family member:

Completed Years of Service	**Amount of Accrued Paid Sick Time** **per 12-Month ''Rolling'' Period**
1 to 5 years	5 days
6 to 10 years	10 days
11 to 15 years	15 days
16 years and over	20 days

The period of paid leave will run concurrently with the period of unpaid leave time available under this policy.

3.6.3.7.3.0.0 Extended Medical Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

If a faculty or staff member who is a member of a covered classification exhausts the leave provisions under the FMLA that person may apply for an Extended Medical Leave. The standard leave request form must be completed and a statement from the attending physician must certify that the faculty or staff member has a serious health condition. The length of this leave will be no longer than 180 consecutive calendar days from the date of the onset of the illness.

3.6.3.7.3.1.0 Covered Classifications

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

All full-time tenured, tenure-track, or notice faculty positions with one year of service since the most recent date of hire; regular staff positions budgeted for 37.5 or more hours a week for either ten or twelve months with one year of service since the most recent date of hire. Positions classified as full-time or part-time temporary status are not covered classifications regardless of the length of the temporary assignment.

3.6.3.7.3.2.0 Pay and Benefits

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

An extended medical leave is either paid or unpaid as described below:

1. Paid Extended Medical Leave: When a faculty or staff member has salary continuation, accrued sick time, unused floating holidays, or unused accrued vacation that may be applied to the leave, the leave is paid by charging that person's time off benefits in the order described herein.

2. Unpaid Extended Medical Leave: When a faculty or staff member has exhausted all salary continuation, accrued sick time, unused floating holidays, or unused accrued vacation prior to completion of the medical leave, that portion of the leave is considered unpaid.

Benefits in effect at the onset of an approved paid medical leave remain in effect provided that required contributions continue to be deducted from each pay. Holiday pay is granted for holidays falling within a paid extended medical leave but is not granted for holidays falling within an unpaid extended medical leave.

If the leave is unpaid, prior arrangements for benefit contributions, excluding the retirement plan, must be made through the Human Resources Department. Contributions to the retirement plan cease once the leave becomes unpaid.

Other Benefits: Other benefits normally provided to a faculty or staff member, including tuition remission and parking, remain in effect only if permitted by the applicable plan benefits and provided that the staff member makes any normally required benefit contribution.

Accrual Rates for Benefits: Faculty and staff members continue to accrue salary continuation, sick leave, and vacation respectively while on an approved medical leave.

3.6.3.7.3.3.0 Requesting an Extended Medical Leave

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Faculty or staff members are required to have the attending physician complete a Certification of Health Care Provider form to substantiate the serious health condition outlining the extent to which the faculty or staff member is unable to perform normal employee functions. Personal health information received by the Human Resources Department will be held strictly confidential and will not be shared by the Human Resources Department with deans, directors, or supervisors.

Forms are available in the Human Resources Department and must be returned to Human Resources within 15 days of the date of receipt of the said forms. Deans, directors, and supervisors will be advised by Human Resources of the receipt of the medical information and the expected duration of the leave.

Failure to provide notification and appropriate medical certification on a timely basis may result in delayed approval or denial of the request. In all cases of a serious health condition, the University reserves the right, at its own expense, to request a second medical opinion.

Faculty or staff members on leave are required to maintain contact with the Human Resources Department on a weekly basis regarding progress of recovery and intent to return, unless otherwise arranged.

3.6.3.7.3.4.0 Return from Extended Medical Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

faculty or staff members on an approved medical leave are required to contact the Human Resources Department five business days before the date of returning to work. A medical release from the attending physician must be submitted to the Human Resources Department, outlining full release or any work restrictions that might apply. If work restrictions apply, a second medical release is required when release to normal duty is unrestricted.

In the event that a faculty or staff member fails to return from an extended medical leave, the faculty or staff member will be liable for any premiums paid by the University in order to maintain insurance coverage unless:

1. The failure to return to work stems from the continuation, recurrence, or onset of a serious health condition of the faculty or staff member or a family member; or

2. The failure to return stems from the circumstances beyond the control of faculty or the staff member.

Failure to return to work on the day after the expiration of leave may be considered a voluntary resignation. However, nothing stated in Volume III regarding Extended Medical Leave will reduce the benefits or privileges as described in Volume IV for faculty and Volume V for staff.

3.6.3.8.0.0.0 Long Term Disability

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Subject to the plan provisions, Gannon provides Long Term Disability Insurance (LTD) to all faculty and staff members of a covered classification and have completed 90 days of continuous active employment.

Covered classifications include the following positions: full-time tenured, tenure-track, or notice faculty positions; full-time regular staff positions budgeted for 37.5 or more hours a week for either ten or more months. All other positions classified as full-time temporary are not covered classifications.

A faculty or staff member unable to return to work at the end of an Extended Medical Leave shall apply for LTD benefits subject to the provisions set forth in the LTD insurance plan. A physician's statement certifying the disability and completion of the insurance company's application are required. The insurance plan pays 60% of a faculty or staff member's base salary (subject to certain offsets). The Human Resources Department will provide assistance with the application process.

3.6.3.8.1.0.0 Benefits

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Faculty and staff members that are participants in the University's health and vision insurance plan at the time they apply for LTD are eligible to continue coverage under the COBRA provisions of the University's health insurance plan.

Faculty or staff members may continue dental insurance under the COBRA provisions of Gannon's dental insurance plan provided they make the full premium contribution.

Life insurance will remain in force subject to the provisions of the life insurance plan and provided that the faculty or staff member's disability began before their 60th birthday and that they have successfully completed the application for a premium waiver.

If the faculty or staff member is a participant in the University's retirement plan, the LTD plan will make a contribution into their retirement account equal to the sum of University's and participant's contributions subject to the LTD plan provisions.

Tuition remission continues for eligible spouses and dependents of disabled faculty and staff members in accordance with provisions of the Tuition Remission Policy.

Faculty and staff members may continue to enjoy the following: discounts at the bookstore and the University's dining facilities; Schuster Gallery Shows and Schuster Theatre Events; use of Nash Library; and use of the Carneval Athletic Pavilion.

Gannon University reserves the right to amend or terminate any of its policies described herein.

3.6.3.8.2.0.0 Return from Long Term Disability Leave

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Faculty or staff members on LTD leave are required to contact the Human Resources Department in the event their personal health condition improves to the point that it is possible to consider returning to work. They would be required to provide the Human Resources Department with a medical release from their physician certifying that they are able assume the full duties of their position or outlining any restrictions that apply with regard to returning to work.

Failure to return to work on the day after the expiration of leave may be considered a voluntary resignation. However, nothing stated in Volume III regarding LTD leave will reduce the benefits or privileges described in Volume IV for faculty and Volume V for staff.

3.6.4 Statutory Benefits

3.6.5.0.0.0.0 Continuous Service

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Continuous Service with the University is measured from the most recent date of hire in any classification of employment unless otherwise stipulated by the benefit plan it is being applied to. Continuous service does not include:

1. Seasonal or adjunct positions;
2. Temporary contracted services through an outside agency;
3. Associate, clinical, or non-remuneration appointments including voluntary service
4. Student employment (including, graduate and teaching assistantships)

A break in service occurs when there is a:

1. Lay-off of more than a six-month period
2. Retirement;
3. Resignation;
4. Discharge;
5. Overstaying an approved leave of absence.

3.6.6.0.0.0.0 Employee Assistance Plan (EAP)

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Gannon's Employee Assistance Plan (EAP) provides all faculty and staff members, their spouses and dependent children with free access to professional counseling to assist with a variety of problems that can negatively impact their personal or professional lives. The assistance is without cost. It is meant to be unobtrusive and supportive. Access to professional assistance is available in the strictest confidence possible. EAP information is available in the Human Resources Department as well as on the Human Resources web site.

3.6.7.0.0.0.0 Tuition Remission

Revision Date: 10/20/2009 Approval Date: 10/20/2009 Current Version

3.6.7.1.0.0.0 Policy Statement

Revision Date: 10/20/2009 Approval Date: 10/20/2009 Current Version

Tuition remission is extended to eligible colleagues of the University as well as their spouses and qualifying children in accordance with the following provisions:

3.6.7.2.0.0.0 Eligibility Defined

Revision Date: 6/11/2014 Approval Date: 6/11/2014 Current Version

Eligible Colleague: A faculty, administrative or support staff member who meets all the academic and admission requirements of the University; is classified as regular and full-time, including members of the ROTC and special funded programs and has been employed for one year prior to the start of the semester.

Spouse: The legal wife or husband of an eligible colleague.

Qualifying Child: A child that meets all of the following criteria:

a) Must be the eligible colleague's biological child, adopted child, stepchild, eligible foster child, or a descendant of any of them.

b) Must be age 23 or younger on December 31 and a full-time student or any age if permanently and totally disabled.

c) Must have lived with the eligible colleague for more than half of the year and have established residency on a permanent basis in the colleague's household, unless the child is the biological child of the eligible colleague.

d) Must not have provided more than half of his or her financial support for the calendar year.

e) Must be eligible to be claimed by the eligible colleague as a qualifying child on colleague's tax return for the tax year in which remission is granted.

Additional Criteria:

Tuition remission benefits remain in effect for spouses and qualifying children while the eligible colleague is actively employed by the University.

Tuition remission benefits will also remain in effect for eligible colleagues, spouses and qualifying children as follows:

a) If the eligible colleague retires under an approved University plan.

b) If the eligible colleague dies or becomes totally disabled while actively employed provided the colleague has served a minimum of five years prior to his or her death or disability.

c) If the eligible colleague dies or becomes totally disabled prior to reaching the minimum five year service requirement while his or her qualifying child is currently enrolled as a full-time or part-time student, that qualifying child will remain eligible for tuition remission subject to the provisions of the policy.

Tuition remission benefits will terminate for a deceased colleague's spouse upon the spouse's remarriage.

3.6.7.3.0.0.0 Benefit Description

Revision Date: 10/20/2009 Approval Date: 10/20/2009 Current Version

For eligible colleagues, tuition remission at 100 percent is provided for undergraduate and graduate courses (excluding doctoral programs). Remission for graduate courses may be taxable if IRS Tax Code limits (Section 127) are exceeded.

For spouses and qualifying children, tuition remission at 100 percent is provided for undergraduate courses up to 150 credits.

For spouses, tuition remission at 50 percent is provided for graduate courses (excluding doctoral programs). Remission for graduate courses is taxable.

Tuition remission is also subject to auditing fees.

Tuition remission does not cover courses or programs offered in partnership with other institutions. If enrolled in such a program, check with Human Resources, regarding eligibility.

Tuition remission will apply only to enrollment in regularly scheduled credit courses during the fall, spring, or summer sessions.

Studies may be on a full-time or part-time basis.

3.6.7.4.0.0.0 Limitations

Revision Date: 10/20/2009 Approval Date: 10/20/2009 Current Version

Tuition remission shall not apply to other fees, room and board charges, textbooks and supplies, any other cost of instruction, or tuition and fees for non-credit courses.

Tuition remission shall not apply to courses taken as ''open university,'' ''non-scheduled,'' and ''by arrangement.'' The academic deans may authorize an exception to the limitation pertaining to courses taken as ''open university,'' ''non-scheduled,'' and ''by arrangement.''

3.6.7.5.0.0.0 Exchange and Travel Abroad Programs

Revision Date: 9/29/2015 Approval Date: 9/29/2015 Current Version

Exchange Programs

The qualifying children of eligible colleagues may participate in tuition exchange programs that the University belongs to (e.g., CIC-TEP and Tuition Exchange, Inc.) subject to the guidelines for those programs.

Travel Abroad Programs

Qualifying dependents of eligible colleagues may apply for and benefit from travel assistance that supports travel abroad programs on the same basis as any other student.

3.6.7.6.0.0.0 Financial Aid

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

New and returning participants taking six or more undergraduate credits will not be eligible for the tuition benefit unless they also apply for financial aid which includes completion of the FAFSA Application form found on-line at www.fafsa.ed.gov. The application must be completed by March 15 preceding the year of enrollment or continuing enrollment.

Any other cash aid, scholarships, grants, and awards (i.e., PHEAA, Pell Grants) shall be used by the University to reduce the University's cost of providing the tuition benefit. These sources of aid will not inure to the student and except for an allowance for books and fees cannot be used by the student for other expenses such as room and board. Total assistance from financial aid and tuition remission is not to exceed the cost of tuition, fees, and the allowance for books and approved supplies.

3.6.7.7.0.0.0 Application Procedure

Revision Date: 10/20/2009 Approval Date: 10/20/2009 Current Version

Individuals eligible for benefits under this policy must register for courses through the normal registration process. Upon receipt of an invoice, the enrollee will need to secure a Tuition Remission Waiver form from the Human Resources Department and secure necessary certification of eligibility which includes:

a) Approval by the eligible colleague's immediate supervisor, director, or dean.

b) Financial Aid Office certification that application has been made for financial aid.

c) Human Resources Department certification that the enrollee is eligible for benefits.

3.6.7.8.0.0.0 Class Attendance

Revision Date: 10/20/2009 Approval Date: 10/20/2009 Current Version

It is expected that courses be taken outside of regular working hours. All class attendance by an eligible colleague requires approval of his or her immediate supervisor for each term.

3.6.7.9.0.0.0 Class Space

Revision Date: 10/20/2009 Approval Date: 10/20/2009 Current Version

Tuition remission students under this policy shall not be counted in determining if class size is sufficient for a course offering. Tuition Remission students will be counted in order to determine faculty compensation for teaching a course.

3.6.8.0.0.0.0 Tuition Exchange Programs

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The University participates in two tuition exchange programs: the Council of Independent Colleges Tuition Exchange Program (CIC-TEP), and Tuition Exchange, Inc. While similar in name, these two programs differ in how they are administered.

Participation in these two plans is limited to eligible dependents of qualifying faculty and staff members. Contact the Human Resources Department or visit the Human Resources Department web site for information.

3.6.9.0.0.0.0 Miscellaneous Benefits

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Full and part-time faculty and staff members are eligible for the following benefits. Gannon ID may be required.

3.6.9.1.0.0.0 Cultural Events

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Full-time and part-time faculty and staff members are invited to participate in all events sponsored by the University. Publicity is distributed in advance of these events and additional information is made available by the sponsoring department. Certain events presented as fundraisers may require payment for admission.

3.6.9.2.0.0.0 Dining Facilities

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The University's dining facilities offer discounts to full-time and part-time faculty and staff members.

3.6.9.3.0.0.0 Gannon Bookstore

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Full-time and part-time faculty and staff members are entitled to receive a 10 percent discount on purchases made at the Gannon Bookstore for their personal use and that of their immediate family.

3.6.9.4.0.0.0 GU Gold Card

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

The Identification Card comes with the GU Gold account option. When activated, this card works like a debit card when making purchases in the Gannon Bookstore, Doc's Landing, Ran Sac, Palumbo Food Court, and numerous businesses in the community. See Volume II, Subsection 2.10.6 for additional information.

3.6.9.5.0.0.0 Identification Card

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

All faculty and staff must obtain a University Identification Card from the Campus Police and Safety Office. This ID card identifies that the bearer is entitled to the certain privileges. It is also an important means for maintaining a secure campus environment.

Certain staff are required by the nature of their positions to wear Gannon University Identification Cards in a visible manner. Staff whose jobs fall into these categories will be advised by their immediate supervisors of the need for this practice.

3.6.9.6.0.0.0 Intercollegiate Sports

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Free admission for two at all regular season home sporting events that require tickets for admittance.

3.6.9.7.0.0.0 Nash Library

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

All faculty and staff enjoy borrowing and reference privileges.

Faculty and staff members may utilize the Carneval Athletic Pavilion (CAP) at no charge provided they present a current University Identification Card.

The spouse or dependent child of a full-time faculty or staff member may be admitted to the Carneval Athletic Pavilion. Dependent children includes those 18 years and younger and those over the age of 18 if claimed as a dependent on the faculty or staff member's tax return.

The daily fee for admission of a spouse or dependent child without a University Identification Card is $3. The spouse and/or dependent child may obtain a University Identification Card from the Campus Police and Safety Office at a cost of $5. Children age 5 years and younger do not require a University Identification Card.

Dependents less than 16 years of age must be supervised by a parent or guardian at all times and in all areas (except the locker room if not the same sex as the parent). Spouses and dependents (16 years of age and older) have unlimited access to the facility. See Volume II, Subsection 2.10.7 for additional information.

3.6.9.8.0.0.0 Parking

Revision Date: 1/26/2009 Approval Date: 1/26/2009 Current Version

Ramp and limited campus parking is available to full-time faculty and staff members at a shared cost with the University. Details and applications are available at the Campus Police and Safety Office.

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VOLUME IV FACULTY PERSONNEL POLICIES

4.0 General Statement

Volume IV of this Policy Manual contains the approved policies and procedures of the University concerning the terms and conditions of faculty employment at the University. Volume IV is incorporated by reference into the individual Faculty Appointment Notices of each faculty member. Where the terms and provisions of an individual appointment notice of a faculty member are inconsistent with the general policies contained herein, the provisions of the individual appointment notice shall control. Otherwise, the provisions of this Volume will remain in effect until changed by the procedures contained in this Volume. Should there be any misapplication, misinterpretation, or violation of specific provisions in this Volume, the faculty member involved should report the circumstance to the Dean of the appropriate college.

The administrative or assigned staff responsibilities of faculty members are specified in the individual appointment notices of such faculty members.

While authority to change policy ultimately resides with the Board of Trustees, recommendations for change are invited from all persons involved. Persons seeking to amend a portion of this Volume IV should work through the appropriate committee or administrator.

With the exception of personnel policies and employment benefits, other institutional policy changes can be written to become effective immediately following approval by the President and/or Board of Trustees as required by the Board Bylaws, and then published. See Section 4.16 Revision of this Volume IV for other revision policies and procedures.

4.1 Definition of Faculty, Faculty Rank, and Faculty Titles

4.1.1 Definition of Faculty

The faculty comprises all the persons having appointment for the instruction of students, as well as those persons who are appointed to the University with faculty status in order to reflect potential or actual instructional capacity (i.e., librarians, learning resources faculty, and professional staff). The faculty of the University shall consist of four distinct groups:

1. Ranked full-time faculty;
2. Pro-rata faculty;
3. Adjunct or per-unit faculty; and
4. Special appointment faculty.

4.1.2 Ranked Faculty

The titles Professor/Teaching Professor, Associate Professor/Associate Teaching Professor, Assistant Professor/Assistant Teaching Professor, or Instructor indicate full-time or pro-rata appointments to the instructional faculty. In accordance with the University's standards, the Provost and Vice President for Student Experience and the President award initial ranking at the time of employment. Rank from other accredited institutions of higher education will be considered by the University when offering a letter of appointment. Should an individual not have held rank previously, an initial appointment at the rank of Associate or Full Professor will be made only after consultation with the University Rank, Tenure and Academic Freedom Committee and after evidence has been given that the new faculty member would meet the standards required by the Committee for promotion of incumbent faculty members.

Thereafter, faculty may apply for promotion in rank through formal application process set forth in Section 4.6.

4.1.2.1.0.0.0 Full-Time Faculty Members

A full-time faculty member is an employee of the University pursuant to a Term, Notice, or Continuous Appointment (see Section 4.2 Policies Pertaining to Faculty Appointments), who is qualified for appointment to one of the academic ranks listed above, and ordinarily has full-time teaching duties or has teaching and other duties (e.g., research, academic administration, counseling, library duties) under the authority of the Provost and Vice President for Student Experience, equivalent to a full-time teaching load and fulfills the duties and responsibilities of a faculty member.

4.1.2.2.0.0.0 Pro-Rata Faculty Members

A pro-rata faculty member is an employee of the University with a position of half-time or more, but not full time, pursuant to a term appointment (see Section 4.2 Policies Pertaining to Faculty Appointments), who is qualified for appointment to one of the academic ranks listed above, and teaches at least half-time or more but not full-time on a year-to-year basis. They have, on a pro-rata basis, responsibilities for advising, serving on committees and all other responsibilities of full-time faculty members. Full-time faculty members may request pro-rata status from the Provost and Vice President for Student Experience who may approve such status.

4.1.2.3.0.0.0 Adjunct Faculty Members (Per-Unit Faculty)

Adjunct Faculty Members are employed pursuant to term appointments (see Subsection 4.2.2 Term Appointments) and carry the rank of lecturer. Such faculty usually have no other faculty duties or responsibilities (i.e., committee obligations, advisement), except for those specified by their department or school. They do not accrue time towards sabbatical. Adjunct ranking for per-unit faculty will not determine rank should a full-time or pro rata employment appointment be offered.

4.1.2.4.0.0.0 Clinical Educators

Clinical educators include persons who are associated with the University, receive no compensation or employee benefits directly from the University, and assist in the instructional program of the College on a part-time basis on or off campus.

4.1.3 Criteria for Faculty Rank

4.1.3.1.0.0.0 Instructor

An Instructor is a faculty member who, at the time of that instructor's appointment, does not meet the requirements for higher rank or who is hired on a tenure track or teaching track status to teach a full-time course load. Length of appointment is one year with potential for renewal.

4.1.3.2.0.0.0 Assistant Professor

An Assistant Professor is a faculty member who holds the recognized terminal degree appropriate to that person's discipline and position of appointment or provides evidence of having nearly completed the terminal degree.

4.1.3.3.0.0.0 Assistant Teaching Professor

An Assistant Teaching Professor is a faculty member who holds the recognized degree appropriate to that person's discipline and position of appointment. An Assistant Teaching Professor must have a minimum of three years of satisfactory service as an Instructor at Gannon University or at another college or university.

4.1.3.4.0.0.0 Associate Professor

An Associate Professor is a faculty member who holds the recognized terminal degree appropriate to that person's discipline and position of appointment and has a minimum of four years of satisfactory service as a full-time faculty member at the rank of Assistant Professor at Gannon University or at another college or university.

4.1.3.5.0.0.0 Associate Teaching Professor

An Associate Teaching Professor is a faculty member who holds the recognized degree appropriate to that person's discipline and position of appointment and has a minimum of five years of satisfactory service as a full-time member at the rank of Assistant Teaching Professor or Assistant Professor at Gannon University or at another college or university.

4.1.3.6.0.0.0 Professor

A Professor is a faculty member who holds the recognized terminal degree appropriate to that person's discipline and position of appointment and has a minimum of four years of satisfactory service as a faculty member at the rank of Associate Professor at Gannon University or at another college or university.

4.1.3.7.0.0.0 Teaching Professor

A Teaching Professor is a faculty member who holds the recognized terminal degree appropriate to that person's discipline and position of appointment and has a minimum of five years of satisfactory service as a faculty member at the rank of Associate Teaching Professor or Associate Professor at Gannon University or at another college or university.

4.1.3.8.0.0.0 Appropriate Terminal Degree

The appropriate terminal degree shall be an earned doctoral degree or terminal degree as defined by the accrediting body of the faculty member's program or discipline or, if none, by the appropriate professional association for the faculty member's discipline on the date the faculty member's terminal degree status is relevant, e.g., date of hire, time of application to promotion in rank, and/or time of application for tenure. See Section 4.17.1 Appendix: Acceptable Terminal Degrees for Disciplines for a listing of terminal degrees normally accepted by the different disciplines for promotion in rank and tenure applications.

4.1.4 Special Appointment Faculty

4.1.4.1.0.0.0 Artist/Writer/Scholar-in-Residence

The university may appoint artists, writers, scholars, and other distinguished individuals to the special faculty status of artist/writer/scholar-in-residence. Such appointments are awarded for a specific period of time and may be full-time, pro-rata or per unit depending upon the needs of the university. They are appointed by the Provost and Vice President for Student Experience after consultation with the respective dean of the applicable college.

4.1.4.2.0.0.0 Replacement Faculty

The university may appoint a replacement faculty member to full-time, pro-rata or per unit status for a specific period of time. Time served under full-time or pro-rata replacement term appointment does not count towards promotion or sabbatical leave unless so indicated by the dean of the appropriate program or college and the Provost and Vice President for Student Experience at the time of hire or at the time of conversion to a regular appointment.

4.1.4.3.0.0.0 Emeritus Faculty

The title of professor/teaching professor emeritus, associate professor/associate teaching professor emeritus, or librarian emeritus is an honor based on the career contributions of the candidate throughout their tenure at Gannon University. This includes a combination of excellence in teaching, advising, scholarship, collegiality, and service to the university, their profession, and community. The appointment of the title "Emeritus" is limited to those who have held a minimum of 15 years of continuous employment. The awarding of emeritus status is a recognition— and is not a promotion nor salaried appointment. Emeritus is an honorary title for Professors/Teaching Professor, Associate Professors/Associate Teaching Professors, and Librarians who have demonstrated an exemplar record throughout their employment.

Eligibility

To be eligible for Emeritus status, individuals must meet the following eligibility criteria:

- Hold a full-time academic appointment as a Teaching Professor/Associate Teaching Professor, Librarian, or tenured Professor/Associate Professor prior to their retirement.
- Must have a minimum of 15 years of continual exemplary employment within the university.

Applications for emeritus status must be completed within two years following retirement from full-time employment for consideration. Service as part-time faculty post-retirement does not extend the clock.

Process

The application for Emeritus status is completed anytime following their formal announcement of retirement or up to 2 years from their date of retirement. The application must be submitted by 11:59pm on May 31 in the year of consideration. Submission details are provided on the Faculty Senate website. The Faculty Emeritus Review Committee will meet and review all applications for completeness and thoroughness. Recommendations for all applicants will be sent to the university Provost by October 31st. The Provost will review all applications and recommendations and report their decision for the title of Emeritus to the university President. Upon approval of both the Provost and President, applicants will be notified of the decision by March 30th by the President's Office.

Faculty Emeritus Review Committee

The Faculty Emeritus Review Committee will have one representative from each college that is appointed by Faculty Senate to serve a consecutive 3-year term. The Faculty Emeritus Review Committee will operate under the jurisdiction of the Faculty Senate who will appoint one senate

representative from its membership to chair the committee. The sole function of this committee is to provide recommendations to the Provost for the attainment of Emeritus status.

Application Materials

Candidates for consideration of emeritus status for faculty, both tenured and teaching track, must include the following:

- Date of initial appointment, length of service, and date of retirement
- Letter of intent
- Evidence of substantial contributions to the university, college, department, and profession throughout their academic appointments
- Evidence of scholarship (for tenured faculty) and service
- Evidence of collegiality
- Evidence of exemplary teaching and advising
- An updated curriculum vitae.
- A peer nomination (tenured and/or ranked faculty member) letter that includes a substantive narrative addressing how the nominee qualifies for emeritus status.
    - The nomination letter should refer to specific evidence of the nominee's qualifications.
- Letter of recommendation from the applicants chair or dean
- Copies of the applicant's annual performance reviews for the past three years
- Additional supporting materials may include:
    - Letters of commendations, special recognitions or awards received
    - Summary reports of recent student evaluations
    - Letters of support from those outside their department (maximum of two)

Candidates for Emeritus status for Librarianship must include the following:

- Date of initial appointment, length of service, and date of retirement
- Letter of intent
- Evidence of substantial contributions to the university, department, and profession throughout their academic appointments
- Evidence of scholarship (if tenured) and service
- Evidence of collegiality
- An updated curriculum vitae.
- A peer nomination letter (tenured/ranked librarian or tenured/ranked faculty member) that includes a substantive narrative addressing how the nominee qualifies for emeritus status.
    - The nomination letter should refer to specific evidence of the nominee's qualifications.
- Letter of recommendation from their immediate supervisor
- Copies of the applicant's annual performance reviews for the past three years
- Additional supporting materials may include:
    - Letters of commendations, special recognitions or awards received
    - Letters of support from those outside their department (maximum of two)

Emeritus Recognition

Notification and Presentation of Emeritus Status

A letter of achievement of the title Emeritus will be sent by the President to each individual awarded Emeritus Status. Each awardee will be honored and presented a certificate at the annual Faculty Awards Ceremony.

Applicants who are not considered for the Emeritus title will be personally notified by the Provost (refer to reconsideration).

The titles, upon award of emeritus status, will be based of the rank achieved at the time of retirement:

- Emeritus Professor
- Emeritus Associate Professor
- Emeritus Librarian
- Emeritus Teaching Professor
- Emeritus Associate Teaching Professor

Reconsideration

Candidates whose application for Emeritus status is declined may request reconsideration in the following year from their initial application. Reapplication will be necessary following the procedures described above. A candidate can only request reconsideration once. If declined, the Provost will notify the candidate regarding the reason(s) for declining the application.

Revocation of Emeritus Status

At the discretion of the University, Emeritus Status may be revoked at any time. Without limiting such discretion, revocation may occur when it is determined that the individual's conduct, before or after receiving the Emeritus designation, conflicts with the intent and spirit of the designation and/or causes harm to the University's reputation/mission.

Concerns will be brought forth to the Senate Emeritus Review Committee for investigation and review. Information and concerns will be brought forth to the President of Gannon University for action.

The President of Gannon University is authorized, upon Board of Trustees' approval, to revoke an individual's Emeritus Status. The President shall inform the retiree of the decision. The retiree will no longer utilize the emeritus title and all rights and privileges associated with this designation will be null and void.

4.1.4.4.0.0.0 Visiting Appointments

Visiting appointments are reserved for faculty members of other institutions, professor's emeriti, and persons distinguished in their fields. A visiting faculty is appointed for a designated period of time and is projected to teach, lecture, or perform research. They are appointed by the Provost and Vice President for Student Experience after consultation with the respective dean of the applicable college.

4.1.4.5.0.0.0 Faculty Status for Professional Staff

Professional staff with faculty status are those full- or pro-rata personnel who function in an instructional capacity outside the classroom (e.g., some librarians and learning resources faculty), or those who perform a combination of faculty, staff, and professional duties as approved by the appropriate dean and the Provost and Vice President for Student Experience. They are subject to all responsibilities and standards of teaching performance that apply to other full-time or pro-rata faculty and receive the same academic freedom in teaching and learning situations as other faculty members. With regard to the non-academic aspects of their duties they are governed by the provisions of volume V (Personnel Policies for Administrators and Staff) of the policy manual.

4.2 Policies Pertaining to Faculty Appointments

4.2.1 Faculty Appointment Notices (Full Time)

The faculty appointment notice is the official appointment document of the university. It specifies school association, rank, remuneration, and other terms of employment effective during the appointment period.

Faculty appointment notices are approved annually by the Provost and Vice President for Student Experience of the university and are distributed to the full-time faculty in the spring prior to the relevant academic year. One copy of the appointment notice, signed by the faculty member, is to be returned to Human Resources on or before May 15.

Faculty members will be given, at the time of their initial employment and annually thereafter, an appointment notice if appropriate by the provisions of Volume IV stating in writing the following terms and conditions of their appointment to the faculty:

1. Period of appointment;
2. Academic rank;
3. Tenure status (tenured, tenure track, teaching or teaching track);
4. Salary and period of time to which the salary applies;
5. Specific responsibilities of faculty;
6. Relevant stipends or release time.

Any extensions or modifications of an appointment, any special understandings, or any notices incumbent upon either party to provide, will be stated in the appointment notice.

The appointment notice outlining these terms will normally be presented to the faculty member in writing and/or electronically on or before March 15 preceding the year to which the notice will apply.

Following such discussions between the faculty member and the University as may be necessary, the faculty member, the Provost and Vice President for Student Experience, and the Associate Vice President for Finance will sign the appointment notice and a copy of the executed notice will be given to the faculty member.

If a faculty member has not signed the appointment notice on or before May 15 the University will conclude that the faculty member does not intend to renew or continue that faculty member's appointment to university faculty.

With the exception of special appointments clearly limited to a brief association with the institution, and reappointment of retired faculty members on special conditions, full-time appointments to the rank of instructor or higher are of five kinds: (1) tenured, (2) tenure-track, (3) teaching, (4) teaching track or (5) non-tenure track/non-teaching track. Faculty members in tenure-track and teaching-track positions will be informed in writing by the Provost and Vice President for Student Experience of all matters relative to their eligibility for the application for tenure.

Tenure-track appointments may be for one year, or for other stated periods, subject to renewal. The total period of full-time service prior to the application for tenure will not exceed six years. Up to two years of service credit for a full-time appointment from another accredited institution may be requested by an applicant at the time of application for tenure. Such requests must be approved by the appropriate dean and the Provost and Vice President for Student Experience. Scholarly leave of absence for one year or less will count as part of the tenure-track period, unless the individual and the University agree in writing to an exception to this provision at the time the leave is granted.

The faculty member will be advised, at the time of initial appointment, of the substantive standards and procedures generally employed in decisions affecting renewal and tenure by the appropriate Dean. The faculty member will be advised of the time when a decision affecting renewal or tenure is to be made and will be given the opportunity to submit material believed to be helpful to an adequate consideration of the circumstances.

When a decision not to renew a faculty appointment has been reached, the faculty member will be informed of that decision in writing. The faculty member may request the reasons that contributed to that decision and may appeal this decision.

4.2.2 Term Appointments

Term appointments at the university are given to adjunct and special appointment faculty members and are limited to the term of employment outlined in the letter of appointment. Term appointments do not assure continued employment after the term specified in the notice expires.

Term appointments may also be offered to full-time and adjunct faculty in special circumstances, such as summer session appointments, one-semester replacements for faculty on leave, or short-term academic needs.

4.2.3 Appointment Notice: Non-Tenure/Teaching Track (NTT)

A non-tenure/teaching track (NTT) faculty member is a full time employee of the University. Teaching Track faculty are required to engage in teaching and advising or librarianship, professional development, and service to the department, college, university, profession and community. Teaching track faculty may be considered for rank within the teaching track structure and completion of a rank package inclusive of Instructional Activities, Professional Development, and Service.

Scholarship is not a requirement of this faculty. The reasons for inclusion of faculty in this category include, but are not limited to, one or more of the following:

A. The recognized terminal degree in the faculty member's discipline (as recognized in Section 4.17.1 of the IPM) does not include preparation for scholarship;

B. The faculty member does not have the recognized terminal degree in his or her discipline but is otherwise professionally qualified as determined by the University;

C. The faculty member has other duties, as designated by the Department Chair, College Dean, Provost and Vice President for Student Experience, and/or Accrediting Body for the faculty member's discipline, that occupy the majority of the faculty member's time;

D. The faculty member is a librarian whose duties include 40 hours per week of librarianship.

4.2.3.1.0.0.0 Annual Notice Appointments, Tenure Track

A full-time faculty member with a notice appointment may expect the appointment to be renewed unless otherwise notified pursuant to the terms of the applicable notice. A notice appointment is for a period of one academic year. Faculty appointed on a tenure track are subject to the provisions of Section 4.7 Definition of Tenure of this Volume IV of the Policy Manual. All notice appointments are subject to the Policy and Procedures found in Section 4.8, Separation, of this Policy Manual.

4.2.3.2.0.0.0 Appointment Notice, Teaching Track

An Appointment Notice is for a period of one academic year. Teaching track faculty members continuing beyond the first two years of service at Gannon (or as otherwise set forth in the Faculty Appointment Notice) may be eligible to receive a three-year teaching track notice appointment. Faculty members continuing beyond the first three-year notice will be eligible for a five-year renewable teaching notice appointment. Appointment Notices are subject to the Policy and Procedures found in Section 4.8, Separation, of this Policy Manual.

Single-Year Notice Appointments
Single-year appointments are issued by the University to teaching-track faculty at the rank of teaching instructor, assistant teaching professor, associate teaching professor, or teaching professor.

Individuals are eligible to receive a maximum of three consecutive single-year appointments. All renewals of single-year notice appointments are at the discretion of the University, based upon assessment of the faculty member's performance, ongoing personnel needs, and the availability of funds. Single-year appointments are subject to the approval of the Provost and are issued on official appointment notice.

Three-Year Teaching Appointment

Teaching-track faculty members may obtain three-year teaching-track appointments through a successful Performance Review and recommendation of the Department Chair and Dean. Faculty may seek a three-year appointment following the successful completion of two one-year notice appointments. If denied, a faculty member may seek a third year. A three-year appointment gives the faculty member the right to the appointment for its duration unless the individual resigns, retires, or becomes permanently disabled; or is terminated for cause, medical reasons, the availability of resources, or the formal discontinuance or reduction of a degree or program area before the appointment reaches its stated expiration date.

Three-year appointments are subject to the approval of the Provost. They are contingent upon the availability of funds and needs of the academic department.

Five-Year Teaching Appointment
Recommendations for 5 year appointment contracts will be completed during the fifth year of a teaching-track faculty member's continuous employment on single-year and three-year appointments. Individuals successfully completing the review will be awarded a five-year teaching faculty appointment while those receiving negative reviews will not be granted another appointment. In cases where teaching-track faculty has been granted years of credit for prior service, such faculty will be eligible to apply for a five-year contract no sooner than their third year and must apply no later than their sixth year of employment. Teaching faculty members serving the University on five-year appointments may seek renewal of those appointments through participation in their Performance Review process to be initiated during the fourth year of the appointment period. Faculty earning positive Performance

Reviews will be granted a second five-year appointment and will be eligible to seek additional five-year appointments.

A five-year teaching-track appointment gives the faculty member the right to the appointment for its duration unless the individual resigns, retires, or becomes permanently disabled; or is terminated for cause, medical reasons, the availability of resources, or the formal discontinuance or reduction of a degree or program area before the appointment reaches its stated expiration date.

Five-year appointments are subject to the approval of the Provost.

4.2.4 Continuous Appointment/Tenured Faculty

Tenured faculty members are entitled to annual renewal of their appointments and shall be subject to the terms and conditions of employment that exist at the time of each annual renewal and are further subject to Separation Policies in Section 4.8.

4.2.5 Locus of Appointments

All faculty appointments have as the locus of their appointment the applicable school, program or department and disciplines stated in their initial or annual renewal. Dual appointments to different academic units may be granted to a faculty member. In such a case, the Provost and Vice President for Student Experience, in consultation with the faculty member and the Dean will select one academic unit as the faculty member's primary academic unit for the purpose of this Volume IV (e.g., locus, evaluation, promotion, separation).

4.3 Guidelines for Search, Appointment, and Orientation of Faculty

Guidelines for recruiting and selecting faculty are available to the chair and the members of a search committee from the Director of Human Resources or the Human Resources web site. See also Volume III, Section 3.2 Employment Policy.

4.4 Faculty Personnel Records

Guidelines regarding personnel records may be found in Volume III, Section 3.3 Personnel Records.

4.5 Evaluation of Faculty

4.5.1 General Information Regarding Evaluation

Because faculty excellence is essential to the mission of the university, faculty performance is evaluated annually for notice renewal by the applicable college dean, school director, program director/chair or coordinator, and the Provost and Vice President for Student Experience. Faculty performance is also evaluated by the College Rank and Tenure Committee and the University Rank, Tenure, and Academic Freedom Committee in order to recommend faculty members for promotion in rank and granting of tenure. Tenure and promotion are two separate designations (See Section 4.6, Promotion Policies and Procedures, and Section 4.7, Tenure). The process of evaluation, however, is the same for each of these designations and is set forth in Section 4.5.

4.5.2 Purpose of Faculty Evaluations

Faculty evaluation assists faculty members in their performance and in the process of achieving retention, promotion and tenure. Properly conducted, faculty evaluation will enhance all academic programs because it encourages faculty members to work toward:

1. Improving the instructional program in their areas of expertise, especially through effective teaching and student advisement;
2. Assuming responsibilities within their academic unit and discipline and in the university;
3. Serving, when possible, on college and university-wide committees which aim at improving the instructional affairs of the university;
4. Performing service to the community-at-large;
5. Engaging in scholarship (tenure and tenure track).

4.5.3 Principles of Faculty Evaluations

The university's mission helps define the faculty members' roles. The university's mission in turn is defined by the faculty members' work as teachers and scholars, as colleagues, as mentors to the students, and as servants to the community. These varying roles have helped to form the several principles underlying faculty evaluation.

1. Excellent teaching and advising are required of all faculty members because the university's primary responsibility is to its students and to their academic advancement and growth.

2. Direct involvement in campus activities is required of all full-time faculty members because the collaborative nature of our educational efforts demands time spent with one another and with our students.

3. Tenure and tenure track faculty members have a professional obligation to contribute to the dissemination of knowledge beyond the classroom and to remain current in their fields by engaging in scholarship, research, and writing.

4. The service requirement recognizes two important facets of a faculty member's status:

    a. That universities function most effectively when faculty members participate in university governance and administration; and

    b. That society rightfully expects persons affiliated with higher education to play a significant role in public life.

5. Those applying for promotion and tenure at the institution must be measured against the standards as they are specified at the time of application, rather than at the time of hire. These important decisions must be made in light of the highest standards and not the lowest.

6. To achieve the goals set forth in this section, support of the faculty via faculty development must be considered an important institutional priority.

4.5.4 Procedures for Faculty Evaluation

1. The faculty member will submit annually a completed Self-Evaluation Profile and professional development plan in a timely manner to the appropriate Department Chair/Program Director.
2. The Department Chair/Program Director or School Director will follow the same annual review process under the direction of the Dean or designate from that college.
3. During January, the faculty member compiles and reviews the data in the completed evaluation instruments and prepares a self-evaluation of the faculty member's teaching as reflected in the data derived from course evaluations and peer observations.
4. The Department Chair/Program Director or School Director will discuss the assessment reports with the faculty member. External evaluation of the faculty member's self-evaluation and development plan may be obtained for any annual review, if requested, by the faculty member or the Department Chair/Program Director or School Director. The faculty member and the Department Chair/Program Director or School Director shall mutually agree upon the external reviewer.
5. At the conclusion of the review, the Department Chair/Program Director or School Director will provide the faculty member and the Dean of the college with a written assessment of the faculty member's performance.
6. The College Dean, if necessary, will discuss the assessment report with the faculty member and the Department Chair/Program Director or School Director. The College Dean will provide a written recommendation to the Department Chair/Program Director or School Director and the faculty member. This recommendation will include a specific identification/list of the required performance improvements and/or appropriate reward, at the appropriate rank of the faculty member, in relation to teaching, scholarship and professional development, and service.
7. The most recent development plan will become an attachment to next year's self-evaluation.

4.5.5 Instruments of Faculty Evaluation

The faculty evaluation instruments should be designed to improve faculty performance, and academic units must include among their evaluation tools the following: a Self-Evaluation portfolio and development plan, written by the faculty member to be evaluated; peer evaluations and peer observation reports; course evaluations; and any relevant comments on contributions of a faculty member in areas other than instruction. The purpose of the evaluation of a faculty member conducted by the appropriate academic unit or the library is not merely to improve faculty performance. The results of these evaluations are also used to support decisions concerning the retention, promotion, termination, and tenure of individual faculty members since the improvement of faculty performance must be recognized and, where appropriate, rewarded by both the faculty and the administration.

4.5.5.1.0.0.0 Self-Evaluation

A Self-Evaluation Portfolio, to be completed by the faculty member, shall include:

Self-Evaluation: The evaluation of teaching performance prepared as a result of these procedures is incorporated into a Self-Evaluation portfolio developed by each faculty member which also includes evaluations of the faculty member's performance in areas such as the following: student advisement, course and curriculum development, program and department administration, institutional governance, research, consulting, publications, and community service. During the first week in February, each Department Chair/Program Director or School Director will discuss the Self-Evaluation form with each faculty member individually. During this discussion, both parties may note strengths and weaknesses in teaching effectiveness and in the performance of other responsibilities and agree upon specific areas in which the faculty member would attempt to strengthen performance. When the results of this initial meeting so indicate, additional meetings between a faculty member and the College Dean will be held.

The evaluation process concludes with the preparation of a written Self-Evaluation portfolio that is prepared jointly by the faculty member and Department Chair/Program Director or School Director for submission to the Academic Deans and the Provost and Vice President for Student Experience on or before February 15. This portfolio will indicate whether deficiencies in teaching effectiveness or the performance of other faculty responsibilities identified in earlier evaluations persist and whether recommendations for improving the performance of the faculty member have been implemented and have proved successful.

4.5.5.2.0.0.0 Faculty Development Plan

The Faculty Development Plan shall indicate the mix of scholarly (tenure and tenure track), professional, civic, creative, and other activities that the faculty member will use to maintain and increase that faculty member's skills and professional competencies and indicate the support (if any) required from the university or other sources that would be needed to implement the plan. The Dean and Department Chair/Program Director will assist the faculty member in this process and help ensure that the planned activities are consistent with the faculty member's other university commitments. The plan will be subject to periodic review and discussion between the faculty member, the faculty member's Department Chair/Program Director or School Director and College Dean. Faculty members will be asked to comment on their achievement of planned objectives as part of the university's performance evaluation procedure.

1. Short and long-range goals shall be defined. A statement shall be made on the kind of assistance the faculty member expects from the University.

2. A statement shall be made of the faculty member's perception of the University's expectations with respect to duties and responsibilities in terms of the academic unit's planning objectives and goals including constructive evaluation of those goals and objectives, and of the faculty member's expectations of the University with respect to all aspects of the appointment: e.g., working conditions.

3. An assessment shall be made of how well the faculty member confirms that the individual goals set the previous year have been met, if applicable.

4.5.5.3.0.0.0 Student Course Evaluation

At the end of each term, Gannon University will distribute a course evaluation survey to students for each class in which they are enrolled. Faculty are not to be present in the classroom if students are given time to complete the course evaluation survey during class. Course evaluation surveys will be administered as follows.

Course Length	Administration Time
<3 weeks	within last 3 days of class
3–7 weeks	within last week of class, excluding finals
>7 weeks	within last two weeks of class, excluding finals

The use of an official course evaluation survey does not preclude faculty from distributing an additional survey instrument of their choosing, to be administered and collected separately from the official course evaluation survey.

The Provost and Vice President for Student Experience's designee will deploy the course evaluation surveys and manage access to results. Course evaluation survey results will be released 10 calendar days after the official course end date. The results will be made available to the faculty member, the appropriate chair or program director, and the appropriate Dean's Office. The Deans may grant exceptions to the requirement to administer a course evaluation survey for certain courses.

4.5.5.4.0.0.0 Peer Classroom Observation

This report shall include reports by other faculty members with similar academic backgrounds in the same or closely related academic area of the faculty member being evaluated. At least one of the peer observers is to be chosen by the faculty member in consultation with the Chair/Program Director or School Director from a list of colleagues submitted by the faculty member to be observed.

In the case of librarians, an application for promotion or tenure must first be presented to a Peer Review Committee, consisting of the Library Director and the other librarians, who will make a recommendation to the Rank, Tenure, and Academic Freedom Committee.

4.5.5.5.0.0.0 Additional Evaluation Tools

Evaluation tools in addition to the above may be used but must be identified in the academic unit's description of its evaluation procedure.

4.5.5.6.0.0.0 Pre-Tenure Review

Purpose

Teaching and tenure-track faculty at Gannon University participate in a formal Early Career Review (ECR) after completing their third full-time year, inclusive of any years of service brought from other institutions (as described in IPM 4.7.3.0.0.0.0). The ECR provides a formal mechanism for candidates to obtain comprehensive feedback from faculty outside of their professional disciplines and established evaluative process. Candidates submit their Early Career Review Application to the Early Career Review Committee (ECRC), their Chair /Program Director, and the Dean of their college. At an annual Early Career Review Workshop, feedback is provided to each candidate by the ECRC on their progress toward achieving tenure and/or promotion. Recommendations for further improvement are made and candidates may ask individual questions about the tenure process and/or promotion and requirements. The purpose of this review is to provide comprehensive formative feedback for faculty at an impactful time in the career advancement process. It is not meant to be evaluative, and the feedback received does not need to be included in tenure or promotion portfolios.

Early Career Review Committee (ECRC)
The ECRC is a standing committee of the Faculty Senate. It is comprised of current and past members of the Gannon University College and University Rank and Tenure Committees and is designed to help candidates interface with experienced faculty. The exact number of committee members will change each year, depending on the number of ECR applicants. To provide comprehensive feedback and multiple perspectives, each faculty applicant is assigned one reviewer from MCHPS, CEB and CHESS. Librarians may also provide guidance or serve as reviewers. Reviewer assignments shall be made and agreed upon by the members of the ECRC. The Faculty Senate President will call the first meeting in the fall semester, give the committee its charge, and confirm the number of reviewers that will be needed that year. The chair of the ECRC will be elected at the first meeting of the committee in the fall semester.

Committee Membership

a) Five tenured faculty members with the rank of Associate Professor or higher from each of the academic colleges. One teaching/teaching track faculty member with the rank of Associate Teaching Professor or higher from each of the academic colleges. Prior service experience on the college or university rank and tenure committee is preferred, but not required.
b) One tenured librarian. A tenured librarian will only be required to participate when the applicant pool includes a professional librarian.
c) Appointment: Members will be appointed by the Faculty Senate.
d) Term of Service: Members of the committee shall be appointed for a period of three years.

Timeline

September: The Office of the Provost is notified by the College Deans of the faculty who are completing their third academic year at the University.

October or November: Applicants attend a workshop on the ECR process.

February or March: Applicants attend a workshop on the ECR process.

May 15: Applicants submit ECR application materials; ECRC members, Chairs/Program Directors, and Deans begin review of applications.

June (1st Wed.): Applicants and ECRC members attend Annual ECR Workshop. Written feedback in the form of a one-page summary of the applicant's progress toward tenure and/or promotion is provided to Faculty, Chairs/Program Directors and Deans by Reviewers.

June: Written feedback is also provided by Chairs/Program Directors to the applicant, which will be added to the feedback page provided by the ECRC.

July: Written feedback is also provided by Deans to the applicant, which will be added to the feedback page provided by the ECRC and the Chairs/Program Directors/Directors.

Early Career Review Application
The following documents comprise the Early Career Review Application.

1. Curriculum Vitae
2. Student Evaluations of Teaching Performance
3. Annual Self Evaluations Including Peer Observation Reports
4. Performance Appraisal Forms from Department Chair and Dean
5. Sample Narrative. The sample narrative is a brief document that provides an opportunity for the applicants to demonstrate their writing styles, considering that faculty from other disciplines will be reviewing their applications. Applicants are not to submit rank or tenure narratives or applications for review. To guide the writing process, applicants should reference section Vol. IV Section 4.5.7 of the Gannon University Institutional Policy Manual (IPM) . This resource is available on the webpage of the Provost (https://my.gannon.edu), and on Faculty Mentoring webpages. Candidates are encouraged to submit supporting documents for these sections, just as they would for the full tenure/promotion application.

The following sections comprise the sample narrative.

A. Teaching and Advising
   Applicants select one of the topics described in IPM Section 4.5.7.1.0.0.0 and describe how their performance demonstrates excellence in teaching as it pertains to the chosen category. Applicants must include one graph or table derived from course evaluation data in the narrative.

   Applicants select one of the topics described in IPM Section 4.5.7.2.1.0.0 and describe how the performance demonstrates excellence in advising as it pertains to the chosen category.

B. Scholarship and Professional Development

Tenure-track applicants select one example of their scholarly work (e.g., a publication or presentation) and describe how the selected work demonstrates excellence in scholarship as it pertains to the faculty member's discipline. Applicants should provide the reference to the scholarly work; indicate whether it is peer-reviewed, communicated and/or professional; and identify the relevant scholarship area(s) it fits into in the Boyer model. The accepted definitions of scholarship areas and of the terms peer-reviewed, communicated and professional are presented in Vol. IV Section 4.5.7.3.0.0.0 of the IPM.

All applicants select one example of professional development as described in IPM Section 4.5.7.3.4.0.0 and discuss how the activity contributed to their professional development.

C. Service

Applicants select one example of their service in each of the following categories (e.g., service on a committee, leadership in a professional society, participation in a community outreach program) and discuss how the selected activity demonstrates excellence in service.

- Service to the University
- Service to the Profession; and
- Service to the Community.

Expected Outcomes

1. Applicants gain familiarity with the process of application for tenure and/or promotion.
2. Applicants identify areas in which they have been most successful.
3. Applicants identify areas that potentially require improvement.
4. Applicants make meaningful revisions to their sample application based on feedback provided at the workshop, thereby improving the overall clarity of their writing and documentation.
5. Teaching- and tenure-track faculty interface with tenured faculty who have served on Rank and Tenure Committees, thereby increasing transparency for the tenure and/or promotion process and improving clarity of expectations.
6. Members of the College and University Rank and Tenure Committees will increase communication, thereby providing improved alignment and clarity of expectations among all Gannon University Rank and Tenure Committees.
7. The applicant's Chair/Program Director and College Dean will obtain a one-page summary of the applicant's progress toward tenure and/or promotion, thereby providing improved alignment and clarity of expectations among the individuals who evaluate tenure-track faculty annually.

Disclaimer: The feedback received by the applicant from the ECRC is not a guarantee that tenure and/or advancement in rank will or will not be granted to the applicant.

4.5.6 Confidentiality

Confidentiality of oral, written and electronic communications promotes candor and honesty among faculty and administrators involved with the review of candidates for reappointment, promotion, and tenure. Therefore, all oral, written and electronic statements made by members of review committees and by administrators during formal deliberations about reappointment, promotion, and tenure, whether at program, department, school, or college levels are and shall remain confidential.

4.5.7 Criteria for Evaluation of Faculty Performance

The responsibilities of faculty at Gannon University include teaching, advisement, scholarship (tenure and tenure track)/professional activity, and service to the University, professions, and community.

The goal of the faculty is excellence in the performance in all these areas of responsibilities.

General Responsibilities of All Faculty members

The three categories of tenure-track and tenured faculty duties include:

1. Instructional activities (teaching and advising) or librarianship.
2. Scholarship and Professional Development, including licensure, certification, continuing education, and clinical practice, as well as staying current with updates in one's field or discipline.
3. Service to the department, college, university, to one's profession, and to the community.

The three categories of teaching track and teaching faculty duties include:

1. Instructional Activities (teaching and advising) or librarianship.
2. Professional Development, including licensure, certification, continuing education, and clinical practice, as well as staying current with updates in one's field or discipline.
3. Service to the department, college, and university; to one's profession; to the community.

4.5.7.1.0.0.0 Teaching Excellence

All faculty members are expected to demonstrate excellence in teaching. Such excellence shall be accomplished in a spirit of balance conducive to an equitable and respectful learning environment. Evaluation of teaching effectiveness shall address the following:

1. Skill in communicating with students, showing balance by treating each with dignity and respect;
2. Commitment to students and their development, encouraging them to take responsibility for their intellectual and personal growth;
3. Command of one's discipline and knowledge of current developments in the faculty member's field;
4. Ability to relate one's subject to other areas of knowledge;
5. Ability to plan and execute a substantive, well-organized course;
6. Ability to utilize effective teaching methods and strategies; and
7. Demonstrated commitment to the Mission.

4.5.7.1.1.0.0 Documentation

Required evidence for the portfolio:

1. A narrative which demonstrates how the documentation presented meets the general criteria listed above;
2. A list of all classes taught in the most recent six semesters during which University-sponsored students' evaluations were completed;
3. Summarized (i.e., presented in tables or graphs) course evaluations for all classes taught in the most recent six semesters during which University-sponsored course evaluations were completed;
4. Syllabi for classes taught in the most recent six semesters during which University-sponsored course evaluations were completed prior to the application;
5. A minimum of one peer evaluation per year; and
6. Evidence of faculty development activities and other efforts done in order to improve instructional methods.

4.5.7.1.1.1.0 Optional Evidence

1. A list of new courses or programs developed;
2. Evidence of teaching and supervising activities outside the classroom;
3. Evidence of effort to integrate new informational technologies, service learning or experiential learning in the classroom.

4.5.7.1.2.0.0 Teaching Excellence Assessment

Teaching excellence is assessed annually using the following:

1. Course evaluations by students;
2. Peer evaluation; and
3. Self-evaluation.

4.5.7.2.0.0.0 Advising Students

The Gannon University Academic Advisement System is designed to establish and maintain a relationship between each Gannon student and a full-time member of the faculty of the University to facilitate the achievement of the personal, academic, career and professional goals of the student within the framework of the educational programs and services provided by the University. The central element in advising excellence is genuine and sustained concern for students as persons and belief in their capacity for self-directed growth. Academic advisement is a responsibility of all full-time members of the faculty. Faculty are expected to be available to assist students enrolled in their courses as well as advising assigned students in their program(s).

4.5.7.2.1.0.0 Responsibilities

Responsibilities of the faculty advisors include:

1. Developing and maintaining knowledge of university policies and curriculum requirements;
2. Maintaining files to document academic progress for students who are assigned as advisees;
3. Communicating to advisees the times and places where the faculty advisors will be available to meet with the student;
4. Reviewing grade reports of that person's advisees and advising them of their significance;
5. Assisting students in pre-registration, advising them regarding curriculum and graduation requirements;
6. Advising students regarding academic progress and career and professional objectives. Special attention shall be given to freshmen and others beginning their studies at Gannon to assist them in achieving appropriate outcomes;
7. Exercising prudence in advising students regarding purely personal matters: to the extent as appropriate, they shall direct students to other sources of professional academic and personal advisement and assistance such as the Counseling Center, Career Exploration and Development, Student Success Center or Financial Aid Office.
8. Assisting students in applying for admission to graduate or professional schools, in preparation for certifying examinations, licensure or certification, in making application for employment, and, when appropriate, writing letters of reference; and
9. Availability/accessibility to students. A campus presence beyond the minimum of regular office hours is expected.

4.5.7.3.0.0.0 Scholarship and Professional Development

Tenure and Tenure Track faculty are expected to engage in scholarly pursuits pertinent to their academic discipline. The terms scholarship and research have often been used interchangeably. Boyer acknowledged research as a process that is usually "viewed as the first and most essential form of scholarly activity" (Boyer, 1990, p 15). (Initially, however, he states that scholarship "referred to a variety of creative work carried out in a variety of places, and its integrity was measured by the ability to think, communicate, and learn" (Boyer, 1990, p15). Boyer (1990, 1996) defines five forms of scholarship:

1. The Scholarship of Discovery;
2. The Scholarship of Integration;
3. The Scholarship of Application;
4. The Scholarship of Teaching;
5. The Scholarship of Engagement.

4.5.7.3.1.0.0 Types of Scholarship

It is possible to identify at least five basic types of scholarship, which, as defined at the University, reflect, but do not embrace all details of the categories proposed by Ernest L. Boyer in Scholarship Reconsidered (1990) and The Scholarship of Engagement (1996).

4.5.7.3.1.1.0 Scholarship of Discovery

The Scholarship of Discovery encompasses those scholarly activities which extend the stock of human knowledge through the discovery or collection of new information. Such scholarship seeks to confront the unknown and typically exhibits a dedication to free inquiry, disciplined investigation, and the pursuit of knowledge for its own sake. The Scholarship of Discovery includes, but is not limited to, what is sometimes referred to as basic or original research.

Examples of the scholarship of discovery can include, but are not limited to:

1. Peer-reviewed publications of research, theory, or philosophical essays;
2. Grant awards in support of research or scholarship;
3. Collaboration with junior colleagues in research;
4. Presentations of research, theory, or philosophical essays;
5. State, regional, national, or international recognition as a scholar in an identified area;
6. Positive peer evaluations of the body of a scholarly work;
7. Abstracts of current literature for peer reviewed professional journals;
8. Book reviews for national, professional journals;
9. Peer-reviewed or published research/scholarly collaboration with graduate or undergraduate students; and
10. Editing of monograph, professional journal, book, or book chapter.

4.5.7.3.1.2.0 Scholarship of Integration

The Scholarship of Integration encompasses scholarly activities that are primarily interdisciplinary or interpretive in nature. Such scholarship seeks to better understand existing knowledge by making connections across disciplines, illuminating data in a revealing manner, drawing together isolated factors, or placing known information into broader contexts. It synthesizes, interprets, and connects the findings in a way that brings new meaning to those facts.

Examples of the scholarship of integration can include, but are not limited to:

1. Interdisciplinary grant awards;
2. Positive peer evaluations of contributions to integrative scholarship;
3. Reports of interdisciplinary programs or service projects;
4. Presentation of interdisciplinary papers or research at professional conferences; and
5. Peer-reviewed publication of interdisciplinary papers or research.

4.5.7.3.1.3.0 Scholarship of Application

The Scholarship of Application encompasses scholarly activities that seek to apply the knowledge in one's field to solve real problems in industry, the professions, government, and the community. Such scholarship moves from theory to practice, and from practice back to theory, with each one renewing the other. This type of scholarship contributes to enhancing communities and lives through improvements in sciences, technology, industry, education, and artistic experiences.

Examples of the scholarship application can include, but are not limited to:

1. Peer-reviewed publications of applied research, case studies, technical applications, or other practical issues;
2. Reports compiling and analyzing patient or health service outcomes;
3. Products, patents, license copyrights;
4. Grant awards in support of practices;
5. Reports of meta-analysis related to practice problems;
6. Copyright, licenses, patents, or products for sale;
7. Published professional or literary books;
8. Invited presentations related to practice;
9. Consultation reports;
10. Peer review of practice;
11. State, regional, national, or international recognition as a practitioner;
12. Professional certifications, degrees, and other specialty credentials;
13. Reports of clinical demonstration projects;
14. Policy papers related to practice;
15. Musical or theatrical performance in which the performer was invited to participate on the basis of demonstrated excellence in the field (guest artist);
16. Exhibition of artwork when the invitation has been solicited on the basis of demonstrated excellence;
17. Exhibition of artwork in a juried exhibition of state, regional, or national exhibition of established excellence;
18. Publication of creative writing (poetry, drama, fiction) in a journal or through a publisher of established excellence which bases publication on peer review and/or critics;

19. Professional musical recordings;

20. Guest musical conducting or theatrical directing when the invitation has been solicited on the basis of demonstrated excellence (guest artist);

21. Public performance of work involving students when the work is peer-reviewed by organizations such as The American College Theatre Festival, particularly when the work is invited to be shown on the regional or national level;

22. Publication of substantial critical annotated bibliographies;

23. Editing, compiling, or indexing any substantial published work;

24. Report of analysis or evaluation of peer institution services and procedures;

25. Scholarly web-based publication and design and/or software; and

26. Service-learning activities that meet scholarship criteria.

4.5.7.3.1.4.0 Scholarship of Teaching

The Scholarship of Teaching encompasses scholarly activities that are directly related to pedagogical practices. Such scholarship seeks to improve the teaching and advising of students through discovery, evaluation, and transmission of information about the learning process.

Examples of the scholarship of teaching can include, but are not limited to:

1. Peer-reviewed publications of research related to teaching methodology or learning outcomes, case studies related to teaching-learning, learning theory development, and development or testing of educational models or theories;
2. Peer-reviewed publications of innovation in program development;
3. Grant awards in support of teaching and learning;
4. Published textbooks or other learning aids;
5. Chapter contributions to published textbooks;
6. Textbook reviews for national professional journals;
7. Invited presentations related to teaching or learning;
8. Accreditation or other comprehensive program reports;
9. Successful applications of technology to teaching and learning;
10. Positive peer assessments of innovations in teaching;
11. State, regional, national, or international recognition as a master teacher; and
12. Contribution of test questions and/or reviewer for national certification/licensure exams.

4.5.7.3.1.5.0 Scholarship of Engagement

The Scholarship of Engagement incorporates the Scholarship of Discovery, Integration, Application and Teaching to understand and solve pressing social, civic, and ethical problems. The key feature is that the university and faculty engage with a community organization or public entity in a mutually beneficial partnership that evidences a collaborative and reciprocal relationship. Products from scholarship of engagement have a social action component. The outcome and or knowledge gained through the inquiry process enhance the well-being of a community and its constituents and demonstrate social responsibility.

Examples of the Scholarship of Engagement can include, but are not limited to:

1. Peer-reviewed/invited publications or professional presentations related to the development of community-based interventions, or curriculum development;
2. Policy papers, presentations, or reports compiling and analyzing community program outcomes that include analysis and interpretation of data collected and leads to an outcome or action plan;
3. Consultation reports;
4. Peer-review of public and community policy papers, technical reports, and presentation developed through a systematic inquiry process;
5. Invited presentations to a community organization, governmental body or policy maker or other public entity, related to one's area(s) of expertise;
6. Policy papers designed to influence organizations or governments;
7. Public art projects coordinated with a public entity or government;
8. Creation of a public performance that involves working with community constituents;
9. Grants in support of community-based interventions or programs;
10. Reports of collaborative partnerships involving faculty, community members and organizational representatives; and
11. Peer reviewed/invited publications and professional presentations related to service-learning.

4.5.7.3.2.0.0 Principles/Criteria for Evaluation of Scholarship

New knowledge and/or a product, which is the result of a systematic objective inquiry process that is observable, measurable, documented, and reproducible, are recognized as scholarship through assessment by peer(s) or external reviewers. Scholarship in any of the dimensions defined in the previous subparagraphs is broadly recognized by the following attributes. Each of these attributes may be found at different levels, such as University, regional, national, or international (recognition, review, publication, etc.). Scholarship activity may be stronger in one of the following areas. The body of a colleague's scholarship should demonstrate all three to some degree.

1. Professional demonstrably pertinent to the discipline(s) of the individual faculty member.
2. Communicated evidence that the work has been made known to a wider, appropriate body.
3. Peer-reviewed evidence of invitation, review, acceptance, or acknowledgement of one's work by recognized peers in the appropriate area.

4.5.7.3.3.0.0 Excellence in Scholarship

Excellence in scholarship may be assessed by evidence generated by the following types of procedures and activities, as reported in the Faculty Self-Evaluation Portfolio:

1. Documented self-report of activities;
2. Evaluation or statements by professional peers;
3. Juried publications;
4. Citation of research in other works;
5. Awards or grants, prizes, or commendations; and
6. Demonstrated artistic or technical skill, scholarship and teaching techniques associated with one's discipline.

The University may periodically revise the scope of acceptable forms of the scholarship requirement, taking the following into account:

1. The mission of the academic unit;
2. The various constituencies served;
3. The types and qualities of scholarship (identified in subparagraphs 4.5.7.3 Scholarship and Professional Development);
4. The time and resources available to the faculty members for scholarly activities, both of which vary throughout the University; and
5. Fulfillment of the Faculty Development Plan.

In addition, the acceptable forms of scholarship should recognize that the focus of individual research and the direction of one's scholarly activities are subject to change throughout the faculty member's career. The scope of scholarly activities should not so narrowly define acceptable forms of scholarship as to inhibit the pursuit of new forms of scholarship within the University.

4.5.7.3.4.0.0 Professional Development

Professional development refers to continuous education and training relevant to the profession. This development is made possible by a variety of activities including, though not limited to, the following:

1. Attendance at professional meetings;
2. Continuing education;
3. Participation in professional workshops;
4. Coursework;
5. Post-doctoral study;
6. Relevant professional certification; and
7. Development of ancillary competencies/expertise via extensive independent study.

4.5.7.4.0.0.0 Service

Service includes service to the University and to the Community or one's Profession. The University recognizes that educators are not only professionals in a given field who function within the University, but also citizens of a larger community.

As members of the Gannon community, all full-time faculty members are expected to participate in university committees and activities. Committees include University and ad hoc committees at the departmental/program, college, or University levels. Activities include enhancement of academic programs, student recruitment and retention, alumni relations and career placement and development. Faculty are expected to attend open house programs, convocations, and commencement exercises.

4.5.7.4.1.0.0 Service to the University

Full-time and pro-rata faculty are expected to participate in the operational concerns of the institution. Such participation may include, but is not necessarily limited to, the following:

1. Service on school or departmental committees, attendance at school or departmental meetings, and participation in the decision-making and curriculum development processes;
2. Participation in University and ad hoc committees;
3. Leadership in such areas as governance, faculty development, curriculum design;
4. Service as Chair of a department or committee;
5. Acting as representative of Gannon University to the larger regional, national, or international community;
6. Service as advisor to student activities/organizations;
7. Planning and/or participation in extra-curricular student activities;
8. Planning and/or participating in curriculum-related enrichment activities outside normal course offerings and
9. Mentoring student participation in Celebrate Gannon.

4.5.7.4.2.0.0 Service to the Community

Faculty members are encouraged to provide service to the community by working with people and organizations outside the faculty member's profession. Such service may include, but is not necessarily limited to, the following:

1. Lectures to non-professional community groups;
2. Leadership positions in political, church, or community activities;
3. Participation in non-profit organizations designed to serve the general public; and
4. Service to community groups in a professional capacity.

4.5.7.4.3.0.0 Service to the Profession

Faculty members may participate in service to their respective professional organizations through activities including, but not limited to the following:

1. Serving as a panel discussant or presider;
2. Reviewer of scholarly or creative work;
3. Serving as an officer for a professional organization; and
4. Serving as an accreditation consultant.

4.5.8 Librarian Evaluation

The librarian's academic preparation for an appointment to the Library Faculty is established on the basis of the terminal professional degree, and service in the support of a learning environment. The basic quality which must be evident for promotion in academic rank is the ability to perform at a high professional level in areas which contribute to the educational and research mission of the institution.

Some functions of librarians differ from those of other faculty; therefore, librarians must be subject to standards governing promotion and tenure that reflect their identity.

This document is intended for the information of the Faculty of the University Library and all higher faculty review bodies. The following three criteria have been established to assess the performance of library faculty and this document is arranged as follows:

Section One: Librarianship

Section Two: Scholarship and Professional Development

Section Three: Service

While steady progress in all three criteria is expected as a librarian's career develops, when a candidate is being considered for promotion, a candidate's achievement in the criteria described in Section One will receive the most scrutiny and be given greater weight.

4.5.8.1.0.0.0 Librarianship

Because of the nature of librarianship, librarians with faculty status substitute ''effective librarianship'' for the criterion of ''teaching'' required for merit, promotion in rank, and tenure.

Contributions to the improvement of the library and its services are subject to rigorous critical analysis by Library colleagues, faculty, and students. The most visible examples of contributions to the library are developing and building library collections that are relevant to academic programs and providing effective instruction, reference, supervision or management, and information delivery services. The quality of bibliographic control over the collections, and the creative imagination and skill with which complex problems are solved or approaches utilized, are less publicly visible, and must be judged principally by library colleagues. When a librarian's work generates library guides, Web pages and electronic databases, multi-media, exhibits, or other practice-related matter, such materials are evaluated by colleagues and, whenever possible, by appropriate evaluators from within the University. Concrete and specific evidence in support of excellence in a librarian's contributions to the library and its services must appear in the candidate's application.

In summary, effective librarianship includes, but is not limited to, the following:

1. Effective application in the librarian's area of specialty;

2. Effective application of general and accepted principles of librarianship;

3. Effective supervision of subordinate personnel and management of assets, where applicable;

4. Ability to communicate information needed by primary library users in an effective and professional manner, through individual interaction, through group instructional sessions, and through other appropriate means; and

5. Contribution to the improvement of library operations and services through creative, innovative librarianship.

4.5.8.1.1.0.0 Scholarship and Professional Development

Practicing librarians can and do make significant scholarly contributions to scholarship. These contributions include, but are not limited to, those found in the Boyer Model.

Scholarship of Discovery for Librarians includes, but is not limited to:

1. Peer-reviewed publications of research, theory, or philosophical essays;
2. Grant awards in support of research or scholarship;
3. Presentations at conferences of research, theory or philosophical essays;
4. State, regional, national, or international recognition as a Librarian in an identified scholarly area;
5. Positive peer evaluations on a body of scholarly work;
6. Abstracts of current literature for peer reviewed professional journal;
7. Book reviews for national and professional journals;
8. Peer reviewed or published research/scholarly collaboration with graduate or undergraduate students; and
9. Editing of monographs, professional newsletters or journals, books or book chapters.

4.5.8.1.2.0.0 Scholarship of Integration

Scholarship of Integration includes, but is not limited to:

1. Interdisciplinary grant awards;
2. Development of collaborative programs with faculty to promote information literacy;
3. Reports of Library and faculty interdisciplinary programs or service projects;
4. Presentation of interdisciplinary papers or research at professional conferences; and
5. Peer-reviewed publication of interdisciplinary papers or research.

4.5.8.1.3.0.0 Scholarship of Application

Scholarship of Application includes, but is not limited to:

1. Peer-reviewed publications on applied Library practices or technology;
2. Reports compiling and analyzing Library usage statistics and service outcomes;
3. Grant awards in support of Library projects, or Librarian's intellectual interests;
4. Visible and effective participation in local, state, and national professional and academic associations;
5. Writing newsletter articles and columns;
6. Consultation or service on peer-review evaluation teams;
7. Lecturing or participation on panels at professional training programs and meetings;
8. Published professional books in area of Librarian's intellectual interests or literary works;
9. Invited presentations related to library practice;
10. Publication of chapters in books, articles, bibliographies, or indexes;
11. Development of computer software, multi-media, web page design or databases which improve library services;
12. Development of research aids such as web guides, indexes, thesauri, catalogs, and union lists;
13. Development of effective instruction in library research skills; and
14. Creative development of information delivery services.

4.5.8.2.0.0.0 Professional Development

Professional development refers to continuous education and training relevant to the profession. This development is made possible by a variety of activities including, though not limited to, the following:

1. Attendance at professional meetings;
2. Continuing education;
3. Participation in professional workshops;
4. Coursework;
5. Post-doctoral study;
6. Relevant professional certification; and
7. Development of ancillary competencies/expertise via extensive independent study.

4.5.8.3.0.0.0 Service

Service to the University and the community or professions includes effective participation in faculty governance of the University Library and the University, committee work, involvement with campus groups, and also works with students or with community groups beyond customary library service. Evidence of such service is documented in the librarian's curriculum vitae and by letters from offices or members of appropriate groups.

4.6 Promotion Policies and Procedures

Gannon University seeks to sustain and improve its academic stature. Maintaining and improving the quality of the faculty is a primary means of achieving these ends. Promotion in academic rank is a means by which Gannon University encourages, recognizes, and rewards faculty members for excellence in the performance of their duties.

The initial responsibility of applying for promotion in rank and the burden of proof for the promotion rests with the individual faculty member. Faculty members who wish to apply for promotion in rank shall inform the Department Chair/Program Director or School Director, and College Dean of their intentions at the beginning of the academic year in which they wish to be reviewed. The College Deans shall notify all candidates who are scheduled for promotion of their responsibility for compiling a review portfolio and of the appropriate deadline.

Since promotion represents advancement in recognition of achievement, careful consideration of a candidate's growth and achievement since the last promotion or appointment to the faculty must be made. Although primary consideration will be given to the usual requirements for promotion, the criteria to be considered are so varied that no exact weight can be given to any particular criterion. Varying weights and factors must be balanced against one another and be measured by an integrated record of performance as applicable.

Notice of eligibility for promotion is indicated on the faculty member's appointment notice.

4.6.1 Rank Calendar

April

(second Tuesday of the month)

Orientation for Rank and Tenure Applicants at 11:00 a.m.

June

Workshop for Rank and Tenure applicants

October

(first Wednesday of the month)

Deadline for application for promotion in rank. Application is due for Chair/Program Director.

(second Wednesday of the month)

Deadline for application for promotion in rank including the recommendation of the Chair/Program Director. Electronic application must be submitted via blackboard by 4:30 p.m.

December

(first Thursday of the month)

Deadline for recommendations concerning promotion in rank. Recommendations from the school/college Rank and Tenure committees as well as from the Deans are due via blackboard no later than 4:30 p.m. for review by the Provost and Vice President for Student Experience.

February

(last Thursday in February)

The University Rank, Tenure and Academic Freedom Committee submits promotion in rank recommendations to the Provost and Vice President for Student Experience via blackboard.

March

(second Friday in March)

The Provost and Vice President for Student Experience makes promotion recommendations to the President.

(fourth Friday in March)

The President notifies the individual/s in writing of promotion approval. The Provost and Vice President for Student Experience notifies individual/s in writing of denial of promotion. Prior to sending out denial letters, the Provost and Vice President for Student Experience should meet with the denied candidates to explain the decision.

The Chair of the University Rank, Tenure and Academic Freedom Committee will be notified of promotions.

4.6.2 Eligibility for Promotion

Faculty are promoted on the basis of the fulfillment of their qualifications. Evaluation criteria are outlined below, and the definition and differentiation of academic ranks is discussed in Subsection 4.1.3 (Instructor, Teaching Instructor, Assistant Professor/Assistant Teaching Professor, Associate Professor/Associate Teaching Professor, Professor/Teaching Professor and Appropriate Terminal Degree) of Volume IV.

Promotion is conferred in accordance with the evaluation of the following criteria for tenured and tenure track faculty:

1. Graduate training and degrees;
2. Years of full-time teaching;
3. Teaching effectiveness and academic advising;
4. Scholarship (tenure and tenure track faculty) (see in particular the criteria provided in paragraphs 4.5.7.3 Scholarship and Professional Development, 4.5.7.3.2 Principles/Criteria for Evaluation of Scholarship, 4.5.7.3.3 Excellence in Scholarship and 4.5.8.1 Librarianship) and continued professional development; and
5. Service (see paragraph 4.5.7.4 Service or paragraph 4.5.8.3 Service as applicable).

Teaching Track faculty to be considered for rank, the following criteria must be considered:

1. Graduate training and appropriate terminal degree.
2. Years of full-time teaching;
3. Instructional Activities (teaching and advising) or librarianship.
4. Professional Development, including licensure, certification, continuing education, and clinical practice, as well as staying current with updates in one's field or discipline.
5. Service, to the department, college, and university; to one's profession; to the community.

Promotion is recommended by the Department Chair/Program Director or School Director, the College Rank and Tenure Committee, the appropriate College Dean, and the University Rank, Tenure, and Academic Freedom Committee, and is granted by the President in consultation with the Provost and Vice President for Student Experience. This process includes written opinions, including those of the appropriate Department Chair/Program Director or School Director, the Dean of the appropriate College, the College Rank and Tenure Committee, and the University Rank, Tenure, and Academic Freedom Committee. Supporting documents that give evidence of the criteria listed above shall be submitted to the Department Chair/Program Director or School Director for full consideration on or before the designated deadline for submission to be considered for promotion. Promotion of faculty members to a higher rank is not automatically conferred following completion of the minimum service time indicated for each rank in Subsection 4.1.3 (Instructor, Assistant Professor/Assistant Teaching Professor, Associate Professor/Associate Teaching Professor, Professor/Teaching Professor, Appropriate Terminal Degree).

4.6.3 Faculty Portfolio for Promotion

When a faculty member is applying for promotion or tenure, the faculty member is to assemble an electronic portfolio to be reviewed by the Department Chair/Program Director or School Director, the College Rank and Tenure Committee, the appropriate College Dean, the University Rank, Tenure, and Academic Freedom Committee and the Provost and Vice President for Student Experience. This process will culminate with the necessary documentation being maintained in Blackboard which is utilized as the electronic submission process.

1. A formal letter requesting promotion as appropriate with a detailed narrative of why the faculty member should be promoted;
2. Copies of syllabi for all courses taught during the faculty member's period of teaching at Gannon University, as well as courses taught while the individual was a full-time faculty member at another University prior to promotion (or between promotions);
3. Summaries of course evaluations for all courses from the last three years;
4. Digital copies of or links to all published articles, books and other print material;
5. A list of all professional activity (participation in conferences, presentations at conferences, etc.);
6. A letter of recommendation from the appropriate Department Chair/Program Director or School Director and a letter of recommendation from the appropriate College Dean in reference to the promotion application of the faculty member;
7. Copies of all annual Self-Evaluation portfolios (since last promotion), including evidence of detailed Faculty Development Plans;
8. Peer observations and, for instruction, scholarship, and/or service to the University or community;
9. Documentation of further course work or other continuing education in one's field; and
10. Documentation confirming the receipt of awards, fellowships, grants, etc.

4.6.3.1.0.0.0 Documentation

Documentation of the evaluation criteria listed above may include, but shall not be limited to, the following:

1. Testimony by community leaders or other outside sources;
2. Election to a scholarly or professional position;
3. Letters of reference from organizations, individuals, and unsolicited letters from student groups; and
4. Publications in refereed journals.

The following are guidelines for promotion of academic faculty designated as academic ranks carrying the title of Assistant Professor, Assistant Teaching Professor, Associate Professor, Associate Teaching Professor, Professor or Teaching Professor. These guidelines refer to the minimum requirements for qualifications as well as preferred qualifications. Individual programs or departments may have higher requirements. These guidelines do not preclude any faculty member from submitting a portfolio for review.

All full-time faculty members, no matter what percentage of time is devoted to academics by job responsibility, will be subject to the same University Guidelines for Promotion.

4.6.3.1.1.0.0 Assistant Professor

The documentation required for the awarding of advancement in rank shall only include materials completed since the candidate's appointment to the Instructor rank.

1. Candidates for Assistant Professor must hold a recognized terminal degree appropriate to that person's discipline and position of employment or provide evidence of having nearly completed the terminal degree.

2. Candidates for Assistant Professor must demonstrate excellence in Teaching as well as a commitment to Academic Advising.

3. Candidates for Assistant Professor must demonstrate a high standard in scholarship that is strong in the Professional component but demonstrates Communicated and Peer Reviewed components as well.

4. Candidates for Assistant Professor must demonstrate a consistent record of Professional Development.

5. Candidates for Assistant Professor must demonstrate Excellence in Service to the University and Service to the Community or to the Profession.

4.6.3.1.2.0.0 Assistant Teaching Professor

The documentation required for the awarding of advancement in rank shall only include materials completed since the candidate's appointment to the Instructor rank.

1. Candidates for Assistant Teaching Professor must hold a recognized degree appropriate to that person's discipline and position of employment or provide evidence of having nearly completed the terminal degree.

2. Candidates for Assistant Teaching Professor must have completed a minimum of 3 years of satisfactory service as a full-time faculty member at the Instructor level at Gannon or at another College or University.

3. Candidates for Assistant Teaching Professor must demonstrate Excellence in Teaching as well as a commitment to Academic Advising.

4. Candidates for Assistant Teaching Professor must demonstrate a consistent record of Professional Development.

5. Candidates for Assistant Teaching Professor must demonstrate Excellence in Service to the University.

4.6.3.1.3.0.0 Associate Professor

The documentation required for the awarding of advancement in rank shall only include materials completed since the candidate's appointment to the Assistant Professor rank.

1. Candidates for Associate Professor must hold a recognized terminal degree appropriate to that person's discipline and position of appointment.

2. Candidates for Associate Professor must have completed a minimum of three years of satisfactory service as a full-time faculty member at the rank of Assistant Professor at Gannon or at another College or University.

3. Candidates for Associate Professor must demonstrate Excellence in Teaching as well as a commitment to Academic Advising.

4. Candidates for Associate Professor must demonstrate Excellence in Scholarship that is strong in the Professional and Communicated components but demonstrates the Peer Reviewed component as well.

5. Candidates for Associate Professor must demonstrate Excellence in Professional Development.

6. The candidate for Associate Professor must demonstrate Excellence in Service to the University and either to the Community or to the Profession.

4.6.3.1.4.0.0 Associate Teaching Professor

The documentation required for the awarding of advancement in rank shall only include materials completed since the candidate's appointment to the Assistant Teaching Professor rank.

1. Candidates for Associate Teaching Professor must hold a recognized degree appropriate to that person's discipline and position of appointment.

2. Candidates for Associate Teaching Professor must have completed a minimum of five years of satisfactory service as a full-time faculty member at the rank of Assistant Teaching Professor at Gannon or at another College or University.

3. Candidates for Associate Teaching Professor must demonstrate Excellence in Teaching as well as a commitment to Academic Advising.

4. Candidates for Associate Teaching Professor must demonstrate Excellence in Professional Development.

5. The candidate for Associate Teaching Professor must demonstrate Excellence in Service to the University and either the Community or to the Profession.

4.6.3.1.5.0.0 Professor

The documentation required for the awarding of advancement in rank shall only include materials completed since the candidate's promotion to the Associate Professor rank.

1. Candidates for Professor must hold a recognized terminal degree appropriate to that person's discipline and position of appointment.

2. Candidates for Professor must have completed a minimum of three years of satisfactory service as a full-time faculty member at the rank of Associate Professor at Gannon or at another college or university.

3. Candidates for Professor must demonstrate Excellence in Teaching as well as a continuous commitment to Academic Advising.

4. Candidates for Professor must demonstrate Excellence in Scholarship that is strong in the Professional, Communicated, and Peer reviewed components.

5. Candidates for Professor must continuously demonstrate Excellence in Professional Development.

6. Candidates for Professor must demonstrate excellence in Service to the University, to the Community and to the Profession

4.6.3.1.6.0.0 Teaching Professor

The documentation required for the awarding of advancement in rank shall only include materials completed since the candidate's promotion to the Associate Teaching Professor rank.

1. Candidates for Teaching Professor must hold a recognized terminal degree appropriate to that person's discipline and position of appointment.

2. Candidates for Teaching Professor must have completed a minimum of five years of satisfactory service as a full-time faculty member at the rank of Associate Professor at Gannon or at another college or university.

3. Candidates for Teaching Professor must demonstrate Excellence in Teaching as well as a continuous commitment to Academic Advising.

4. Candidates for Teaching Professor must continuously demonstrate Excellence in Professional Development.

5. Candidates for Teaching Professor must demonstrate Excellence in Service to the University, to the Community and to the Profession.

4.6.4 Procedures for Promotion

4.6.4.1.0.0.0 Promotion Review Portfolios

The evaluations of faculty applying for promotion will be based on evidence contained in the promotion review portfolio. This portfolio is to be prepared by the faculty member and shall contain a current curriculum vita, evidence of teaching excellence, letters of recommendation, and other evidence that the candidate has met the various criteria necessary for the promotion being requested.

It is the responsibility of the faculty member to make sure that the review portfolio is complete for this formal evaluation. No material shall be placed in the portfolio without the faculty member's knowledge. During the process of review, the material in the portfolio shall be kept in confidence, and access shall be limited to the appropriate Department Chair/Program Director or School Director, College Dean, the College Rank and Tenure Committee, the University Rank, Tenure and Academic Freedom Committee, and the Provost and Vice President for Student Experience and the President.

4.6.4.2.0.0.0 Evaluation by Chair/Program Director and College Dean

Applications for promotion in rank shall be accompanied by an evaluation on the merits of the application from the appropriate Department Chair/Program Director or School Director and College Dean. These evaluations shall specifically address the degree to which the candidate meets or fails to meet the appropriate criteria (see Subsections 4.5.7 Criteria for Evaluation of Faculty Performance or 4.5.8 Librarian Evaluation). The evaluation shall include a specific recommendation to grant or withhold promotion.

4.6.4.3.0.0.0 Action on Promotion

A decision with regard to promotion is based on a judgment by the Department Chair/Program Director or School Director, College Rank and Tenure Committee, College Dean, University Rank, Tenure, and Academic Freedom Committee and by the Provost and Vice President for Student Experience on whether the individual meets the criteria established in Subsections 4.5.7 Criteria for Evaluation of Faculty Performance or 4.5.8 Librarian Evaluation. The award of promotion is then approved or denied by the President, after receiving consultation from the Provost and Vice President for Student Experience.

The University Rank, Tenure and Academic Freedom Committee shall submit to the Provost and Vice President for Student Experience its recommendations in each case. If the Provost and Vice President for Student Experience does not concur with the recommendation of the University Rank, Tenure and Academic Freedom Committee, the Provost and Vice President for Student Experience will meet with the Committee together to discuss the matter prior to making a final decision regarding promotion. The Provost and Vice President for Student Experience transmits the Provost and Vice President for Student Experience recommendation and those of the Committee to the President along with the evaluation of the Department Chair/Program Director or School Director and College Dean. Following action by the President, the Provost and Vice President for Student Experience reports the decision to the candidate, College Dean and Department Chair/Program Director or School Director. When an application for promotion is approved, the promotion in rank shall take effect with the beginning of the next notice period. Faculty receiving promotion will receive reviewer recommendations to guide future progress toward future applications for advancement.

When the application is denied, the candidate will receive reviewer recommendations and guidance from the Dean to prepare for future promotion applications.

4.7 Tenure Policy

4.7.1. Definition of Tenure

Tenure at Gannon University is the assurance of continuous employment for the faculty member, after a specified period of time in service, which may be terminated by the University only in accordance with specified University policies and procedures. Tenure is a means of securing academic freedom. It also provides sufficient security to make the academic profession attractive to individuals of ability and dedication. Tenure does not follow automatically from length of service but depends on a rigorous assessment of the quality of teaching, commitment to academic advising, the quality of scholarship and professional development, collegiality, quality of service to the community or to the profession, as well as demonstrated commitment to the University's mission, goals, and objectives, and the relationship of the individual's strengths to the University's needs.

4.7.3 Tenure Eligibility and Procedures

The documentation required for the awarding of tenure may include materials from any point in the candidate's career.

Tenure shall be awarded only to those who have acquired at least the rank of Assistant Professor. The Candidate for tenure shall hold an appropriate degree from an accredited university (see paragraph 4.1.3.5 Appropriate Terminal Degree)

Tenure Clock

Prior to application, the candidate shall have completed five years of satisfactory service as a full-time faculty member with at least three consecutive years at Gannon University immediately preceding the application. Further, application shall be made no later than the sixth year as a full-time tenure track faculty member at Gannon University.

Tenure Track to Teaching Track

Tenure track faculty may request to move to a teaching track line. This may occur one time only with permission of the Department Chair, Dean and Provost and Vice President for Student Experience. The request must occur no later than one year prior to the year of tenure application. If denied the teaching track line request, the faculty member must move forward with the tenure application process. If denied tenure, the faculty member will not be allowed to move to a teaching track line at the University.

Tenure Clock Stoppage

This policy has two means of application: (1) Automatic tenure clock stoppage, which may be formally declined; (2) Voluntary tenure clock stoppage, which must be requested and approved.

Automatic Tenure Clock Stoppage

Each time a child is born and/or adopted to a tenure-track faculty member, the date for the application for tenure will be postponed by one full year. Each time a tenure-track faculty member adopts a child, application for tenure will be postponed. Notice will be provided to the faculty member by the Provost and Vice President for Student Experience within thirty days of the date that the Provost and Vice President for Student Experience becomes aware of the birth or adoption. Faculty members who wish to decline or opt out of this tenure clock stoppage must notify the Provost and Vice President for Student Experience in writing within thirty days of having received the notice of the tenure clock stoppage (opt out provision).

Voluntary Tenure Clock Stoppage

Additionally, a tenure-track faculty member who encounters a significant life issue (for example, a significant medical issue, personal issue, family issue, or active military service) may request a one-year

stoppage of the tenure clock. The faculty member must apply to the Provost and Vice President for Student Experience for the one-year tenure clock stoppage in writing within thirty days of when the event or situation giving rise to the need is known to the faculty member. Within thirty days of the receipt of the request, the Provost and Vice President for Student Experience will inform the faculty member in writing of whether the request has been approved (opt in provision).

Faculty members granted tenure clock stoppage will continue with their teaching and advising responsibilities. However, the faculty member must step down from all committees for the time of the stoppage and will be able to return to committee service upon reactivation of the tenure clock. Any existing internal faculty development or faculty research funds are suspended for the period of the stoppage and will resume in full upon reactivation of the tenure clock.

Tenure-track faculty members serving as chairs, program directors, or in other part-time administrative positions who are given a stoppage of the tenure clock (via either the automatic/opt out or the voluntary/ opt in provision) will work with their dean and the Provost and Vice President for Student Experience on the fulfillment of their administrative duties during the tenure clock stoppage.

The fact that a tenure-track faculty member was granted tenure clock stoppage is not a matter for deliberation when that faculty member's application for tenure is being considered and voted on, other than to document the stoppage and account for the time added to the faculty member's tenure clock.

Tenure Guidelines

The candidate for tenure must be able to fulfill the following guidelines:

1. Candidates for Tenure must hold a recognized terminal degree appropriate to that person's discipline and position of appointment.

2. Candidates for Tenure must demonstrate Excellence in Teaching as well as a commitment to Academic Advising.

3. Candidates for Tenure must demonstrate a Consistently High Standard in Scholarship that is strong in the Professional and Communicated components but demonstrates the Peer Reviewed component as well.

4. Candidates for Tenure must demonstrate a Consistently High Standard of Professional Development

5. Candidates for Tenure must demonstrate Excellence in Service to the University and either to the Community or to the Profession.

The University will process applications for eligible faculty members in the following manner:

1. The Provost and Vice President for Student Experience must inform all tenure track faculty of the process, criteria, and due dates for tenure applications on or before the end of the spring semester. The complete applications shall be due no later than the first Tuesday in October. It is the responsibility of the Program Director/Chair or School Director and Dean to advise the applicant on the completeness of their application and the supporting documents.

2. The eligible faculty member submits the application for tenure to that faculty member's Department Chair/Program Director or School Director via blackboard. Once the final date for submission of applications has passed; no further materials may be added to the application.

3. The Department Chair/Program Director or School Director submits a recommendation to accompany the application portfolio. The Dean makes sure the application is complete and notifies the faculty member's College Rank and Tenure Committee.

4. The College Rank and Tenure Committee submits its recommendation.

5. The Deans recommendation, the application portfolio, the recommendations of the Department Chair/Program Director and College Rank and Tenure Committee are made available to the University Rank, Tenure and Academic Freedom Committee.

6. The University Rank, Tenure and Academic Freedom Committee submits a recommendation to the Provost and Vice President for Student Experience.

7. The Provost and Vice President for Student Experience submits a recommendation to the President.

8. The President, in consultation with the Provost and Vice President for Student Experience, renders a decision on applications for tenure. The President submits a recommendation to the Board of Trustees, through the Student Experience Committee of the Board, on applications for tenure.

9. The Board of Trustees renders the final decision on tenure.

10. All recommendations at each level up to the Provost and Vice President for Student Experience level must be carried forward in writing to the Provost and Vice President for Student Experience.

4.7.4 Tenure Calendar

April

(second Tuesday of the month)

Orientation for Rank and Tenure Applicants at 11:00 a.m.

June

Workshop for Rank and Tenure applicants

October

(first Tuesday of the month)

Deadline for application for tenure. Electronic application is due to Department Chair/Program Director or School Director via blackboard.

(second Tuesday of the month)

Deadline for application for tenure including the recommendation of the Department Chair/Program Director or School Director. Electronic Application is due in blackboard for Dean's review no later than 4:30 p.m.

December

(first Thursday of the month)

Electronic recommendations from the College Rank and Tenure committees as well as from the Deans are due in blackboard no later than 4:30 p.m.

January

(last Thursday of the month)

The University Rank, Tenure, and Academic Freedom Committee submits tenure recommendations to the Provost and Vice President for Student Experience.

February

(first Thursday in February)

The Provost and Vice President for Student Experience submits tenure recommendations to the President.

May

(May Board of Trustees Meeting)

The President sends informational recommendations to the Student Experience Committee of the Board of Trustees. The Committee reviews recommendations for tenure. The President recommends tenure decisions to the Board of Trustees. The Board of Trustees renders the final decision on tenure.

Following the Board of Trustees' meeting, the President notifies the individuals in writing of approval for tenure. The Provost and Vice President for Student Experience notifies the individual/s in writing of denial. The Chair of the University Rank, Tenure and Academic Freedom Committee will be notified of the Board of Trustees' final decision.

The University Community will be informed of tenure approvals through University Communications.

4.7.5 Date of Tenure

Tenure becomes effective on the first day of the notice for the next academic year.

The right of tenure terminates automatically upon the voluntary or involuntary termination of the tenured faculty member's employment with the University.

4.7.6 Denial of Tenure

Faculty members denied tenure will receive a one-year terminal appointment. By mutual agreement, the faculty member and the University may reach an agreement on earlier separation.

4.8 Separation

4.8.1 Separation

At times the University or individual faculty members may find it necessary to sever their appointment. To protect the interests of both parties, categories of separation are here defined, and the policies and procedures related to each are set forth.

Corrective action or disciplinary procedures which may not result in immediate separation are addressed in Volume III, Subsection 3.1.5 Corrective Action.

4.8.2 Resignation

Resignation releases a faculty member from an appointment and from tenure, when tenure applies. Resignation is voluntarily initiated by the faculty member in writing presented to the Provost and Vice President for Student Experience.

4.8.2.1.0.0.0 Voluntary Non-Renewal of Appointment

Voluntary non-renewal of an appointment applies to a faculty member who has received an offer of appointment and has not signed the appointment notice by the date required. Voluntary non-renewal releases a faculty member from further employment with the University, as well as rights to tenure.

4.8.2.2.0.0.0 Retirement

A faculty member may retire at any time consistent with the provisions of paragraph 4.8.2.1 Voluntary Non-Renewal of Appointment.

Any ranked faculty member at the University who retires is deemed to have been separated from service to the University in good standing.

4.8.3 Non-Reappointment

The decision not to reappoint a non-tenured faculty member is made at the discretion of the Provost and Vice President for Student Experience. The Provost and Vice President for Student Experience shall act after receiving the written recommendation of the faculty member's Dean or the Director of the Library. The decision will be communicated in writing. The faculty member may request a statement of the reasons for non-reappointment. Faculty members who receive a notice of non-reappointment may communicate an appeal in accordance with procedures established in the grievance policy in Volume III of the policy manual, subject to the University Review Council's purview to hear faculty member's claim(s).

In order to facilitate relocation, the University will give non-tenured faculty members advance notice of the University's intent not to reappoint them for a subsequent academic term in accordance with the notice provisions below. (See paragraph 4.8.3.1 Notice of Non-Reappointment)

4.8.3.1.0.0.0 Notice of Non-Reappointment

Notice of impending non-renewal of appointment on the part of the University is extended in writing to full-time faculty. This notice shall be given:

1. On or before March 1 or;

2. Within 15 days after the date on which an application for tenure has been denied.

A notice of non-reappointment is not a dismissal for cause. The faculty member, however, is entitled to know the reasons for non-reappointment and, upon written request, to have the reasons given in writing. If the faculty member wishes to know the reasons for non-reappointment, the written request should be made to the Provost and Vice President for Student Experience within thirty days (30) days of the notice.

4.8.4 Prolonged Illness

4.8.4.1.0.0.0 Tenured Faculty

During the first six months of continuous illness a tenured faculty member will be covered by the University's medical leave benefits and sick pay benefits as described in subparagraphs 3.6.3.7.1 Family and Medical Leave and 3.6.3.7.2 Paid Sick Time of Volume III.

If a tenured faculty member is unable to perform all or a substantial part of the faculty member's duties for a period of more than six (6) months because of ill health or similar causes, the faculty member does not lose tenure, but may request leave of absence without pay, following the regular procedures in Volume III until such time as the faculty member shall be able to resume teaching duties.

In order to obtain leave, the faculty member shall complete the appropriate medical leave forms and record them with the Director of Human Resources.

Any further actions will be reached only after there has been appropriate consultation and the faculty member and/or the faculty member's representative present their position to the Provost and Vice President for Student Experience who makes a final determination.

4.8.4.2.0.0.0 Non-Tenured Faculty

During the first six months of continuous illness a non-tenured faculty member will be covered by the University's medical leave benefits and sick pay benefits as described subparagraphs 3.6.3.7.1 Family and Medical Leave and 3.6.3.7.2 Paid Sick Time of Volume III.

If a non-tenured faculty member is unable to perform all or a substantial part of the faculty member's duties for a period of more than six (6) months because of ill health or similar causes, that faculty member may apply for a long-term disability leave of absence, following the regular procedures in Volume III, paragraph 3.6.3.8 Long Term Disability.

In order to obtain leave, the faculty member shall complete the appropriate medical leave forms and submit them to the Director of Human Resources.

In the event that a non-tenured faculty member is unable to perform all or a substantial part of the faculty member's duties for a period in excess of six (6) months because of ill health, despite reasonable accommodation, the University may terminate the appointment at the end of the academic year which the faculty member became ill.

Any further actions will be reached only after there has been appropriate consultation and the faculty member and/or the faculty member's representative present their position to the Provost and Vice President for Student Experience who makes a final determination.

The University will, in each case (tenured or non-tenured), work within the disability program to ease the burden of any such action as far as is possible (see Volume III).

4.8.5 Charges or Conviction of Misdemeanor or Felony

A full-time faculty member charged with, or convicted of, a misdemeanor or felony may be terminated. See Volume III for policies regarding employees charged with or convicted of a misdemeanor or felony.

The following factors will be considered in deciding the University's response to charges or conviction of misdemeanors or felonies:

1. Impact of the charge on the Gannon community.
2. The impact of the charge on the individual's ability to perform their duties.
3. The availability of alternative duties for the individual.

4.8.6 Layoff of Faculty

4.8.6.1.0.0.0 Major Changes

Major Changes in Curricular Requirements, Academic Programs, or Departments

Layoff of a faculty member may occur as a result of a major change, including discontinuation of a curricular requirement, an academic program, or a department in whole or in part.

Decisions about such major changes are made by the President after receiving recommendations from the appropriate Departmental Chair, the appropriate Curriculum Committee, the appropriate Dean, and the Provost and Vice President for Student Experience.

Individual layoff decisions resulting from curricular changes will follow the general procedures and order of layoff described in paragraph 4.8.7.1 Order of Layoff within a Department or Program.

Faculty laid off under a curricular change shall receive notice according to the schedule in paragraph 4.8.3.1 Notice of Non-Reappointment. The University shall normally end such programs and the faculty member's relationship with The University at the end of an academic term.

Faculty laid off pursuant to this paragraph have the same rights as those affected by an enrollment shortfall or by financial exigency, as delineated in paragraphs 4.8.6.2 Enrollment Shortfall and 4.8.6.3 Financial Exigency.

4.8.6.2.0.0.0 Enrollment Shortfall

Enrollment emergency shall be defined as either a sudden or an unplanned progressive decline in student enrollment, the detrimental financial effects of which are too great or too rapid to be offset by normal procedures.

The number of FTE students is calculated by the Registrar's Office and is used in determining an enrollment shortfall.

The President, after consultation with the Provost and Vice President for Student Experience, shall determine when an enrollment shortfall exists.

4.8.6.3.0.0.0 Financial Exigency

Financial exigency is a rare and serious institutional crisis which is defined as the critical, urgent need of the University to reorder its current fund monetary expenditures in such a way as to remedy and relieve its inability to meet projected annual monetary expenditures with sufficient revenue.

The Board of Trustees, upon recommendation of the President, who shall have consulted with the Executive Committee of the Faculty Senate, decides:

1. If a financial crisis meets the criteria, and
2. Whether a financial exigency should be declared.

The Faculty Senate participates in the decision that financial exigency exists through its representatives on the following committees:

1. Planning and Budget;
2. Student Experience; and
3. The President's Council.

These committees advise the Provost and Vice President for Student Experience and the President on any subsequent layoffs. Subsequently, the faculty shall be represented in administrative processes relating to program reorganization, or the curtailment or termination of instructional programs because of financial exigency, through the following committees:

1. Planning and Budget;
2. Student Experience;
3. President's Council; and
4. Provost and Vice President for Student Experience' Council.

Faculty shall not, however, necessarily be represented in individual layoffs or personnel decisions; the Provost and Vice President for Student Experience, the President, and the Board of Trustees shall have final authority in all matters related to financial exigency.

4.8.7 General Procedures Regarding Layoff

1. Once a major change as described in paragraph 4.8.6.1 Major Changes in Curricular Requirements, Academic Programs, or Departments, or a state of enrollment shortfall, or financial exigency has been declared, the appropriate Departmental Chair or Program Director, in consultation with the affected Department faculty, shall recommend action to the appropriate Dean, and to the Provost and Vice President for Student Experience. The Provost and Vice President for Student Experience shall, via and with input from the President, then recommend action to the Board of Trustees for their approval. Such action may be to eliminate some departments or programs in whole or in part, or to distribute layoffs throughout the faculty so as to prevent the elimination of any program or department.

2. If a full-time faculty member is to be laid off for reasons described in paragraphs 4.8.6.1 Major Changes in Curricular Requirements, Academic Programs, or Departments, 4.8.6.2 Enrollment Shortfall, and 4.8.6.3 Financial Exigency, no replacement for that faculty member's full-time position or its equivalent using adjunct or part-time faculty or courses taught through alternative electronic or similar means of delivery through the University shall be allowed within a period of three (3) years unless the terminated faculty member has been offered reappointment under conditions comparable to those held at the time of layoff, and has been given ninety (90) days after written notice of the offer of reappointment within which to accept, in writing, the reappointment.

3. Notice sent by the University to the address it has on record for the laid off faculty member is presumed received if sent by first-class mail, postage pre-paid, and such mail is not returned.

4.8.7.1.0.0.0 Order of Layoff within a Department or Program

The decision on the layoff of a faculty member in a particular department or program shall proceed according to the procedures outlined below:

1. Prior to involuntary dismissals, the following voluntary measure(s) shall be considered:

a. If a department must operate with fewer personnel, it shall consider retaining as many faculty as possible. Such retention may require reduced salary and workload. Such a program shall not be implemented without the consent of the affected department members; and

b. The possibility of voluntary early or phased retirements should be investigated.

2. Involuntary Layoff:

a. First, adjunct faculty shall be terminated within the program or department involved.

b. Next, in making a recommendation about the termination of the appointment of a non-tenured/teaching-track notice appointment faculty member, rank and years at rank shall be followed, unless there is a severe and adverse effect upon program viability (such as loss of accreditation of program or closure of department or program).

c. Next, in making a recommendation about the termination of the appointment of a teaching-track faculty member, rank and years at rank shall be followed, unless there is a severe and adverse effect upon program viability (such as loss of accreditation of program or closure of department or program).

d. Finally, in making a recommendation about the termination of the appointment of a tenured faculty member, rank and years at rank shall be followed, unless there is a severe and adverse effect upon program viability (such as loss of accreditation of program or closure of department or program).

e. The appointment of a faculty member with tenure shall not be terminated in favor of retaining a faculty member without tenure.

f. Tenured faculty who have been laid off shall be offered teaching positions in other programs, if there are openings for which they are qualified, or, if none, non-teaching positions at the University if there are openings for which they are qualified. In either instance, the salary offered to the faculty member for any position would be at the salary budgeted for the open position.

g. The University shall attempt to assist displaced tenured faculty to find employment in industry, government, or in other educational institutions.

h. The appropriate Departmental Chair or College Dean shall provide the appropriate committees and interested parties with documentation concerning program viability, as well as rank, and seniority.

4.8.7.2.0.0.0 Appeals on Layoff

If the University issues notice to a particular faculty member of an intention to layoff the faculty member because of reasons discussed in paragraphs 4.8.6.1 Major Changes in Curricular Requirements, Academic Programs, or Departments, 4.8.6.2 Enrollment Emergency, and 4.8.6.3 Financial Exigency the faculty member shall have the right to a full hearing before the University Review Council. The issue of the appeal shall be confined to procedures, including adequacy of sources of data. The layoff shall not be delayed in the case that the appeal is not settled by the effective date; nor shall the appeal procedure be interrupted or denied because of the layoff.

4.8.8 Dismissal for Cause

Dismissal for cause is a severance action by which the University terminates its appointment with the faculty member for cause. Any faculty appointment is subject to action under this section.

Dismissal shall not be used to restrain a faculty member's academic freedom.

4.8.8.1.0.0.0 Grounds for Dismissal Proceedings

Dismissal for cause proceedings may be instituted on, but are not limited to, the following grounds:

1. Professional incompetence;
2. Continued neglect of academic duties in spite of oral and written warnings;
3. Personal misconduct; including harassment;
4. Violation of the rights and freedom of fellow faculty members, administrators, or students;
5. Failure to follow the professional ethics of the academic discipline;
6. Falsification of credentials and experience; and/or
7. Failure, after oral and written warnings, to follow standards of the University as designated in this Volume IV of the Policy Manual.

4.8.8.2.0.0.0 Procedures for Dismissal for Cause

The Provost and Vice President for Student Experience makes the decision on dismissal for cause. Except in an emergency, dismissal procedures shall include the following steps:

1. Written notice to the faculty member from the appropriate College Dean that a recommendation for dismissal for cause shall be made to the Provost and Vice President for Student Experience and the President. This notice shall contain a written statement of the grounds upon which the recommendation is to be made, and a brief summary of information supporting such grounds.

2. A demonstrable opportunity for the faculty member to meet with the appropriate College Dean to present the faculty member's defense concerning the dismissal recommendation, before the final recommendation is made.

3. A reasonable opportunity for the faculty member to meet with the Provost and Vice President for Student Experience to present the faculty member's defense concerning the dismissal recommendation.

4.8.8.3.0.0.0 Burden of Proof

Notwithstanding guidelines established within the University Review Council policy, in any case involving dismissal for cause, the burden of proof shall be on the University, which burden shall be by a preponderance of the evidence.

4.8.8.4.0.0.0 Appeal of Dismissal for Cause

The decision of the Provost and Vice President for Student Experience may be the basis of an appeal before the University Review Council, which shall review the case and make a recommendation to the President in accordance with procedures established in Volume III of the Policy Manual.

4.8.8.5.0.0.0 Action Short of Dismissal

1. Depending on the circumstances, the Provost and Vice President for Student Experience may elect to impose a disciplinary action short of dismissal for causes listed in paragraph 4.8.8.1 Grounds for Dismissal Proceedings, such as suspension for a period of time with or without pay and/or withdrawal of faculty privilege. In unusual circumstances, such as when a faculty member is an apparent danger to self or others, the Provost and Vice President for Student Experience may take disciplinary action without previous citation or warning.

2. Suspension may also be the temporary separation of a faculty member from the University when it is determined by the Provost and Vice President for Student Experience that there is a strong likelihood that the faculty member's continued presence at the University poses an immediate threat of harm to the University, or to individual members of the University community. Such suspension shall be with pay and shall last only so long as the threat of harm continues, or other action is taken by the Provost and Vice President for Student Experience.

3. In view of the past merits of the faculty member, final action by the Provost and Vice President for Student Experience may take a milder form of temporary suspension rather than outright dismissal. Such suspension shall not last beyond one (1) full year but may entail the total or partial discontinuance of all salaries and benefits, the suspension of all promotion and salary increments, and the temporary suspension or withdrawal of all faculty privileges.

4.8.8.6.0.0.0 Progressive Discipline of Faculty Members

Dismissal for cause should, in normal circumstances, be preceded by a written admonition by the appropriate administrative officer describing the alleged problem and warning that the faculty member's appointment status is in jeopardy. The warning shall also stipulate a period of time within which correction of the alleged problem is expected. The faculty member may contest the allegation; if the faculty member does not contest the allegation and proceeds to fulfill the faculty member's duties, the matter is settled. If the faculty member fails to correct the negligence, dismissal procedures or a lesser sanction may be applied (see paragraph 4.8.8.5 Action Short of Dismissal).

4.9 Faculty Duties, Responsibilities and Rights

The principal functions of a member of the Gannon University faculty are teaching, scholarship, and service. In order to carry out these functions successfully, special protections or rights are acknowledged to be essential. These rights are known collectively as academic freedom, and in special form, as academic tenure.

Since these rights are accorded faculty to foster and protect the academic function, they carry with them responsibilities of the individual to perform the protected functions. A body of such rights, and the associated responsibilities taken together, constitute a statement of professional conduct. A faculty member should promote by precept and example a general atmosphere within the University of respect for knowledge, thought, and inquiry.

The following statement of faculty duties, rights, and responsibilities is intended to communicate to faculty the expectations of Gannon University and the contribution faculty can make to the community. It shall be understood that such duties and responsibilities are obligations for which individuals are to be held accountable and according to which their performance will be judged. It is the obligation of academic administrators in collaboration with chairs, program directors, and other academic leaders to assess as objectively as possible the performance of faculty. It is therefore in the interest of all members of the University community that faculty duties, responsibilities, and rights be articulated in clear and specific fashion. Furthermore, it is evident that no generic statement can adequately define how these general principles are to be applied in individual cases. Therefore, specific goals, priorities and expectations will be defined for individual faculty through a faculty performance plan developed by faculty in consultation with their chair, program director, and dean.

4.9.1 General Responsibilities of All Faculty Members

The three categories of faculty duties include teaching, scholarship, and service.

4.9.1.1.0.0.0 Teaching

The standard teaching obligation of the tenured and tenure track faculty is 24 credit hours in the academic year. The standard teaching obligation of the teaching track faculty is 27 credit hours in the academic year or as otherwise specified by the faculty member's appointment notice.

Consistent with professional background and competence, fulltime tenured, tenure track, and teaching track may be assigned to teach undergraduate or graduate courses offered on- and off-campus in the day, evening or weekend sessions. Faculty are not obligated to teach more than 15 credit hours per semester.

The teaching obligation of an adjunct faculty member is as specified in the adjunct faculty member's appointment letter.

It is the responsibility of all faculty members to maintain intellectual integrity, to strive for academic excellence, and achieve student learning outcomes in all courses taught. The pursuit of academic excellence includes both a commitment to the development of knowledge, intellectual capacities and skills directly associated with a particular subject or discipline. It also includes a commitment to the mission, goals and objectives of Gannon University as a Catholic institution and to the general goals of a liberal education.

All faculty members are obligated to respect each student as an individual, who possesses human and civil rights. Fairness and objectivity in dealing with each student is expected, avoiding reservations or favor because of personal characteristics such as race, national origin, gender, religion, or political beliefs. Faculty are expected to make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects the student's academic achievement.

All faculty members must observe the following guidelines for conducting classes:

1. It is the responsibility of the faculty member to maintain intellectual integrity and to strive for academic excellence in the courses the faculty member teaches.

2. It is the faculty member's responsibility to promote adequate standards of linguistic expression in writing and in speech, including classroom participation.

3. At the beginning of each semester the faculty member will provide students in each class with a course syllabus, indicating material to be covered, related assignments, methods of evaluation, attendance policy, learning outcomes, faculty contact information, and office hours.

4. At the beginning of each semester the faculty member will explain the grading system to be used and will apply it fairly and consistently throughout the course.

5. Textbooks that students are required to purchase will be utilized as an integral part of the course; otherwise, they will not be required.

6. The faculty member must make clear to all students what material will be covered on each test and, when appropriate, what emphasis is to be placed on facts and what upon integration, analysis, and evaluation. This will be done at least one week prior to the test.

7. The faculty member will encourage student completion of a faculty course evaluation at the end of the semester for each class taught.

4.9.1.2.0.0.0 Scholarship

Faculty are expected to engage in scholarly pursuits pertinent to their academic discipline. Scholarship, as defined by the Boyer model, includes:

1. The Scholarship of Discovery;
2. The Scholarship of Integration;
3. The Scholarship of Application;
4. The Scholarship of Teaching; and
5. The Scholarship of Engagement.

Refer to subparagraph 4.5.7.3.1 for detailed descriptions.

4.9.1.3.0.0.0 Service

Service includes service to the University and to the community and/or one's profession. The University recognizes that educators are not only professionals in a given field who function within the University but also citizens of a larger community. Expected community service by Gannon faculty models the commitment the University seeks to instill in its students and adds to the prestige of the University. All full-time faculty members are expected to participate in those activities in which they represent Gannon in the community either because they were appointed by the University to do so, or were chosen by the community group because of their affiliation with Gannon. They may also participate in community activities, including service learning, because of their professional field or because they are educators.

As members of the Gannon community, all full-time faculty members are expected to participate in university committees and activities. Committees include University and ad hoc committees at the departmental/program, college, or University levels. Activities include enhancement of academic programs, student recruitment and retention, alumni relations and career placement and development. Faculty are expected to attend Open House programs, Convocations, and Commencement Exercises.

Faculty members are expected to be readily accessible to students for consultation. Full-time faculty members must keep posted on their office doors a current schedule indicating class meeting times as well as times when they have regular office hours or additional hours when student appointments can be made. In cases of difficulty or hardship, special provision should be given to arranging appointments outside the normal hours of accessibility. Adjunct faculty members are not required to maintain office hours but should provide reasonable time to students for consultation on the courses taught by the adjunct faculty member.

4.9.2 Faculty Responsibilities

Faculty members are expected to remain highly competent in their own academic field and in appropriate approaches and methods of teaching and learning. Faculty are expected, when appropriate to their appointment, to:

1. Develop and maintain an understanding of related disciplines and be active and skilled in the synthesis, integration, interpretation and communication of knowledge;
2. Keep abreast of developments in their field and to ensure that their courses, syllabi, instructional materials and techniques and teaching methods are current and appropriate;
3. Participate in appropriate departmental, college or university sponsored curriculum development programs and projects;
4. Engage in innovative course and programmatic development efforts;
5. Participate in appropriate professional seminars, workshops and colloquia and to share their ideas and the results of their scholarly and professional activities with others within the university community;
6. Engage in scholarship;
7. Participate in student advising (see paragraph 4.5.7.2 Advising Students); and
8. Participate in governance activities throughout the University (see Subsection 4.9.3 University Governance).

4.9.2.1.0.0.0 Advising

Current Version

The Gannon University Academic Advisement System is designed to establish and maintain a relationship between each Gannon student and a full-time member of the faculty of the University to facilitate the achievement of the personal, academic, career and professional goals of the student within the framework of the educational programs and services provided by the University. The central element in advising excellence is genuine and sustained concern for students as persons and belief in their capacity for self-directed growth. Academic advisement is the responsibility of all full-time members of the faculty where applicable. Faculty are expected to be available to assist students enrolled in their courses and advise assigned students in their program(s), if applicable. Responsibilities of the faculty advisors include:

1. Developing and maintaining knowledge of University policies and curriculum requirements.
2. Maintaining files to document academic progress for students who are assigned as advisees.
3. Communicating to advisees the times and places where the faculty advisors will be available to meet with the student.
4. Reviewing grade reports of that person's advisees and advising them of their significance.
5. Assisting students in pre-registration, advising them regarding curriculum and graduation requirements.
6. Advising students regarding academic progress, career and professional objectives. Special attention should be given to freshmen and others beginning their studies at Gannon to assist them in achieving appropriate outcomes.
7. Exercising prudence in advising students regarding purely personal matters: as appropriate; they should direct students to other sources of professional academic and personal advisement and assistance such as the Counseling Center, Career Exploration and Development, Student Success Center, or Financial Aid Offices.
8. Assisting students in applying for admission to graduate or professional schools, in preparation for certifying examinations, licensure or certification, in making application for employment, and when appropriate, writing letters of reference.
9. Availability/accessibility to students. A campus presence beyond the minimum of regular office hours is expected.

4.9.2.2.0.0.0 Office Hours

Faculty members are expected to be readily accessible to students for consultation. Full-time faculty members must keep posted on their office doors a current schedule indicating class meeting times as well as times when they have regular office hours and inform the appropriate Dean. In cases of difficulty or hardship, special provision should be given to arranging appointments outside the normal hours of accessibility. Adjunct faculty members are not required to maintain office hours but should provide reasonable time to students for consultation on the course(s) taught by the adjunct faculty member before or after class.

4.9.3 University Governance

A faculty member has the right to participate in University governance activities. These rights include:

1. Participation in scheduled meetings of the general faculty and of the department and program faculty committees of which they are members;
2. Contribution to the continuance and improvement of educational quality within the University;
3. Participation in the selection of new faculty;
4. Participation in decisions related to promotion, tenure and other recognition of merit, in accordance with the faculty member's position in an academic department, program, and college or as a member of relevant committees of the University;
5. Contribution to the planning, development, and evaluation of courses and academic programs within the University in accordance with that person's position in an academic department, program, and College or as a member of relevant committees of the University;
6. Participation in the development of University policies relating to faculty salaries, benefits, and other conditions of faculty appointment;
7. Participation in student advising as appropriate and assigned (see paragraph 4.5.7.2 Advising Students herein);
8. The right to enter into an appointment notice with the University outlining the salary, benefits, and conditions of that person's appointment and for which a written copy of this appointment notice will be given annually; and
9. Participation in University governance via service on University Committees, Task Forces and Ad-hoc Committees, the Faculty Senate, and Faculty Senate Subcommittees.

4.9.4 Academic Freedom

This statement of the policy of Gannon University with respect to Academic Freedom is to serve as a guide for the teaching faculty, the governing board, and the students of the University in the interpretation and execution of their respective rights and duties. The University is deeply committed to the principles of academic freedom which the University has embodied in its mission and objectives, and which is essential to its well-being as an institution of higher learning.

Academic freedom is freedom of members of an academic community to engage in their teaching, research, service, publication, academic governance, student advisement, and corollary activities without restriction, penalty, or threat of penalty. It derives from the educational rights traditionally accorded to faculty and students to facilitate learning. Its operation depends on the mutual acknowledgment of, and respect for, the dignity and rights of all members of the academic community.

The University is committed to ensuring that all professors are accorded ''a lawful freedom of inquiry and of thought and of freedom to express their minds humbly and courageously about the matters in which they enjoy competence." The University takes seriously its duty to recognize and promote the rightful academic freedom of professors in their search for truth. This faculty right to freedom in the classroom pertains to discussions within their subject, academic expertise, and competence but not to the introduction into their teaching of controversial matter which has no relation to their subject.

The principle of academic freedom also assures faculty members the right to engage off campus in political activities, and the right of free expression on all issues so long as they are not using their titles and academic position at the University in their expressions.

With regard to their activities outside the classroom, faculty members should remember that the public might judge their profession and their institution by their utterances. In the exercise of these rights, the faculty member is expected to respect the rights of the University in promoting the attainment of the mission and objectives that constitute the reason for its existence. Hence, faculty members should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and clearly indicate that they are not an institutional spokesperson.

Faculty members, moreover, are expected to strive for intellectual integrity in the conduct of their classes to ensure the integrity of the academic programs of the University.

4.9.5 Responsibilities of Tenured, Tenure Track and Teaching Track Faculty

Tenured, tenure track and teaching track faculty members are expected to remain highly competent in their own academic field and in appropriate approaches and methods of teaching and learning. They should develop and maintain an understanding of related disciplines and be active and skilled in the synthesis, integration, interpretation and communication of knowledge. They are expected to keep abreast of developments in their field and to ensure that their courses, syllabi, instructional materials and techniques and teaching methods are current and appropriate. They are responsible for participating in appropriate School, Division, Program or Department, as well as College or University sponsored curriculum development programs and projects. They are encouraged to engage in innovative course and programmatic development efforts, to participate in appropriate professional seminars, workshops and colloquia and to share their ideas and the results of their scholarly and professional activities with others within the University community (see Sections 4.10 and 4.12 for University's related responsibilities).

Although Gannon University is not primarily a research institution, tenured and tenure track faculty members are expected to engage in scholarly activities (see Section 4.5). Of special value are those projects which make a direct contribution to teaching and learning at Gannon by way of relevancy to the curriculum or through projects which faculty members can directly involve their students.

Tenured and tenure track faculty members are expected to engage in scholarship appropriate to their disciplines (see Boyer model in Section 4.5 supra).

4.9.6 Community Service

The University recognizes that educators are not only professionals in a given field who function within the University but are also citizens of a larger community. Faculty members are expected to participate in those activities in which they represent Gannon in the community either because they were appointed by the University to do so or were chosen by the community group because of their affiliation with Gannon. They may also participate in community activities because of their professional field or because they are educators and citizens.

4.10 Faculty Development

4.10.1 University Support for Scholarly Activity, Prof. Dev and Travel

University Support for Scholarly Activity, Professional Development and Professional Travel

Within the context of its obligations to students, its fiscal resources, and its facilities, the University will provide reasonable support to full-time faculty who engage in scholarly and professional activity. Full-time faculty members may apply for research and/or development funds through the Faculty Research or Faculty Development Committees. They may also apply, with the approval of their applicable Chair or Director, to their College Dean for support to participate in professional conferences and other activities. They may also apply for a reduction in instructional load and for sabbatical leave. The University strongly encourages its full-time faculty to seek financial support for instructional scholarly and professional development projects from outside sources, both governmental and independent. Recipients of reduced teaching loads and financial support for scholarly and professional activity are required to submit in a timely fashion a report on such activity to the applicable Chair or Director and the appropriate College Dean. The College Dean may also invite the faculty member to present the results of the scholarly and professional activity to an interested group of faculty members and students. If funds were received through the Faculty Research or Faculty Development Committees, a report should be submitted to the committee chair prior to the next funding cycle in order to be eligible for future funding opportunities.

Faculty are encouraged to attend meetings of professional and learned societies as a means of enhancing their scholarly/professional development. Within the limitations of its budget the University will provide financial support for such activities. University funds to support professional travel expenses are made available according to the policies set by the University or by the individual Colleges or School, Division, Program or Department as appropriate.

4.10.1.1.0.0.0 Barker Institute Global Engagement Grant

The Barker Institute Global Engagement Grant was established by private entrepreneurs to support faculty engagement and/or partnerships which have an international component. These funds will be used to help support global engagement activities which will contribute to the professional development of full-time faculty and professional library staff and thereby contribute to the quality of the University and its programs.

This Committee is a subcommittee of the Faculty Senate and is responsible for reviewing faculty applications submitted for the Barker Institute Global Engagement Grant and for recommending applicants for funding to the Provost and Vice President for Student Experience. This Committee consists of the Chair from both the Faculty Development and Faculty Senate Committees as well as one member from both said committees. Online applications and instructions as well as eligibility criteria for this grant can be found on the Faculty Senate webpage.

The Barker Institute Global Engagement Grant Committee is composed of members from the Faculty Research and Faculty Development Committees, which have representatives from the library and from each of the colleges. The committee is responsible for evaluating all grant applications received and then forwarding all recommendations to the Provost and Vice President for Student Experience, who makes the final decisions regarding fund. Funding cycles occur twice during the academic year. All full-time faculty members and professional library staff are eligible to apply for a Barker Institute Global Engagement Grant. Members of the Barker Institute Global Engagement Grant Committee are not eligible to apply for these grants while serving on the committee.

4.10.2 Educational/Professional Development Leave Policy

The University will consider requests of faculty for leaves of absence which would enhance their professional development. Leaves are granted on the assumption that the faculty member will return to regular employment at the end of the leave period. Educational/Professional Development Leave is considered a privilege and in no instance is it granted automatically. An Educational/Professional Leave is defined as leave for (1) full-time study for an advanced degree; or (2) work in the field of education or research such as a Fulbright, foundation grant or government project.

1. Eligibility: All regular full-time faculty are eligible for Educational/ Professional Development Leave.

2. Duration of Educational/Professional Development Leave: Educational/Professional Development Leave is granted for a specific period of time and may be granted up to a maximum period of one year.

3. Pay during Educational/Professional Development Leave: Educational/Professional Development Leave is granted without pay.

4. Benefits during Educational/Professional Development Leave: For leaves of thirty (30) days or less all benefits will remain in effect as if the faculty member were in active service provided the faculty member continues to make any required contributions. For leaves of more than 30 days duration the following provisions apply:

    a. Medical Insurance: Benefits may be maintained provided the faculty member arranges for advance payment of any required contributions.

    b. Life Insurance: Life insurance benefits shall continue during an Educational/Professional Leave.

    c. Disability Insurance: Disability insurance benefits shall continue during an Educational/ Professional Leave.

5. Retirement: No University contributions are made to retirement plans during unpaid leave. Tuition Remission: Continuation of status in effect prior to the leave of absence.

6. Seniority during Leave: Seniority will not be interrupted during any approved leave.

7. Requesting a Leave: Faculty members seeking to obtain an educational leave of absence shall submit a written request to the Provost and Vice President for Student Experience through their appropriate Dean. The Provost and Vice President for Student Experience notifies the Human Resources Office of leave requests. (Leave Request Forms are available from the Human Resources Office).

8. Granting Educational Leave: Educational Professional Development Leave requires approval of the President.

9. Return from Leave: A faculty member who fails to return to work upon a mutually agreed-upon date shall be considered to have resigned that person's employment with the University.

4.10.3 Academic Contracts and Grants

All academic contracts to which the University is a party, academic grants accepted by the University, and all applications for such contracts and grants must be approved by the President on behalf of the University. If required, the approval of the Board of Trustees may vote on the grant or contract.

All contracts and grants to which the University is a party should be submitted to the Office of the President no later than one week prior to the date when the approval of the University is required. Approval may not be granted in instances in which less time is available for review.

Since the College Deans have a major responsibility for setting the direction of the research activity in their College, individual faculty planning to seek outside support for research activity must consult their College Dean on the nature of and direction of the intended research at the beginning of the research activity and well before seeking outside funding.

4.10.4 Faculty Development Grants

The Faculty Development Committee is a subcommittee of the Faculty Senate and is responsible for the allocation of the annual Faculty Development budget. These funds will be used to support activities which will contribute to the professional development of full-time faculty and professional library staff and thereby contribute to the quality of the University and its programs.

The Faculty Development Committee, appointed by the Faculty Senate, is composed of representatives from the library and each of the colleges. The committee is responsible for evaluating all grant applications received. The Committee's recommendations are then forwarded to the Provost and Vice President for Student Experience who makes final decisions regarding funding. Funding cycles occur twice during the academic year. Members of the Faculty Development Committee are eligible to apply for Faculty Development Grants while serving on the Committee as long as they recuse themselves from the funding allocation process for their application for that cycle.

4.10.4.1.0.0.0 Loss of Eligibility

Any of the following may be grounds for termination of a funded project:

1. Termination of University service;
2. Intentional misrepresentations in the grant application;
3. Failure to properly document expenditures; and
4. Failure to report progress at the end of your funding cycle.

4.10.5 Sabbatical Leave for Full-Time Faculty

After seven years of full-time service at Gannon University, a faculty member may apply for a sabbatical leave. If granted a sabbatical, the faculty member must wait seven more years before reapplying for a sabbatical. Sabbatical leaves may be awarded to the full-time, tenured faculty members of the University to provide opportunities for advanced study or research that would increase the competence of the faculty member in the interest of the University. However, advanced study or research in pursuit of a graduate degree does not, in itself, constitute the basis for award of sabbatical leave. The Provost and Vice President for Student Experience awards sabbatical leaves, following consultation with the appropriate Chair or Director and the applicable College Dean. Application forms for sabbatical leave are available in the offices of the College Deans. Completed applications are due on or before November 1.

4.10.5.1.0.0.0 Conditions

Sabbatical leaves may be taken for a full academic year, with compensation in the amount of one-half of the salary specified in the appointment notice for that year, or for a fall or spring semester with compensation in the full amount of the salary specified in the appointment notice for that part of the year.

A faculty member on sabbatical leave shall receive a salary increment in accordance with the salary increment policy applicable to the academic year following the period of sabbatical leave. All corollary benefits remain intact during the period of sabbatical leave, subject to proportionate reduction of the benefits that are related to salary if the leave is for a full academic year.

A faculty member who is awarded a sabbatical leave will submit periodic progress reports to the College Dean and a final report to the Provost and Vice President for Student Experience outlining the accomplishments as a result of the leave in terms of the purpose and objectives for which it has been awarded.

The Provost and Vice President for Student Experience will make an annual report of requests for the awards of sabbatical leave.

4.10.5.2.0.0.0 Implementation

The implementation of this policy will be contingent upon the availability in the regular University budget of any required funds, and the feasibility of meeting, through alternate arrangement, the responsibilities of any faculty member granted sabbatical leave.

The recipient of a sabbatical leave shall be so informed prior to release of the registration schedule for the next consecutive fall semester.

4.10.6 Faculty Research Grants

The Faculty Research Committee is a subcommittee of the Faculty Senate and has the major responsibility to review applications for Faculty Research Grants submitted by faculty members and recommend projects for funding to the Provost and Vice President for Student Experience. This Committee consists of faculty members from each College. (See Volume I, paragraph 1.7.6.1). Applications for Faculty Research Grants are located on the faculty senate webpage: https://my.gannon.edu/facultyandstaffresources/facultysenate/frgs/Pages/default.aspx

4.10.6.1.0.0.0 Eligibility

All full-time tenured and tenure track faculty including tenure track professional librarians are eligible to apply for Faculty Research Grant. Eligibility and deadlines can be found on the Faculty Research website at: https://my.gannon.edu/facultyandstaffresources/facultysenate/frgs/Pages/default.aspx

4.10.6.1.1.0.0 Loss of Eligibility

Any of the following may be grounds for termination of a funded project:

1. Termination of University service;
2. Intentional misrepresentations in the grant application;
3. Failure to properly document expenditures;
4. Grant recipients must submit a report on their faculty research project to be eligible for future funding opportunities. This report must be submitted by the end of your funding cycle. The submission report can be found on the faculty research website.
5. Failure to obtain written permission from the Faculty Research Committee to extend a project's completion date beyond one year following the awarding of the grant.

4.10.6.2.0.0.0 Expenses

The following are examples of expenses that may be funded by a research grant:

1. Equipment, materials and supplies including computer hardware and software.
2. Costs associated with data collection and processing including travel, computer programming services and facilities, student wages, user fees, interlibrary loans, experiments and simulations.
3. Salaries for research assistants. The actual level of salary will be determined by the Faculty Research Committee on a case-by-case basis according to the requirements of the work as presented by the applicant.
4. Costs associated with the production of printed materials including secretarial technical or professional services, typing, copying, printing, type setting and graphics production.
5. Costs associated with the production of non-print media including models, prototypes, films, video tapes, audio tapes, slides and photographs.

Several types of expenses will not be supported by research grants. These include compensation to the applicant, tuition, costs associated with the presentation of professional papers, entertainment and alcoholic beverages, and advanced degree expenses (for applicants or research assistants).

4.10.6.3.0.0.0 Application Evaluation Criteria

The following criteria will be used to evaluate research grant proposals:

1. Clarity with which the purpose and objectives of the project are explained. Please put in terms that a non-expert can understand.
2. Clarity with which the research methodology is explained. Please put in terms that a non-expert can understand. Include also a schedule for accomplishment of objectives and a 250-word abstract.
3. Quality of research budget:
    a. Clarity of budget presentation
    b. Strength of justification for budgeted expenditures
4. Strength of support for the project:
    a. Presence of partial funding or matching funds from other sources
    b. Letters of endorsement
5. Qualifications of applicant:
    a. Research track record
    b. Educational background
    c. Professional work experience
    d. Progress report on previous research on a timely basis
6. Benefits of project.
7. Output of project: Contribution to knowledge, Publications, Conference papers.
8. Recipients of specific benefits: Applicant(s), a School, a Division, a Program, a department, a College, the University, the Community, an academic discipline, and/or Students.
9. Costs of the project:
    a. Relative to other proposals
    b. Relative to total research grant budget

c. Relative to benefits

Each research grant proposal will be evaluated by each member of the Faculty Research Committee. Grants will be awarded to those proposals that are most highly ranked; however, priority shall be given to new faculty and those who are making their first application to the committee or have not previously received funding. The Committee will provide the ranking to the Provost and Vice President for Student Experience who shall make the final decision. Applications not fully funded or denied funding shall receive a written explanation from the Provost and Vice President for Student Experience with a copy to the Committee.

4.10.7 Released Time for Scholarly Activities

Released time for full-time faculty members engaged in scholarly activities shall be authorized by the Provost and Vice President for Student Experience and the College Deans. Released time shall be granted for research activities that cannot be otherwise undertaken during the regular semesters and the summer months. Released time equivalent to one three-credit course may be granted to full-time faculty members in each fall and spring semester. The Academic Affairs Committees of the individual Colleges and Schools will recommend candidates for released time the Dean of that College. The Dean will make recommendations to the Provost and Vice President for Student Experience and the President. The President will make the final selection after recommendation by the Provost Council and the Provost and Vice President for Student Experience.

4.10.8 Released Time for Administrative Duties

Released time shall be granted to full-time faculty members who take on academic administrative duties such as:

1. Associate Dean;
2. School Director;
3. Division Chair;
4. Department Chair;
5. Program Director;
6. Program Coordinator;
7. Faculty Senate President;
8. Faculty Senate Vice President, or
9. Special Assignments.

The decision as to the credit of equivalent hours of work and duration of the released time award rests with the Provost and Vice President for Student Experience.

4.11 Workload of Teaching Faculty

See Volume IV Section 4.9.1.1.0.0.0

Date	Change	Changed By

4.12 Institutional Policies Pertaining to Faculty Working Conditions

4.12.1 Outside Employment (Full-time Faculty)

It is the professional responsibility of all full-time faculty to give primacy to their teaching, advising, scholarly and service responsibilities at Gannon University. Additionally, it is recognized that outside professional activities may be beneficial to the faculty member and are encouraged by the University. During the appointment period outside employment is permitted when the following conditions are met:

1. It contributes to the professional development of the faculty member, to the recognition of the faculty member in the faculty member's field, to the positive reputation of the University, or to the benefit of the University's students.

2. The faculty member continues to perform the faculty member's teaching, advisory, scholarly and service responsibilities at Gannon University in a satisfactory matter.

3. It is expected that such outside employment will not encompass more than the equivalent of one day per week.

It is the responsibility of each faculty member to get permission from that faculty member's Departmental Chair or Program Director and College Dean regarding that faculty members outside employment. The permission for outside employment may be rescinded by the college dean if, in the opinion of the dean, the faculty member is not performing the faculty member's duties in a satisfactory matter. Continuing outside employment shall be reviewed at least annually, normally before the start of classes in the fall. For purposes of this section ''outside employment'' are those compensated activities, which are related to the faculty member's academic specialty, but which involve persons, entities or governmental agencies other than Gannon University or programs administered through or sponsored by an outside entity. Examples of ''outside employment'' include:

a. Practicing a profession on a part-time basis;

b. Providing professional, managerial, or technical consulting services to an outside entity;

c. Compensated service on a committee, panel, or commission established by an outside entity;

d. Participating in or accepting a compensated commission for a musical, dramatic, dance, or other artistic performance or event sponsored by an outside entity;

e. Teaching at an institution other than Gannon University;

Appeal: If permission for outside employment is denied or rescinded by the College Dean, the faculty member may appeal the decision to the Provost and Vice President for Student Experience whose decision is final.

4.12.2 Faculty Research Policy

The right to select one's methods and topics of research requires full consideration of ethical principles. Whenever research might involve significant risk of adverse ethical, physical, or psychological consequences, it must be conducted in accord with appropriate accepted professional standards and in consultation with colleagues, including Departmental Chairs and other academic officers as needed. Research involving human subjects must be approved by Gannon University's Institutional Review Board.

The right to assign tasks to students that may contribute to their own, or to general knowledge, is accompanied by the obligation not to exploit them, or to infringe their academic freedom, and to give full credit for work done by them.

A faculty member has the right to make public research findings and other products of scholarship and the right to protection against retaliation because of displeasure with that person's conclusions by others within the academic community or society at large. That faculty member has the concomitant responsibility to strive for scholarly objectivity and truth, and to distinguish purely speculative inferences and personal convictions from conclusions founded on substantial evidence.

4.12.3 Use of University Facilities and Services

University facilities may be used by faculty members in connection with academic or scholarly activities described in Section 4.9 without being subject to the requirements of prior approval or reimbursement. While faculty members may utilize the services of the secretarial staff of their respective academic unit to assist in the preparation of professional articles, papers, reviews, etc., such clerical assistance will not interfere with pre-assigned work and shall be accommodated as time permits.

Except for the use of office space assigned to a faculty member and available library services, faculty members may have access to University facilities for events in accordance with the policy on Campus Facilities Usage (Volume II, Subsection 2.10.2 Access to Facilities, General Institutional Policies). Access to University facilities is classified under one of three categories: internal, cosponsored, or external events. Internal events are official University activities. Co-sponsored events are defined as University-related events between community organizations and representatives of Gannon University. Co-sponsored events promote academic or professional development of students, faculty, and staff to benefit the University and and/or the community. External events are not University activities and require that reservation requests must be submitted to the Office of the Conferencing Manager. The use of Gannon University facilities by non-University related groups is subject to a fee.

4.12.4 University Assumes No Responsibility

Faculty members must be aware that the University assumes no responsibility for the competence or performance of ''outside activities'' engaged in by a faculty member, nor may any responsibility be implied in any advertising with respect to such activities. Faculty members may not represent themselves as acting on behalf of the University unless there is a formal contract establishing a formal relationship.

4.12.5 Political Activity

Faculty members, as citizens, are free to engage in political activities. Any member of the faculty who wishes to engage in direct political activity which will involve a substantial amount of time away from the performance of University responsibilities (e.g., holding or running for political office, managing a campaign, directing group action on behalf of a political candidate or issue) is expected to work out a mutual agreement for leave of absence with the approval of the Provost and Vice President for Student Experience as set forth in Subsection 4.10.2 Educational/Professional Development Leave Policy of this Volume IV before undertaking such activity. The terms of such leave of absence will be set forth in writing.

4.12.6 Compliance and Enforcement

The University expects faculty members to seek advice from the applicable Department Chair and College Dean who shall be available for advance consultation with respect to potential conflicts between a faculty member's primary responsibility and outside activities.

If the applicable College Dean is concerned about whether a faculty member is meeting the standards of this policy, the College Dean will discuss this with the faculty member. If a satisfactory resolution cannot be reached, the College Dean will meet with the Provost and Vice President for Student Experience and the faculty member to resolve the issue. The decision rests with the Provost and Vice President for Student Experience.

4.12.7 Intellectual Property Policy

See Volume II, Subsection 2.7.2.

4.13 Faculty Compensation Policies

The initial salary for faculty members at the University is determined based upon a salary range established for full-time faculty members by rank, discipline, and market factors. Thereafter, adjustments may be made based upon merit and promotion. Additional benchmark adjustments based on merit are made from time to time based on the recommendations of the University Compensation Committee.

4.14 Faculty Grievance Policy

See Volume III, Subsection 3.4 for general policies and Volume IV, Subsection 4.8.7 General Procedures Regarding Layoff for grievance processes and procedures to be followed by faculty members.

4.15 Policy of Professional Integrity

All members of the University community must maintain ethical behavior in relationship to their profession. Those behaviors reflect the status, character, and standards of the given profession and are in accordance with the accepted principles of right and wrong that govern the conduct of a profession.

Any member of the University community who engages in unprofessional or unethical conduct is subject to disciplinary action.

4.16 Revision of this Volume IV

While the adoption of policy and its changes is ultimately the prerogative of the Board of Trustees, members from all segments of the University community enjoy the privilege and responsibility of contributing to the formulation and alteration of the University's policy statements. Since the faculty is the group most affected by the policies of Volume IV, the faculty should be actively involved in keeping it up to date.

4.16.1 Faculty Proposed Changes

Proposed revisions, additions or deletions to; Volume IV, Volume I Subsection 1.6.2 The Faculty of Gannon University, or Volume I Section 1.7 The General Policy, may be brought forth by any individual or committee to which Faculty Senate makes appointments. However, the proposed change(s) must be approved by a vote of the full-time faculty as defined by Faculty Senate in Volume I, subsection 1.6.2.2.1.e.

4.16.1.1.0.0.0 Manner of Submission

The proposal shall be presented to the President of the Faculty Senate in the following manner:

1. Any copy of the proposed change worded as the submitter wishes it to appear in the manual;
2. A brief explanation of the reason(s) for the change shall accompany the proposal;
3. Notification of the proposed revision shall be made at least one (1) week before the next Faculty Senate meeting so time may be allotted for consideration of the proposal at the next Faculty Senate meeting; and
4. The submitter shall then bring the proposal before the Faculty Senate for approval.

4.16.1.2.0.0.0 Faculty Senate Action

The Faculty Senate may then choose one of the following courses of action:

1. Approve the proposal without change or comment and take the proposal to the full faculty for a vote;
2. With the consent of the submitter, alter the wording of the proposal before the Faculty Senate and approve the proposal as amended and take the proposal to the full faculty for a vote; or
3. Recommend substantive changes and send the proposal back to its submitter for revision.

4.16.1.3.0.0.0 Action by the General Faculty

Should the proposal be endorsed or altered under paragraphs 4.16.1.2(1) or (2) above, the President of the Faculty Senate shall schedule a general meeting of all full-time faculty as defined in Subsection 4.16.1 above.

1. The faculty shall be presented, in writing, with the proposal and its rationale at the general faculty meeting for discussion.
2. The faculty shall have a minimum of two (2) weeks before a second general faculty meeting may be called to vote on the matter.
3. If more than half of the full-time faculty submit ballots and if a majority of the submitted ballots are in favor of the proposal, this shall constitute approval to be forwarded to the Provost and Vice President for Student Experience for Administrative Approval.

4.16.2 Administrative Approval

After the Faculty Senate has endorsed and the faculty have approved a change in this Volume IV of the Policy Manual, or Volume I, Subsection 1.6.2 The Faculty of Gannon University, it shall submit the recommended change to the Provost and Vice President for Student Experience and the President of the University.

If the proposed change(s) are approved by the Provost and Vice President for Student Experience and the President of the University, the President shall present the proposed change(s) to the Board of Trustees for consideration, as appropriate.

If the President or the Provost and Vice President for Student Experience disagree with the proposed change(s), the President and the Provost and Vice President for Student Experience, citing reasons for the disagreements, shall meet with the Executive Committee of the Faculty Senate to discuss the next steps. These steps may include further study, modification, or resubmission of the proposal.

4.16.3 Administration Proposed Changes

Any change to this Volume IV proposed by the University administration shall be submitted to the Faculty Senate for review and comment prior to any such change being implemented. The proposal shall include a copy of the proposed change as it is intended to appear in the manual and a brief explanation of the reason(s) for the change.

The Faculty Senate will, following whatever procedure it deems appropriate, review the proposed change and provide comments on it to the Provost and Vice President for Student Experience or the Vice President for Planning and Finance, depending upon the administrative division proposing the change. The Faculty Senate's comments may, but need not, take the form of a recommendation: (i) to adopt the proposed change, (ii) to amend or modify the proposed change and adopt it such amended or modified form, or (iii) that the proposed change is not adopted.

After receiving the Faculty Senate's comments on the proposed change, the President and the appropriate Vice President may: (i) accept or reject the comments and any recommendation(s) contained therein and present the proposed change in its original form or as amended or modified to the Board of Trustees for its approval, (ii) elect not to present the proposed change to the Board of Trustees, or (iii) further discuss the proposed change with the Faculty Senate.

4.16.4 Board of Trustees Approval

1. Before definitive action on Policy Manual revision proposals, the Board of Trustees may commission a subcommittee of its members to meet with the Provost and Vice President for Student Experience and the President of the University, and the Executive Committee of the Faculty Senate to discuss final adjustments in the revised texts;
2. The Board of Trustees shall either approve or reject the proposed revision; and
3. The Board of Trustees shall retain the right, in the best interest of the University and in its fiduciary capacity, to alter the provisions of this Volume IV of the Policy Manual after following the procedures in this Section 4.16 Revision of this Volume IV.

4.16.5 Emergency Procedure

If any provision of Volume IV of the Policy Manual is in conflict with federal, state, or local law or ordinance or is otherwise illegal, invalid or unenforceable to any extent, the remainder of Volume IV of the Policy Manual and the application of the provision in question to persons or circumstances other than those to which the provision is improper, shall not be affected. In addition, the Board of Trustees shall act to bring the University into compliance with such law, ordinance, or invalidity, and the Policy Manual will be amended as soon as possible, providing none of these laws are in conflict with the Mission of the University.

4.17 Appendix: Acceptable Terminal Degrees for Disciplines

College of Engineering and Business	
Computer & Information Science	Ph.D. or equivalent
Engineering	Ph.D. or equivalent
Environmental Engineering	Ph.D. or equivalent
Business	Ph.D. or D.B.A. or equivalent (i.e., J.D. for teaching law-related courses)

Morosky College of Health Professions and Sciences	
Biology	Ph.D. or equivalent
Chemistry	Ph.D. or equivalent
Math	Ph.D. or equivalent
Nursing	Ph.D. in Nursing or other related field, D.NS., D.NSc.
Nutrition and Human Performance	Ph.D. or equivalent
Occupational Therapy	Doctorate in acceptable field
Physical Therapy	Ph.D. or equivalent
Physician Assistant	M.S.
Physics	Ph.D. or equivalent
Radiologic Sciences	M.S.
Respiratory Care	M.S.
Sport & Exercise Science	Ph.D. or equivalent

College of Humanities, Education, and Social Sciences	
Philosophy	Ph.D.
Theology	Ph.D. or S.T.D. or Th.D.
English	Ph.D. - Literature M.F.A - Creative writing D.A.
Psychology	Ph.D. or Psy.D. or Ed.D.
Education	Ph.D. or Ed.D.
Military Science	N/A
History	Ph.D.
Legal Studies	Ph.D. or J.D.
Political Science	Ph.D.

Foreign Languages	Ph.D. D.M.L (Middlebury's terminal degree)
Theatre, Communications, Fine Arts	Ph.D. M.F.A - Theatre performance and production M.A. - Journalism
Social Services Social Work Criminal Justice	Ph.D. Ph.D. or DSW Ph.D.

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PERSONNEL POLICIES FOR ADMINSTRATORS AND STAFF

5.0.0.0.0.0.0 Introduction

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Volume V of the Gannon University Policy Manual contains employment policies that pertain to administrators and staff of the University (hereafter referred to jointly as staff). Additional policies that pertain only to members of the faculty are provided in Volume IV, and policies that pertain to faculty and staff are provided in Volume III. General policies that affect all members of the campus community (including students) are set forth in Volume II. Policies on governance and administration are found in Volume I.

Nothing contained in Volume V of the Institutional Policy Manual, any other manual, policy, work-rule, or oral or written statement of Gannon University is to be viewed as a contract or as creating any promises or any contractual right of any kind to employment or benefits of employment.

5.1 General Staff Personnel Policies

5.1.1.0.0.0.0 Affirmative Action/Equal Opportunity Policy

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

See Volume III, Subsection 3.1.1 Affirmative Action/Equal Opportunity Policy.

5.1.2.0.0.0.0 Dress Policy

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Gannon encourages staff to always present a professional appearance and image. Common sense, good taste, good judgment and professionalism should be reflected in the personal appearance of all employees. It is understood that one standard cannot be applied to each work environment. Some positions involve functions that are best performed in standard business attire while others are best performed in attire better suited to physical activity. In certain areas, management may determine that the nature of the work requires wearing jeans or other work clothes. Department directors should be able to answer questions that may arise.

5.1.2.1.0.0.0 Guidelines

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

Business Casual attire is a slightly more relaxed standard than traditional business attire. Business Casual attire is acceptable to wear on Fridays or the last scheduled workday of any workweek throughout the year and every day during the summer months (dates will be designated annually). Employees should take their day's schedule into consideration when determining if traditional business attire or business casual would be more appropriate.

Gannon Casual attire is intended to promote the identity and spirit of Gannon University on Fridays during the summer and is a slightly more relaxed standard than Business Casual. Gannon Casual expands on Business Casual and includes wearing jeans and sneakers when worn with Gannon logo apparel or with Gannon's colors.

For more information about Dress Policy, visit: http://www.gannon.edu/depts/hr/Policy/

5.1.2.2.0.0.0 Uniforms

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Staff of the Physical Plant and Campus Police and Safety departments wear uniforms. Gannon provides these uniforms, and it is the employee's responsibility to maintain them, care for them, and wear them in a professional manner. Uniformed staff for the Campus Police and Safety Office are required to always wear their uniforms while on the job.

5.1.3.0.0.0.0 Harassment Policy

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

See Volume VII, Section 7.6 Code of Academic Integrity

5.1.4.0.0.0.0 Intellectual Property

Revision Date: 7/22/2009 Approval Date: 7/22/2009 Current Version

See Volume II, Subsection 2.7

5.1.5.0.0.0.0 Outside Employment

Revision Date: 6/4/2018 Approval Date: 6/4/2018 Current Version

Staff members may, with permission of their Vice President, engage in outside employment. Care must be taken to assure that such activities are clearly separated from the individual's duties to the University and that the activities do not interfere with the individual's ability to support Gannon's mission and to meet the performance standards of their position with the University.

All staff members will be judged by the same performance standards and will be subject to the University's scheduling needs, regardless of any existing outside work requirements.

If the University determines that an individual's outside work interferes with performance or the ability to meet the requirements of the University as they are modified from time to time, that person may be asked to curtail or terminate the outside employment if that person wishes to remain with the University.

Outside employment that constitutes a conflict of interest is prohibited. Staff members may not receive any income or material gain from individuals outside the University for materials produced or services rendered while performing their University jobs.

Engaging in business or employment with an organization that is a supplier of goods or services to the University requires that the staff person sign the conflict-of-interest statement annually.

Engaging in business or employment with another organization that is competitive with the services offered by the University will not be approved.

Making use of a person's status with the University to further outside business interests or associating the University with a product or service offered by an outside organization in which the employee has a business interest will not be approved.

The lease or purchase of University property must be approved in writing by the Vice President for Finance and Campus Operations.

5.1.6.0.0.0.0 Rights and Responsibilities

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Gannon staff have the right to a respectful work environment that recognizes their dignity. They have the right to work in an environment free from harassment or unlawful discrimination.

They have the right to express themselves and bring their experience to bear on the work at hand. They have the right to clearly stated job expectations.

Individuals who become Gannon staff accept the responsibility to perform the functions of their jobs effectively and in a manner that supports and contributes to Gannon's Mission and its Catholic identity.

5.1.7.0.0.0.0 Service Recognition

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Each year Gannon recognizes staff who have reached five-year service milestones. Service dates are based on the date of hire or rehire date and exclude any student employment. Eligibility for recognition is determined as of December 31 of each year.

5.2 Beginning Work at Gannon

5.2.1.0.0.0.0 Orientation

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

The Human Resources Department offers a brief orientation session to all newly hired staff. Appointments are scheduled by the Human Resources Department at the time of hire and are confirmed through department supervisors. Topics covered include but are not limited to:

1. University's mission statement;
2. Benefits;
3. Standard workweek and paid time off;
4. Pay schedule;
5. Harassment and unlawful discrimination policy;
6. Workers' compensation

The immediate supervisor arranges for the employee's training to the position, including duties and responsibilities, hours of department's operation, safety, and geography of the campus.

5.3 Employment Status

5.3.1.0.0.0.0 Full-time or Part-time

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Full-time staff are regularly scheduled to work a standard 37.5 or 40-hour workweek for at least ten months of the fiscal year. They are eligible for the University's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-time staff are scheduled to work less than a standard 37.5-hour workweek. They receive all legally mandated benefits (i.e., Social Security and workers' compensation insurance). Based on their work schedule, they may qualify for vacation pay, sick pay, and participation in the retirement plan.

5.3.2.0.0.0.0 Temporary, Introductory, and Regular

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Temporary staff are hired for one year or less whether in a full-time or part-time capacity. A temporary employee hired into a full-time position for a one-year period of time is eligible for health care benefits. In all other cases, temporary staff are not eligible for benefits, nor may they use the grievance procedures.

5.3.2.2.0.0.0 Introductory Staff

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Introductory staff are those whose performance is being evaluated to determine whether further employment with the University is appropriate. Staff who satisfactorily complete the 90-calendar day introductory period will become regular staff. The following practices apply during an introductory period:

1. The introductory period may be extended under special circumstances as determined by the supervisor.
2. During this period Gannon may terminate employment for any reason without notice.
3. During this period the employee is not eligible to use the University Review Council.
4. During this period the employee is not eligible for paid time off with the exception of University holidays.
5. At the conclusion of the introductory period the employee will receive a performance evaluation.

5.3.2.3.0.0.0 Regular Staff

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Regular staff are those whose work performance has proven satisfactory upon completion of the introductory period. They may be exempt or non-exempt, administrators or staff, full-time or part-time.

5.3.3.0.0.0.0 FLSA Exempt or Non-exempt

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

An employee's exempt or non-exempt classification is determined based on guidelines published by the United States Department of Labor and administered by the University's Human Resources Department.

In general, exempt staff hold executive, managerial, or professional positions. Exempt staff are excluded from specific provisions of federal and state wage and hour laws and are, therefore, not entitled to overtime pay.

All other staff are deemed to be non-exempt and are entitled to overtime pay under the specific provisions of federal and state laws.

5.4.0.0.0.0.0 Employment Classifications

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

It is the intent of the University to clarify and define employment classifications so that staff understand their employment status and benefit eligibility. Gannon staff are at times referred to as exempt or non-exempt when describing certain legal rights. When grouped by general duties, staff may be referred to as executive, managerial, professional, clerical, etc. different employee categories are listed below.

5.4.1.0.0.0.0 Executive Administrators

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Executive Administrators are defined as ''exempt'' under the Fair Labor Standards Act and include those staff whose primary duty is the management of a major division, have the authority to hire or fire, and direct two or more full-time staff (i.e., president, vice presidents, deans, or equivalent).

5.4.2.0.0.0.0 Managerial Administrators

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Managerial Administrators are defined as ''exempt'' under the Fair Labor Standards Act and include those staff whose primary duty is the management of a department or subdivision, have input into hiring and firing decisions, and direct two or more full-time staff (i.e., directors, associate directors, assistant directors, supervisors, or equivalent).

5.4.3.0.0.0.0 Professional Administrators

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Professional Administrators are defined as ''exempt'' under the Fair Labor Standards Act and include those staff whose primary duty is the performance of office or non-manual work directly related to the management or general business operation of the University (i.e., accountants, systems analysts, computer programmers, student personnel professionals, counselors, directors, associate directors, assistant directors in support activities, or equivalent).

5.4.5.0.0.0.0 Office Support Staff

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Office Support Staff are defined as ''non-exempt'' under the Fair Labor Standards Act and include those staff whose assignments typically are associated with clerical activities or are specifically of a secretarial nature (secretaries, clerks, receptionists, stacks attendants, telephone coordinator, or equivalent).

5.4.6.0.0.0.0 Skilled Crafts Persons and Maintenance Staff

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Skilled Crafts Persons and Maintenance Staff are defined as ''non-exempt'' under the Fair Labor Standards Act and include those staff whose assignments typically require a range of special manual skills, as well as a thorough and comprehensive knowledge of the processes involved in the work, some of which may have been acquired through on-the-job training, experience through apprenticeship, or other formal training programs (i.e. plumbers, carpenters, preventative maintenance technicians, electricians, HVAC technicians, maintenance workers, press operators, or equivalent).

5.4.7.0.0.0.0 Distribution Staff, Custodial Staff, and Grounds Workers

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Distribution Staff, Custodial Staff, and Grounds Workers are defined as ''non-exempt'' under the Fair Labor Standards Act and include those staff who perform duties that result in or contribute to the distribution of mail and materials, or in the upkeep and care of buildings, facilities, and grounds of the University.

5.4.8.0.0.0.0 Campus Police Officers and Security Guards

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Campus Police Officers and Security Guards, including sworn police officers, are defined as ''non-exempt'' under the Fair Labor Standards Act and include those staff engaged in providing security for the campus community.

5.5 Paid Time Off for Staff

5.5.1.0.0.0.0 Holidays

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

Official University Holidays are set forth in Volume III, paragraph 3.6.3.2 Holidays.

5.5.2.0.0.0.0 Paid Holidays for Security Staff

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Due to the necessity of maintaining a seven-day, 24-hour operation, non-exempt security staff may be granted ''buy-back holidays'' rather than ''designated paid holidays.'' Buy-back holidays are requested in the same manner as vacation. It is the supervisor's responsibility to indicate whether a holiday is termed as a ''designated paid holiday'' or a buy-back holiday.''

5.5.3.0.0.0.0 Vacation Benefits

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Vacation benefits are offered to allow staff to enjoy paid time off for personal and recreational activities. Staff scheduled for at least a 20-hour workweek for 12 months are entitled to vacation. Vacation is accrued on a monthly basis at one-twelfth of an employee's annual vacation benefit. Temporary staff are not entitled to paid vacation.

Staff are required to submit written requests for vacation and must obtain approval from their supervisors as far in advance as possible. All vacation requests are given full consideration; however, a request may be denied if the time off adversely affects the functions of the department. Competitive requests for the same time off are decided in favor of the staff member with greater departmental seniority.

Vacation must be taken in the fiscal/calendar year during which it is accrued and may not be carried forward to the next year with the exception of the following circumstance. If an employee is asked to forgo the use of vacation time because of work requirements, the accrued vacation time may be carried over into the next fiscal/calendar year. Accrued vacation days rolled over into a new fiscal/calendar year must be used within the first three months of the New Year; otherwise, they will be forfeited. Supervisors must submit written requests for such extensions to their respective vice presidents and provide a copy to the Human Resources Department.

Vacation time shall be taken as half or whole days, unless otherwise approved in advance by the supervisor.

If an employee becomes ill during a vacation period, the employee may change the absence to sick leave if supported by medical certification.

Vacation days continue to accrue during an approved Family and Medical Leave (FML) and any subsequent paid medical leave. Staff on long term disability leave do not accrue vacation benefits. An employee cannot use these accrued vacation days until after the employee has returned to work.

Vacation pay is granted only when time off is actually taken. All accrued, unused vacation time computed at the employee's hourly or daily rate of compensation shall be paid to the employee in the event of termination, retirement, or death (paid to the beneficiary), provided the employee has completed three or more months of continuous service. However, if an employee leaves Gannon and has taken vacation days prior to accrual, the time off will be deducted from the employee's last paycheck.

During the first year of service vacation shall be prorated based on the schedules below.

ADMINISTRATORS		
First Year as of July 1 During any Fiscal Year	**Vacation Days as of July 1 During any Fiscal Year**	**Floating Holidays**
Vice Presidents and Deans	20	2
Salary Grade 8 and Above		
< 3 Years	15	2
3 Years or More	20	2
Salary Grade 7 and Below		
< 3 Years	10	2
3 Years but < 5 Years	15	2
5 Years or More	20	2

1. For a 37.5-hour workweek one vacation day = 7.5 hours.
2. For a 40-hour workweek one vacation day = 8 hours.
3. For a 20(+)-hour workweek but less than 37.5-hour workweek vacation days will be prorated based on the average scheduled workday.

STAFF							
FIRST YEAR OF SERVICE	SECOND YEAR OF SERVICE	YEARLY VACATIONS					
Month Hired	Days Earned	Floating Holidays	Days Earned	Floating Holidays	As of January 1 Current Year	Days Earned	Floating Holidays
January	5.0	2	10.0	2	> 9 months < 6 years	10.0	2
February	5.0	2	10.0	2	6 years < 7 years	11.0	2
March	5.0	2	10.0	2	7 years < 8 years	12.0	2
April	3.0	1	9.0	2	8 years < 9 years	13.0	2
May	3.0	1	9.0	2	9 years < 10 years	14.0	2
June	3.0	1	9.0	2	10 years < 11 years	15.0	2
July	1.0	1	8.0	2	11 years < 12 years	16.0	2
August	1.0	1	8.0	2	12 years < 13 years	17.0	2
September	1.0	1	8.0	2	13 years < 14 years	18.0	2
October	0.0	0	6.0	2	14 years < 15 years	19.0	2
November	0.0	0	6.0	2	15 years or more	20.0	2
December	0.0	0	6.0	2			

5.5.4.0.0.0.0 Paid Sick Time

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

Gannon provides staff who have completed their 90-day introductory periods with paid sick time as indicated in the charts below. The amount of paid time off an employee qualifies for is determined by the employee's exempt or non-exempt classification and length of service. Exempt staff accrue ''salary continuation'' based on their years of service. Non-exempt staff accrue ''sick days'' based on their length of service. Paid sick time is prorated for regular part-time staff. Accumulated sick time is salary protection that may be used to provide income during an extended absence due to illness, injury, or hospitalization. (See the Family and Medical Leave and Extended Medical Leave policies in Volume III, paragraph 3.6.3.7 Medical Leaves) Please note that if an extended illness lasts longer than the number of sick days accrued, time off becomes unpaid.

Temporary staff are not entitled to paid sick leave.

5.5.4.1.0.0.0 Non-Exempt Staff

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Non-exempt staff accrue sick time according to the chart below:

SICK TIME ACCRUAL	
Years of Service	Sick Days Per Month
0 to < 5 years	1.0
5 to < 10 years	1.5
Over 10 years	2.0

Non-exempt staff may accumulate up to 120 days of sick time.

1. 120 days of sick time = 900 hours based on 37.5-hour workweek.
2. 120 days of sick time = 960 hours based on a 40-hour workweek.

5.5.4.3.0.0.0 Utilization and Reporting of Sick Time

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

Staff may use sick time with supervisory approval for the following reasons:

1. The employee's own illness or injury.
2. Dental or medical appointments that cannot be scheduled outside the standard workday.
3. Illness or injury of a spouse, child, or parent, if the employee's attendance is required. Occasional absences in these instances should be approved in advance by the immediate supervisor and/or department head and should not exceed three days per year.
4. Staff are to apply for a Family Medical Leave for absences that exceed three consecutive workdays. (See the Family and Medical Leave and Extended Medical Leave policies in Volume III, paragraph 3.6.3.7 Medical Leaves)

1. Staff must report their absences according to the following procedures:

1. Employees must notify their supervisor of any absence and the expected duration of the absence as soon as possible but no later than one hour after the scheduled start of the workday.
2. Gannon realizes that there may be times when lateness is unavoidable or that employees may not be able to notify their supervisor in advance regarding absences. In either of these instances' employees shall report to their supervisor the circumstances within one hour of their normal starting time, or as soon as possible.
3. Failure to notify a supervisor within the required time frame will result in an unexcused absence. If a supervisor does not hear from the employee for three consecutive workdays, the assumption will be made that the individual has resigned the position.
4. If an illness or absence exceeds three consecutive workdays and appropriate forms have been completed and submitted, including the attending physician's statement, the employee will be considered to be on Family and Medical Leave.
5. Employees on FML shall continue to maintain regular contact with Human Resources until they are able to return to work.

5.5.4.4.0.0.0 Personal Leave: Non-Exempt Staff

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

The University realizes that certain emergencies or business matters will occasionally arise necessitating an employee's absence from work. For this reason, the University permits non-exempt staff to use three days a year of accumulated sick leave as personal days for such purposes.

1. Personal Days are intended to cover occasional one-day absences for emergencies or business matters which cannot be handled after normal working hours.
2. Personal Days, except for emergencies, should be requested and approved in advance by the supervisor.
3. Personal Days should be recorded on an Absentee Report and accompany the timecard.
1. Personal Days are charged against accumulated sick leave.
2. Professional Technicians observe exempt time off benefits which do not provide for the use of sick time in the event of an emergency or business time. However, with prior approval of a supervisor, a Professional Technician can flex the weekly work schedule to make up for hours lost due to an emergency or business time off.

5.5.4.5.0.0.0 Physician's Certification

Revision Date: 11/10/2016 Approval Date: 11/10/2016 Current Version

In the event that an absence of three days or more or any hospitalization (including inpatient and outpatient procedures),

extends beyond three days or inpatient hospitalization occurs, the University requires a physician's statement(s) to indicate the reason for the employee's absence and to release of the employee back to work.

In the event that the absence is due to sickness and falls either the day before or the day after a paid holiday, a physician's statement may be requested.

In the event that an employee becomes ill during a vacation period, the employee may change the absence to sick leave if supported by medical certification.

In the event that an employee has been counseled regarding attendance, a physician's statement may be requested even if the absence is only for one day.

5.5.4.6.0.0.0 Sick Pay at Termination

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Staff are not paid for accumulated sick leave at the time employment is terminated with the University.

5.6.0.0.0.0.0 Salary Administration Policies

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Gannon seeks to assure that staff receive a competitive compensation. To that end each position is assigned a salary grade. A salary grade has a minimum value, a midpoint value, and a maximum value. Salary survey data for similar positions reported in national, regional, and local markets guide the assignment of salary grades to positions. When evaluating survey data, consideration is given to skill requirements, effort, responsibility, and working conditions within the classification of each position.

Dividing an employee's annual salary or hourly rate by the midpoint of that person's respective salary grade produces a quotient that is referred to as a compensation ratio. This ratio indicates how an employee's annual salary or hourly rate compares to the midpoint of that employee's salary grade.

5.6.1.0.0.0.0 Merit Increases

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Merit increases are based on performance and upon the guidelines established in Gannon's annual budget. Staff will receive notice of any increase on or before July 1.

5.6.2.0.0.0.0 Annual Evaluation

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

The performance appraisal is intended to be a continual process during the year but is formally documented once a year. Employees will receive a copy of their written evaluations each year and be given the opportunity to review and discuss it with their supervisor. The foundation of performance evaluations shall be standards or goals established in the last review and/or during the introductory period. The original copy of an employees' evaluation is placed in their personnel file maintained in the Human Resources Department. Evaluations are considered when making recommendations for merit increases, promotions, and other personnel actions. Employees who believe their evaluation does not accurately portray their performance may schedule a meeting to discuss it with the Director of Human Resources or with a senior administrator from their division. Subsequent to such a meeting, employees may also submit a written statement to be attached to their review and placed in their personnel file.

5.6.3.0.0.0.0 Seniority Status

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Seniority is defined as the length of continuous employment (excluding student employment) since the most recent date of hire, and excludes temporary, adjunct, clinical, and visiting professor appointments. Seniority stops accruing at any break in service as a result of resignation, discharge, lay-off, or over-extending a leave of absence.

5.6.4.0.0.0.0 Reclassifications and Transfers

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Gannon's needs change from time-to-time. In order to meet these needs, Gannon may choose to do one of the following:

1. Reclassification: A reclassification takes place when the duties and responsibilities for a given position substantially change. The incumbent may be retained provided the incumbent possesses the qualifications required for the reclassified position. If the incumbent is not qualified, the position will be posted.
2. Transfer: A transfer may be lateral or downward: lateral movement is a transfer to a position at a similar level of responsibility with no change in pay; downward movement is a transfer to a position at a lesser level of responsibility normally accompanied by a reduction in salary. A transfer does not affect seniority within the University; however, it will affect seniority within a departmental seniority.

5.7.1.0.0.0.0 Pay Period

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

One pay period consists of two consecutive weeks, Sunday through Saturday.

5.7.2.0.0.0.0 Workweek Defined

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

1. Administrators: A normal workweek for executives, managers, and professional administrators is 37.5 hours, notwithstanding expectations incumbent upon them due to the demands of their respective duties and responsibilities.
2. Professional Technicians: A normal workweek is 37.5 hours, Monday through Friday. The standard workday is 7.5 hours per day. Supervisors will inform staff of their respective work schedules.
3. Office Support Staff: A normal workweek is 37.5 hours, Monday through Friday. The standard workday is 7.5 hours per day. Supervisors will inform staff of their respective work schedules.
4. Skilled Crafts Persons and Maintenance Staff: A normal workweek is 37.5 hours, Monday through Friday. The standard workday is 7.5 hours per day. Supervisors will inform staff of their respective work schedules.
5. Distribution, Custodial, and Grounds Workers: A normal workweek is 40 hours, Monday through Friday. The standard workday is 8 hours per day. Supervisors will inform staff of their respective work schedules.
6. Police Officers and Security Staff: A normal workweek is 40 hours with a varied work schedule. The standard workday is 8 hours per day. Supervisors will inform staff of their respective work schedules.

Gannon reserves the right to adjust work schedules within a workweek or a pay period.

5.7.3.0.0.0.0 Overtime

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Occasionally, there may be circumstances that require non-exempt staff to work extended hours. In these instances, the employee may be paid overtime or given time off during the same biweekly pay period. Advance notice will be given in all but the most unusual circumstances (i.e. inclement weather).

Only in the most infrequent and unusual circumstances should overtime be worked without prior approval. Otherwise, overtime must be approved in advance.

When calculating overtime hours, hours worked include hours actually worked, holiday pay, vacation pay, jury pay, and bereavement pay.

Overtime is paid as follows:

1. Professional Technicians: At straight time for all hours worked between 37.5 hours and 40 hours in a workweek. At the rate of one-and-a-half times the basic straight time hourly wage for all hours worked in excess of 40 hours in the normal workweek.
2. Office Support Staff: At the rate of one-and-a-half times the basic straight time hourly wage for hours worked in excess of 37.5 hours in the normal workweek.
3. Skilled Crafts Persons and Maintenance Staff: At straight time for all hours worked between 37.5 hours and 40 hours in a workweek. At the rate of one-and-a-half times the basic straight time hourly wage for all hours worked in excess of 40 hours in the normal workweek.
4. Distribution Staff, Custodial Staff, and Grounds Staff: At the rate of one-and-a-half times the basic straight time hourly wage for all hours worked in excess of 40 hours in the normal workweek.
5. Police Officers and Security Staff: At the rate of one-and-a-half times the basic straight time hourly wage for all hours worked in excess of 40 hours in the normal workweek.
6. Any non-exempt employee having left work without the expectation of returning before the employee's next scheduled shift and who is subsequently called back to work because of an emergency, will be paid one-and-a-half times the base hourly wage for all hours recorded as worked due to the emergency call-in (minimum of two hours).
7. Any non-exempt employee called into work or whose shift is extended to assist with snow removal will be paid at the rate of one-and-a-half times the basic straight time hourly wage for all hours recorded.

Time off in the same pay period:

1. Gannon reserves the right to adjust work schedules within a workweek or a pay period.
2. Gannon University may give an employee one-and-a-half hours unpaid time off for every hour of overtime worked, as long as the time off is given within the same biweekly pay period that the overtime is worked (not in the same workweek) and provided the overtime premium is paid for the actual overtime hours worked.

5.7.4.0.0.0.0 Time Entry

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Non-exempt staff are required to record their hours worked and time off on a daily basis according to the Fair Labor Standards Act. Time may be entered on-line or by timecard, depending upon departmental practices. Supervisors must approve all hours worked and time off on a weekly basis.

5.7.5.0.0.0.0 Pay Day

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

The Friday immediately following the second Saturday of the pay period is payday. Direct deposits will be available to staff' accounts on payday by the opening of business at the employee's financial institution. Paychecks or pay advice will be delivered to each employee's workstation or mailbox. If payday falls on a holiday, pay is issued the preceding business day. Refer to the Human Resources web site for the annual pay schedule: http://www.gannon.edu/depts/hr/Payroll

5.8.0.0.0.0.0 Employment Termination

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Termination of employment may be initiated by an employee or by the University for a variety of reasons. In addition, both the employee and the University have the right to terminate employment at will, with or without cause, at any time. Gannon University expects that staff will give at least two weeks' notice in the event they intend to leave the University's employ.

If the University initiates termination of employment, a minimum of two weeks' notice will be given except in instances where the termination is a result of a sudden emergency or a discharge for cause.

All unused accrued vacation time and floating holidays are payable at termination provided the employee has completed three months of continuous employment. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. If an employee resigns with less than six months' seniority, no payment will be made for any unused accrued vacation.

5.8.1.0.0.0.0 Layoffs

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

When conditions arise necessitating a reduction in work force or the dismissal of an employee for reasons other than cause, the University believes that some payment should be made to the employee that will assist the individual in making an adjustment until other employment is found. Should a layoff become necessary, Gannon's decision on staffing will be based upon skills and abilities required to effectively meet the needs of the University. Every effort will be made to give regular staff two weeks' notice of any impending layoff. Two weeks' pay may be given in lieu of notice except in cases where layoffs are caused by emergencies or an Act of God.

5.8.1.1.0.0.0 Benefits during Temporary Layoffs

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

A temporary layoff is any period of 30 days or less. Benefits will be retained for persons in temporary layoff status.

5.8.1.2.0.0.0 Benefits during Permanent **Layoff**

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

A layoff because of elimination of a position is considered to be permanent and benefits will terminate according to the respective policies, insurance, and retirement plan provisions.

5.8.1.3.0.0.0 Recall

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Recall of staff temporarily laid off will be on the basis of ability to perform the work, past performance, and length of service. Staff permanently laid off are encouraged to apply for rehire.

5.8.2.0.0.0.0 Termination Pay

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Termination pay is granted when an employee is permanently separated from the University because that person's services are no longer required due to lack of work, organizational restructuring, or an inability to satisfactorily perform the duties of the position. The amount of termination pay received is based upon years of service.

Years of Service	Severance
Less than 1 year	No severance
1 year to 5 years	1 week's pay
> 5 years to 10 years	2 weeks' pay
> 10 years to 15 years	3 weeks' pay
> 15 years to 20 years	4 weeks' pay
> 20 years	5 weeks' pay

If an employee is terminated because of poor attendance and/or misconduct, termination pay is not given. Introductory or temporary staff are not entitled to termination pay. Termination pays for those eligible shall be paid at the regular time each check is due until the entire severance pay allowance is paid out.

5.8.3.0.0.0.0 Retirement

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Staff may retire at any age. However, for the purpose of retirement benefits, Gannon has established 55 as the early retirement age.

5.8.4.0.0.0.0 Exit Interview

Revision Date: 1/27/2009 Approval Date: 1/27/2009 Current Version

Upon leaving Gannon for any reason, staff are invited to meet with the Human Resources Department for an exit interview. The purpose of this meeting is to document the reason for leaving, review final pay, review benefits, make arrangements for the settlement of all accounts with the University, and to return all University property (keys, library books, etc.).

5.8.5.0.0.0.0 Corrective Action

Revision Date: 10/25/2017 Approval Date: 10/25/2017 Current Version

Performance expectations and standards exist to assure that the University environment is professional and that expected outcomes are achieved. When necessary, faculty or staff members in leadership positions will take corrective action when the performance of a colleague under their direction impedes the accomplishment of University outcomes. Corrective Action does not pertain to introductory or temporary faculty or staff members.

See Subsection 3.1.5 Corrective Action of Volume III for a description of the steps in corrective action.

Certain action by staff can give rise to corrective action up to and including termination of employment. These actions include but are not limited to the following:

1. Insubordination;

2. Inefficiency, incompetence, or inability in the performance of duties;

3. Refusal to obey directions or accept assignments; refusal to work required overtime;

4. Sleeping during work hours;

5. Conducting personal business on the job;

6. Continual tardiness or chronic absenteeism; failure to notify supervisor of absence;

7. Unauthorized use or misuse of equipment belonging to the University, other colleagues, or students, including all computer systems, equipment, and software;

8. Habitual or flagrant improper use of leave privileges; failure to return from approved leave of absence; other University work records; altering or completing a co-worker's timesheet;

9. Dishonesty, including falsifying employment application, or records of hours worked, or expense vouchers;

10. Conviction of a criminal act or illegal activity reasonably related to conduct relevant to the workplace;

11. Violating the University's harassment and unlawful discrimination policy;

12. Unlawful manufacture, distribution, dispensing, possession or use of controlled substances;

13. Unauthorized possession, use, or distribution of alcohol on University property; possession, use, or distribution of alcohol in conjunction with University activities not on University property shall be in compliance with applicable federal laws, state laws, and local ordinance;

14. Reporting to work under the influence of illegal/illicit drugs or alcohol;

15. Fighting or using obscene, abusive, or threatening language or gestures;

16. Theft;

17. Unauthorized possession of firearms or a concealed weapon on University premises or while on University business;

18. Disregarding safety and/or security regulations;

19. Smoking or use of tobacco products where/when prohibited;

20. Excessive or unauthorized use of telephones;

21. Leaving the job during working hours without permission;

22. Unauthorized release or misuse of confidential information from official or educational records;

23. Inappropriate appearance;

24. Conduct that interferes with the ability of other staff to perform their duties.

Discharge for cause or a suspension may be appealed by the employee through the Grievance Procedure in Volume III, Section 3.4.

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VI: ACADEMIC AND ACADEMIC-RELATED POLICIES AND PROCEDURES

6.0 Academic and Academic Related Policies and Procedures

6.1 Academic Policies and Procedures

6.1.1 Advocate for Accessibility Services

Lisa Laird is the 504/ADA coordinator supporting students with disabilities who require accommodations with facilities, academics, or services at the University. Students seeking information or assistance in any matter regarding accessibility or accommodations should contact her upon admission to the University: Lisa Laird, Gannon University, 109 University Square, Erie, PA 16541, 814-871-5522, or laird004@gannon.edu.

Office of Accessibility Services

Gannon University, in compliance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act, and related state and federal legislation, is dedicated to providing responsible advocacy, reasonable accommodations, and support services to students with disabilities who present current and proper documentation of disability to the Office of Accessibility Services. Accommodations may include, but are not limited to, extended time on exams, reduced distraction environment, notetaking support, and reader/scribe for exams.

Students requesting Gannon housing accommodations, must being the process through the Office of Accessibility Services. Students may contact the Director of the Office of Accessibility Services (ODS) by calling 814-871-5522, email ods@gannon.edu, or in person by visiting the ODS located in the Student Success Center in the Palumbo Academic Center (PC 1025).

6.1.2 Academic Forgiveness Policy

6.1.2.1 Undergraduate Academic Forgiveness Policy

Undergraduate

Gannon University's undergraduate academic forgiveness policy applies to former Gannon students whose prior academic performance was unsatisfactory. To qualify, a former student:

1. Must not have been enrolled in any credit course at Gannon in the prior five years.

2. Must submit an application for readmission along with an essay requesting academic forgiveness. The essay should explain how the student has overcome the prior barriers to academic success, why the student believes they are ready to resume their studies at this time, and what steps the student has taken to ensure future academic success; and

3. Must not have been previously granted Academic Forgiveness.

Upon readmission and successful completion of 24 credit hours of coursework with a minimum grade of C in all courses, the student's transcript will be adjusted to reflect academic forgiveness. The Registrar will continue to maintain a record that reflects prior coursework and indicate on the current transcript (or at an appropriate location on the continuous transcript) that ''This student was granted academic forgiveness this date; the GPA reflects only grades recorded from this date forward.'' The cumulative hours completed' will include prior coursework with grades of C or better.

The student is responsible to contact the appropriate Dean's Office at the time of successful completion of the 24 credit hours of course work to initiate the process of transcript adjustment. The Dean's Office (or designate) will verify successful course completion and notify the Registrar to apply academic forgiveness adjustment to the transcript. Additional information is provided in Appendix 6.6.3.

Notes: The application will be reviewed by the Director of Admissions, the Dean of the college to which the student is applying, and the Director of Counseling Services (or their respective representatives) who must concur in the decision to grant academic forgiveness.

The Academic Forgiveness policy does not change any of the requirements for obtaining a bachelor's degree.

Students granted Academic Forgiveness will be eligible to receive academic honors at graduation consistent with the policy applying to transfer students.

6.1.2.2 Graduate Policy on Academic Forgiveness | Readmission

Purpose and Scope

The Academic Forgiveness Policy is intended to assist former Gannon University graduate students whose cumulative Gannon University Graduate GPA is below 3.00 to enroll in a graduate program without having to overcome the burden of prior unsatisfactory academic performance. Any former student who has not been enrolled in graduate course work for at least 24 consecutive months is eligible to apply for academic forgiveness. Academic forgiveness sets aside all former grades earned as a Gannon graduate student so that previous grades will not be calculated into the student's cumulative graduate GPA.

Credits for courses with grades of B or better earned in a prior graduate program may transfer into the new graduate program and count towards total credits needed for degree completion in the new program. The courses themselves will need to be evaluated by the new Program Director to ascertain whether they match an equivalent course in the new program; otherwise, they will be electives. Please note, there is no guarantee that prior credits will transfer into the new program. Transferability of credits is dependent on program curriculum and program discretion. Grades for courses with a B or better (and all other grades earned in a prior graduate program) do not carry into the new graduate program under the academic forgiveness policy.

Graduate students who were dismissed from a Gannon University graduate degree program due to academic action (i.e., cumulative GPA was less than the required for the degree program enrolled), are not automatically readmitted. Students dismissed for unsatisfactory academic performance must apply for readmission through the Office of Graduate Admissions. Applications for readmission must be submitted in advance of the term in which the graduate student intends to enroll.

Eligibility

To be eligible for academic forgiveness, the student must:

a. Be accepted through the readmission process with the Office of Graduate Admissions to a graduate degree program other than that for which they were previously enrolled.

b. Submit an Academic Forgiveness Request Form (sample located in 6.6.4) to the Program Director of the program they wish to be admitted to; this request must be approved by the Program Director and Dean of the College before the student can register for any graduate credits in the program.

c. Earn a minimum grade point average of at least 3.0 in the first nine (9) graduate credit hours completed since returning.

d. Academic forgiveness will not apply to doctoral or clinical doctorate programs.

Effects of Approved Academic Forgiveness

Assuming the above eligibility requirements are met, the following will happen: a. All graduate-level grades earned at Gannon University prior to reentry are excluded from the calculation of the overall graduate GPA

b. Each grade that is subject to this policy will remain on the student's official graduate transcript, but academic forgiveness sets aside all former grades earned as a Gannon University graduate student such that previous grades will not be calculated into the student's cumulative graduate GPA

c. All former grades earned at Gannon University in a graduate program of below a "B" are excluded from counting towards any degree requirements in other Gannon University graduate programs or certificates. Prior coursework where grades of "B" or better were earned would be subject to the review of the (new) Program Director/Coordinator and the transfer credit policy in assessing the transferability of prior coursework towards new program coursework.

d. Note: There is no guarantee an application for academic forgiveness will be approved. In some cases, accreditation standards or other oversight bodies for a particular degree or certificate program may prohibit the utilization of academic forgiveness. In these cases, their standards will supersede the Gannon University policy.

Conditions

a. Any former student not enrolled in graduate course work for at least 24 consecutive months is eligible to apply for academic forgiveness.

b. Any prior semesters' academic dishonesty violations, probations, suspensions, or dismissals noted in the student's academic records will remain.

c. Academic forgiveness cannot apply once a student earns a graduate degree or certificate.

d. Academic forgiveness can only be applied to a student's academic record one time, regardless of the number of times a student applies to or takes courses in a Gannon University graduate degree or certificate program.

e. Each appeal for academic forgiveness will be considered on a case-by-case basis. If granted, the Registrar's Office will recalculate the GU graduate cumulative GPA accordingly. The courses and grades will remain a part of the student's academic record. A notation will appear on the transcript indicating the student was approved for academic forgiveness.

6.1.3 Academic Grievance Policy

Current Version

Scope and Purpose:

1. This policy addresses academic grievances only. An academic grievance is defined as a complaint brought by a student regarding the University's provision of education and academic (only) services affecting their role as a student. Complaints or grievances connected to assigned grades represent a special case to the grievance process. Grading reflects careful and deliberate assessment of a student's performance by a faculty member. As such, the substance of grading decisions may not be delegated to the grievance process. Nevertheless, the University recognizes that in rare cases the process of grading may be subject to error or injustice. Therefore, a student who alleges an error or injustice in the grading process would follow this policy toward resolution.
2. This policy does not apply to student complaints regarding employment or alleged violations of other policies in the student handbook.
3. It is the intent that this policy to provide an efficient process, allowing for both informal and formal resolution of grievances related to academic concerns, complaints or allegations.
4. A student must initiate a grievance as close as possible to the date of the occurrence of the incident and no later than 45 days after the end of the semester in which the alleged grievance occurred. The three summer sessions are considered as one semester.

General Guidelines

Academic grievance procedures should be kept as informal as possible based on principles of mediation and conciliation. Every reasonable effort should be made to resolve any academic grievance at the lowest organizational level possible. In the event that it cannot be resolved informally, the student may seek resolution at the next higher level according to the Formal Resolution procedure.

In the event that the faculty member is no longer employed by the University or is not available within the timelines specified in these general guidelines, the student is to initiate the complaint with the faculty member's immediate supervisor.

The student filing a grievance may have a third-party advisor, such as the University Ombudsperson; attend any meeting at which the student appears. The faculty member involved in the grievance may also have a third-party advisor approved by the University attend any meeting at which the faculty member appears. Legal counsel shall not be used by either party in this grievance process.

Informal Resolution Phase

All academic grievances begin with the informal resolution phase. This first step toward resolution of an academic grievance should begin at the lowest organizational level. The student and the faculty member or University colleague involved should meet to discuss and work toward resolution of the concern. The student should address the grievance to the faculty member or University colleague involved as soon as possible. The student should follow the established protocol regarding the levels of appeal. Formal resolution shall not occur without occurrence of the informal resolution phase.

The student may contact the University Ombudsperson for assistance in initiating the academic grievance process or at any time during the process.

Formal Resolution Phase

The formal resolution phase is used by the student when a satisfactory informal resolution has not occurred.

1. The first step in the formal resolution of an academic grievance is to submit a formal written account of the grievance to the appropriate immediate supervisor. Students may consult the Human Resources office to determine the appropriate supervisor.
   a. The written account must be submitted to the immediate supervisor within two weeks after the last meeting of the informal resolution phase.
   b. The written account should include: identification of the grievant, the respondent, the incident – date, time, place, names of witnesses, the existing rule/policy/established practice claimed to be violated and a brief statement of the desired outcome.
   c. Within three weeks of receipt of all written materials, the appropriate immediate supervisor will fact-find from involved parties and render a decision in writing via registered mail to the parties involved.
2. The second step, if needed, in the formal resolution phase occurs when and if the faculty or student is not satisfied with the immediate supervisor's resolution of the grievance. The student or the faculty member or University colleague involved may then appeal to the next level of the organizational chart by providing a written account of the grievance process and decision.
   a. A written account must be submitted to the next level of the organizational chart within two weeks of receipt of the decision rendered by the immediate supervisor (Step 1).
   b. The written account should include: identification of the grievant, the respondent, the incident – date, time, place, names of witnesses, the existing rule/policy/established practice claimed to be violated, a copy of the decision of the immediate supervisor and a brief statement of the desired outcome.
   c. Within three weeks of receipt of all written materials, the next level of the organizational chart will fact-find from involved parties and render a resolution in writing to the parties involved.
3. The third step, if needed, in the formal resolution process is to appeal to the appropriate College Dean.
   a. The College Dean shall be given a written account of the grievance process to date. This must be submitted within two weeks of receipt of the resolution decision rendered by the next

person on the organizational chart (Step 2).

b. The College Dean shall render a decision in writing to the parties involved within three weeks.

c. In the event the Dean's resolution of the alleged academic grievance is not satisfactory to either party, the appeal shall be directed to the Provost and Vice President for Student Experience.

4. The fourth step, if needed, in the formal resolution process is to appeal to the Provost and Vice President for Student Experience. This step must be initiated within two weeks of receipt of the College Dean's decision.

   a. The Provost and Vice President for Student Experience shall review the written appeal and response(s) to make a determination whether or not there are sufficient grounds to hold an appeal hearing.

   b. If there are insufficient grounds to hold an appeal hearing, the decision of the College Dean will be upheld.

   c. If there are sufficient grounds to hold an appeal hearing, the Provost and Vice President for Student Experience shall establish an ad hoc grievance appeal panel.

      i. A grievance appeal hearing panel would be established on an ad hoc basis and consist of five members for each case. The grievance appeal hearing panel shall be convened by the Provost and Vice President for Student Experience. The panel shall be composed of the Provost and Vice President for Student Experience, or her/his designee (serves as Chair), two faculty representatives chosen from the Faculty Senate, and two student representatives chosen from the Student Government Association. The Provost and Vice President for Student Experience, or her/his designee shall have a vote only in event of a tie.

      1. The panel members shall conduct the business of the appeal in strict confidence, and in private. The meetings and deliberations of the panel shall be closed.

      2. The panel members shall have access to the written appeals and each person involved in the grievance.

      3. The panel decision shall be communicated in writing to the student, faculty member, College Dean and program director.

      4. The decision of the grievance appeal panel must be submitted in writing by registered mail to both parties. This communication should include an opportunity for a member of the panel or the Provost and Vice President for Student Experience to debrief or otherwise provide further assistance to either party.

      5. The decision of the grievance appeal panel is final.

6.1.4 Academic Integrity Policy

Gannon University considers the maintenance of academic integrity of utmost importance and stresses that students are responsible for thoroughly understanding this code.

Absolute integrity is expected of every Gannon student in all academic undertakings; the student must in no way misrepresent his/her work, fraudulently or unfairly advance his/her academic status, or be a party to another student's failure to maintain integrity.

The maintenance of an atmosphere of academic honor and the fulfillment of the provisions of this code are the responsibilities of the students and faculty of Gannon University. Therefore, all students and faculty members shall adhere to the basic principles of this Code. Each student will receive the Code of Academic Integrity publication of Gannon University during Freshman Orientation or entrance into the University. Upon review of the publication, the students will be invited to sign a pledge to uphold the Academic Integrity of their work and the work of their peers.

I. **Forms of Academic Dishonesty**

A. **Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete and

accurate documentation, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness.

EXAMPLES (Including but not limited to)

1. Whenever one quotes another person's actual words.
2. Whenever one paraphrases another person's idea, opinion or theory; and
3. Whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.
4. Downloading or purchasing material from Internet without identifying appropriate acknowledgement.

B. **Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive.

EXAMPLES (Including but not limited to)

1. Citing information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.

3. Inventing data or source information for research or other academic exercise.
4. Submitting as your own any academic exercise (e.g., written work, documentation, or legal document [e.g., patient charts, etc.], painting, sculpture, etc., etc.) prepared totally or in part by another.
5. Taking a test for someone else or permitting someone else to take a test for you.
6. Collaborating with another person or external entity to participate in a discussion activity in an online course.
7. Paying for a Web service to provide answers for online homework and exams.
8. Paying for a Web service to complete an online course.

C. **Cheating**

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

EXAMPLES (Including but not limited to)

1. Copying from another student's test paper and/or other assignments.
2. Actively facilitating another student's copying from one's own test paper/other assignments.
3. Using the course textbook or other materials such as a notebook not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared and unauthorized materials or equipment during a test, e.g. notes, formula lists, notes written on student's clothing, etc.
6. Reporting a clinical visit completed when it was not.
7. Falsifying reports of clinical visits, laboratory exercises, or field experiences.
8. Utilizing cheating devices and any other technology to communicate question content and answers with another person during the administration of an exam.
9. Performing web searches for answers during an online exam.
10. Collaborating with another person or external service to participate in a discussion activity or exam in an online course.

D. **Academic Misconduct**

Academic misconduct is the tampering with grades, or taking part in obtaining or distributing any part of a test not administered.

EXAMPLES (Including but not limited to)

1. Stealing, buying or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.

4. Entering a building, office file or computer/computer system for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University which relate to grades.
6. Entering a building, office, file, or computer/computer system for the purpose of obtaining an unadministered test.
7. Hiding and/or mutilating library/classroom books and/or equipment.
8. Taking an online exam or quiz early to share question content with other students.
9. Sharing Blackboard or Gannon user ID login information with another person or external entity to submit or share class work.

II. Procedure

Formal Procedure

1. If an instructor suspects that a student has violated Gannon University's Code of Academic Integrity, he/she will promptly notify the student involved as well as the department chair responsible for the course in question. At no time during the investigation or appeal process are students permitted to withdraw from the course. Within 10 calendar days of the discovery of the alleged violation the instructor will notify the student of the allegation and invite the student to meet to review the matter and to explain the alleged violation. If the student chooses to meet with the instructor to contest the allegation, this meeting shall be scheduled within 7 calendar days of the notification.
2. If the student is cleared of the allegation, the matter will be dropped. If not, then the instructor will inform the Dean's Office of the violation. (The Dean's Office to be notified is the one responsible for the course.) This Office shall then inform the instructor of the student's number of previous violations of the academic integrity policy, if any. In consultation with the department chair the instructor will then impose a sanction upon the student. A letter detailing the sanction will be sent to the student from the instructor and copied to the three College Deans. The letter shall be sent within 10 calendar days from the date the Dean was notified. The student should be aware that admission of guilt does not eliminate or lessen the sanction imposed by the instructor.
3. The student may appeal the instructor's decision to the Dean of the College in which the course resides. Appeals must be made within 7 calendar days of the date of the instructor's decision. Students are expected to continue to attend class during the appeal process.
4. A hearing will be scheduled within 10 calendar days of the Dean receiving the student's appeal. The hearing will include the Dean, the instructor, and the student. The instructor will present pertinent evidence and the student will be given the opportunity to challenge the evidence and present a defense. The student may have one guest present during the hearing, but the guest is not allowed to speak during the hearing unless permitted by the Dean.

The Dean will issue a finding based upon the evidence presented. If the Dean determines that insufficient evidence has been presented, the matter will be dropped. If the Dean finds the student in violation of the Code of Academic Integrity, he/she may support the academic sanction originally imposed by the instructor. The Dean also has the power to issue administrative sanctions [i.e., separation from the University]). In considering the penalty to be imposed, the Dean shall take into account the evidence of the appeal proceeding as well as any documented previous infraction(s). A letter detailing the sanction will be sent to the student from the Dean and copied to the other two College Deans.

5. Following the Dean's decision, the student has 7 calendar days to make a final appeal to the Provost and Vice President for Student Experience with respect to the fairness of the proceedings and/or the appropriateness of the sanction. The Provost and Vice President for Student Experience will issue a decision within 7 calendar days of the appeal. Students are expected to continue attending class during the appeal process. A final letter will be sent to the student from the Provost and Vice President for Student Experience and copied to the three College Deans.

   (Note: At the Dean's or Provost's discretion, exceptions to the calendar day requirements can be made for unusual circumstances such as Christmas or summer breaks).

6. Once all appeals are exhausted and a final decision has been made the Dean's office responsible for the course will report the finding of academic dishonesty to each of the other Academic Deans.

Academic Dishonesty Sanctions

Any student found guilty of academic dishonesty will be subject to penalties, which, depending on the gravity of the offense, may include the following:

1. A grade of "zero" for the assignment involved (as imposed by the instructor in consultation with the department chair). This penalty will generally be applied in the case of a student's first offense. However, the instructor has the right to impose a more severe penalty based on the circumstances of the offense.
2. Failure of the course (as imposed by the instructor in consultation with the department chair). This penalty will generally be applied in the case of a student's second documented offense. However, the instructor has the right to impose a lesser penalty based on the circumstances of the offense.
3. Subject to review and approval of the Dean responsible for the course, separation from the University. This penalty will generally be applied in the case of a student's third documented offense. However, the Dean has the latitude to apply a lesser penalty depending on the circumstances of the offense.

Review and Expunging of Records

1. Records of completed disciplinary proceedings are destroyed if the student is acquitted.
2. Records of the completed disciplinary proceedings are maintained by the Dean's Office if the

student is found guilty. The records are maintained for a period of three years after the student leaves or graduates from the University.

III. Policy of Professional Integrity

All students have an obligation to maintain ethical behavior in relationship to their profession.

Professional Behavior

Those behaviors reflecting status, character, and standards of the given profession.

Ethical Behavior

Those behaviors in accordance with the accepted principles of right and wrong that govern the conduct of a profession.

Any student of Gannon University who engages in unprofessional or unethical conduct is subject to disciplinary action which could include reprimand, probation, separation and expulsion from the University.

IV. Sources

Robert M. Gorell and Charlton Laird, Modern English Handbook, 6th Edition (Englewood Cliffs, NJ, Prentice-Hall, 1976), p. 71.

Campus Rules and Moral Community; In Place of In Loco Parentis by David A. Hoekema. Lanham, Maryland: Rowman & Littlefield Publishers, Inc., 1994.

The format and definitions for the policy on Academic Integrity were adapted from the "Academic Honesty and Dishonesty" brochure produced by the College of Health Sciences, Gannon University, Erie, PA 16541.

The format and definitions for the policy on Academic Integrity were adapted from the School of Hotel Administration, Code of Academic Integrity, Cornell University.

6.1.5 Academic Probation and Separation Policy

6.1.5.1 Undergraduate

Academic Probation is a serious warning that the student has failed to meet the University's minimum academic standards. Students are expected to work well above the minimum, both for their individual benefit and for the good of the entire academic community. In fact, students are expected to achieve the highest quality of academic work of which they are capable.

Probationary status is a conditional permission for a student to continue studying at the University until he or she regains good academic standing or is separated from the University for having failed to regain good standing. The Academic Probation and Separation Policy is as follows:

Undergraduates:

1. All full-time students who fail to achieve a minimum 1.00 semester grade point average will be separated.
2. Full-time freshmen (fewer than 24 credits attempted) who have failed to achieve a semester grade point average of 1.80 (but greater than a 1.0) will be placed on academic probation for the subsequent semester and assigned to a mandatory academic advisement program. If the student achieves a semester GPA of a 2.0 but less than a 1.8 cumulative GPA in the subsequent semester they will be placed on continued academic probation and continue on a mandatory academic advisement program.
3. Full-time freshmen (fewer than 24 credits attempted) who have greater than a 1.80 semester GPA but less than a 2.0 semester GPA will be issued a cautionary letter and be assigned to a mandatory academic advisement program.
4. Students who have earned 24 or more credits, after matriculation to the university, must have a semester GPA of 2.0 and an overall cumulative GPA of greater than 2.0. Students with less than a semester GPA of 2.0 will be placed on probation and must participate in a mandatory academic advisement program. Students will be granted no more than two consecutive semesters of probation at end of which they must have a both a semester and a cumulative GPA of 2.0.

5. Students who have earned 24 or more credits, after matriculation to the university, must have a minimum cumulative GPA of 2.0. Students with less than a 2.0 cumulative GPA will be placed on probation and must participate in a mandatory academic advisement program. Students will be granted no more than two consecutive semesters of probation. If the student achieves a cumulative GPA of a 1.8 but less than a 2.0 in the subsequent semester they will be placed on continued academic probation and continue on a mandatory academic advisement program. If the following semester the cumulative GPA is less than a 2.0, the student will be separated.
6. Part-time students will be evaluated after attempting their first six credits. Students with greater than 6 credits that achieve a cumulative grade point average of 1.8 but less than a 2.0

will receive a cautionary letter and will be assigned to a mandatory academic advisement program. Part-time students with less than a 1.0 grade point average after attempting 6 credits will be separated.

7. Part-time students who have attempted their first 12 credits will be reviewed following the same policies as full-time students. Subsequent reviews and academic action will be taken upon completion of each additional 12 credits.

The Admissions Committee may require specific course(s) and/or an earned grade point average as a condition of admission/readmission in addition to the minimum requirements of the University. Special terms of admission/readmission will be outlined in the acceptance letter. Students who do not fulfill the special admissions conditions will be subject to separation from the University.

For the implementation of this policy, a full-time student is defined as any student who is taking 12 credits or more at the conclusion of the first two weeks of classes. Classes dropped before this are not reflected on the student's transcript. Dropping a course(s) after the second week of classes does not exempt a student from being evaluated under the Academic Probation and Separation policy.

Appropriate College Deans will notify students who have been placed on academic probation. With follow-up from the student's academic advisor and the Student Success Center, these students will be expected to engage in the mandatory academic advisement program and concentrate their energies on their studies so that they can bring their work up to the required standard.

Except with the written permission of both the Vice-President for Student Experience and the Dean of Student Development and Engagement, students on probation may not hold office in any University organization, participate in any intercollegiate events or programs, or otherwise represent the University lest they further jeopardize their academic standing.

With the permission of the appropriate College Dean, students may use the summer session at Gannon to restore their good academic standing provided that they complete the equivalent of a full semester's work, e.g. 6 credits in a five-week term.

Students who are separated from the University may not enroll in any University credit course for one full year. Applications for readmission will not be reconsidered until the expiration of one year. Readmission is not a right. The Admissions Committee will take favorable action only when it is satisfied that the factors which led to the failure have been rectified. It is the student's responsibility to demonstrate to the committee that he or she has a reasonable prospect for academic success at Gannon. Any student readmitted will be on probation and assigned to a mandatory special advisement program for the first semester following his or her return. If the student is separated a second time, he or she will not be readmitted.

Students who are separated may appeal that separation to their College Dean. Such an appeal would need to cite extraordinary circumstances that adversely affected academic performance. The College Dean will review all such appeals.

6.1.5.2 Graduate Studies

Graduate Studies:

Graduate Student Academic Action for a cumulative grade point average below 3.0 will be based upon the following guidelines:

1. Graduate students who have attempted fewer than 9 credits at Gannon University will receive a letter of warning.
2. Graduate students who receive a provisional academic admission and have attempted 9 credits or more at Gannon University will be dismissed.
3. Graduate students who received a regular admission and attempted 9 credits or more but fewer than 24 credits at Gannon University will be placed on academic probation. Graduate students who fail to raise their cumulative grade point average to a 3.0 or above after attempting 9 additional credits will be dismissed.
4. Notwithstanding the prior guidelines, graduate students who have attempted 9 credits or more at Gannon University whose cumulative grade point average is less than 2.3 will be dismissed.
5. Graduate students who have attempted 24 credits or more at Gannon University will be subject to dismissal.

None of these guidelines will supersede individual program requirements that create a higher expectation.

Appropriate College Deans will notify students who have been placed on academic probation. These students will be expected to engage in academic advisement program and concentrate their energies on their studies so that they can bring their work up to the required standard.

Except with the written permission of both the Vice-President for Student Experience and the Dean of Student Development and Engagement, students on probation may not hold office in any University organization, participate in any intercollegiate events or programs, or otherwise represent the University lest they further jeopardize their academic standing.

Students who are separated from the University may not enroll in any University credit course for one full year. Applications for readmission will not be reconsidered until the expiration of one year. Readmission is not a right. The Admissions Committee will take favorable action only when it is satisfied that the factors

which led to the failure have been rectified. It is the student's responsibility to demonstrate that he or she has a reasonable prospect for academic success at Gannon. Any student readmitted will be on probation and assigned to special advisement program for the first semester following his or her return. If the student is separated a second time, he or she will not be readmitted.

Students who are separated may appeal that separation to their College Dean. Such an appeal would need to cite extraordinary circumstances that adversely affected academic performance. The College Dean will review all such appeals.

6.1.6 Academic Year

Gannon University operates on semester academic calendar. This plan divides the academic year into two four-month semesters. Typically, the fall semester begins late in August and ends before Christmas, and the spring semester begins in early January and ends with Commencement in early May.

Day Sessions

Classes in the Day Sessions are held five days a week, beginning with the 8 a.m. period. Three credit classes meeting on a Monday, Wednesday and Friday (MWF) sequence meet for 55 minutes each day. Those courses meeting on a Tuesday and Thursday (TTh) sequence meet for 80 minutes each day. There is a ten minute break between each class period.

A one credit course meets 55 minutes once a week. A four credit course meets on the MWF or TTh sequence as mentioned above and also meets 55 minutes on an extra class day. A six credit course meets five days a week on MWF for 55 minutes and TTh for 80 minutes.

Laboratories in the day sessions are held five days a week, beginning with the 8 a.m. period. One credit laboratories meet once a week; two credit laboratories meet twice a week. One laboratory credit normally requires not less than three hours of student work. Instructors will determine the best use of laboratory time.

Evening Sessions

Classes in the Evening Sessions are held Monday through Thursday with additional classes on Saturday. These classes meet in sequences of one or two evenings per week. Classes held on Saturday usually meet from 9:00 a.m. to 12:00 noon. Those classes meeting Monday through Thursday begin at 4:30 p.m., 6:00 p.m., and 7:30 p.m.

Laboratories in the evening sessions are held Monday through Thursday, beginning with the 4:30 p.m. period.

Summer Sessions

Gannon offers undergraduate summer courses beginning in May. Students may thus enroll in more than one course, and spread out or overlap their courses during the summer months, depending upon the courses they select from the summer session schedule.

Day classes meet five days per week for ninety-five minutes each meeting when offered over five weeks. Evening classes offered for five weeks meet three days per week from 6:00 p.m. to 8:50 p.m.

Courses offered during the summer session cover the same content as those offered during the fall and spring semesters. However, the summer schedule is limited in the variety of courses offered, and

students should check self-service for the exact courses being taught each summer. Although concentrated into two, five, or ten weeks, the courses meet for the same amount of time and have the same credit value as semester courses.

6.1.7 Auditing Policy

Undergraduate

Interested persons may audit most lecture courses offered at Gannon University if there is space available in the course on the first day of class and until the end of the second week of class. Audit forms may be obtained in the Registrar's office after the first day of class and only with the written permission of the instructor. Laboratory courses may not be taken as an audit. Students who enroll in a course for credit may only change to an audit grade during the first two weeks of a semester. Courses that are taken for audit may be changed to credit only during the first two weeks of the semester. After these two weeks no changes are allowed (see note below). Audit applications and registration forms may be obtained in the Office of the Registrar.

Refer to the Financial Facts section for the cost.

Records of the course will be noted on a student transcript with a grade of AU which carries neither credits nor grade points.

NOTE: A student who enrolls in a course for credit may withdraw from that course and after withdrawal may continue to attend classes. The grade for such students will be an 'X' and in no case will be assigned an 'AU' grade.

Graduate

With permission of the faculty member and program director, persons holding bachelor's degrees may audit select course offerings. No graduate credit is awarded to audit students. The conditions of the audit with regard to assignments and examinations will be determined by the faculty member after discussing each situation with the audit student. Auditors must have written approval of the course instructor and are advised that they cannot retroactively upgrade to credit-seeking status after the first two weeks of the regular semester. Additionally, after the first two weeks of the semester, a credit student cannot switch to audit status. Once written instructor permission is obtained, students should contact the Registrar's Office. Records of the course will be noted on a student transcript with a grade of "AU" which carries neither credits nor grade points.

6.1.8 Behavior Intervention Team

The Behavior Intervention Team (BIT) is a multidisciplinary team of university staff who meet regularly to review referrals submitted about students of concern. Anyone can refer a student to BIT via the online reporting system available on the university website. Concerns warranting a BIT referral are typically behavioral or psychological in nature and may involve risk to the student's safety and well-being and/or to the safety and wellbeing of other members of the campus community. The team reviews and assesses each referral and then formulates and implements support plans for the referred students. Support plans are developed to mitigate risk and to promote student well-being and success by connecting referred students to appropriate campus and community support resources. Gannon's BIT is committed to supporting the well-being of all students and is not a part of the university conduct/ accountability system.

6.1.9 Challenge Exam

Upon request of the student and with consent of the Dean, a student may take a Challenge Examination to assess the outcomes for a particular course. Successful performance on the Challenge Examination will entitle a student to credit for the course upon payment recording fee as charged for CLEP Examinations. (See the Challenge Exam Form in Appendix 6.6.1)

6.1.10 Class Attendance

Attendance at all classes and laboratory sessions is expected of all students and all courses are conducted with this understanding. A student's grades are based upon the general quality of work performed in each course and by such factors as prompt completion of all assignments, papers, and readings, by presence for all examinations, and by participation in class discussion. Ultimately, it is the responsibility of each faculty member to set reasonable attendance policies appropriate to individual courses and to publish those policies on course syllabi. When so indicated on the course syllabus, class attendance may directly influence final grades in a course for upper-class students as well as freshmen. The following policy statements are to assist in a uniform class attendance expectation.

Certain University events, such as athletics or particular extracurricular activities, in which the students represent the University in an official capacity, necessitate excused absences from classes. In such cases, it is inappropriate to penalize a student as a result of their absences resulting from their function as University representative. Faculty then have a responsibility to provide the opportunity to complete any tests, assignments, or other work.

Students should be aware that in the Junior and Senior years of study of some majors such as health science and education majors, it may be extremely difficult for extensive athletic or other types of extra-curricular participation. Students should discuss this with appropriate University officials before selecting a major.

The primary function of Gannon University is the education of its students. Consequently, it is judged to be inappropriate for any arm of the University to request that students excessively absent themselves from regularly scheduled classes in order to function as representatives of the University. Except in emergency situations (e.g., illness or accident), the student is expected to notify the faculty of scheduled course absences one (1) week in advance. Faculty may require verification from appropriate University staff.

Freshmen who absent themselves, *whether it be excused or unexcused*, from a particular course in excess of twice the number of credit hours assigned to that course may be withdrawn from the course, upon recommendation by the faculty member to the Dean of the student's college. This request would typically result from unexcused absences, but a student with excused absences should also try to adhere to this limit. Although the student may not be penalized for excused absences as defined earlier, a combination of excused and unexcused may result in the same requested withdrawal. The faculty member would need to show the Dean that the student, because of the combination of absences, has not been able to show competency in the course and has no chance of doing so. Students who are active in athletics or co-curricular activities must be responsible for their learning and minimize unexcused absence in times such as sickness or emergencies. Missing an 80-minute class period is counted as one and one-half absences. In addition, the Student Success Center is interested in knowing which freshmen accumulated the maximum number of absences allowable. The office is prepared to undertake an inquiry aimed at helping the student. Reports on freshmen attendance must be initiated by faculty members, by means of direct contact with the Student Success Center.

Online Class Attendance

When taking an online course, the instructor may not have a fixed weekly meeting time, but consistent attendance is still expected. The following actions demonstrate attendance:

1. Logging into the course and participating in the first introductory activity.
2. Frequently and regularly accessing course instructional materials each week over the entire term.
3. Timely submission of assignments.
4. Participating in scheduled weekly course activities.

6.1.11 College Level Examination Program

Students are advised to discuss the choice of CLEP exams with their program director or advisor prior to CLEP registration to ensure that the exams selected are appropriate for their curriculum. Copies of Score Reports are available in the Registrar's Office. For more information on CLEP Examinations acceptable at Gannon University, please visit Gannon.edu or contact the Registrar's office.

6.1.12 Early Alert Referral System

The Early Alert Referral System (E.A.R.S.) is a referral program designed to help identify students early in the semester who are experiencing problems that may hinder their academic performance. Faculty or staff should complete the brief on-line form which is forwarded to the Student Success Center (SSC). The form is located on the Gannon Portal under self-service/ Faculty Information, Blackboard or Health and Well-Being links. Faculty/staff members are encouraged to discuss the referral with the student prior to forwarding the form. The student will receive an email from the staff of the SSC asking them to schedule a meeting to determine the appropriate referral to resolve the student's issues. The SSC staff member will advise the referring faculty member and the student's advisor of any actions taken on the student's behalf. Examples of reasons for referral would include academic performance (received a D or F grade on test/assignment or is not turning in assignments), attendance (missed 2 or more classes), career satisfaction, or financial issues.

6.1.13 Leave Policy/Interruption of Study

(Undergraduate, Masters, Doctoral, International)

Undergraduate

Gannon University recognizes that a student may need to temporarily interrupt their education and has a procedure to facilitate this situation. The following are examples of categories that might qualify a student for temporary leave:

co-op/internship

military(involuntary)

medical/psychological

family/personal

The above categories are not meant to be an inclusive list nor do they guarantee that a student will be granted a temporary leave. The student who feels that they have a legitimate reason to request a leave should request a form from the Student Success Center-Academic Advising Department. The request will be reviewed by appropriate officials of the University.

Temporary leave may be granted for a period of one or two semesters following the student's current enrollment. If a student applies for leave in the first two weeks of the semester then the current semester is counted as one of the two eligible semesters of leave.

When the student is ready to return to the University they should follow these steps:

- If there were any restrictions/holds placed on their return those should be dealt with first e.g. in the case of medical/psychological leaves students are required to provide a release from their physician to the Health/Counseling Center. The Student Success Center, Academic Advising Center will notify the Registrar Office staff to release the hold.
- Contact your faculty advisor to discuss your schedule and they will okay you for registration in Student Planning
- Contact the Registrar for a registration time.

For Masters students

It is expected that degree-seeking students will make steady and continued progress towards completion of the program. However, students occasionally must interrupt their studies to take a semester (or more) off due to personal or professional needs. Each program handles this situation differently, and the student should contact the program director as needed. Forms for documenting the leave of absence or withdrawal from the University are available in the Office of the respective Academic Dean. However, if a student has been off for two years or longer, that student must re-apply for admission to the Office of Graduate Admissions.

For Doctoral Students

Doctoral students who need to interrupt their program of study for personal or professional reasons must complete a leave of absence form and have it signed by their program director or department chair. Unless excused by an official leave of absence (which in no case may exceed one year throughout the student's degree program), all doctoral students are required to be continuously enrolled and must pay tuition and fees in order to remain in the program. Criteria for what constitutes continuous enrollment varies by program, as specified in the program listings in this catalog. If a student fails to obtain a Leave of Absence or maintain continuous enrollment in their program of study, he or she is required to apply for readmission and must be in good financial standing with the University before readmission is granted. Under no circumstances may a student utilize a leave of absence to pursue courses in another graduate program at Gannon University.

For International Students

In order to fulfill academic attendance requirements imposed by the Department of Homeland Security (DHS), international students, in F-1 or J-1 nonimmigrant status, are required to complete an academic year (two consecutive semesters) before taking a break in coursework. If so desired, F-1 or J-1 international students may enroll continuously without taking advantage of the break period earned after two consecutive semesters of attendance. Those students seeking a break should always consult with the Office of Global Support and Student Engagement (OGSSE) so that the authorized break is approved and properly reported to DHS. If an international student interrupts study during the required two consecutive semesters, without proper authorization from the OGSSE, they will risk a serious immigration violation, requiring either an application to DHS for reinstatement to student status or departure and re-entry to the United States. Depending on the timing of a departure from the United States, re-entry into the United States to resume studies may require an application for readmission submitted to the Office of Global Admissions and Outreach.

6.1.14 New Program Approval

6.1.14.1 State Approval

All new programs at the Associate or Master's degree level must be submitted to the state for approval.

Any new baccalaureate degree, such as B.S.N., B.S.M.E., requires state approval.

The University is free to introduce new B.A. or B.S. degree programs without state approval. In these cases, however, the state must be notified of the new program offerings.

6.1.14.2 Board Approval

Approval by the Board of Trustees is required when:

1. The new program includes budgetary considerations; and/or
2. When new program also requires state approval.

All other new programs will be submitted to the Board of Trustees as information items.

6.1.14.3 President's Council Approval

All new programs, majors, minors, and concentrations must be submitted to the President's Council for approval.

New programs requiring Board and/or State approval will be forwarded by the Provost and Vice President for Student Experience through the Academic Policy Committee of the Board of Trustees.

New programs approved by the Presidents Council but not requiring additional approvals will be passed on to the respective offices for promotion, scheduling, etc. The Provost and Vice President for Student Experience will notify the University Community of these program approvals.

6.1.14.4 Graduate Council

All new graduate programs, majors, concentrations, or certificates must be approved by the Graduate Council.

Approved programs are forwarded to the Presidents Council by the Provost and Vice President for Student Experience.

6.1.14.5 School or College Academic Affairs Committee

NOTE: All proposals for new programs must include sign-off by: respective department chair in academic areas or the department head in non-academic areas; the respective Academic Dean; the Vice President for Enrollment Services; and the Vice President for Finance. Changes made at any point in the procedures necessitate that all must review the new proposal and sign off again.

6.1.15 Online and Hybrid Instruction

6.1.15.1 Online and Hybrid Course Design Standards

All online, hybrid, or distance education courses offered by the University are designed and reviewed using approved University course design processes and standards coordinated by the Distance Education Department and the Center for Excellence in Teaching and Learning (CETL). These courses are reviewed in conjunction with directors and department chairs every three to five years to ensure they meet the approved course design standards.

This policy is designed to assist Gannon University in the fulfillment of its educational mission and role in accordance with all applicable laws, rules and regulations promulgated by the US Department of Education, Pennsylvania Department of Education, Middle States Commission on Higher Education, and discipline-specific accrediting bodies.

Online/distance education is defined as courses in which 30% or more of the instruction is offered when students are separated by the instructor through space and/or time. This definition of online/distance education may be overridden by discipline-specific accrediting bodies.

6.1.15.2 Online Student Services

Online courses at Gannon are designed using the Quality Matters rubric and are typically asynchronous allowing students to work through course content and activities as their schedule allows each week. Gannon's online course format follows weekly course modules aligned to specific weekly learning objectives. While course delivery is asynchronous, there are weekly schedules in each module with deadlines for student discussion activities, assignments and assessments. Some courses may include some synchronous activities like student presentations and group work which utilize Adobe Connect. All online courses are facilitated using Gannon's learning management system which is Blackboard Learn (https://gannon.blackboard.com)

Course design philosophies at Gannon are focused on engaging, student-centered instruction that promotes significant and meaningful interactive learning to meet weekly learning objectives and course outcomes. Gannon's online courses utilize an "Ask the Instructor" discussion board that instructors check on a daily basis for student questions. Additionally, Gannon courses utilize active discussion-based activities to promote learning communities with the close participation of Gannon's faculty.

Finally, each online course includes a course design student survey to inform future iterations of the course making the online instruction stronger as the course matures. These courses are indicated as being offered online in the course description.

6.1.16 Transcript Policy

The student's authorization and written signature are needed to release a transcript. The student can request the transcript in person in the Registrar's office, can write a letter addressed to the Registrar's office, online or can FAX the request.

To order transcripts online

Gannon has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

- To order an official transcript(s), login to the Clearinghouse secure site (www.studentclearinghouse.org). Click on orange tab on the right side and select 'Order or track a transcript.'

- The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient.
- Order updates will be emailed to you. You can also track your order online.

Official transcripts must be mailed directly from the Registrar's office to the party requested. All transcripts given directly to the student will be stamped 'Issued directly to the student'.

Students who need transcripts to submit unopened with applications should request that the transcript be issued to them in a sealed envelope. The transcript is stamped "Issued directly to the student," has the Registrar's signature and the school seal. The envelope is sealed and has the Registrar's signature. The student must submit the transcript in the unopened envelope with the application. If the envelope is opened it is no longer valid as an official transcript.

Transcripts are not released for students with financial holds.

Partial transcripts are not issued. Each transcript includes the complete academic record at Gannon University and work accepted from other colleges.

Official transcripts of credit earned at other institutions which have been presented for admission or evaluation of credit and have become a part of the student's permanent record in this office are not reissued or copies duplicated for distribution. Transcripts from other institutions must be official and received by Gannon University directly from the original

institution(s). Copies issued to the students with the college seal will not be accepted. This also applies to high school transcripts.

Transferred credit is not added to the Gannon University transcript unless it is applicable toward a degree at Gannon University. Transfer grades are not put on the Gannon transcript.

ACCESS TO STUDENT RECORDS

In accordance with the 1975 Family Educational Rights and Privacy Act, the University has established a policy concerning access to student records. The full policy is available upon request from the Registrar's Office. The following items are included here because of their general interest:

1. Grade reports, probation and suspension letters, and other correspondence are sent directly to all students at their home address.
2. Access to student records is permitted only upon receipt of a written release by the student.
3. Students may have access to parental financial records submitted in support of financial aid applications.
4. With certain exceptions, each student has access to his or her personal and academic records.
5. Students may request that directory information not be released to anyone.

6.1.17 Transfer of Credits

Undergraduate

This policy applies to courses taken at another college prior to admission to Gannon. Courses offered in transfer at the time of admission to Gannon University may be evaluated by the Registrar's Office and the Office of Undergraduate Admissions. Academic Program Chairs may also be consulted. A detailed list of courses accepted will then be provided to the student and the Academic Advisor. In addition, approved equivalencies between transfer courses and courses required at Gannon will be provided. Students will also receive a list of courses to be completed in order to qualify for graduation. Elective courses shall be left to the option of the student.

Courses may be taken at other institutions by Gannon students for transfer to Gannon with the prior written approval of the Academic Dean and Department Chair with the following exceptions:

The final 30 credits applied toward graduation requirements must be completed in residence at Gannon.

The Foundational Core courses of the Liberal Studies Program must be taken at Gannon unless also approved by the appropriate Department Chair and Director of Liberal Studies. Courses transferred from other institutions for required courses at Gannon must be equivalent to courses offered at Gannon.

Graduate Studies

Transfer credits from other institutions are accepted at the discretion of program directors. Generally, a maximum of six credits from an accredited university may be accepted in transfer for courses in which a student received at least a grade of "B" (3.0).

6.1.18 Tutoring Services

6.1.18.1 The STEM Center

The **STEM (Science, Technology, Engineering, and Mathematics) Center** provides free one on one and group tutoring opportunities for courses within the Morosky College of Health Professions and Sciences and the College of Engineering and Business, and also supports related coursework from the College of Humanities, Education, and Social Sciences. (Specific areas include mathematics, statistics, physics, chemistry, biology, health professions, engineering, and business.) The STEM Center also provides more intensive support for traditionally difficult courses through the STEM-PASS (Peer Assisted Study Scheme) initiative which includes tutor attendance and participation in the target classes and facilitation of several extra help sessions each week. Additionally, the STEM Center seeks input and involvement from faculty and other campus stakeholders in order to evolve and create services that assist students in their efforts to meet course and program learning outcomes. The STEM Center is staffed by a director and trained peer consultants.

6.1.18.2 Writing Center and Research Center (WRC)

The **Writing and Research Center (WRC)** is staffed by professional and trained peer consultants who reflect our respect for the individual writer. The Writing and Research Center team has a strong commitment to service and regards language as fundamental to the holistic development of the student. We offer one-on-one conferencing, both in-house and online, for students of all abilities, including speakers of other languages. Undergraduate and Graduate students should visit the Writing and Research Center at any stage of the writing process, from any discipline. In addition, the WRC provides tutoring for all CHESS courses, as well as support for the college of Communication and the Arts. The WRC also houses the CHESSMate Program, which aims to foster academic engagement and reinforce learning outcomes in CHESS courses through embedded peer mentorship and supplemental sessions.

To schedule an online or in-person appointment at the STEM Center or Writing and Research Center, students can visit http://gannon.mywconline.com.

6.1.19 Withdrawal from the University

6.1.19.1 Undergraduate

Students who find it necessary to withdraw from the University must fill out a withdrawal form available in the Student Success Center. Students can complete a temporary withdrawal (2 semesters or less) or a complete withdrawal. Students who withdraw for medical or mental health reasons must present appropriate documentation at the time of the withdrawal. These documents will be reviewed by the director of Gannon's Health Center or Counseling Services and could impact any refund as well as conditions for readmission to the University.

The withdrawal process includes an exit interview with Academic Advising staff from the Student Success Center, student's academic advisor, Cashier's office, Financial Aid office, the Registrar's office, and, when applicable, the Office of Residence Life, International office, Health and Counseling Center. Students must complete the withdrawal process within two working days from the date they start the process in the Student Success Center. Forms that do not reach the Registrar's office with all of the required signatures will be considered incomplete and the student will not be withdrawn from the University.

Failure to comply with this regulation may result in the assignment of a grade of 'F' for all courses in which the student is currently enrolled and possible separation from the University. The student may also forfeit any rights of readmission to the University. When students withdraw they should refer to the Academic Calendar for the last day to withdraw from a course in order to receive withdrawal (X) grades. Withdrawal after this date will result in 'F' grades unless permission is granted by the student's Academic Dean.

Every student receiving a federal grant and/or loan who completely withdraws officially or unofficially within the first 60% of the semester will be subject to a **Title IV Return of Federal Funds** review. This review will determine the portion of federal funds the student earned and the portion of federal funds the school must return to the Department of Education. **Please refer to the Refund Policy in the University catalog for complete details.**

Students that receive all F's for a semester, who did not formally withdraw, will be reviewed by the Financial Aid Administrator to establish the students' last date of attendance. If a student ceased attendance for all classes before 60% of the semester was over, that last date of attendance will be used. If a last date of attendance cannot be determined, the Financial Aid Administrator is required to process an "unofficial" withdrawal date using the mid-point of the semester to calculate unearned federal funds that must be returned to the appropriate federal aid program.

Students need to understand that, although they can withdraw from a semester with X grades, the Financial Aid Administrator must review and adjust federal aid disbursements made to any student receiving federal grants and/or loans based on their last date of attendance or unofficial withdrawal date. The student is responsible for any returned federal funds that results in a balance due on their

student account. If payment is not made, the student will be liable for all reasonable collection costs, including attorney fees and other charges necessary for the collection of any amount not paid.

6.1.19.2 Graduate

The decision to ***withdraw*** or take a ***temporary withdrawal*** from classes is an important one that may have future academic and financial implications. You must seriously evaluate the short and long-term benefits and consequences of this decision. Choosing to ***withdraw from the university*** may also influence your permanent student record, so it is important that the formal withdrawal process is completed.

We understand that this is a difficult time, and we will assist you through the process.

Be sure to discuss your options with a faculty member +/or the program director/chair so that all available options have been explored, including reducing full-time credit load, reducing credit load to part-time, or changing your major. All students encounter varying levels of stress and some routinely face hardships.

All options should be discussed before a decision is made.

Options and Procedures:

1. **Medical Withdrawal for Mental Health Reason:**
   Academic stress, financial difficulties, problems in life, learning disabilities, and some chronic mental health problems can be managed with ongoing treatment and alone are not considered sufficient justification for a medical withdrawal.

   Requests for **medical withdrawal for mental health reasons** must have supporting documentation from a licensed mental health professional (psychiatrist or psychologist).

   - The student must complete the Medical Withdrawal form. This is available from the student's advisor or in the Student Success Center.
   - Written documentation on the mental health's professional letterhead must include diagnosis, date of onset, treatment history, current status, recommendations for treatment, and recommendations for leave of absence from university coursework.
   - The student must submit this documentation to the Student Success Center, who will then send it to the Counseling Services office. This documentation will be maintained confidentially in this office.
   - Release of Information Authorization Form must also be completed.

Refunds of tuition, fees, room, and board are handled on a case- by-case basis. It is important that the student fully understands the impact of this decision on current and future financial aid, loans, debt, or scholarships. It is the student's responsibility to discuss financial matters with the Cashier's and Financial Aid offices.

A medical withdrawal for a mental health reason is granted with the expectation that the student will seek immediate treatment for the diagnosis that led to the withdrawal.

When a student is granted a medical withdrawal, and upon approval of the Dean of the College, the academic transcript will be marked with "X's" (withdrawal from course grade) for each course attempted.

Re-admission to the program/university is only considered when documentation from a mental health professional supports this action AND includes administrative and academic department review. Additional expectations (interview, behavioral action plan, academic performance, treatment follow-up) may be outlined and re-admission is not guaranteed.

2. **Medical Withdrawal for Physical Health Reason:**
   Requests for **medical withdrawal for physical health** reasons must have supporting documentation from a licensed physician.

   - The student must complete the Medical Withdrawal form. This is available from the advisor or in the Student Success Center.
   - Written documentation on the medical health's professional letterhead must include diagnosis, date of onset, treatment history, current status, recommendations for treatment, and recommendations for leave of absence from university coursework.
   - The student must submit this documentation to the Student Success Center. This documentation will be maintained securely in this office.
   - Refunds of tuition, fees, room, and board are handled on a case- by-case basis. It is important that the student fully understands the impact of this decision on current and future financial aid, loans, debt, or scholarships. It is the student's responsibility to discuss financial matters with the Cashier's and Financial Aid offices.

A medical withdrawal for a physical health reason is granted with the expectation that the student will seek immediate treatment for the diagnosis that led to the withdrawal.

When a student is granted a medical withdrawal, and upon approval of the Dean of the College, the academic transcript will be marked with "X's" (withdrawal from course grade) for each course attempted.

Re-admission to the program/university is only considered when documentation from a medical health professional supports this action AND includes administrative and academic department review. Additional expectations (interview, physical restrictions, academic performance, treatment follow-up) may be outlined and re-admission is not guaranteed.

1. **Temporary Withdrawal**
   (up to two semesters, based on program):

   Requests for withdrawal for up to two full time semesters of coursework must follow university and program policy and procedures.

   - The student must complete the withdrawal form following discussion with advisor/program director/chair. The form is available from your advisor or in the Student Success Center.
   - The student must submit the form to the program director/ chair for signature.
   - Exit interviews and signatures are required with Cashier's office, Financial Aid office and Registrar's office.
   - When applicable, interviews and signatures may be required with Residence Life and Global Support offices.

The university refund policy for tuition, fees, room and board is followed for ALL withdrawals. When students withdraw, they should refer to the Academic Calendar for the last day to withdraw from a course in order to receive withdrawal (X) grades. Withdrawal after this date will result in 'F' grades unless permission is granted by the student's College Dean. Refer to graduate catalog or schedule for refund percentages.

Readmission will be up to the student's specific department/ program and will be subject to scheduling and course availability.

3. **Complete Withdrawal from University:**
   Requests for complete withdrawal from the university must follow university and program policy and procedures.

   - The student must complete the withdrawal form following discussion with advisor/program

director/chair. The form is available from your advisor or in the Student Success Center.

- The student must submit the form to the program director/ chair for signature.
- Exit interviews and signatures are required with Cashier's office, Financial Aid office and Registrar's office.
- When applicable, interviews and signatures may be required with Residence Life and Global Support offices.

The university refund policy for tuition, fees, room and board is followed for ALL withdrawals. When students withdraw, they should refer to the Academic Calendar for the last day to withdraw from a course in order to receive withdrawal (X) grades. Withdrawal after this date will result in 'F' grades unless permission is granted by the student's College Dean. Refer to graduate catalog or schedule for refund percentages.

Readmission to the University and/or specific majors/programs will be subject to admission guidelines and dates for readmission. Consideration will be up to the major/program as well as course availability. Readmission to the University or program is not guaranteed.

International students:

International students transferring, withdrawing, or taking a temporary withdrawal from the university must contact the Office of Global Support and Student Engagement to discuss immigration status and document the process in SEVIS.

6.1.20 Graduate Policies

6.1.20.1 Graduate Programs/Change

Graduate students who are enrolled in one program may seek to switch into another graduate program at Gannon. The decision to accept such transfers is at the discretion of the new program director and, for students whose cumulative grade point average is below 3.0, the respective Academic Dean.

Students who change programs are required to meet with the new program director and have a new program plan developed. While all courses taken will remain on a single graduate transcript, it will be the prerogative of the new director to select courses from those previously completed to become part of the new program requirements.

For purposes of the Academic Program GPA computation, the new program director will compute a grade point average on the basis of the courses which are required for that particular program. At the time that the new program director interviews a student, a letter identifying the courses factored into the GPA is to be shared with the student and placed in the student's graduate file.

6.1.20.2 Graduate Degrees-Concurrent

If accepted into two graduate programs of study at the same time, students may work towards graduate degrees concurrently. To be eligible for simultaneous enrollment in more than one graduate program, students must complete a minimum of 9 credit hours in the first degree program and be in good academic standing *(3.0 or greater cumulative GPA)*. To add a second program of study, students must complete and obtain all required signatures on the "Add a Second Degree" form and the "Second Degree Program Plan", which will determine eligibility for entrance into an additional program and the course of study required to earn each graduate degree. A maximum of twelve credits within the second degree can be part of the first degree. Students who have not been accepted into an additional graduate degree program by the deadline for application for graduation from the first degree program are not considered concurrent, and should refer to the section regarding Second Master's Degree to consider seeking out additional graduate level degrees at Gannon. Since program entry requirements into a second graduate degree program may limit the number of credits that can be utilized to satisfy degree requirement taken prior to entrance into the program, students are encouraged to apply early into additional graduate programs that are desired to be completed concurrently with another degree. In CEB, graduate credits can be double counted once.

6.1.20.3 Second Master's Degree

An increasing number of students are expressing interest in earning a second Gannon master's degree. In cases where (1) the first master's degree has been earned recently, (2) select course work from the first degree would normally be part of the second degree, and (3) the graduate program director judges the application of these credits to be appropriate, up to twelve credits of upper (600 or 700) level course work within the second master's degree level course work may be accepted in transfer from the first degree.

Course applicability would require that the earlier course work, rather than the degree itself, be recent (no more than seven years old) and judged by the particular graduate program director to be an appropriate substitution for course work within the second master's degree.

6.1.20.4 Comprehensive Examination (Graduate Studies)

Many graduate programs require that a student achieve a satisfactory rating in a comprehensive examination. The comprehensive examination is ordinarily written but, at the option of departmental faculty, an oral examination may be required in addition to or in lieu of the written exam. The comprehensive exam is an evaluation of the student's ability to integrate the content of the program's

courses and research. Comprehensive examinations are administered on a date that shall be arranged by the individual program director. A student who fails the comprehensive may petition for permission to retake the examination during the next scheduled period. Graduate students are eligible to take the comprehensive examination two times only. A student who fails the comprehensive examination a second time is subject to dismissal.

6.1.20.5 Dismissal Graduate Studies

Dismissal

Students may be dismissed from Graduate Studies for academic and/or professional reasons.

Academic: All students whose GPA falls below 3.0 are subject to review each semester by their program director and their Academic Dean. Separation from the University is the responsibility of the appropriate Academic Dean in consultation with the program director.

Professional: All students whose professional behavior in the classroom or in clinical situations falls below professional standards will be subject to dismissal from the program.

Appeal of dismissal action may be made to the Academic Dean. Reinstatement to graduate studies at Gannon is possible only with written permission of the Academic Dean.

6.1.20.6 Statute of Limitations (Graduate Studies)

University policy requires that students must complete a Master's degree program within six years of matriculating into the program of study. Individual programs may establish a shorter statute of limitations. Consult the program director for exceptions.

University policy requires that students must complete a doctoral degree program within seven years of matriculating into the program of study. Individual programs may establish a shorter statute of limitations. Consult the program director for exceptions.

Exceptions can be granted only by the program director and the Academic Dean. The statutes of limitations are not extended due to interruption of study or medical leave.

6.2 Registrar Policies

6.2.1 Course Policies

6.2.1.1 Course Numbering

Each course number consists of seven to ten characters. The first letters refer to the Department. The first three numbers refer to the catalog number and course level. The last number or letters refer to the section.

CATALOG #	
000-099	Credit earned may not be included in the total credits required for a degree.
100-199	Lower division, undergraduate. Designed as basic introductory courses for freshmen.
200-299	Lower division, undergraduate. Designed as intermediate courses to be taken primarily in the sophomore year of a major but may be taken by upper level non-majors.
300-499	Upper division, undergraduate. Designed as junior and senior year courses.
500-599	Upper division and Graduate. Primarily Graduate level; may be cross-listed as senior level courses.
600-799	Designed for Graduate Students only.
800-899	Ph.D. students only.
900-999	Ph.D. students only (beginning 2001) Intercession courses (prior to 1988) or special topic summer session courses (beginning 1988).
Examples:	**ACCT 210 01, ACCT 210 1E**
ACCT:	Code for Department — Accounting
210:	Course Level - Lower Division Sophomore Catalog Number
	Intermediate Financial Accounting
01:	Section Number - Day Section
1E:	Section Number - Evening Section

6.2.1.2 Course Selection and Registration

The Academic Advisor will maintain progress records on each advisee. For each curriculum, the advisor will retain a copy of the prescribed course sequences and will advise course selection in strict adherence with curriculum requirements. The operative list of curricular requirements for a particular academic major shall be the version published in the University catalog current at the time when the student selects a particular major option. Special note will be given to prerequisites. Substitutions in course requirements may be made only in consultation with the Academic Dean and Department Chair. It is important to strictly adhere to Liberal Studies requirements. Where the likelihood of closed classes exists, the student and advisor should select an alternate course schedule.

6.2.1.3 Level 500 Courses

The general rule is that a 500-level course may be taken by undergraduates only in their senior year, either for undergraduate credit (cross-listed as a 400-level course) or for graduate credit with permission of the program director. However, because of the nature of particular integrated programs, 500-level courses may be taken in the junior year; such programmatic exceptions must be approved by the Academic Affairs Committee of the college based upon a recommendation from the Graduate Council.

6.2.1.4 Course Substitutions

In the event of unforeseen and unavoidable scheduling conflicts or other weighty circumstances, a student may petition an assigned advisor to substitute a suitable course for a course required for a particular curriculum. Such substitutions must be approved and kept on file by the Academic Dean in consultation with the Department Chairman or Program Director.

6.2.1.5 Non-Scheduled Courses

Only courses listed in the Gannon University Catalog or approved by the academic governance process for inclusion in the next issue of the Catalog may be taken as non-scheduled courses.

The student will be assessed a fee of $100.00 per credit. The University will compensate the participating faculty member at a rate of $75.00 per credit. These fees are to be evaluated at least every two years, and appropriately adjusted.

The student must complete a form to request enrollment in a non-scheduled course. The form will require the sequential signatures of the student, instructor, department chair or program director, and associate dean. Refusal of any signature will result in the denial of the non-scheduled course.

6.2.1.6 Change of Schedule (Course Add/Drop)

A student can use Self-Service, Student Planning to change their schedule if they have advisor approval to register on Self Service, Student Planning. Changes can be made until the first day of each semester. After that, all changes must be made in the Registrar's Office.

To change a student's registration in the Registrar's Office, a change of schedule form must be completed and signed by the student's academic advisor.

Changes will be accepted through the first week of the semester. Classes added during the second week of the semester require the written permission of the instructor (exact dates are published in the Academic Calendar). Courses dropped during the first two weeks of the semester will not appear on the student's transcript. All withdrawals from the beginning of the third week until the final cut-off date published in the Academic Calendar result in a withdrawal grade (X) on the student's transcript.

When a student stop attending a class and does not properly withdraw from the course by filling out a change of schedule form in the Registrar's Office, the student will be subject to receiving a grade of ''F'' for the course. The student will receive an ''F'' for the final grade if non-attendance continues.

6.2.1.7 Independent Study

Only courses listed in the Gannon Catalog or approved by the academic governance for inclusion in the next issue of the Catalog may be taken as nonscheduled courses (Independent Study). Supplemental fees may be charged for such courses by way of tutorial compensation for the instructor. Such per credit fees are normally equivalent to the per credit tuition rate. A form must be completed by the student's Advisor, signed by the Department Chair or Program Director and approved by the Dean.

6.2.1.8 Pass/Fail Option

Current Version

Students have the option of taking one free elective course per semester on a pass-fail basis. The option excludes required courses in the major or minor field of study, cognate courses and Liberal Studies Core courses. The student is limited to twelve credits of pass-fail courses that count toward the student's degree. If a student elects to take a course on the pass-fail basis, the student must so state to the student's advisor and dean by the date designated in the Academic Calendar. If the dates of the course are different from the regular semester dates, the student must submit the pass-fail form before 60% of the course is complete. Forms are available in their dean's office. The student shall have the option of converting to a letter grade until the date designated in the academic calendar. In any event, the instructor submits a letter grade. The grade is stored in the Registrar's files for future referral. In ascertaining eligibility for inclusion on the Dean's List, a student must present a minimum of 12 credit hours of letter grade courses. A "P" (passing) grade will not be reflected in the grade point

average; an “F” (failing) grade, however, will be reflected. Any exception to the rule of one course per semester can be allowed only with the approval of the student’s dean.

Courses taken beyond those needed for degree requirements may be taken pass-fail in addition to the twelve credits allowed.

6.2.1.9 Repeat Courses (Undergraduate/Graduate)

Undergraduate

A student may repeat a course. The student is required to take the course at Gannon and submit written notice of a repeated course to the Registrar's Office if he or she wishes to have the repeat noted on the transcript. Forms are available in the Registrar's Office. When a student elects to repeat a course, the letter "R" will be placed in front of the original grade and the original grade will not be calculated in the grade point average (GPA). This policy is limited to 15 credits of course work. Each repeat registration is counted as a course. This policy does not cover the situation when the "repeat" (or subsequent) course was completed prior to fall 1972 semester unless the student is readmitted. Courses repeated beyond 15 credits will have both grades calculated in the GPA. Repeated courses can only be included once in all degree requirements for graduation.

A student may be granted permission to repeat a failed Gannon course at another institution. However, since credits transfer but not grades, the original course cannot be coded as a repeat.

Refer to Bachelor Degree Requirements under the Degree Requirements section of the undergraduate catalog for additional regulations about failed courses. Some Academic Programs have a more restrictive repeat policy. Contact the Program Director for more information. A course failed in the field of concentration may be repeated once. If not successfully passed, the student is not permitted to continue in that field of concentration.

Graduate Studies

A student may repeat a course. The student is required to take the course at Gannon and submit written notice of a repeated course to the Registrar's Office if he or she wishes to have the repeat noted on the transcript. Forms are available in the Registrar's Office. When a student elects to repeat a course, the letter "R" will be placed in front of the original grade and the original grade will not be calculated in the grade point average (GPA). Graduate students may repeat only 6 credit hours of coursework under this policy unless otherwise indicated in their program. A non-scheduled course cannot be used to repeat a failed course.

6.2.1.10 Withdrawal from a Course

A student who decides to withdraw from a course must complete a drop/add form, have it signed by the student's advisor, and bring the form to the Registrar's office for processing.

During the first two weeks of the fall and spring semesters, the course will be deleted from the transcript.

From the third week of the fall and spring until the deadline date printed in the academic calendar, a withdrawal (x) grade will be given. After the deadline date, a Fail (F) grade will be given.

Students who stop attending class without following the withdrawal procedures will receive a Fail (F) grade.

After the withdrawal from a course, students cannot continue to attend the class.

6.2.2 Units of Study Policies (Major, Minor, Program)

6.2.2.1 Definitions

Major

A primary and focused area of study within an academic discipline or interdisciplinary subject area leading to a baccalaureate degree. The major is listed on the student transcript but does not appear on the diploma.

At Gannon University, a major is comprised of the liberal core, courses required in the major field of concentration, courses recommended for the major field of concentration, and cognate and elective courses.

Individual programs, schools and colleges establish the specific courses required for a particular meeting.

Concentration

A structured program of study within a degree program consisting of concentration-specific requirements (i.e., courses specifically and by title related to the topic of the concentration) and sufficiently structured and formalized to merit placement on a student's transcript. A concentration is defined as a minimum of 18 credit hours at the undergraduate level. The concentration does not appear on the diploma.

Gannon University undergraduate students may earn up to two concentrations. A minimum of 15 credit hours in the individual student's transcript must be unique to each concentration.

Track

An information program of study used to denote a pathway that a student may pursue in those programs for which coursework is offered to satisfy requirements for licensure or admission to graduate and professional programs. A track is not posted on the academic transcript and is not identified on the diploma. A track may be identified in the catalog and in advising materials.

Minor

A secondary focus area of study not necessarily related to the major and may be completed in another school or college. Minors require a minimum of 15 credit hours of study and range from 15 to 24 required credit hours.

At Gannon University, a minimum of nine (9) credit hours in the individual student's transcript must be unique to the minor and may not count toward the fulfillment of requirements in a major, concentration or additional minors. The minor appears only on the transcript after graduation.

6.2.2.2 Major Declaration/Change/Double

Students wishing to declare or change their major field begin the process with their advisor or the Student Success Center. After consultation about a major change, the student obtains the signature of their advisor on the Change/Declaration of Major form. Alternatively, the Chair/ Director or Dean of the student's present major can sign the form in place of the advisor.

The student takes the form to the Chair/Director of the requested major for approval. The form is then sent to the appropriate Dean's office for final approval. A completed and approved form will be sent to the Registrar's Office for changing official records.

If necessary, the student can be referred to the Student Success Center at any step in the process.

Requirements for Double Majors

1. Students may declare a second major.
2. A minimum of 21 credit hours in the individual student's transcript must be unique to each major.
3. Individual student exceptions may be made in appropriate cases by department chairs and program directors with approval from the Dean of the College in which the majors are housed.

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6.2.2.3 Minor Declaration Policy

Curriculum for available minors are listed in the undergraduate catalog after the curriculum for each major except for the Minor in Innovation and Creativity which can be found in its own section.

In order to declare a minor, a student must fill out a “Declaration of a Minor” form in their Dean’s office.

A minor will not be printed on the transcript until the student is certified for graduation by their Dean. The student must be pursuing a baccalaureate degree.

Requirements to declare a Minor:

1. Students may declare one or more minors to complement their major(s).
2. Minors must be in a discipline that is not the same as the student’s major(s) or concentration(s).
3. A minimum of nine (9) credit hours in the individual student’s transcript must be unique to a minor and distinct from the requirements within their major(s), concentration(s), or another declared minor.
4. Individual student exceptions may be made in appropriate cases by department chairs and program directors with approval from the Dean of the College in which the minor is housed.

6.2.2.4 Concentration Declaration Policy

1. Students may declare up to two concentrations.
2. A minimum of 15 credit hours in the individual student’s transcript must be unique to each concentration.
3. Individual student exceptions may be made in appropriate cases by department chairs and program directors with approval from the Dean of the College in which the concentration areas of study are housed.

6.2.2.5 International Baccalaureate Program

Gannon University awards credit for courses completed in the International Baccalaureate Program under the following conditions:

1. Three credits will be awarded for each Higher Level course successfully completed.
2. Successful completion is defined as receipt of a grade of “four” or above.

6.2.3 Grading Policies

6.2.3.1 Grading System

6.2.3.1.1 Undergraduate

A+	Excellent	4.0 grade points	C+	Average	2.3 grade points
A	Excellent	4.0 grade points	C	Average	2.0 grade points
A-	Excellent	3.7 grade points	C-	Below Average	1.7 grade points
B+	Good	3.3 grade points	D	Below Average	1.0 grade points
B	Good	3.0 grade points	F	Failure	0.0 grade points

B-	Good	2.7 grade points

Undergraduate

A grade point average (GPA) is calculated by dividing the algebraic sum of the grade points earned by the sum of the credits to calculate.

I Incomplete. This grade indicates failure on the part of the student to measure up to minimum requirements on account of absence for sickness or for some other weighty reason.

Undergraduates who fails to remove the grade of 'incomplete' within 30 days after the grades are due will automatically receive a failure for the course.

Graduate Students have one semester to remove the deficiency, or they will automatically receive a failure for the course.

P Pass. This grade is not calculated in the GPA.

X This grade indicates withdrawal from a course prior to the cut-off date listed in the academic calendar.

AU Audit. This grade indicates that the course was not taken for credit.

6.2.3.1.2 Graduate

Graduate

The work of all graduate students is evaluated and then reported in terms of the following grades:

Grade	Grade Points Per Credit Hour
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F (Failure)	0
I (Incomplete)	0

X (Withdrawal)	0
P (Pass)	0
AU (Audit)	0

A program may require students receiving a grade below B- in a specific course to repeat that course. A program may limit a student to two grades below B-. No student may graduate with a GPA below

3.0. There is no pass/fail election.

6.2.3.2 Four-Week Grades

Four Week Grades are required for all undergraduate students and course sections. The grade report is sent to the student's advisor, not to the student's home address, with a copy for the student. On a specified day shortly after Four Week Grades have been published (at the advisors discretion), the student meets with their advisor to receive the grade report and to discuss the student's progress and any problems or deficiencies. The Advisor may recommend tutoring or other support services available at Gannon. The Early Alert Referral System (EARS) is designed to make it easy for instructors and advisors to refer students needing support services. Applicable areas on the form are checked off and the form is returned to the Dean's Office. It is then forwarded to the appropriate support service.

6.2.3.3 Midterm Grades

A copy of the grade report is sent to the student's advisor. A conference with the student is scheduled if considered advisable. Students can use Self-Service, Student Planning to see their grades.

6.2.3.4 Incomplete grades

Undergraduate

Incomplete (I) is to be given only to those students who have been prevented from the completion of the required course work by a serious reason. Simply failing to complete assignments on time is not sufficient reason for an Incomplete. Instructors giving an Incomplete shall provide their Deans with a written explanation of their reason for giving the Incomplete. Students have one month from the date that final grades have been mailed to complete the required course work. Failure to do so in the allotted time converts the Incomplete to a failing grade automatically.

Graduate

Incomplete grades may be assigned at the discretion of the faculty member in cases of serious need. Students may request "I" grades, but the decision to grant this concession will be made by the faculty member.

Students who receive an "I" grade have until the conclusion of the next regular (not summer) academic semester to complete their work, submit it, and have the "I" grade changed to a regular letter grade. Incomplete grades which are not finished within this time period will be changed to the grade of "F", unless an extension is petitioned and granted by the appropriate faculty member. Exceptions on extensions may be made in cases of the thesis or research project. International students, in proper F-1 or J-1 status, are advised that receipt of an "I" grade may impact their student visa status. The implications of an "I" grade should be discussed with the Office of Global Support and Student Engagement before an international student requests an "I" grade from his instructor. The Office of Global Support and Student Engagement should be contacted for this support and guidance.

6.2.3.5 Change of Grades

Change of grades initiated by faculty members are to be made through the office of the Dean appropriate to the Course. A form for request for change of grade is available from this office and is to be used for requesting changes. Grade changes are made only where adequate justification exists.

6.2.4 Degree Requirements

6.2.4.1 Bachelor's degree

The following list indicates minimum University requirements for the baccalaureate degree. Please note that some programs specify additional requirements beyond these minimums. See descriptions of individual programs for any additional requirements.

1. At least 120 hours of academic work must be completed by the student, with an overall quality point average of not less than 2.0. Courses numbered below 100 are not used to meet the requirement.
2. The specific course requirements must be fulfilled as stipulated in each academic program. A cumulative grade point average of 2.0 in the field of concentration is required.
   A cumulative grade point average of 2.0 is also required for a successful completion of the minor.
3. At least two thirds of the upper level courses in the field of concentration, including required seminars, and the final thirty credit hours of degree requirements, must be taken at Gannon University. Exceptions to these specific requirements have been granted to students who are enrolled in approved accelerated programs. Other students with special circumstances may request a waiver of these degree requirements, with the approval of the Academic Dean and Provost of Gannon University.
4. All courses specified for the fulfillment of requirements for the field of concentration and cognate fields must be completed within a time span not to exceed ten years.
5. A course failed in the field of concentration may be repeated once. If not successfully passed, the student is not permitted to continue in that field of concentration.
6. A student is not permitted to continue in a field of concentration in which ten or more semester hours have been failed, or in which more than six semester hours have been failed in one semester.

6.2.4.2 Master's degree

The minimum required number of credits for a master's degree is 30 and 12 for a certificate. Most degree and certificate programs, however, have requirements that are in excess of this minimum. Transfer credits from other institutions are accepted at the discretion of program directors. Generally, a maximum of six credits may be accepted in transfer.

A student must complete a master's degree within six years of taking the first course. Exceptions may be granted only by the Program Director and Academic Dean. Additionally, students who have not enrolled for two years must contact their program director for approval of registration and review of remaining requirements.

An overall grade point average of not less than 3.0 is required. A graduate student is eligible to participate in the December Commencement ceremony only after all requirements are completed.

Graduate Students who have applied for May or August graduation and who have had their application approved by their program director may participate in the May commencement ceremony and have their names listed in the program. Graduate students with more than six credit hours remaining to be completed in the summer may not be approved for August graduation nor participation in the May ceremony. Graduate students enrolled in current and future programs that have structured curriculum that requires more than 6 hours in the summer as the final semester, such as the Physician Assistant Program, may participate in the May ceremony

Concurrent Graduate Degrees

If accepted into two graduate programs of study at the same time, students may work towards graduate degrees concurrently. To be eligible for simultaneous enrollment in more than one graduate program, students must complete a minimum of 9 credit hours in the first degree program and be in good academic standing. To add a second program of study, students must complete and obtain all required signatures on the "Add a Second Degree" form and the "Second Degree Program Plan", which will determine eligibility for entrance into an additional program and the course of study required to earn each graduate degree. Students who have not been accepted into an additional graduate degree program by the deadline for application for graduation from the first degree program are not considered concurrent, and should refer to the section regarding Second Master's Degree to consider seeking out additional graduate level degrees at Gannon. Since program entry requirements into a second graduate degree program may limit the number of credits that can be utilized to satisfy degree requirement taken prior to entrance into the program, students are encouraged to apply early into additional graduate programs that are desired to be completed concurrently with another degree.

Second Master's Degree

An increasing number of students are expressing interest in earning a second Gannon master's degree. In cases where (1) the first master's degree has been earned recently, (2) select course work from the first degree would normally be part of the second degree, and (3) the graduate program director judges the

application of these credits to be appropriate, up to twelve credits of upper (600 or 700) level course work within the second master's degree level course work may be accepted in transfer from the first degree. Course applicability would require that their earlier course work, rather than the degree itself, be recent (no more than seven years old) and judged by the particular graduate program director to be an appropriate substitution for course work within the second master's degree.

6.2.5 Graduation

6.2.5.1 Degree Conferral

Degrees are conferred three times per year, in December, May, and August. Attendance at Commencement ceremonies, which are held in December and in May, is highly recommended, since graduation is such an important and joyous occasion in the life of academic institutions. An undergraduate student is eligible to participate in the May ceremony if all requirements are expected to be completed in May or August of the same year. An undergraduate student is eligible to participate in the December ceremony if all requirements are expected to be complete in December of that year.

Prospective graduates must complete an application for graduation by November 15 for May or August graduation and by May 31 for December graduation. The application, which is available in the offices of the Dean, Registrar, Center for Adult Learning and on self-service, must be submitted to the Registrar's Office. Prior to the deadlines, the Dean will audit the student's record to determine eligibility for graduation on the date indicated, and will supply a copy of the audit to the student. No application will be accepted without the Dean's verification of eligibility. If the application is completed by the appropriate deadline, the graduation fee will appear on the fall bill for December graduates and on the spring bill for May and August graduates.

Failure to apply for graduation by the appropriate deadline may result in the loss of such privileges as participation in the ceremony, senior awards, and name listed in the commencement program. Payment of the graduation fee must accompany late applications.

It is the student's responsibility to apply for graduation at the appropriate time and to meet all requirements for graduation.

6.2.5.2 Participation in Commencement

Students graduating are eligible to participate in the May Commencement Ceremony provided that the following criteria have been met:
The student:

1. Applied for May or August Graduation.
2. Had their applications approved by their Program Directors.
3. Is anticipating completing their degree requirements in the spring or summer semesters.

6.2.6 Academic Awards

6.2.6.1 Dean's List

Current Version

To honor excellence in academic performance, Gannon University names to the Dean's List **students who have completed 12 credits or more with a letter grade for each and a grade point average of 3.50 or higher for the semester**. A student who makes a failing grade is disqualified in that semester for the Dean's List. Dean's list is not awarded to a student with an incomplete grade.

6.2.6.2 Academic Honors

Students who have consistently achieved academic distinction receive the following graduation honors:

Cum Laude — a cumulative grade point average of at least 3.50. Magna cum Laude

— a cumulative grade point average of at least 3.70.

Summa cum Laude — a cumulative grade point average of at least 3.90.

With Academic Honors — Associate Degree students with a cumulative grade point average of at least 3.50.

No student with a failing grade in his/her field of concentration will receive honors at the time of graduation.

Transfer students to be eligible for honors at graduation must have completed 64 semester hours (32 semester hours for Associate degree majors) at Gannon University. Their average will be computed on the basis of their four or two year program. No higher honors will be given than are earned by the semester hours completed at Gannon University.

6.2.6.3 Senior Awards

Notable accomplishment of all-inclusive nature or in a specific field is recognized by the following awards:

The Gannon University Medal of Honor

Presented to the graduating Senior who in the opinion of the faculty and the student's own classmates has done the most to further the interests of the University, to foster loyal college spirit, and to carry out the ideals of the Christian life.

The Archbishop John Mark Gannon Award

For general scholastic excellence including transfer courses.

Individual Achievement Awards:

The Monsignor Wilfrid J. Nash Award

For Excellence in Christian Service

The Reverend Charles Drexler Award

For Outstanding Leadership in Faith, Worship, Community, and Service

The Doc Beyer Award

For Outstanding Achievement in Scholarship and Athletics

The Joe Luckey Award

For Dedication to the University

The Educational Opportunity Program Award

Academic Awards for Excellence may also be awarded in each of the undergraduate disciplines.

6.3 Admissions Policies

Gannon University subscribes to the National Association for College Admission Counseling Statement of Principles of Good Practice.

The Admission policy has been established to protect all students' rights, privileges, and privacy, while providing well qualified students with an opportunity to enroll at the University. Gannon University reserves the right to deny admission to applicants who have a criminal record or other indications that they could harm or impact the wellness of the Gannon Community.

6.3.1 Evaluation of Candidate Credentials

Admission decisions are based on a variety of factors. High school record, as demonstrated through course selection, grades, and class rank, is of primary importance. Extra-curricular activities, recommendations, and personal statements also enter into the Admission decision.

A completed application for admission includes:

1. Completed application for admission- (online, Common App or paper application).
2. Official high school transcripts or G.E.D. score.

6.3.2 Admission Requirements Undergraduate and Graduate

Undergraduate Admissions

Candidates for admission must be graduates of approved secondary schools or present a General Equivalency Diploma. Specific admission requirements are determined by each of the colleges or schools of the University.

Minimum high school curriculum requirements include: 16 Carnegie Units distributed as four units of English; six units of academic mathematics and science combined; and six units in any combination of social studies, foreign language and academic electives. Students planning to enter the programs offered in the Morosky College of Health Professions and Sciences or the College of Engineering and Business must have a minimum of seven units in mathematics and science.

Graduate Admissions

Minimum Credit Requirements

The minimum required number of credits is 30 for a Master's degree and 12 for a certificate. Most degree and certificate programs, however, have requirements which are in excess of this minimum.

While requirements for admission to various programs differ, the general requirements and procedures are listed below. Please refer to the individual program description for specific details.

General Requirements

Applicants for graduate study must hold a bachelor's degree from an appropriately accredited college or university and demonstrate the motivation, ability and preparation needed to pursue graduate study successfully. A determination of this capacity will be made by the graduate program director and/or the respective Academic Dean based upon records of undergraduate achievement, prior graduate work (if any), scores on required standardized tests (GRE, GMAT, etc.) letters of recommendation and other information. Official transcripts and test scores must be sent directly from the appropriate institution to the Office of Graduate Admissions of Gannon University.

Process

Prospective applicants must submit a completed application for graduate study. Applicants should direct all application materials and questions regarding the process of admission to the:

Office of Graduate Admissions

109 University Square

Erie, PA 16541-0001

Phone (814) 871-7474

Toll Free 800-GANNON-U

(Press 3 when you hear the voice prompts.)

E-Mail: graduate@gannon.edu

An admissions representative will be happy to assist you with any questions regarding program admission requirements or the decision process.

Standardized Admission Tests

Each of the master's degree programs has its own requirements with regard to standardized admission tests. Please refer to the individual program descriptions for the appropriate tests or contact a graduate admissions representative. An applicant who already holds a graduate degree is not required to take an exam when applying to a Gannon master's degree program. The results of standardized tests should be sent directly to the above office from the test administrator.

Each graduate student's admission status will be determined based upon the specifics of the application decision and the student's individual circumstance.

Degree Status

Students who submit a complete application portfolio and meet the program admission requirements qualify for degree status.

A. Provisional Status for Degree Seeking Students

There are two general circumstances which lead to this designation:

1. **Provisional/Academic**
   If a student does not meet an admission criterion (i.e., GPA, test scores, etc.) but shows potential in other areas, the student may be admitted with provisional/academic status. Continued enrollment is contingent upon demonstration of sufficient ability to do graduate work. Generally, to receive degree status, students must achieve a minimum cumulative average of 3.00 in 9-12 credits of graduate work. This is determined by the Program Director.

2. **Provisional/Administrative**
   This status applies to an applicant showing great promise but who has a missing component of information, such as a letter of recommendation or test score. This status allows students an initial semester to complete the admissions portfolio. In general, provisional students may not register for more than one semester, however,

specific programs may have different limits. In either case, the responsibility is on the student to petition the Program Director by letter for a change to degree status as soon as the deficit has been alleviated. Generally, credits earned as a provisional student are fully applicable to graduate degrees and certificates.

B. Non-Degree Status

This designation is reserved for students who are not pursuing a degree at Gannon. There are a variety of common reasons for this status, including students who are pursuing a course or two for professional development, certificate students, students from other graduate schools who are planning to transfer course work back to their own institutions, or students who are attending workshops and institutes which offer graduate credit. In some cases, with the permission of a graduate program director, credits earned as a non-degree student may be applied toward a degree or certificate program at Gannon. With the exception of students in graduate certificate programs, the non-degree student is limited to nine credits of graduate course work under this status. Only with special permission of the program director and respective Academic Dean may a non-degree student enroll for more than nine credits.

6.3.3 Freshman Application Procedure/Processing

Completion of the application sequence includes the following:

1. Submission of a completed Application Form (on-line or Common Application). All applications are free of charge.
2. Submission of an official secondary school transcript including senior class schedule, and counselor recommendation. All transcripts become the property of Gannon University and cannot be returned, copied, or forwarded to a third party. Gannon can receive transcripts via email from a counselor at admissions@gannon.edu or electronically through Common Application or Parchment.
3. Submission of standardized test scores, either SAT or ACT for scholarship purposes – not admissions related. (It is recommended that you have test scores sent directly from the testing agency).
4. Submission of additional letters of recommendation, personal statement, and a listing of extracurricular activities and accomplishments. Students applying for a health professions program are required to submit one letter of recommendation from a high school science teacher.

If there is a need for further information, the Office of Admissions will contact you. The Admissions Committee may require a personal interview.

While there is no deadline for filing the application*, it is recommended that students who plan to live on-campus, complete the application no later than August 1 following their senior year if they plan to start in the fall term. Students planning to start in the spring term (January) should apply no later than December 1 preceding that term. Applications are processed as they are received and offers of admission are extended on a space available basis. In other words, some programs have maximum enrollment quotas that will be filled prior to the beginning of the academic year.

Notification of admission decisions occurs on a rolling basis. Students will be notified within 2-4 weeks once all necessary items to complete an application have been received.

All students who plan to enroll must submit a final, official secondary school transcript verifying graduation.

*In processing applications for the Fall semesters, the Physician Assistant Program has an application deadline of November 15.

6.3.4 Full-Time Status

To be considered a full-time student, a person is required to be enrolled for 12 credit hours in the current fall or spring semester. These credit hours may be undergraduate or for seniors in their final semester the 12 credits may be a combination of undergraduate and graduate courses. This policy accords with current practice of admitting graduating seniors to certain graduate courses during the final semester of undergraduate study.

Students are half-time if they are enrolled for 6-11 credits, they are less than half-time if they are enrolled for 1-5 credits.

6.3.5 Part-Time Enrollment

Those individuals who desire to attend Gannon as part-time students will apply for admission through the Office of Undergraduate Admissions. This office is fully equipped to assist students who plan to enroll part-time as a freshman, transfer, summer transient (guest) or returning student.

Part-time study for undergraduate students is considered less than 12 credits per semester (generally taking fewer than four courses per semester).

Admission as a part-time adult student requires verification of high-school graduation or successful completion of the GED. An entrance exam is required of all students unless they have taken the SAT or ACT. Part-time transfer students should review the catalog section regarding policies on academic standing, probation and dismissal to determine eligibility to apply for admission to Gannon University. Admission applications can be completed and in many cases processed in one visit to the Office of Undergraduate Admissions.

A copy of transcripts is sufficient for evaluation. However, before a student is accepted, the University must receive an official transcript, mailed directly from the institution of record to the Office of Undergraduate Admissions. High school records, GED scores, and/or college transcripts (if applicable) must be sent in this manner. A form to facilitate the process is available in the Office of Undergraduate Admissions.

Contact the Office of Undergraduate Admissions for more information.

6.3.6 Full-Time Enrollment for Adult Students

Students 21 years of age or older who have not previously attended a college and are interested in attending Gannon on a full-time basis should apply through the Office of Undergraduate Admissions.

Admission as a full-time student requires verification of high school graduation or successful completion of the GED. An entrance exam may be required of all students unless they have taken the SAT or ACT.

A copy of transcripts is sufficient for evaluation. However, before a student is accepted, the University must receive an official transcript, mailed directly from the high school. GED students must submit an official transcript showing all years of high school completed as well as a copy of the GED scores.

Several full-time programs have application deadlines and specific entrance requirements. Contact the Office of Undergraduate Admissions for more information.

6.3.7 Global/International Students Admission Requirements

Gannon has a long tradition of welcoming students and scholars from around the world. The presence of global/international students and scholars cultivates a richly diverse learning environment through the varied global perspectives they bring both inside and outside of the classroom. Intercultural interactions provide Gannon students a wide range of opportunities to expand their global perspectives and develop higher level intercultural communication skills.

Admission Requirements

Application

Global/International students should apply as soon as possible for visa-issuance purposes. Gannon recommends applying by July 1st for the next fall intake (August) and December 1st for the next spring intake (January) to ensure adequate time for processing.

Global/International students need to submit the following:

1. International Admission Application. (An application fee may be required.)
2. Transcripts and final exam results-these must be official, notarized (attested) English translations
    a. Undergraduate: all secondary and post-secondary schools showing degrees and diplomas conferred
    b. Graduate: all undergraduate and graduate level transcripts showing degrees conferred
3. Letter of recommendation(s)
    a. Undergraduate: one letter of recommendation – optional for most programs but recommended for all
    b. Graduate: three letters of recommendation – required unless waived by program director
4. Affidavit of Support Form along with a bank statement showing appropriate funds in U.S. Dollars. Gannon University is required by United States immigration law to verify financial resources available for a student's educational and related expenses. GU's I-20 Eligibility Form must also be completed and submitted before From I-20 can be issued.
5. International Transfer Application Form for students who are already in the U.S. This form is to be completed by the International Student Advisor or designated equivalent at the applicant's current school.
6. Additional document(s)
    a. Undergraduate: personal statement – optional but recommended
    b. Graduate: statement of purpose, curriculum vitae, and standardized test if applicable.
7. Evidence of English Language Proficiency
    a. Native of an English-Speaking Country

b. Completion of a four-year degree from an accredited U.S. university within the past year or similar university in another English-Speaking country

c. TOEFL 79 iBT

d. IELTS (International English Language Testing System). The following majors require a 6.5 IELTS score or its equivalent: Clinical Mental Health Counseling, Strategic Communication, Environmental Health and Engineering, Medical Laboratory Science,

Nursing, Nutrition and Human Performance, Pre-Medicine, Pre-Pharmacy, Pre-Physical Therapy, Radiologic Sciences, Respiratory Care, Sport and Exercise Science, Athletic Training, Occupational Therapy, Physical Therapy. All other majors require a 6.0 IELTS score or its equivalent.

e. English3 66

f. PTE (Pearson Test of English) 53

g. ELS Language Center, Level 112

h. Completion of Gannon University's English Language Program – Advanced 2

* see Office of Global Admission website for other accepted evidence.

Policy on ESL Testing and Potential Placement

Students who do not meet the English language proficiency requirements as defined above must take the ESL placement test upon arrival to campus. Depending on the results of the test, students will either be exempt from ESL or placed in the appropriate level as determined by the placement test.

Financial Requirements

Students must submit financial documents in conjunction with the Affidavit of Support Form as part of the requirements for issuing the Form I-20. Per United States immigration law, the Affidavit of Support Form and supporting documentation must show that all educational expenses, including tuition, room and board, books and health insurance, can be fully met by the student for the first academic year.

Once a student has been admitted and the Affidavit of Support Form has been approved, the student will be issued the Form I-20 as a basis for making an appointment at the US Consulate. Students must notify the Office of Global Support and Student Engagement of their planned date of arrival after receiving their visa. All students are required to fill out the Attendance Confirmation Form located on our website at www.gannon.edu/ConfirmAttendance.

Note: Global and international students who are required to pay a non-refundable deposit to receive or keep valid their Form I-20 are eligible to request a refund in excess of the required deposit and in

accordance with the refund schedule as posted. The non-refundable deposit is exempt from the refund policy.

Information regarding graduate assistantships should be referred to the respective academic department for one's program of study.

Office of Global Support and Student Engagement

The Office of Global Support and Student Engagement (OGSSE) strives to provide an environment, services and programs to ensure that our global/international students will thrive and succeed at Gannon. The OGSSE works closely with departments across campus and with the broader local community to design opportunities for global/international students to establish friendships and meaningful connections with their classmates, professors, and other members of their new community in the U.S. Examples of such programs and resources include:

- Pre-arrival correspondence and registration information on and Global Student Orientation
- Social Media and the OGSSE Website
- Cultural Programming
- Workshops on global/international student topics
- Advocacy, Referral, and Global/International Student and Family Resources
- Student Organization Support and Advising

The Office of Global Support and Student Engagement is responsible for student and University compliance with U.S. immigration regulations, as well as reporting required data to the Department of Homeland Security (DHS) through the Student and Exchange Visitor Information System (SEVIS). To understand and maintain federal regulations governing their immigration status and attendance in school, **all new students coming to Gannon University on F-1 and J-1 visas are required to attend Global Student Orientation.**

Enrollment Requirements: Global/International students are required to enroll each semester in a full course of study. For graduate students, 9 credits per semester is considered full time. In the event a student needs to drop below a full course load, s/he must contact the Office of Global Support and Student Engagement for assistance in following SEVIS processes to maintain status.

Employment Benefits: F-1 and J-1 students are eligible to work on-campus up to 20 hours per week while school is in session, and full time (40 hours / week) during break periods, including summer. In general, F-1 students are not eligible for off-campus work authorization except in extreme circumstances.

CPT or Curricular Practical Training is the work authorization available to F-1 students to work off-campus in paid or unpaid positions that are an integral part of students' academic program (such as internships and co-ops). Proper paperwork must be filed with the OGSSE to authorize CPT as it must be documented on a student's I-20. Current students in active status are eligible for CPT after one academic year (two semesters) of full-time study, not including summer sessions.

OPT or Optional Practical Training is off-campus work authorization provided to F-1 students following graduation as an opportunity for employment directly related to students' field of study for up to 12 months (36 months if in a STEM-eligible program). The OGSSE assists students in applying to the United States Customs and Immigration Service (USCIS) for OPT authorization to work in the US.

NOTE: Spouses and dependents of F-1 students (F-2 visa holders) are not legally allowed to work in the U.S.

Health Insurance: Gannon University has a policy that mandates that all enrolled global/international students must have health insurance coverage. Students who do not show proof of health insurance that is operational in the United States will be subscribed to Gannon's contracted health insurance provider and charged accordingly. Students who do not want to be charged for health insurance must demonstrate coverage through proper documentation before the deadline set by the OGSSE.

Office of English Language and Global Training

The Office of English Language and Global Training offers English as a Second Language (ESL), short-term programs, and workshops on language and culture. The staff guides global/international students in their cultural adjustment to the United States by creating and supporting a professional and respectful learning environment, where simultaneously develop and strengthen their language ability, academic skills, and intercultural competence.

English as a Second Language Program

The Office of English Language and Global Training prepares non-native speakers to achieve language competency necessary to succeed in English language curricula at the post-secondary level. Through its academic programming, as well as the specialized services it provides to English language learners, this office echoes the University's mission by its commitment to excellence in teaching, scholarship and service, and by preparing its students to become global citizens.

The English as a Second Language Program is designed to meet the needs of students who are accepted to Gannon University and have yet to reach the required English language proficiency. Students who do not meet the required minimum benchmark must enroll in the ESL Program. Students will take a placement exam that will determine their language level. Students may place in one of the six levels: Beginning 1, Beginning 2, Intermediate 1, Intermediate

2, Advanced 1, and Advanced 2.

Each level can be completed in one nine-week session. At each level students take four core courses: reading, writing, grammar, and listening and speaking, as well as special courses tailored to support the needs of the students at a particular level.

The Commission on English Language Program Accreditation (CEA)

100 North Fairfax Street, Suite 630

Alexandria, VA 22314

703-665-3400 https://cea-accredit.org/

6.3.8 English Language Requirements/Foreign Students

Students whose native language is not English must demonstrate the requisite proficiency in English for academic purposes before taking academic classes on a full-time basis. Students who cannot demonstrate the requisite proficiency through one of the approved national and international assessments and minimum scores must sit for English-language placement tests and be placed, if necessary, into basic, intermediate, or advanced English-language training in Gannon's English Language and Global Training Department.

6.3.9 Advanced Placement Program

Credit will be given to those students who complete the formal College Board Advanced Placement Courses, with a grade of 3 or higher on the exam. Grades 1 and 2 will be given neither credit nor placement.

Please visit the following website to view a complete and current list of Advanced Placement courses: https://www.gannon.edu/uploadedFiles/Content/Admissions/Undergraduate_Admissions/apply/APExams.pdf

6.3.10 Major Course of Study

Freshmen students may enter Gannon University in a particular academic department or program in any of the undergraduate colleges or schools of the University or they may enter as an exploratory major or as an exploratory major in one of the colleges or schools such as exploratory science, exploratory Humanities, exploratory Business, etc.

Students who have not selected a major field of study by the end of the sophomore year are advised to do so as soon as possible. Each major field of study consists of these major components:

1. Liberal Studies Course;
2. Courses required for the major field;
3. Courses recommended for the major field; and
4. Cognates and electives.

As a major in a particular department or program, each student has an academic advisor who guides the student through the curriculum and advises the student on requirements, recommends cognates and electives.

6.3.11 Deposits

An enrollment deposit is requested when a candidate has been accepted. The deposit amount is $100. The Physician Assistant; LECOM Dental, Medical, and Pharmacy programs require a $300 deposit.

Most programs for the entering class are filled as the deposits are received. Room assignments are also made according to the date deposits are received in conjunction with completion of appropriate paperwork.

The deposit is refundable until May 1 should a student choose not to enroll. We will delay admission for most programs for a semester or year upon receiving written request for delayed admission. In these cases, the deposit is rolled over to the new admission date.

6.3.12 Transfer Students

Students in good standing (generally defined as a 2.0 average or better on a 4.0 scale) at regionally accredited institutions may qualify for admission, depending upon various aspects of the entire academic record. Several programs require a grade point average above a 2.0.

Of primary interest to the Admissions Committee is the college performance, although the high school record may carry weight in some instances. Additionally, transfer students will be asked to submit a college clearance form (Transfer Applicant Evaluation Form) from the Dean of Students at the current or last college attended. Receipt of this form is required in order for students to complete final registration.

Official updated transcripts from each college/university/institution attended are required before a final admission decision is made. Transfer students with fewer than 30 credits must also provide an official copy of their high school transcript. All students must show proof of high school graduation.

Students on notice of academic or non-academic dismissal are not eligible to apply for admission to Gannon University until after the lapse of one academic year following the dismissal. Upon the completion of said academic year, the Admissions Committee will determine whether or not the student may be admitted. Students must be eligible to return to their most recent institution in order to be considered for admission to Gannon. Applicants on academic probation or whose records show less than an overall 2.0 GPA at their current or most recent institution are advised that they will not, except in extraordinary circumstances, qualify for admission to Gannon University.

Students with any pending criminal charges may be denied admission to the University. Gannon University reserves the right to deny admission to applicants who have a criminal record or other indications that they could harm or impact the wellness of the Gannon Community.

A grade of “incomplete” is not acceptable on a transcript from a previous college. All “incompletes” must be resolved prior to being reviewed for admission.

Courses taken previously at regionally accredited institutions which have relevance to the program to be followed at Gannon University, and in which grades of “C” (2.0) or better have been earned, are eligible for transfer. (Several Programs require grades of “B” or better to be considered for transfer.)

6.3.13 Upper Division Transfer Programs (for Assoc. Deg. Grads.)

6.3.13.1 Next-Step Program

Transfer students may be eligible to use the Next-Step program in order to expedite the completion of a bachelor's degree from Gannon. Students holding the Associate of Arts or the Associate of Science Degree from another regionally accredited institution may qualify for Gannon's Next-Step program. The program enables students to make an easy transition from a two or four year college to Gannon. The program guarantees acceptance of up to 64 credits

and allows students to potentially enter Gannon with junior level status. Only courses in which grades of "C" (2.0) or better have been earned are eligible for transfer. At least two years of upper-division full-time study are required to obtain the baccalaureate degree from Gannon.

Next-Step Programs:

Accounting

Biology

Chemistry

Criminal Justice

Digital Media

English

Entrepreneurship

Finance

Health Care Management

International Management

Management

Marketing

Medical Laboratory

Nursing RN-BSN

Occupational Therapy **(for OTAS only)

Political Science

Psychology

Risk Management and Insurance

Science

Social Work

Sport Management and Marketing

Supply Chain Management

**May require summer courses.

Curriculum for each major is listed in the Academic Program section of the catalog. (i.e., Biology-Next-Step, See Biology).

Persons who are interested in receiving general information or making application to Gannon should write or call:

Office of Admissions

Gannon University 109 University Square

Erie, Pennsylvania 16541-0001

(814) 871-7407

1-800-GANNON-U

admissions@gannon.edu

www.gannon.edu

6.3.14 Residency

All first-year students who are transitioning from their country's U.S. equivalent of high school to Gannon, and any student within the first two years of post-secondary school immediately after high school, are required to live on campus through their first two years after completing their secondary education.

6.3.15 Re-admission to the University

6.3.15.1 Undergraduate

Students who have withdrawn or been separated and wish to return should complete the Undergraduate Re-Admission Application. This application can be completed online or printed at www.gannon.edu/apply. Applications may also be mailed upon request. The Re-Admission application requires a personal statement and a review by the Re-Admission Committee.

Students who left in good standing (2.0 GPA or better) and with a positive conduct history, should be eligible to return. Students who were academically dismissed must wait one full year before being eligible to return.

Academic Forgiveness is a way to encourage capable, mature students who were previously academically unsuccessful with an opportunity for a fresh start in completing their bachelor's degree. Students wishing to apply for academic forgiveness should complete the Re- Admission Application and follow the appropriate directions. For more information about Academic Forgiveness, see that section of the IPM or undergraduate catalog.

6.3.15.2 Graduate

See Graduate Academic Forgiveness Section

6.3.16 Special Conditions with Probationary Acceptance

The Admissions Committee may require specific course(s), earned grade point average, and/ or an academic contract as a condition of admission/readmission in addition to the minimum requirements of the University. Special terms of admission/readmission will be outlined in the acceptance letter. Students who do not fulfill the special admission conditions will be subject to separation from the University.

6.3.17 High School Dual Enrollment

The High School Dual Enrollment program is an opportunity for high school juniors and seniors to enroll in college courses while in high school. To apply for High School Dual Enrollment status, students must submit the High School Dual Enrollment Application, official high school transcripts, School Authorization Form from his/her high school and a check (made payable to Gannon University) for the full cost of courses. All documents must be submitted together for consideration. There is no application fee for the High School Dual Enrollment Program. To ensure that a student's experience at Gannon University will enhance his/her high school performance, we ask that students work with their high school guidance counselor or principal to avoid any conflict with regular schoolwork while attending classes at Gannon University.

6.3.17.1 Admission Criteria for HS Dual Enrollment

Seniors with at least a 3.25 cumulative GPA on a 4.0 scale, 1130 SAT) and/or 22 ACT and a rank in the top 25% of his/her graduating class may be eligible for admission as a High School Dual Enrollee. In some cases, the SAT/ACT requirement may be waived. Students applying to take classes starting in their senior year must submit at least five semesters of coursework for review.

Juniors with at least a cumulative 3.50 GPA on a 4.0 scale and a rank in the top 25% of his/ her graduating class may be eligible for admission. Students applying to take classes starting in their junior year must submit at least three semesters of coursework for review. In order to enroll in subsequent semesters as a High School Dual Enrollee, students must attain a 2.0 GPA in each class from Gannon University. Students must also submit a new School Authorization Form to the Office of Admissions for each semester.

The tuition cost for High School Dual Enrollees is $100 per credit hour in addition to any applicable fees and books. This tuition is subject to annual increases.

Registration will be coordinated by the Office of Admissions in conjunction with the Registrar's Office, once a student is accepted as a Dual Enrollee and has paid tuition in full.

Students applying for an upcoming Fall term must apply by the end of May, for the Spring Term by mid-December and the Summer term by the end of March. However, keep in mind that Gannon courses are available on a first-come, first-served basis.

For more information about the High School Dual Enrollment Program, contact the Office of Admissions at (814) 871-7407 or admissions@gannon.edu.

The application, supporting materials and overview can be found on-line at the High School Dual Enrollment web site: www.gannon.edu/dual.

6.4 Financial Aid and Tuition Policies

6.4.1 Tuition

UNDERGRADUATE TUITION

A flat rate for 12 to 18 credits is charged. Students wishing to enroll in more than 18 credits must have written approval from their Academic Dean and are charged a per credit rate for each additional credit.

6.4.1.1 Course and Program Fees

Refer to www.gannon.edu/fees for a complete listing of all course and program fees.

6.4.1.2 Indebtedness Policy

A student who is in debt to the University may not register, receive an official transcript, or receive their diploma from the Registrar until the indebtedness has been discharged.

6.4.1.3 Past Due Accounts

Past due accounts without satisfactory arrangements with Gannon's Cashier Office will be turned over to a collection agency. All reasonable collection costs, including attorney fees and other charges necessary for collection, will be the student's responsibility.

6.4.1.4 Late Fee

A Late Payment fee is charged on all payments received on or after the due date on the tuition statement. If confirmation of enrollment is not sent to the Cashier's Office, all courses are dropped from the student's schedule.

6.4.2 Financial Aid Policy

In order to bring a Gannon education within the reach of qualified students who could not otherwise afford it through either their own or their families' reasonable efforts, Gannon offers an integrated financial aid program of scholarships, loans, and employment.

The Gannon Net Price Calculator (NPC) is available for applicants to submit data and receive an early estimate of aid. The NPC is an interactive program that will process the data entered by the user and provide an immediate estimate of aid.

Gannon's Financial Aid program is open to all students attending classes during the nine-month period from September through May. Financial aid is not available for summer term courses, although the Financial Aid Office can help students secure outside loans to help with expenses during this period.

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6.4.2.1 Application Procedure for Financial Aid

Applications for financial aid can be filed concurrently with the application for admission if it is thought that aid may be required at any time during the four years at Gannon. If emergencies or substantial changes in the family circumstances make it difficult for a student to continue, applications for aid may be made in subsequent years. The filing of such application has no influence on the decisions of the Committee on Admission.

To secure merit and need based scholarships, grants and educational loans all students should complete and submit the Free Application for Federal Student Aid (FAFSA) each year. The FAFSA is available for completion annually on October 1. So as not to miss any deadlines, students should submit the FAFSA no later than March 15th.

Need based financial aid is awarded on the basis of established financial need. Need is defined as the difference between the family's relative financial strength and the cost to attend Gannon. All students must file the **Free Application for Federal Student Aid** (FAFSA) available online at https://studentaid.ed.gov/sa/fafsa. The Expected Family Contribution (EFC) is determined by an analysis of the data submitted. The EFC measures a family's financial strength and determines eligibility for federal student aid. Upon determination of the EFC, a student's need is derived and an aid package is put together.

6.4.2.2 Type of Assistance

Financial Aid is generally awarded in the form of a package including grant, scholarship, employment, and loan funds. The amount of each type of aid varies according to the University's funds and the student's need.

Loans

Long-term loans are an important financial aid resource available to students who need help and who are willing to pay for part of their current education with their future earnings.

1. **Federal Student Loans:** All students are eligible to apply for a Federal Direct Student Loan. Under this program a student may borrow a maximum amount from $5,500 to $7,500 per year subject to a total undergraduate borrowing limit of $31,000. The interest rate is fixed, and the principal may be deferred while a student is enrolled at least half-time. Repayment may be made over a ten year period which begins six months after less than half-time enrollment. Interest may accrue immediately.
2. **Private/Alternative Loans**: Private/Alternative loans are loans that can be obtained to help pay for the cost of education. These loans are in the student's name and in most cases require a creditworthy co-signer. This type of loan can also be deferred until after graduation, but interest accrues upon disbursement.
3. **Nursing Student Loan Program:** The Nursing Student Loan Program is a low interest loan available only to those who have been accepted in the nursing program. The program is intended to assist full-time students to achieve careers in nursing by providing long-term, low-interest loans to help meet the costs of education.
4. **Parent Loans:** Federal Parent PLUS (Parent Loan for Undergraduate Students) loans can be used to cover college expenses, including tuition, room, board, and fees, minus any other financial aid received. The PLUS loan is not need-based and has a fixed rate.

Student Employment

1. **The Federal Work-Study Program:** The majority of the employment opportunities on campus are reserved for students eligible to participate in the Federal Work-Study Program. This federal program provides students with many interesting opportunities to work with faculty, staff and administrators. Students work limited hours a week and are able to set up their work schedule around the times they attend classes.

Scholarships and Grants

1. **General Scholarships**: Gannon awards scholarships to freshmen and transfer students who meet eligibility standards. The University offers a variety of scholarships, grants and awards in recognition of students' academic and athletic accomplishments, demonstrated need and outstanding talents. In addition, need based aid is considered for students who demonstrate financial need by filing the required applications and adhering to deadlines. Award packages are renewed each year to students who remain in academically good standing and continue to meet the required eligibility standards for both academic and need based aid. Students need not apply for specific scholarships since they will automatically receive consideration for all funds for which they may be eligible when they submit the FAFSA.

Outside Scholarships

Candidates for Gannon scholarships are urged also to apply for national, state, and local scholarships for which they may be eligible and which may be used at the institution of their choice. These include National Merit Scholarships and scholarships offered by local foundations, clubs or business organizations. The high school guidance office should be consulted about these awards. All outside scholarships received and applicable at Gannon should be reported to the Financial Aid Office, even if they are received after the FAFSA is submitted or after a Gannon award is made. Federal regulations mandate all resources, including outside scholarships, must be considered in determining need.

Gannon University reserves the right to adjust all University grants, scholarships, or funds if the student recipient receives additional grants, scholarships, or tuition assistance from any other internal or external source that exceeds regular billable charges and books.

The brochure "Important Information Regarding Financial Aid," outlines all financial aid policies in detail, accompanies all final award notifications and is available online. This information should be reviewed regularly.

Federal Grants

1. **Federal Pell Grant:** The FAFSA must be filed in order to determine if a student would be eligible for a Federal Pell Grant. Eligibility varies and is based on parent and student income and asset information.
2. **The Teacher Education Assistance for College and Higher Education (TEACH Grant):** Current conditions and eligibility requirements are listed at the Dept. of Education web site at: https://studentaid.gov/understand-aid/types/grants/teach
3. **Federal Supplemental Educational Opportunity Grants (FSEOG):** The FSEOG program was established by Congress to help universities enroll qualified students with exceptional financial need. Gannon has a limited amount of funding to award to undergraduate students who fall into certain need categories.

6.4.2.3 Army ROTC Scholarships

Army ROTC Scholarships

The Army ROTC program awards two and three year campus based scholarships to qualified applicants. These scholarships pay full tuition, a book stipend, plus a monthly stipend for 10 months per school year.

GU/ROTC Room and Board — Gannon University offers Room and Board scholarships to all cadets receiving FULL ROTC Scholarship funding.

For additional information, contact the Gannon University Department of Military Science at 814-871-ROTC.

6.4.2.4 Post Baccalaureate Scholarships

Scholarships are available to part-time students enrolled in undergraduate courses only, who already hold a baccalaureate degree from any university and received no other financial assistance and including employer reimbursement.

A student with an undergraduate degree from Gannon University or Villa Maria College can receive a Post Baccalaureate Scholarship for full time undergraduate attendance. The Post Baccalaureate Scholarships are applied to main campus rates only.

6.4.2.5 Graduate Student Incentive Awards

Students may qualify for a Graduate Student Incentive Award. The awards range from $100 – $525 per semester and are available to graduate students who are receiving no other form of assistance such as scholarship, grant, tuition discount, or company reimbursement (excluding educational loans). To be considered for this award, you must be a US citizen or eligible non-citizen and complete either the FAFSA or a Graduate Student Incentive Award application. Online programs and certain majors are excluded from this scholarship program. Refer to the Office of Graduate Admissions brochure "Financial Facts and Policies for Graduate Students" for additional information or contact the Financial Aid Office. Graduate Student Incentive Award applications are available in the Offices of Graduate Admissions and Financial Aid.

6.4.2.6 Gannon University Grant for Diocesan Employees

Full-time employees of the Catholic Diocese of Erie or an approved affiliate institution are eligible for the Gannon University Grant for Diocesan Employees. This grant from Gannon University is designed to assist Diocesan employees who are continuing their education at Gannon University on a part-time (fewer than 9 credits per semester) basis. Students are not eligible if they are enrolled in Health Science or a Doctoral programs. For additional information refer to the Office of Graduate Admissions brochure "Financial Facts and Policies for Graduate Students" or contact the Education Office of the Diocese of Erie. Students cannot be receiving any other type of assistance.

6.4.2.7 Veterans Assistance

In an effort to provide veterans with personal support and multiple services, Gannon University maintains an Office of Veterans Affairs. The Veterans Affairs representative offers the veteran current information on the assistance available primarily in the areas of higher education, vocational and technical training. Assistance is also available to explain the wide range of VA benefits accruing to veterans and their dependents as well as guidance in filing the appropriate VA forms.

Veteran Affairs Education Benefits

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://benefits.va.gov/gibill/.

Benefits currently available to the veteran under the GI Bill® can range from $200 a month to tuition and fees. Many opportunities such as tutoring, counseling, and remedial programs can be explained to the veteran by contacting the Gannon Veterans Affairs Office.

Pennsylvania Veterans' are offered maximum state grant awards. Federal grants and loans are additional sources of financial aid to the veteran.

The Veterans Affairs Office additionally provides a referral service to veterans for federal, state, and county services which are not a part of any veteran's program but are available to the veteran.

Gannon University will take veteran status into consideration in making decisions regarding admission. Up to 6 credits of Military Science can be awarded to the student for military training. Additionally, many schools attended and training given while in the service allow for the granting of credit for corresponding university courses.

Policy on VA Tuition and Fees Payment

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;

- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

6.4.2.8 Student Employment Program

All students who wish to apply for campus employment are required to complete a need analysis document (FAFSA).

While the majority of students will demonstrate need and be eligible for need based funds, there will be those who will not show need and therefore not be eligible for need based funds. Students who fall into this category, if employed, would be compensated with university funds (college budget).

Students seeking employment will need to complete an application for employment. This form will be available online at https://gannon.peopleadmin.com.

More information on eligibility and the application process can be found at https://www.gannon.edu/Financial-Aid/Types-of-Financial-Aid/Work-Study

6.4.2.8.1 Application, Hiring and Placement

Students seeking employment will need to complete an application for employment. This form will be available online at https://gannon.peopleadmin.com.

Once the student finds a position they qualify for, they can submit an application through people admin. The hiring manager will then review the applications and notify the qualifying student to begin the interview process. If selected the hiring manager will complete hiring paperwork in people admin. Students and supervisors will be notified by email once the hiring form is approved.

Students cannot begin to work until the hiring process is complete and they receive an email from human resources with their official approval and start date.

Student worker positions are for the academic year unless noted in the position descriptions. Students do not need to reapply each semester for an academic year position. If students want to work in the summer, they will need to apply for a summer position that is available.

First time student employees need to complete I-9 and W-4 forms in the Human Resources Department.

6.4.2.8.2 On Campus Student Worker Budget

An on-campus budget for student employment will be is established annually by the Finance Office. The Finance Office sends notification to each Dean and Department Administrator to inform them of the moneys available. Faculty and Administrators shall be informed by their Deans of any changes in student employment allotment.

Each department's budget is broken down into summer and academic year expenditures. The budget initially will reflect total money allocated for a particular department, total number of students assigned to a department and the average cost to employ a student on a full-time basis. [Each month, the Department Chair will be sent a report of the expenditures and remaining moneys to be spent.]

6.4.2.9 Financial Aid Refund Policy

Tuition and Fees:

For 14 week semesters, a percentage of tuition charged will be refunded as follows: 100% during the first week; 80% the second week; 60% the third week; 40% the fourth week; and no tuition refund thereafter. For fees, 100% refund will be given during the first week; and no fee refund thereafter.

There is no financial adjustment for credits dropped between the flat rate (12-18 credits). After the first week of the semester, there is no financial adjustment when a student drops from full-time to part-time.

NOTE: Global and international students who are required to pay a non-refundable deposit to receive or keep valid their Form I-20 are eligible to request a refund in excess of the required deposit and in accordance with the refund schedule as posted. The non-refundable deposit is exempt from the refund policy.

Housing:

A 100% refund will be given during the first week of the semester; and no refund thereafter.

Meal Plan:

A meal plan dropped during the first week of the semester will be refunded the full cost of the plan less the equivalent cost of meals consumed prior to dropping the plan. After the first week, a percentage of the meal plan cost, less the GU Gold amount, will be refunded as follows: 80% the second week; 60% the third week; 40% the fourth week; and no

refund thereafter.

Federal:

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed is the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned is (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required

Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

6.4.2.10 Policy Statement on Satisfactory Academic Progress

Credit Requirement

Academic advancement is defined for full-time enrollment as successfully completing a minimum of 24 credits within 2 consecutive semesters. This progress will be checked each semester you are in attendance. If you have not progressed a minimum of 12 credits in the first semester you will be sent a warning letter. Your aid will be continued for the next semester but you will be required to make up any deficiency prior to the next awarding of funds.

Failure to comply with academic advancement will result in the loss of aid for any subsequent term. Students are reminded that progressing at the rate of only 24 credits per year, while meeting the minimum progress requirement, may utilize all of their eligibility for financial aid before completing their program of study.

Part-time students are also required to academically advance in the same manner as mentioned above, except at a reduced rate of 6 credits per semester (12 credits per year) at half-time and 9 credits per semester (18 credits per year) at three-quarter time.

GPA Requirement

Students enrolled in an educational program of more than two academic years must have a 2.00 Cumulative Grade Point Average prior to the receipt of a 3rd year of financial aid. Students have the right to appeal academic advancement and GPA policies. Please refer to Gannon's Financial Aid web page under Forms and Documentation for additional policy and procedure information regarding Satisfactory Academic Progress (SAP) for institutional, state and federal grants and loans.

6.5 Athletic Program Policies

6.5.1 Philosophy

Gannon's philosophy for its athletic programs shall be reviewed annually by the following groups to reinforce Gannon's commitment to the principle of fair play and amateur athletic competition as defined by the NCAA rules: All Athletic Department Personnel, Representatives of any athletic program booster groups, and all enrolled student-athletes.

6.5.2 Conduct

The athletic administration will work in collaboration with appropriate University offices, officials, and representatives, to set policies and standards of conduct for all representatives of Gannon's athletic programs.

6.5.3 Reports

The following reports are to be submitted to the President and the Faculty Athletic Representative: reports to the NCAA and conference regarding possible violations of NCAA and or conference rules, and all audit reports regarding the Athletic Program.

6.5.4 NCAA Conference Meetings

Prior to any NCAA conference meetings, the Director of Athletics, the Faculty Athletic Representative shall meet with University administration.

6.5.5 Compliance with NCAA/Conference Rules

NCAA compliance is a shared responsibility of the University as a whole. The Department of Athletics' Compliance Office directs this effort and acts as a resource center concerning NCAA regulations and compliance issues. The primary functions of the Compliance Office is to oversee and verify the accurate and timely completion of NCAA-required procedures.

In addition, the Compliance Office provides educational programming and interpretive support to ensure that all individuals involved with the athletics program fully understand the University's compliance expectations. It is the responsibility of the Compliance Office to ensure that the demands of the NCAA's and the University's compliance efforts and expectations are properly supported. The Director of Athletics, the Faculty Athletic Representative, the Associate Athletic Director and Senior Woman Athletic Administrator shall serve as contact persons through which all communications with the NCAA will be channeled.

6.5.6 Finances

Designated athletic personnel with responsibility related to budget management and oversight will work collaboratively with the Office of Finance and Administration to ensure compliance and best practices are followed in conjunction with University policies and procedures.

Staff of the Athletic Department are prohibited from maintaining funds or accounts that are not subject to control and review by the University Controller.

6.5.7 Financial Aid

The Financial Aid Office is responsible for administering all athletic grants-in-aid.

The financial aid office, in conjunction with the athletic compliance office will ensure that the total aid limitations will not exceed NCAA or primary conference implemented limits for any sport or for any individual student-athletes. The financial aid office, in conjunction with the athletic compliance office will develop and distribute required reports to various reporting agencies and university personnel.

All student-athletes may request a grievance hearing for considering the graduation or cancellation of grants-in-aid.

It is the responsibility of the Faculty Athletic Representative and Senior Woman Administrator to periodically monitor compliance with Gannon's Institutional Policy Manual regarding the awarding of athletic grants-in-aid.

All decisions regarding the packaging of financial aid, not related to athletic scholarships, for student athletes will be made by individuals in the Financial Aid Office.

6.5.8 Employment

When hiring any individual for the athletic program, formal consideration must be given to a candidate's willingness and capabilities to abide by NCAA and conference rules. Further consideration must be given to a candidate's willingness to support the mission of the University.

Prior to hiring any coach, the hiring personnel must ensure that pre-screening questions related to “show-cause” have been completed and are not in direct conflict with NCAA compliance.

All employment agreements for all athletic program personnel must stipulate that the violation of NCAA and conference rules is prohibited and may result in disciplinary action up to and including termination of employment.

All coaches are to participate in an annual continuing education program regarding NCAA and conference rules, particularly the recruiting rules and their intent. This continuing education program shall be under the direction of the athletic compliance office, in conjunction with the NCAA education program

6.5.9 Recruiting

Athletic program boosters are strictly prohibited against any off-campus recruiting activity involving personal contact with potential student-athletes.

It is the responsibility of the compliance office to ensure, at least annually, that NCAA rules regarding acceptable and prohibited recruiting practices be explained to all recognized booster organizations.

6.5.10 Student-Athlete Admissions

All decisions regarding the admission of prospective student-athletes must be made by the Admissions Office through standard admission procedures.

6.5.10.1 Eligibility Requirements

The compliance office certifies the eligibility of student-athletes. The student-athlete must satisfy all current eligibility regulations of the National Collegiate Athletic Association (NCAA).

Eligibility will be determined throughout the year in accordance with university student handbook and NCAA initial eligibility and progress to degree requirements.
In addition to all applicable NCAA rules for eligibility, the student-athlete must make satisfactory progress toward a degree as defined in NCAA Bylaw 14.4.

A student-athlete who is placed on university academic probation during any semester may be ineligible pending the appeal process.

A student-athlete who is ineligible because of failure to meet Gannon's academic standards may become eligible as a result of a successful academic appeals process.
More specific information regarding NCAA and university eligibility requirements and appeal process can be found in the compliance section at www.gannonsports.com.

6.5.10.2 Academic Advancement of Student Athletes

Full scholarship athletes must complete 24 credits in every academic year (including summer) in which they have athletic eligibility, if they wish to be considered for this extension of Gannon financial aid. Gannon aid would pay tuition and fees for the courses needed to graduate.

Students would be required to apply for other aid (e.g., PELL, loans, work study, and other scholarships) that would be applied towards their room, board, books and other living expenses which they shall be responsible for paying. This extension of financial aid would be offered only once to cover the graduation requirements and will not exceed two semesters of full-time studies at Gannon.

6.5.11 Basketball Tickets

6.5.11.1 Student Ticket Policy

Only one ticket will be issued per student with valid student ID.
Students must present valid student ID with ticket to gain admittance to the game.

6.5.11.2 Season Ticket Policy

Section A plush seats are reserved for faculty and staff who may purchase up to two tickets at half price on a space-available, seniority basis. Season tickets for plush seats reserve the seat for men's games only.

The opportunity for others to purchase Gannon University basketball season tickets will be primarily available to persons who have demonstrated significant and continuing support of Gannon University. Such support would include financial contributions to the Annual Fund or leadership service on boards or advisory councils. A waiting list will be maintained and each year those on the list will be surveyed as to continued eligibility and interest.

Season tickets will be awarded on a year-to-year basis. Gannon University reserves the exclusive right to renew or not renew any and all-season tickets. In addition, the right to any season ticket may be revoked, at any time, at the sole discretion of Gannon University.

Season tickets are not transferable and are for the sole use of the person identified as the purchaser. Abuse will result in immediate revocation of ticket privileges.

All ticket prices (season and general admission) are to be reviewed by the Director of Athletics and the Office for Finance and Administration each year and are subject to change.

All moneys raised by the sale of season tickets to faculty and staff will be used to supplement the Faculty, Administration, and Staff Development and Travel budgets.

General admission season ticket holders have first option to purchase general admission seats for all post-season tournament games hosted by Gannon University.

6.5.12 Drug Testing and Rehabilitation of Student Athletes

6.5.12.1 Purpose

Information on university drug testing policies and procedures can be found under the compliance section at www.gannonsports.com.

6.5.13 Athletic Camps

6.5.13.1 Camps

Gannon University camps conducted with the primary focus of generating revenue for an athletics program must follow all policies and procedures outlined in the Gannon University Athletics Camp Manual.

Any camps conducted for profit to an individual and/or an organization other than Gannon University are considered external camps and must comply with all institutional policies related to external camps, including but not limited to rental fees and insurance requirements. No variation of “Gannon University” should be used in the camp name in such a way that implies sponsorship by the university. In addition, any Gannon University employees working at a for profit camp during normal business hours will be required to use vacation time for those hours. Other terms and policies may apply and will be outlined in the agreement between the individual/organization and the University.

6.6 Appendix

6.6.1 Challenge Exam Form

Challenge Exam

Student Name: ____

Student Local Phone: ____ Home ______________________________

Student I.D. #: ____

Course Title: ____

Course Number: ____ Credits: ________________________

Instructor Administering Exam: ____

Instructor's Examination Fee: __________________________________ Fee Waived: ____________________

The fee is at the discretion of the instruction (50.00 is recommended) or it may be waived by the instructor.

Instructor Approval: ____ Date: _____________________

Department Approval: ____ Date: __________________

Dean Approval: ____ Date: _______________

- -

Procedure:

1. If an exam fee is charged, the student will take the payment to the Cashier's Office and attach the receipt to this form.
2. The instructor receives the white and yellow copies with the receipt attached and the student retains the pink copy.
3. Upon completion of the exam, the instructor completes the form and submits the white copy to the Dean's Office and retains the yellow copy.

4. The Dean's Office is responsible for contacting the student upon receipt of the form. The student will receive a copy of the form to submit to the Cashier's Office.

- -

CHALLENGE EXAM RESULTS:

To be Completed by the Instructor:

Testing Date: ________________________

A passing score was achieved: __________________ **A passing score was not achieved:** ________________

Instructor Signature: ____ **Date:** _________________

Dean's Signature: ____ **Date:** _________________

- -

The student is responsible for paying the recording fee at the Cashier's Office and presenting the form and receipt of payment to the Registrar's Office for posting of the credits to the student's transcript.

Recording Fee: $50.00 per credit (receipt attached)

White: Dean's Copy
Yellow: Instructor's Copy
Pink: Student's Copy **11/03**

6.6.2 Pass/Fail Election Form

Gannon University Pass/Fail Election Form

Student Name _____ I.D. No. _____

Major _____ Semester/Year _____

Course Requested for Pass/Fail: _____
(Course Title/Number)

STUDENT: Please read the following statement and sign below indicating that you understand the implications and procedures concerning the Pass/Fail policy.

As the Gannon University catalog states, no course may be taken as pass/fail unless it is an **elective**. That is, no Liberal Studies course, no requirement in your major nor any cognates, by definition, may be taken pass/fail. Conversely, any course that you now designate as one you wish to take pass/fail will henceforth be treated as an elective, **even if you transfer to a program in which this course is a requirement.** At that time you would be required to take the course again for a letter grade. If you are a freshman or sophomore and are considering alternative majors, you should reflect on the implications of this decision.

- You are responsible for all of the work of the course as if you were taking it for credit.
- You are not to inform the instructor that you are taking the course pass/fail. ***The instructor*** must submit a letter grade for you. When your grades are processed, the computer will automatically convert the letter grade to a "P" or an "F", depending on what you have earned. This is the grade that will appear on your permanent transcript.
- If you receive a "P", it will have no bearing on your quality point average; however, if you receive an "F" it will.
- No course designated pass/fail may revert to a letter grade status after the deadline stated in the schedule of classes.

Student _____
(Signature and Date)

Advisor _____ Dean _____
(Signature and Date) (Signature and Date)

6.6.3 Academic Forgiveness Information Sheet

Academic Forgiveness is a way to encourage capable, mature students who were previously academically unsuccessful with an opportunity for a fresh start in completing their bachelor's degree.

1. Academic Forgiveness allows a returning student to begin a new cumulative grade point average.
2. Academic Forgiveness is available only to returning students, entering in fall 2003 or later, who have not attended Gannon in the five years prior to applying for re-admission to Gannon.
3. Academic Forgiveness must be requested at the time of re-admission to Gannon.
4. Academic Forgiveness does not change any requirements for obtaining a degree.
5. Students receiving Academic Forgiveness will be eligible to receive academic honors at graduation consistent with the policy applying to transfer students.

Requesting Academic Forgiveness:

When applying for re-admission, eligible students may request Academic Forgiveness by checking the box on the application for Re-admission.

The student must complete 24 Gannon credits with a minimum grade of C in all courses before Academic Forgiveness will be activated.

Upon successful completion of the 24 credits, it is the student's responsibility to complete a form requesting activation of Academic Forgiveness in the appropriate Dean's Office. Only after this notification will the student's transcript reflect Academic Forgiveness.

Resulting Transcript:

The student will retain credits for all previous courses in which a C or better was earned. Please note that while a D earns credits, with Academic Forgiveness any credits for Ds no longer count towards graduation. Essentially, Academic Forgiveness treats a readmitted student the same as a transfer student.

6.6.4 Acad. Forgiveness-Grad. Student Request Form Sample

Academic Forgiveness – Graduate Student Request Form (SAMPLE)

Student Name:

Gannon Email Address:

Gannon ID#:

Mailing Address:

Current Phone:

Current (New) Graduate Program:

Program/Certificate from Which Academic Forgiveness is being sought*:

***Note: All previous completed coursework from the program above will be wiped out of the calculation of the GPA for the Current (New) Graduate Program you are entering. The grades will remain on your graduate transcript. A notation will be made as of the date that academic forgiveness is applied. Prior coursework with a grade of B can be reviewed by the (new) Program Director. Grades will NOT carry into the new program; credits need to be evaluated to determine any transferability and will be subject to the graduate transfer credit policies. There is no guarantee of any credits from prior coursework transferring to the new program of study. Coursework for which you would like review for transferability must be documented below.**

Please read and initial the following points – then sign that you acknowledge the conditions of your request for Academic Forgiveness. Any student requesting Academic Forgiveness must be accepted/enrolled in a different graduate degree program or certificate than the one in which they were enrolled during the semester(s) of the work to be forgiven, and must have been out of the previously enrolled program for a period of at least two consecutive years (24 months) after attempting the work to be forgiven. If you are unclear about any of these conditions, you should ask for explanation before continuing.

_____ By requesting academic forgiveness for my academic work (from the above-stated semester(s)) I realize that **the course work will still appear on my Gannon University graduate transcript, but that it will no longer be factored into the calculation of my institutional or overall grade point average.**

_____ Once my request for academic forgiveness is approved, I understand **I cannot request academic forgiveness again for any additional Gannon University graduate course work.**

_____ I acknowledge that my application for academic forgiveness is **contingent upon my earning a minimum of grade point average of at least 3.0 for the first nine (9) graduate credit hours I take in my new program of study.**

_____ I acknowledge that once academic forgiveness is granted and executed that it **cannot be reversed.**

Prior coursework with a grade of "B" can be reviewed by the (new) Program Director. Grades will NOT carry into the new program GPA; credits need to be evaluated to determine any transferability and will be subject to the graduate transfer credit policies. There is no guarantee of any credits from prior coursework transferring to the new program of study. Coursework for which you would like review for transferability must be documented below. The (new) Program Director's Decision on those courses must be documented in the last column (below) prior to submitting this application to the Dean and Registrar for signatures.

Course Info (prefix, number, section	Course Title	Semester Taken	Grade Earned	(New) PD Decision (Transfer, Yes/No)	Notes (if any) re: Credit Transfers

Students must obtain the signature of the new Program Director and the Dean (where the new program is housed) before submitting the form to the Registrar's Office. After 9 credits are completed in the new program of study, the student will be notified of the decision to approve or deny his/her application for Academic Forgiveness.

Student Signature & Date:

Program Director (New Program) Signature & Date:

Dean or Associate Dean (New Program) Signature & Date:

Registrar Signature & Date:

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VII: STUDENT HANDBOOK

7.0 Student Handbook

7.0.1 Gannon University Mission

Gannon is a Catholic, Diocesan University dedicated to excellence in teaching, scholarship, and service. Our faculty and staff prepare students to be global citizens through programs grounded in the liberal arts and sciences and professional specializations. Inspired by the Catholic Intellectual Tradition, we offer a comprehensive, values-centered learning experience that emphasizes faith, leadership, inclusiveness, and social responsibility.

7.1 Student Policies and Procedures

7.1.1 Policy of Non-Discrimination and Affirmative Action

Policy of Non-Discrimination and Affirmative Action

It is the policy of Gannon University to affirmatively implement equal opportunity to all qualified applicants and existing students and employees. In administering its affairs, the University shall not discriminate against any person on any basis prohibited by law. All aspects of employment including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits shall conform to this policy. All aspects of student affairs and education of students including recruitment, admissions, financial aid, placement, access to facilities, student discipline, student life and student employment conform to this policy. Furthermore, Gannon University does not discriminate on the basis of sex in its education programs and activities. Gannon University will protect the rights of all students and employees to work and study free from harassment, including sexual harassment and/or sexual violence. Inquiries concerning the application of Title IX and other non-discrimination policies are to be referred to the Gannon University Title IX Coordinator, Paul Perrine, Beyer Hall 306L, 109 University Square, Erie, PA 16541-0001; 814-871-5680; perrine004@gannon.edu

Gannon University does not discriminate on the basis of disability by excluding people with disabilities from participation in university programs or activities. The coordinator of the 504/ADA Program acts as advocate for students with appropriately documented disabilities who require accommodation of facilities, programs, or services of the University. The more significant services provided by this office include information on accessibility, identification of required accommodations, liaison with faculty and staff in establishing accommodations, (i.e., equipment, tests, note-taking, etc.) and the provision of auxiliary aides when required.

7.1.2 Advocate for Campus Accommodations

Advocate for Campus Accommodations

Lisa Laird is the Director of the Office of Accessibility Services and the 504/ADA Coordinator for students with disabilities who require accommodations at the University. Students seeking information or assistance in any matter regarding accessibility or accommodations should contact her upon admission to the University.

Office of Accessibility Services

Gannon University • 109 University Square • Erie, PA 16541

814-871-5522

Laird004@ganon.edu

Gannon University does not discriminate on the basis of disability by excluding people with disabilities from participation in University programs or activities. The Coordinator of the 504/ADA Program acts as advocate for students with appropriately documented disabilities who require accommodation of facilities, programs, or services of the University. The more significant services provided by this office include: information on accessibility, identification of required accommodations, liaison with faculty and staff in establishing accommodations, (i.e., equipment, tests, note-taking, etc.) and the provision of auxiliary aides when required.

Students with disabilities seeking accommodations have the responsibility to: 1.) self-identify concerning the disability status in a timely manner; 2.) provide disability documentation that is current; and 3.) request necessary accommodations.

7.1.3 Family Educational Rights and Privacy Act

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Public Law 93-380 Notification of Rights and Procedures:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, or appropriate Academic or Administrative Department a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they feel is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. The official in charge of the record will call the hearing and notify the student of the time and place. The hearing committee will consist of the Vice President who has authority over the person in charge of the record and either a faculty member or administrator of the student's choice. The student may also have a person with them to assist in presenting their case. If the decision is still not to amend the record then the student has the right to insert a statement into the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except in the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to those designated by the University as school officials with legitimate educational interests. Gannon defines a school official as a person employed by the University in an administrative, supervisory, academic, or support staff position (including Campus Safety and Health Services staffs); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his/her tasks. Gannon has defined a school official as having a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. A second exception is the University's intention to release information from a student's educational record to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

Gannon gives students/parents an annual notice of their FERPA rights and procedures in the Student Datebook/Handbook. The Student Datebook/ Handbook is provided online, and all students are required to accept policies each year through the Gannon Portal. distributed to freshmen and is available to everyone in several locations, including the Information Desk in the Waldron Campus Center, the Office of Student Living, and the University Mailroom. The University has designated the Registrar's Office as the office where questions relating to FERPA should be directed and where students should go to request the non-disclosure of directory information to third parties outside of the University. If a request is filed by an individual to not have directory information released, it will remain in effect until that individual file a request to have their preference changed.

Directory information is defined by the University as the following: student's name, address, e-mail address, telephone number, dates of attendance, full or part-time status, class standing, class schedule, major or minor fields of study, degrees, awards and honors received, participation in officially recognized sports and activities, weight and height of members of athletic teams, photographs, date and place of birth, and most recent previous educational agency or institution attended.

7.2 Pastoral Statement to Gannon Community

Sexuality as God's Gift and Our Response to Gay and Lesbian Student Concerns

God is the creator of all persons and things and the origin of all that is good. The living out of our sexuality is a broad and life-long challenge. In a culture that is at times rather materialistic and narcissistic, the fragile beauty of human sexuality can be lost. This pastoral statement is intended to remind members of the Gannon community that human sexuality is a gift from God, a gift that we are to treasure and guard. Certainly, a brief statement like this cannot cover all aspects of a healthy Christian sexuality. However, it can serve to remind us of a small portion of wisdom that appears to be elusive throughout our community at the present time.

This statement focuses in a particular way on the issues dealing with gay and lesbian students and it is intended to serve as a call to accountability for all of us.

7.2.1 Pastoral Imperative

Among the many concerns in the area of human sexuality that call for a contemporary response, several are of particular concern on a college campus: promiscuity, sexual harassment, sexual violence. Although each of these deserves our attention, the focus of this statement is homosexuality and attitudes and negative behavior expressed toward gay and lesbian students.

Sexuality is a gift from God which impels us to be in relationship with others. This gift deserves our respect and reverence. However, it is often misunderstood, misdirected, and abused today by many individuals regardless of their sexual orientation.

Gay and lesbian individuals often find themselves marginalized by society, even harassed and persecuted. On college campuses they frequently experience isolation, loneliness, and the intolerance of homophobia.

The Catholic Church and Gannon University deplore violence, harassment and ill treatment of gays and lesbians, and call for society in general, and the Gannon community in particular, to demonstrate respect and compassion. Thus members of the Gannon community are called to foster an environment which respects all students and assists in their development regardless of their sexual orientation. We are challenged to examine our prejudices regarding sexual orientation, including homophobia, and in doing so, to develop a climate reflective of a Christian community where all individuals accept, respect and value others.

Accordingly, Gannon University attempts to create an atmosphere where learning and making life-enhancing decisions are part of a student's experience. Gannon recognizes the unique difficulties gay and lesbian students experience as they struggle with issues of sexual identity, as well as difficulties associated with the recognition and acceptance of their sexuality. It is during difficult times that support is essential. As a community, Gannon must commit to developing a supportive environment for all students to grow.

At the same time, the Gannon community acknowledges its fidelity to the Catholic moral viewpoint, one that is illumined by faith and is consciously motivated by our desire to do the will of God, our Father. Specifically, the Church believes, and Gannon maintains that God's design for the exercise of sexuality is that it is to be both procreative (open to the transmission of life) as well as unitive (expressive of the love between husband and wife). Any sexual activity that is not procreative and unitive is considered to be a misuse of God's gift and consequently immoral. Therefore, Gannon University, in remaining committed to its Catholic moral tradition, cannot condone a sexually active gay lifestyle which is not God's intention for our gift of sexuality.

At the same time, we must demonstrate a real commitment to the spiritual development of students whose orientation is homosexual. All of us are children of God and are blessed with the opportunity to know love and serve God through the living of our lives. It should come as no surprise that in the process of growth, young people often deal with great struggles and choices and even make mistakes in the area of sexuality. This is true for all students regardless of their sexual orientation. Our Christian and Catholic tradition has always promised the support of grace in making decisions as well as the possibility of forgiveness when we fail.

7.2.2 Gannon's Commitment to Action

In sum, Gannon University faculty, administration, staff and students are expected to foster and sustain a climate where all people are respected and valued, and where people's basic human dignity is staunchly upheld. The Gannon community is committed to:

1. Honestly exploring the meaning of human sexuality in the context of faith;
2. Sincerely endorsing the appropriateness of chastity for all, in accordance with the teachings of the Church;
3. Supporting the spiritual development of gay and lesbian students;
4. Providing a secure and appropriately supportive environment where gay and lesbian students can pursue their education;
5. Developing programs to heighten awareness of and sensitivity to issues of sexual identity.

7.3 Academic Policies

7.3.1 Student Academic Freedom and Fair Classroom Procedure

Students have the right to an atmosphere conducive to learning and to equitable treatment in all aspects of the teacher-student relationship. This right applies to research and learning, both on and off campus, without interference, censure, or punitive action. It also guarantees students the right to hold opinions, including those of a religious and political nature, and to express them freely.

Students, for their part, are expected to inform themselves on their responsibilities and to respect the rights of the members of the University community and to remember that the public may judge the institution by their public utterances and actions. Hence, they should show appropriate restraint and have respect for the rights and opinions of others.

1. Instructors should provide their students with a syllabus for the courses they are teaching following the guidelines and requirements for syllabus construction as set forth by University Academic Affairs. This syllabus must contain the following:

    a. Information about the instructor, including phone number and office location and times when students may contact the instructor outside of class.
    b. Course outcomes, course requirements and the criteria for satisfactory performance.
    c. Assessment/evaluation procedures and the grading system for the course.
    d. Textbooks and materials needed for the course.

2. As a general policy, work assigned should approximate two hours of outside work for each contact hour.
3. All test grades and other minor graded assignments should be promptly made available to students. Return of assignments within a week or ten days should be regarded as the norm. Major assignments (research papers) should be returned within three weeks.
4. Each instructor should maintain up-to-date records of grades of each student enrolled in his or her courses and should reveal the status at the student's request.
5. Each instructor should make clear to all students the nature; format and coverage of a test or other assignment, and this should be done at least one week prior to the date involved.
6. Periodic assessments should be conducted in all courses and at least three times throughout the semester. Many forms of assessment may be used, depending upon the nature of the course and the approach of the instructor.
7. Textbooks and other materials that students are required to purchase should be, in all cases, utilized as an integral part of the course; otherwise, they should not be required.
8. Tests administered in the classroom should be designed for completion within the scheduled period.

9. Final Examinations

a. Final examinations or their equivalent projects are required for all courses including both undergraduate and graduate courses. Final examinations for undergraduate courses will be administered according to the published Final Examinations Schedule. Final examinations for Graduate Courses will be administered during final examination week on the day and time of the regular class meetings.
b. Deviation from the above schedule may be authorized by the appropriate academic Dean for serious cause. Changing examination schedules without authorization by Deans is a serious infraction of school policy.

10. Attendance at all classes and laboratory sessions is expected of all students and all courses are conducted with this understanding. A student's grades are based upon the general quality of work performed in each course and by such factors as prompt completion of all assignments, papers, and readings, by presence for all examinations, and by participation in class discussion. Ultimately, it is the responsibility of each faculty member to set reasonable attendance policies appropriate to individual courses and to publish those policies on course syllabi. When so indicated on the course syllabus, class attendance may directly influence final grades in a course for upper-class students as well as freshmen. The following policy statements are to assist in a uniform class attendance expectation. Certain University events, such as athletics or particular extracurricular activities, in which the students represent the University in an official capacity, necessitate excused absences from classes. In such cases, it is inappropriate to penalize a student as a result of their absences resulting from their function as University representatives. Faculty then has a responsibility to provide the opportunity to complete any tests, assignments, or other work.

Students should be aware that in the Junior and Senior years of study of some majors, i.e., health professions and education majors, it may be extremely difficult for extensive athletic or other types of extracurricular participation. Student should discuss this with appropriate University officials before selecting a major.

The primary function of Gannon University is the education of its students. Consequently, it is judged to be inappropriate for any arm of the University to request that students excessively absent themselves from regularly scheduled classes in order to function as representatives of the University. Except in emergency situations (e.g., illness or accident), the student is expected to notify the faculty of scheduled course absences one (1) week in advance. Faculty may require verification from appropriate University staff.

Freshmen who absent themselves, whether it be excused or unexcused, from a particular course in excess of twice the number of credit hours assigned to that course may be withdrawn from the course, upon recommendation by the faculty member to the Dean of the student's college. This request would typically result from unexcused absences, but a student with excused absences should also try to adhere to this limit. Although the student may not be penalized for excused absences as defined earlier, a combination of excused and unexcused may result in the same requested withdrawal. The faculty member would need to show the Dean that the student, because of the combination of absences, has not been able to show competency in the course and has no chance of doing so. Students who are active in athletics or co-curricular activities must be responsible for their learning and minimize unexcused absence in times such as sickness or emergencies. Missing an 80-minute class period is counted as one and one-half absences.

In addition, the Office of New Student Services is interested in knowing which freshmen accumulated the maximum number of absences allowable and is prepared to undertake an inquiry aimed at helping the student. Reports on freshmen attendance must be initiated by faculty members, by means of direct contact with the Advising Center department, New Student Services.

7.3.2 Student Academic Grievance Policy

7.3.2.1 Scope and Purpose

5. This policy addresses academic grievances only. An academic grievance is defined as a complaint brought by a student regarding the University's provision of education and academic (only) services affecting their role as a student. Complaints or grievances connected to assigned grades represent a special case to the grievance process. Grading reflects careful and deliberate assessment of a student's performance by a faculty member. As such, the substance of grading decisions may not be delegated to the grievance process. Nevertheless, the University recognizes that in rare cases the process of grading may be subject to error or injustice. Therefore, a student who alleges an error or injustice in the grading process would follow this policy toward resolution.
6. This policy does not apply to student complaints regarding employment or alleged violations of other policies in the student handbook.
7. It is the intent that this policy to provide an efficient process, allowing for both informal and formal resolution of grievances related to academic concerns, complaints or allegations.
8. A student must initiate a grievance as close as possible to the date of the occurrence of the incident and no later than 45 days after the end of the semester in which the alleged grievance occurred. The three summer sessions are considered as one semester.

7.3.2.2 General Guidelines

Academic grievance procedures should be kept as informal as possible based on principles of mediation and conciliation. Every reasonable effort should be made to resolve any academic grievance at the lowest organizational level possible. In the event that it cannot be resolved informally, the student may seek resolution at the next higher level according to the Formal Resolution procedure.

In the event that the faculty member is no longer employed by the University or is not available within the timelines specified in these general guidelines, the student is to initiate the complaint with the faculty member's immediate supervisor.

The student filing a grievance may have a third-party advisor, such as the University Ombudsperson; attend any meeting at which the student appears. The faculty member involved in the grievance may also have a third-party advisor approved by the University attend any meeting at which the faculty member appears. Legal counsel shall not be used by either party in this grievance process.

7.3.2.3 Informal Resolution Phase

All academic grievances begin with the informal resolution phase. This first step toward resolution of an academic grievance should begin at the lowest organizational level. The student and the faculty member or University colleague involved should meet to discuss and work toward resolution of the concern. The student should address the grievance to the faculty member or University colleague involved as soon as possible. The student should follow the established protocol regarding the levels of appeal. Formal resolution shall not occur without occurrence of the informal resolution phase.

The student may contact the University Ombudsperson for assistance in initiating the academic grievance process or at any time during the process.

7.3.2.4 Formal Resolution Phase

The formal resolution phase is used by the student when a satisfactory informal resolution has not occurred.

5. The first step in the formal resolution of an academic grievance is to submit a formal written account of the grievance to the appropriate immediate supervisor. Students may consult the Human Resources office to determine the appropriate supervisor.
   a. The written account must be submitted to the immediate supervisor within two weeks after the last meeting of the informal resolution phase.
   b. The written account should include: identification of the grievant, the respondent, the incident – date, time, place, names of witnesses, the existing rule/policy/established practice claimed to be violated and a brief statement of the desired outcome.
   c. Within three weeks of receipt of all written materials, the appropriate immediate supervisor will fact-find from involved parties and render a decision in writing via registered mail to the parties involved.
6. The second step, if needed, in the formal resolution phase occurs when and if the faculty or student is not satisfied with the immediate supervisor's resolution of the grievance. The student or the faculty member or University colleague involved may then appeal to the next level of the organizational chart by providing a written account of the grievance process and decision.
   a. A written account must be submitted to the next level of the organizational chart within two weeks of receipt of the decision rendered by the immediate supervisor (Step 1).
   b. The written account should include: identification of the grievant, the respondent, the incident – date, time, place, names of witnesses, the existing rule/policy/established practice claimed to be violated, a copy of the decision of the immediate supervisor and a brief statement of the desired outcome.
   c. Within three weeks of receipt of all written materials, the next level of the organizational chart will fact-find from involved parties and render a resolution in writing to the parties involved.

7. The third step, if needed, in the formal resolution process is to appeal to the appropriate College Dean.

   a. The College Dean shall be given a written account of the grievance process to date. This must be submitted within two weeks of receipt of the resolution decision rendered by the next person on the organizational chart (Step 2).
   b. The College Dean shall render a decision in writing to the parties involved within three weeks.
   c. In the event the Dean's resolution of the alleged academic grievance is not satisfactory to either party, the appeal shall be directed to the Provost and Vice President for Student Experience.

8. The fourth step, if needed, in the formal resolution process is to appeal to the Provost and Vice President for Student Experience. This step must be initiated within two weeks of receipt of the College Dean's decision.
    a. The Provost and Vice President for Student Experience shall review the written appeal and response(s) to make a determination whether or not there are sufficient grounds to hold an appeal hearing.
    b. If there are insufficient grounds to hold an appeal hearing, the decision of the College Dean will be upheld.
    c. If there are sufficient grounds to hold an appeal hearing, the Provost and Vice President for Student Experience shall establish an ad hoc grievance appeal panel.
        i. A grievance appeal hearing panel would be established on an ad hoc basis and consist of five members for each case. The grievance appeal hearing panel shall be convened by the Provost and Vice President for Student Experience The panel shall be composed of the Provost and Vice President for Student Experience, or her/his designee (serves as Chair), two faculty representatives chosen from the Faculty Senate, and two student representatives chosen from the Student Government Association. The Provost and Vice President for Student Experience, or her/his designee shall have a vote only in event of a tie.
        1. The panel members shall conduct the business of the appeal in strict confidence, and in private. The meetings and deliberations of the panel shall be closed.
        2. The panel members shall have access to the written appeals and each person involved in the grievance.
        3. The panel decision shall be communicated in writing to the student, faculty member, College Dean and program director.
        4. The decision of the grievance appeal panel must be submitted in writing by registered mail to both parties. This communication should include an opportunity for a member of the panel or the Provost and Vice President for Student Experience to debrief or otherwise provide further assistance to either party.
        5. The decision of the grievance appeal panel is final.

7.3.3 Code of Academic Integrity

Gannon University considers the maintenance of academic integrity of utmost importance and stresses that students are responsible for thoroughly understanding this code.

Absolute integrity is expected of every Gannon student in all academic undertakings; the student must in no way misrepresent his/her work, fraudulently or unfairly advance his/her academic status, or be a party to another student's failure to maintain integrity.

The maintenance of an atmosphere of academic honor and the fulfillment of the provisions of this code are the responsibilities of the students and faculty of Gannon University. Therefore, all students and faculty members shall adhere to the basic principles of this Code. Each student will receive the Code of Academic Integrity publication of Gannon University during Freshman Orientation or entrance into the University. Upon review of the publication, the students will be invited to sign a pledge to uphold the Academic Integrity of their work and the work of their peers.

7.3.3.1 Forms of Academic Dishonesty

7.3.3.1.1 Plagiarism

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete and

accurate documentation, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness.

EXAMPLES (Including but not limited to)

1. Whenever one quotes another person's actual words.
2. Whenever one paraphrases another person's idea, opinion or theory; and
3. Whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.
4. Downloading or purchasing material from Internet without identifying appropriate acknowledgement.

7.3.3.1.2 Fabrication

Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive.

Examples (including but not limited to):

1. Citing information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as your own any academic exercise (e.g., written work, documentation or legal document [e.g., patient charts, etc.], painting, sculpture, etc.) prepared totally or in part by another.
5. Taking a test for someone else or permitting someone else to take a test for you.

7.3.3.1.3 Cheating

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

EXAMPLES (including but not limited to):

1. Copying from another student's test paper and/or other assignments.
2. Actively facilitating another student's copying from one's own test paper/other assignments.
3. Using the course textbook or other materials such as a notebook not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared and unauthorized materials or equipment during a test, e.g. notes, formula lists, notes written on student's clothing, etc.
6. Reporting a clinical visit completed when it was not.
7. Falsifying reports of clinical visits, laboratory exercises, or field experiences.

7.3.3.1.4 Academic Misconduct

Academic misconduct is the tampering with grades or taking part in obtaining or distributing any part of a test not administered.

EXAMPLES (including but not limited to):

1. Stealing, buying or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building, office file or computer/computer system for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a ''change of grade'' form, or other official academic records of the University which relate to grades.
6. Entering a building, office, file, or computer/computer system for the purpose of obtaining an unadministered test.
7. Hiding and/or mutilating library/classroom books and/or equipment.

7.3.4 Violation of Academic Integrity-Procedure

Procedure

1. If an instructor suspects that a student has violated Gannon University's Code of Academic Integrity, he/she will promptly notify the student involved as well as the department chair responsible for the course in question. At no time during the investigation or appeal process are students permitted to withdraw from the course. Within 10 calendar days of the discovery of the alleged violation the instructor will notify the student of the allegation and invite the student to meet to review the matter and to explain the alleged violation. If the student chooses to meet with the instructor to contest the allegation, this meeting shall be scheduled within 7 calendar days of the notification.

2. If the student is cleared of the allegation, the matter will be dropped. If not, then the instructor will inform the Dean's Office of the violation. (The Dean's Office to be notified is the one responsible for the course.) This Office shall then inform the instructor of the student's number of previous violations of the academic integrity policy, if any. In consultation with the department chair the instructor will then impose a sanction upon the student. A letter detailing the sanction will be sent to the student from the instructor and copied to the three College Deans. The letter shall be sent within 10 calendar days from the date the Dean was notified. The student should be aware that admission of guilt does not eliminate or lessen the sanction imposed by the instructor.

3. The student may appeal the instructor's decision to the Dean of the College in which the course resides. Appeals must be made within 7 calendar days of the date of the instructor's decision. Students are expected to continue to attend class during the appeal process.

4. A hearing will be scheduled within 10 calendar days of the Dean receiving the student's appeal. The hearing will include the Dean, the instructor, and the student. The instructor will present pertinent evidence and the student will be given the opportunity to challenge the evidence and present a defense. The student may have one guest present during the hearing, but the guest is not allowed to speak during the hearing unless permitted by the Dean.

The Dean will issue a finding based upon the evidence presented. If the Dean determines that insufficient evidence has been presented, the matter will be dropped. If the Dean finds the student in violation of the Code of Academic Integrity, he/she may support the academic sanction originally imposed by the instructor. The Dean also has the power to issue administrative sanctions [i.e., separation from the University]). In considering the penalty to be imposed, the Dean shall take into account the evidence of the appeal proceeding as well as any documented previous infraction(s). A letter detailing the sanction will be sent to the student from the Dean and copied to the other two College Deans.

5. Following the Dean's decision, the student has 7 calendar days to make a final appeal to the Provost and Vice President for Student Experience with respect to the fairness of the proceedings and/or the

appropriateness of the sanction. The Provost and Vice President for Student Experience will issue a decision within 7 calendar days of the appeal. Students are expected to continue attending class during the appeal process. A final letter will be sent to the student from the Provost and Vice President for Student Experience and copied to the three College Deans. (Note: At the Dean's or Provost and Vice President for Student Experience's discretion, exceptions to the calendar day requirements can be made for unusual circumstances such as Christmas or summer breaks).

6. Once all appeals are exhausted and a final decision has been made the Dean's office responsible for the course will report the finding of academic dishonesty to each of the other Academic Deans.

7.3.4.1 Academic Dishonesty Sanctions

Any student found guilty of academic dishonesty will be subject to penalties, which, depending on the gravity of the offense, may include the following:

1. A grade of ''zero'' for the assignment involved (as imposed by the instructor in consultation with the department chair). This penalty will generally be applied in the case of a student's first offense. However, the instructor has the right to impose a more severe penalty based on the circumstances of the offense.

2. Failure of the course (as imposed by the instructor in consultation with the department chair). This penalty will generally be applied in the case of a student's second documented offense. However, the instructor has the right to impose a lesser penalty based on the circumstances of the offense.

3. Subject to review and approval of the Dean responsible for the course, separation from the University. This penalty will generally be applied in the case of a student's third documented offense. However, the Dean has the latitude to apply a lesser penalty depending on the circumstances of the offense.

7.3.4.2 Review and Expunging of Records

1. Records of completed disciplinary proceedings are destroyed if the student is acquitted.

2. Records of the completed disciplinary proceedings are maintained by the Academic Dean's Office if the student is found guilty. The records are maintained for a period of three years after the student leaves or graduates from the University.

7.3.5 Policy on Professional Integrity

All students have an obligation to maintain ethical behavior in relationship to their profession.

Professional Behavior

Those behaviors reflecting status, character, and standards of the given profession.

Ethical Behavior

Those behaviors in accordance with the accepted principles of right and wrong that govern the conduct of a profession.

Any student at Gannon University who engages in unprofessional or unethical conduct is subject to disciplinary action which could include reprimand, probation, separation and expulsion from the University.

7.3.6 Sources for Integrity

Robert M. Gorell and Charlton Laird, Modern English Handbook, 6th Edition (Englewood Cliffs, NJ, Prentice-Hall, 1976), p. 71.

Campus Rules and Moral Community: In Place of In Loco Parentis by David A. Hoekema. Lanham, Maryland: Rowman & Littlefield Publishers, Inc., 1994.

The format and definitions for the policy on Academic Integrity were adapted from the ''Academic Honesty and Dishonesty'' brochure produced by the College of Health Sciences, Gannon University, Erie, PA 16541.

The format and definitions for the policy on Academic Integrity were adapted from the School of Hotel Administration, Code of Academic Integrity, and Cornell University.

Proposed by the Faculty Senate - November 17, 1994

Adopted by the University Academic Policy Committee - August 8, 1995

Approved by President's Council - October 10, 1995

7.3.7 Final Exam Policy Governing Three or more Final Exams in a Single Day

Students who have more than two in-class exams on the same day of Final Exam week must take the first two scheduled exams that day. They may choose to take the in-class exam scheduled after the first two exams at another time; however, that newly arranged time must be during Final Exam week. The student must inform the instructor(s) of the need to reschedule a Final exam at least four weeks before the beginning of Final Exam week. The faculty are expected to accommodate the student's request in a way mutually convenient for both the professor and the student.

EXCEPTION: Any lab practicals scheduled during Final's week must be taken as scheduled. It is not reasonable for lab instructors to have to re-set the lab for the convenience of an individual student. Should a lab practical be the third exam of the day, the student shall have the right to re-schedule either of the earlier exams of that day.

PROCEDURE: The student will obtain a form for rescheduling a Final Exam. This form will be available in all of the Deans' offices. The student will fill in the date and scheduled times of the three exams and will list potential alternate times to take the third of the scheduled exams. The student will then bring this form to his or her advisor for the advisor's signature. After this the student will bring the form to the instructor of the third exam, who will then fill in the re-scheduled time for that exam and sign the form. The student will then return the form to the Dean's office responsible for the re-scheduled course.

7.3.8 Gannon Prohibition Against Harassment and Unlawful Discrimination

In the Christian tradition, the human person is created in the image and likeness of God, as stated in Genesis: ''in the divine image —male and female God created them'' (Genesis 1:27). Grounded in this tradition, Gannon affirms and seeks to promote the fundamental dignity and respect accorded to all people by virtue of their common humanity.

Harassment and unlawful discrimination violate the basic right of each individual to be treated as a person worthy of respect and is in direct contradiction to the University's mission. In administering its affairs, Gannon University will prohibit harassment and shall not discriminate against any person on any basis prohibited by law.

All aspects of student recruitment, admissions, financial aid, student discipline, and student life conform to this basic policy in order to further the principles of equal opportunity and the spirit of affirmative action.

All members of the Gannon community have a responsibility for maintaining an environment free from harassment and unlawful discrimination. Gannon faculty, staff, and students are expected to treat each other with respect and to avoid any conduct that could be construed as harassment or unlawful discrimination.

Questions or concerns about any type of harassment or unlawful discrimination are to be brought to the attention of a harassment prevention officer by checking the HR website: Click Here, student conduct officer (814-871-7224), or any member of the Human Resources Department (814-871-7145). No one raising a question or concern should fear reprisal. Anyone found to be engaging in any type of harassment or unlawful discrimination or reprisal will be subject to corrective action, up to and including termination of employment.

7.4 Online Policies

7.4.1 Online Accessibility Policy

Online courses follow the 16-week design process facilitated in the Center for Excellence in Teaching and Learning (CETL) to adhere to universal design principles which facilitate ease of use and readability in order to provide equal access to all qualified students. The 16-week CETL design process includes a standard for accessibility and a course design checklist.

Gannon University and its faculty are committed to ensuring accessibility of online instruction to all students. No qualified student will be excluded from participation in any academic program. Gannon strives to make all online courses accessible and uses reasonable efforts to prevent and remove barriers to online learning. Gannon offers faculty training in universal design practices, includes universal design in its online course design process through Quality Matters, and is a Blackboard institution. Blackboard conforms to the highest levels of accessibility standards. http://www.blackboard.com/accessibility.aspx

If you find any inaccessibility in an online course, please contact your instructor, and notify the Office of Accessibility Services at (814) 871-5522.

7.4.2 Online Instructional Accommodations Policy

Any online student with a condition such as a physical or sensory disability that may require instructional accommodation should notify the Office of Accessibility Services at (814) 871-5522 upon admission to the University or in the first week of class to make appropriate arrangements. Students may also visit the Student Success Center, located in Palumbo Academic Building on West 8th Street.

The Office of Accessibility Support Services provides support services and assistive technology to eligible students. The Office of Accessibility Services is responsible for maintaining disability related documentation, certifying eligibility for receipt of services, determining reasonable accommodations, and ensuring the provision of those services.

7.5 Information Technology Policies

7.5.1 Introduction

This policy applies to all Information Technology (IT), including data, voice, video systems and networks, hardware, software, and information owned or operated by Gannon University. This policy applies to all users of university IT, whether affiliated with the University or not, and to all uses of those resources, whether on campus or from remote locations. Gannon University shall, at its sole discretion, determine who shall be granted access to its IT resources. Your use of Gannon University's IT resources constitutes your continuing agreement to abide by all aspects of this policy. All active users will be required to review and electronically accept this policy annually in order to maintain their access privileges.

Violation of this policy can result in reprimand, reduction or loss of technology-related privileges, and/or referral to University authorities for disciplinary action. Violation of law may result in referral to appropriate authorities. Suspected violations of this policy should be reported immediately to the Student Conduct Officer, Campus Police and Safety, Information Technology Services or via the Ethics Point hotline if reporter confidentiality is desired.

7.5.2 Acceptable Use

Gannon University IT resources are vital to the programs of instruction, research, and administration of the University, the expectation of legal and ethical conduct by users of such resources is the same as in all other areas of University life and is of equal importance. The IT resources at Gannon University are intended to be used in a manner that supports the Mission of the University and is conducive to the overall academic climate.

Because users de facto represent Gannon University, they are expected to apply standards of normal academic and professional ethics and considerate conduct in the use of all Gannon University IT resources. In addition, users are expected to be aware that their use of University IT resources is subject to all applicable University regulations, Internet regulations, and federal, local, and international laws. This policy addresses circumstances particular to the IT arena and is intended to augment but not supersede other relevant University policies.

7.5.3 Prohibitions

Users are prohibited from using University IT resources to conduct various activities that are incongruent with the Acceptable Use section above, including, but not limited to, the following:

1. Access or use accounts, information, systems or networks at Gannon or at other sites accessible from Gannon's networks without explicit authorization to access

2. Disrupt or interfere with the performance or functional behavior of systems or networks; such interference or disruption includes, but is not limited to: propagation of computer worms or viruses; the transmission of information which, by virtue of its content, amount, or routing, degrades the performance, functionality, or reliability of any network or system

3. Attempt to circumvent data protection or other security measures, including, but not limited to:

    a. impersonating another user

    b. attempting to gain access to or use the passwords or access codes of another user

    c. viewing, altering or deleting information belonging to another user without proper authorization to do so

    d. intercepting network packets (data, voice or video) intended for another user

    e. attempts to defeat system or network security in any way

4. Inspect, copy, transmit, distribute or disclose any proprietary or confidential information or data, including that pertaining to Gannon University's students, employees, vendors, donors, and alumni without authorization; this applies to any format (print, electronic or other)

5. Copy or distribute or transmit intellectual property without explicit permission of the owner; intellectual property includes, but is not limited to text, video, audio, software programs, information and data (see the Statement on Peer-to-Peer File-sharing for more information).

6. Create, access, copy, display, store, transmit or distribute obscene, pornographic or sexually-explicit materials, except for legitimate academic purposes

7. Harass, threaten, bully, stalk, or abuse others

8. Install any software on a Gannon system or network without ensuring Gannon University has license or authorization to do so

9. Engage in activities for commercial purposes or for personal financial or other gain.

10. Excessively or inappropriately use technology resources for non-Gannon purposes. The University permits occasional non-commercial personal use of University IT resources. Such use should not consume a significant amount of those resources or interfere with the activities of other users, interfere with job performance or other University responsibilities, interfere with the efficient operation of the University

or its IT resources, and must be otherwise in compliance with this policy. The University assumes no responsibility for the loss or recovery of personal files.

11. Implement their own network infrastructure; this includes, but is not limited to basic network devices such as hubs, switches, routers, network firewalls, and wireless access points. User must not offer alternate methods of access to University IT resources such as modems and virtual private networks (VPNs). Users must not offer network infrastructure services such as DHCP or DNS.

12. Engage in activities that are damaging to the reputation of the University, inconsistent with the Mission and values of the University, or likely to subject the University to harm.

7.5.4 Obligations

Users are expected to use IT resources in a responsible manner, which includes, but is not limited to, the following:

1. Use only your login ID or account to access a system; never use anybody else's login ID.

2. Keep your passwords confidential; do not share them with anyone. If you think someone else knows your password, change it immediately because until you do so, you are still responsible for any of his or her actions on the system or network.

3. Include the following disclaimers on all outbound email and any widely distributed materials: o Any views or opinions presented in this email (or posting) are solely those of the author and do not necessarily represent the views of Gannon University. o CONFIDENTIALITY: This email (including any attachments) may contain confidential, proprietary and privileged information, and unauthorized disclosure or use is prohibited. If you received this email in error, please notify the sender and delete this email from your system. Thank you.

4. Have licensed anti-virus/anti-malware software installed and running on any applicable device connecting to any of Gannon's IT resources. The software must be kept up-to-date and configured to continually monitor activity. Also, keep your operating systems and software applications, including drivers, updated on at least a monthly basis.

5. By attaching privately-owned personal computers or other devices to University IT resources, users consent to the University's use of scanning programs for security purposes while those devices are attached to the University network.

6. Keep sensitive information protected at all times through the use of whatever measures are most prudent, including, but not limited to password protecting laptops, smart phones, usb drives and other mobile/portable devices; password protecting and/or encrypting data files, keeping sensitive documents locked in file cabinets, etc.

7. Be vigilant when viewing unsolicited emails, downloading new applications or viewing websites for the first time. Verify their authenticity before clicking on any links or providing any sensitive information.

7.5.5 Privacy Policy

No user should have any expectation of privacy as to his or her use of Gannon's IT resources; including, but not limited to email, Internet usage or PC files. Under certain circumstances, it may be necessary for an Information Technology Services staff member or other appropriate University official to access files or monitor system or network activity for the purpose of maintaining the system or investigating potential violations of this or other University policies.

In addition to accessing files or systems, the University, through the appropriate Systems Administrator, may deactivate a user's IT privileges, whether or not the user is suspected of any violation of this or any other policy, when necessary to preserve the integrity of facilities, user services, or data. The University will then attempt to notify the user of any such action.

7.6 Drug Free Schools Policy

University Alcohol Policy

Gannon University prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance or paraphernalia on University property or as part of any University activity. Faculty, staff, and students of the University must also comply with the laws of the Commonwealth of Pennsylvania and the federal government regarding the possession and consumption of controlled substances. Any violation of these laws or regulations on-or-off campus will be grounds for University disciplinary sanctions.

University Drug Policy

Gannon University prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance or paraphernalia on University property or as part of any University activity. Faculty, staff, and students of the University must also comply with the laws of the Commonwealth of Pennsylvania and the federal government regarding the possession and consumption of controlled substances. Any violation of these laws or regulations on-or-off campus will be grounds for University disciplinary sanctions.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The use of illicit drugs (and the abuse of licit drugs) has been found to have harmful, potentially serious health effects, which include (but are not limited to) addiction, neurological damage, heart-related problems, heart disease, diabetes, hypertension, depression, hallucinations, toxic psychosis, psychotic behavior, convulsions, nasal passage injury, bronchitis, ulcers, and death. The effects of illicit drug use are summarized in Appendix A, attached hereto and made a part hereof. Appendix A is taken from the Department of Justice Publication, ''Drugs of Abuse,'' 1989 Edition.

Health risks associated with alcohol are described as follows in "What Works: Schools without Drugs,'' a Department of Education publication ''Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.''

''Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large

quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.''

''Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.''

7.6.1 Student Assistance Program

Gannon University provides a variety of programs designed to promote the prevention of illegal drug use and alcohol abuse, and in resolving student abuse problems. The University demonstrates its commitment to eliminating illegal drug use and resolving alcohol problems through the Student Assistance Program. The services of the Student Assistance Program shall include:

A. Counseling and assistance through Counseling Services to students who self-refer for treatment.

B. Monitoring of students' progress through treatment and rehabilitation by the individual making the referral.

C. Education and training coordinated by Student Development and Engagement to all levels of staff and students on:

   1. the types and effects of drugs.
   2. symptoms of drug use and their impact on performance and conduct.
   3. the relationship of the Student Assistance Program to treatment and confidentiality issues.

D. Maintenance of the confidentiality of treatment records in accordance with the Protection of the Rights and Privacy of Parents and Students (Public Law 93-380).

The Student Assistance Program is administered by Student Development and Engagement and is available to all students without regard to a finding of drug or alcohol abuse. The Student Assistance Program provides counseling and rehabilitation for all referrals, as well as education and training regarding illegal drug use and alcohol abuse. Any student with drug or alcohol abuse problems may be referred to appropriate services.

Community Resources

Community Resources for Faculty, Staff, and Students Faculty, staff, and students may find additional information at the numbers listed below for Erie community social service resources:

Al-Anon.....454-4730

Alcoholics Anonymous 452-2675

Community House 459-5853

Community Integration Inc./Crisis Services 456-2014

Cove Forge Behavioral Health 452-2991

Crime Victim Center of Erie County 455-9414

Erie County Department of Health 451-6700

Erie County Office of Drug & Alcohol Abuse 451-6877

Family Services/Drug and Alcohol 866-4500

Gaudenzia Erie 459-4775

Hamot Medical Center 877-6000

Millcreek Community Hospital 864-4031

St. Vincent Health Center.....452-5000

University Resources for Faculty, Staff, and Students

Campus Ministry.....871-7434

Counseling Services 871-7622

Employee Assistance Plan.....877-240-6863

Health Center 871-7622

Office of Residence Life 871-7564

7.6.2 Drug-Free Schools and Communities Act of 1989

The Drug-Free Schools and Communities Act requires that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education, state educational agency, or local educational agency must certify that it has adopted and implemented a program to prevent the possession, use, or distribution of illicit drugs and alcohol by students and employees.

As set forth in the statute, Gannon University's program is required to provide at a minimum:

A. An annual distribution, in writing, to each employee and student (regardless of the length of the student's program of study), including:

- Standards of conduct that clearly prohibit, at a minimum, possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
- A description of applicable legal sanctions under local, state, or federal law.
- A description of health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of available drug or alcohol counseling, treatment, rehabilitation or re-entry programs.
- A clear statement of the disciplinary sanctions that the University will impose on students and employees.

B. A biennial review by the University of the program to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

7.6.3 Student Guidelines and Sanctions

Alcohol

Each student is responsible for conducting themselves in ways consistent with federal, state and local laws, for following University policies and for assisting those impaired by alcohol or drug use in the interests of their health and well-being. Impairment due to alcohol or drug use is never an excuse for misconduct.

Students 21 or older, who choose to consume alcoholic beverages, are expected to do so in moderation and with responsible decision making. Negative actions including loud or disruptive behavior, interference with the cleanliness of the residence halls, or drinking habits which are disruptive or injurious to the health or education of individuals will not be tolerated.

Pennsylvania law requires that individuals must be at least 21 years old to purchase, possess, or consume alcoholic beverages. The following expectations are for all students and their guests:

1. Students of legal age residing in campus housing will follow university standards (including state laws) relating to alcohol use. In order for alcohol to be allowed in the room, at least one of the residents of that room must be of legal age.
2. Anyone under the age of 21 is not permitted to be in a room where alcohol is being consumed unless that person is (are) the roommate(s) of the resident over the age of 21.
3. If a minor is found consuming and/or possessing alcohol in the room ALL alcohol present will be disposed of by the resident and the of-age resident may be held responsible. This rule applies to all residence halls, rooms, and houses.
4. Possession and/or consumption of alcoholic beverages is not permitted in hallways, lounges, stairways, courtyards, community bathrooms, parking lots, patio/balconies, or any public areas on campus. All alcohol transported through public areas must be unopened and concealed in a box/sack.
5. Bars, kegs, Jungle Juice, or other large vessels that contain alcoholic beverages are prohibited.
6. Public advertisement of private gatherings in a resident's room is prohibited.
7. All private gatherings held in student rooms/apartments must be confined to the specific room and the door must be closed.
8. Any games, activities, or equipment that promotes the excessive use of alcohol (e.g. beer pong or beer pong tables, drinking games, and other items similar in nature), are not permitted on University property. Any such items may be confiscated and not returned if found on University property.
9. Residents are responsible for their behavior and that of their guests at all times. Alcohol use/misuse does not excuse disruptive, excessively noisy, or indecent behavior.
10. Empty alcohol containers may not be displayed in rooms as decoration
11. Students are not permitted to furnish alcohol to minors or to provide a place for minors to drink on or off campus.
12. Consuming alcohol, on or off campus, in a manner that results in intoxication or in behavior judged to be abusive, offensive, disorderly, unlawful, or dangerous to others is not permitted.

Drugs

Gannon University regulations on controlled substances are based on Federal and Commonwealth of Pennsylvania laws. Any violation of these laws or regulations on- or off-campus will be grounds for University Disciplinary Sanctions.

The following activities are prohibited and include but are not limited to:

1. The use, possession, sale, or distribution of controlled substances, without a prescription, on University property or housing.
2. The misuse or illegal distribution of prescription and non-prescription medications/controlled substances
3. Possession or use of drug paraphernalia, including but not limited to pipes, bongs, rolling papers and blow tubes. Hookahs are not permitted on campus and are permitted paraphernalia.
4. Irresponsible conduct under the influence of a controlled substance, on- or off-campus, which brings discredit or disfavor to the University. Also using substances that induce euphoria (huffing as example).
5. The use, possession, or distribution of a controlled substance at an event that is sponsored by the University and/or a University organization on- or off-campus.
6. Supplying drugs, including methods of using controlled substances, for whatever reason, in whatever amount, and in all circumstances.
7. The smoking of any type of herbal blend or mix. In the case of marijuana, the detection of odor is sufficient evidence to justify a search and/or to constitute a violation of University policy.
8. Being present in a room/apartment in which a controlled substance or paraphernalia is found, possessed, used or sold. All individuals present will share responsibility on or off-campus.
9. Campus visitors found in possession of, supplying, or under the influence of controlled substances in violation of this policy will be asked to leave University property immediately. They can be prosecuted under Commonwealth of Pennsylvania, local or federal law. They are also in violation of University policy. Community members may be liable for the actions of their guests.

Student Sanctions

Any of the rule or regulation violations that occur, on or off-campus, may be subject to disciplinary sanctions by the University or its designee. These regulation violations would include any University, local, state or federal statutes. Sanctions or disciplinary actions can be applied to any of the rules or regulations included in the Student handbook, but are not limited to those that are mentioned therein. Violation of any/all Gannon University regulations may result in disciplinary action including but not limited to: monetary fines, community service hours, mandated educational programming, Official Warning, Official Probation, Behavioral Contract, Official Suspension from University housing, Suspension from the University, and Expulsion from the University

Students in violation of the alcohol policy may be required to complete a drug and alcohol assessment, depending on the severity or repetition of policy violations. Referral to civil authorities is an option for the University.

Monetary fines are not listed here as they are issued in reflection of the severity, repetition and/or degree of the violation in question. The University also reserves the right to record all investigations of any violation or meeting to better protect Gannon students and employees from slander or misrepresentation.

Students in violation of the alcohol policy may be required to complete a drug and alcohol assessment, depending on the severity or repetition of policy violations. Referral to civil authorities is an option for the University.

Students in violation of the drug policy will be subject to:

1. Referral to civil authorities for prosecution is an option.
2. The loss of federal, state or University aid is a possibility, as is prosecution for fraud.
3. Students violating this regulation may be subject to a drug assessment and follow-through with an appropriate, certified rehabilitation program.
4. Students will be assessed points within the University discipline system.
5. Students will be required to complete an online alcohol education program.

7.6.4 Drug-Free Workplace Act of 1988

See Volume III Subsection 3.1.6 Alcohol and Substance Abuse in the Workplace

7.6.5 Employee Assistance Program/Employee Sanctions

Employee Assistance Program

Faculty and staff members with questions or concerns about substance abuse or alcohol abuse have access to confidential employee assistance resources through HealthAdvocate: HealthAdvocate.com/members or 877-240-6863. More information on the EAP is available at www.gannon.edu/Employment-at-Gannon/Benefits/Employee-Assistance-Plan/.

Employee Sanctions

Any faculty or staff member (or students in their capacity as employees), who is convicted of a drug offense occurring in the workplace must report this fact to their respective division vice president within five days of the conviction. Failure to do so will be considered a violation of the University's Drug and Alcohol Policy.

Any faculty or staff member (or students in their capacity as employees), who violates the University's Drug and Alcohol Policy will be subject to disciplinary action up to and including suspension, suspension without pay, termination, and may be required to participate in a drug abuse assistance or rehabilitation program as agreed upon between the employer, Human Resources Department and the Employee Assistance Program provider. Further information concerning disciplinary action and appropriate procedures are available from Human Resources

7.6.6 Legal Information

As residents of Pennsylvania and members of the Gannon University community, you have a right to be informed of the law and a responsibility to obey the law. Revisions to the Pennsylvania Crimes Code signed into law by Governor Casey in May of 1988 (Act 31) legislate stringent penalties pertaining to:

1. Possession, use, attempt to use, sale or manufacture of false identification card (Sections 6307, 6310.2, 6310.3)

2. Attempt to purchase, consumption or attempt to consume, possession or attempt to possess, or transportation of liquor or malt or brewed beverages (Section 6308)...by person(s) under the age of 21.

Act 31 also cites sanctions for:

1. Representation to a liquor dealer that a minor is of age (Section 6309)

2. Inducement of minors to buy liquor or malt or brewed beverages (Section 6310)

3. Sale or furnishing, or purchase with the intent to sell or furnish, liquor or malt or brewed beverages to persons less than 21 years of age (Section 6310.1)

Criminal Code sanctions based on type and number of violations may include fines, imprisonment, conviction of offenses ranging from summary offenses to misdemeanors of the second degree, loss of driver's license, predisposition evaluation to determine the extent of the individual's involvement with alcohol, and/or the requirement to successfully complete a prescribed program of education, intervention or counseling approved by the Department of Health.

Notification to parents is mandated for arrest under sections 6308 and 6310.3. Regarding the issue of Third-Party Liability, Section 493 of the Pennsylvania Liquor Code states: ''It shall be unlawful for any...person, to sell, furnish or give away liquor or malt or brewed beverages, or to permit any liquor or malt or brewed beverages to be sold, furnished or given, to any person visibly intoxicated,.. . . or to any minor or to habitual drunkards, or persons of known intemperance habits.''

The Supreme Court of Pennsylvania states in the case of Congini vs. Portersville Valve Co., 504 Pa 157, 470 A.2d 515 (1983) that social hosts are ''negligent per se in serving alcohol to the point of intoxication to a person less than twenty-one years of age, and they can be held liable for injuries proximately resulting from the minor's intoxication.'' That liability can extend to include claims for injuries to the intoxicated minor.

Regarding illicit drugs (categorized as Schedule I, II, III and IV substances under the Controlled Substances Act), Act 64 of the Federal drug and Cosmetic Act prohibits:

1. Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substances.

2. The adulteration or misbranding of any controlled substance, drug or device.

3. Forging, counterfeiting or falsely representing the label, stamp, etc. of any drug or substance.

4. Acquisition of a controlled substance or drug by misrepresentation, fraud or forgery (forged prescriptions) or obtaining from medical sources by feigning symptoms of an illness.

5. Growing marijuana, cultivating, and compounding, packing, storing, concealing, ingesting or otherwise introducing controlled substances into the human body.

6. Possession of drug paraphernalia to include pipes, cutters, scales, etc.

Penalties for violations under Act 64 may include: arrest and/or conviction for offenses ranging from summary to felony status, imprisonment, fines, and/or the loss or forfeiture of products, property, raw materials and vehicles used or obtained in the commission of prohibited acts under Act 64.

All matters relating to alcohol are governed by the Pennsylvania Crimes code, Pennsylvania Liquor code, and related state statutes. The drinking age in this state is 21 years of age or over. No person under the age of 21 is permitted to:

1. Attempt to purchase, consume, transport, possess, OR purchase, consume, transport or possess alcoholic beverages.

2. Use, possess, sell, manufacture or attempt to use, possess, sell, or manufacture false identification.

7.6.7 State and Local Laws/Ordinances

City of Erie Ordinance on Alcoholic Beverages

704.01 CONSUMPTION IN MOTOR VEHICLE; DISCARDING CONTAINERS.

No person shall:

(a) Consume an alcoholic beverage of any kind or description, as defined by the

Liquor Control Board of Pennsylvania, while in or on a vehicle which is moving, parked, stopped or standing on any street, roadway or other public way in the

City; or for the driver, owner or person in control of any vehicle to permit any person or persons to drink intoxicating liquor or fermented malt beverages therein or thereon, while the same is being driven, or is stopped, standing or parked on any street, roadway or other public way in the City.

(b) Break, leave, discard or deposit in any manner any glass, bottle, glassware, can or container of any kind, make or description on any public street, sidewalk, parks, parking area or public places of any nature within the limits of the City except in designated containers. (Ord. 54-1977 Â§1. Passed 8-10-77.)

704.99 PENALTY.

Any person violating any of the provisions of this article is guilty of a summary offense and, upon conviction thereof, shall be punished by a fine of not less than ten dollars ($10.00) nor more than three hundred dollars ($300.00); and up to ninety days in jail. (Ord. 54-1977 Â§2. Passed 8-10-77.)

City of Erie Ordinance on Loitering in Aid of Drug Offenses

(a) No person, with purpose to commit or aid the commission of a drug abuse

offense, shall loiter in any public place, and do any of the following:

(1) Repeatedly beckon, stop, attempt to stop, or engage passers-by or pedestrians in conversation; or

(2) Repeatedly stop or attempt to stop motor vehicles; or

(3) Repeatedly interfere with the free passage of other persons.

(b) No person, with purpose to commit or aid the commission of a drug abuse offense, shall loiter in any public place.(Ord. 29-1993 Sec. 1. Passed 4-7-93.)

737.99 PENALTY.

Whoever violates any provision of this article is guilty of loitering in aid of drug offenses, a summary offense, and upon conviction, is subject to a fine not to exceed one thousand dollars ($1,000), or upon imprisonment of not more than ninety days or both. (Ord. 29-1993 Sec. 1. Passed 4-7-93.)

706.01 PRESENCE OR PARTICIPATION IN DISORDERLY HOUSE PROHIBITED.

No individual shall be knowingly present and/or participating in an ill governed or disorderly house or place wherein gambling or drinking is occurring when the same constitutes a common nuisance or disturbance to the neighborhood or orderly citizens. (Ord. 5-1968 Â§1. Passed 2-7-68.)

706.99 PENALTY.

Whoever violates any provision of this chapter shall be fined not more than three hundred dollars ($300.00) or imprisoned not more than ninety days, or both (Ord. 5-1968 Â§2. Passed 2-7-68.)

Pennsylvania Illegal Drug Use Penalties

Pennsylvania drug violations are covered under the Controlled Substance, Drug, Device, and Cosmetic Act, 35 P.S. Â§ 780-101 et seq.

This Act prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act, as well at the knowing possession of controlled substances unlawfully acquired.

Section 780-104 lists all controlled substances.

Section 780-113a lists the 35 prohibited acts.

Section 780-113b lists the specific penalties for any violation.

Some examples of prohibited acts and penalties are:

— Possession with intent to use and/or sell drug paraphernalia. Upon conviction, an individual may be sentenced to imprisonment not exceeding one (1) year, pay a fine not exceeding $25,000, or both.

— Possession of a controlled substance classified in Schedule I, II, or III is considered a felony offense, and upon conviction an individual shall be sentenced to imprisonment not exceeding five (5) years, pay a fine not exceeding $15,000, or both.

— Conviction for possession of controlled substance classified in Schedule IV may result in imprisonment of up to three (3) years, a fine up to $10,000, or both.

— Conviction for possession of a controlled substance classified in Schedule V may result in imprisonment of up to one (1) year, a fine up to $5,000, or both.

Section 780-114 of the Act addresses the distribution of substances to persons under age eighteen. Any person who is at least twenty-one years of age and who is not himself a drug dependent person and who violates this act by distributing a controlled substance listed in Schedules I through V to a person under eighteen years of age who is at least four years his junior is punishable by a term of imprisonment up to twice that otherwise authorized.

Section 780-115 of the Act states that the penalties to any person convicted of a second or subsequent offense may be imprisonment for a term up to twice the term otherwise authorized and a fine for an amount up to twice that otherwise authorized, or both.

The Pharmacy Act of 1961, 63 P.S. Â§ 390-8: It is unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a $5,000 fine, or both. For each subsequent offense, the maximum penalty is three years imprisonment, a $15,000 fine, or both.

The Vehicle Code, 75 Pa. C.S.A. Â§ 3802 et seq: A person is prohibited from driving, operating, or being in actual physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance, or both, if the driver is thereby rendered incapable of safely driving, operating or being in actual physical control of the movement of the vehicle or if the alcohol concentration in the individual's blood or breath exceeds the stated limits. Penalties for first-time violators of the Act range from probation and a $300 fine or both to a maximum of six months imprisonment, a $5,000 fine or both. Penalties for subsequent violations increase to a maximum of five years imprisonment, a $10,000 fine, or both. In addition to the above penalties, the court has discretion to order any or all of the following: highway safety training, drug or alcohol treatment, community service, use of an ignition interlock device and/or suspension of operating privileges.

Beginning August 23, 2011, possessing, using or selling synthetic designer drugs, such as Spice, K2 and other such substances marketed as ''incense'' or substances known on the street as ''bath salts'' or ''fake cocaine'' will be illegal in Pennsylvania. The new law makes conviction on a first offence for delivery - or intent to deliver the designer drugs - punishable by up to five years imprisonment and $15,000 fine. Conviction for possessing the drugs is punishable by up to one year in prison and $5,000 fine.

Title 18 - Pennsylvania Alcohol Crimes Code

PUBLIC DRUNKENNESS

Section 5505 of the Pennsylvania Crimes Code (Title 18)

A person is guilty of a summary offense if he appears in any public place manifestly under the influence of alcohol... to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

Penalty 1st Offense

Fine 0-$300

Jail 0-90 days

MISREPRESENTATION OF AGE TO PURCHASE LIQUOR ORMALT OR BREWED BEVERAGES

Section 6307 of the Pennsylvania Crimes Code (Title 18)

A person is guilty of a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations if he/she being under the age of 21 years, knowingly and falsely represents himself to be 21 years of age or older to any licensed dealer, distributor or other person, for the purpose of procuring or having furnished to him, any liquor or malt or brewed beverages.

Penalty 1st Offense 2nd Offense Subsequent Offenses

Fine 0-$300 0-$500 0-$500

Jail 0-90 days 0-90 days 0-90 days

License

Suspension 90 days 1 year 2 years

Parental notification is mandated.

PURCHASE, CONSUMPTION, POSSESSION OR TRANSPORTATION OF LIQUOR OR MALT OR BREWED BEVERAGES BY A MINOR

Section 6308 of the Pennsylvania Crimes Code (Title 18)

A person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor or malt or brewed beverages.

Penalty 1st Offense 2nd Offense Subsequent Offenses

Fine 0-$300 0-$500 0-$500

Jail 0-90 days 0-90 days 0-90 days

License

Suspension 90 days 1 year 2 years

Parental notification is mandated.

REPRESENTING TO LIQUOR DEALERS THAT A MINOR IS OF AGE

Section 6309 of the Pennsylvania Crimes Code (Title 18)

A person is guilty of a misdemeanor of the third degree if he/she knowingly, willfully and falsely represents to any licensed dealer or other person, any minor to be of full age, for the purpose of inducing [that] person to sell or furnish any liquor or malt or brewed beverages.

Penalty

Fine $300-$2500

Jail 0-1 year

INDUCEMENT OF MINORS TO BUY LIQUOR OR MALT OR

SELLING OR FURNISHING LIQUOR OR MALT ORBREWED BEVERAGES TO MINORS

Section 6310.1 of the Pennsylvania Crimes Code (Title 18)

A person commits a misdemeanor of the third degree if he/she intentionally and knowingly sells or... furnishes or purchases with the intent to sell or furnish any liquor or malt or brewed beverages to persons less than 21 years of age.

This section does not apply to any religious service or ceremony which may be conducted in a private home or a place of worship where the amount of wine served does not exceed the amount reasonable, customarily and traditionally required as an integral part of the service or ceremony.

Penalty 1st Offense 2nd Offense and Subsequent Offenses

Fine $1000-$2500 $2500

Jail 0-1 year 0-1 year

Regarding the issue of Third Party Liability, Section 493 of the Pennsylvania Liquor Code states: ''It shall be unlawful for any...person, to sell, furnish or give away liquor or malt or brewed beverages, or to permit any liquor or malt or brewed beverages to be sold, furnished or given, to any person visibly intoxicated,... . or to any minor or to habitual drunkards, or persons of known intemperance habits.''

The Supreme Court of Pennsylvania states in the case of Congini vs. Portersville Valve Co., 504 Pa 157, 470 A.2d 515 (1983) that social hosts are ''negligent per se in serving alcohol to the point of intoxication to a person less than twenty-one years of age, and they can be held liable for injuries proximately resulting from the minor's intoxication.'' That liability can extend to include claims for injuries to the intoxicated minor.

MANUFACTURE OR SALE OF FALSE IDENTIFICATION CARD

Section 6310.2 of the Pennsylvania Crimes Code (Title 18)

A person commits a misdemeanor of the second degree if he intentionally, knowingly or recklessly manufactures, makes, alters, sells or attempts to sell an identification card falsely representing the identity, birth date or age of another.

Penalty 1st Offense 2nd Offense and Subsequent Offenses

Fine $1000-$2500 $2500 - $5000

Jail 0-2 years 0-2 years

CARRYING A FALSE IDENTIFICATION CARD

Section 6310.3 of the Pennsylvania Crimes Code (Title 18)

A person commits a summary offense for a first violation and a misdemeanor of the third degree for subsequent violations if he/she, being under 21, possesses an identification card falsely identifying that person by name, age, date of birth or photograph as being 21 years or age or older or obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card.

Penalty 1st Offense 2nd Offense Subsequent Offenses

Fine 0-$300 0-$500 0-$500

Jail 0-90 days 0-1 year 0-1 year

License

Suspension 90 days 1 year 2 years

Parental Notification is mandated.

SELLING OR FURNISHING NONALCOHOLICBEVERAGES TO PERSONS UNDER 21

Section 6310.7 of the Pennsylvania Crimes Code (Title 18)

A person commits a summary offense if he intentionally and knowingly sells or furnishes nonalcoholic beverages to any person under 21 years of age.

As used in this section, the term ''nonalcoholic beverage'' means any beverage intended to be marketed or sold as nonalcoholic beer, wine or liquor having some alcohol content but not containing more than 0.5% alcohol by volume.

Penalty

Fine 0-$300

Jail 0-90 days

RESTRICTION ON ALCOHOLIC BEVERAGES

Section 7513 of the Pennsylvania Crimes Code (Title 18)

It is unlawful for any person who is an operator or an occupant in any motor vehicle to be in possession of an open alcoholic beverage container or to consume any alcoholic beverage or controlled substance—in a motor vehicle while the motor vehicle is located on any highway in this commonwealth.

This section does not prohibit possession or consumption by passengers in the passenger areas of a motor vehicle designed, maintained or used primarily for the lawful transportation of persons for compensation, including buses, taxis and limousines, or persons in the living quarters of a house coach or house trailer. Any person who violates this section commits a summary offense.

Penalty

Fine 0-$300

Jail 0-90 days

MINOR PROHIBITED FROM OPERATING WITH ANY ALCOHOL IN SYSTEM

Section 3718 of the Pennsylvania Vehicle Code

Notwithstanding any other provision of this title, a minor (person under 21 years of age) shall not drive, operate or be in physical control of a motor vehicle while having any alcohol in his system. A person who violates this section commits a summary offense and shall, upon conviction, be sentenced to pay a fine of $100.

HOMICIDE BY VEHICLE WHILE DRIVING UNDER THE INFLUENCE

Section 3735 of the Pennsylvania Vehicle Code

Any person who unintentionally causes the death of another person as the result of— driving under the influence of alcohol or controlled substance and who is convicted of violating [the law regarding driving under the influence] is guilty of a felony of the second degree when the violation is the cause of death. The penalty is a mandatory sentence of 3-10 years incarceration and consecutive 3-10 year terms for each victim whose death is a result. The fine may be as high as $25,000 per victim.

AGGRAVATED ASSAULT BY VEHICLE WHILE DRIVING UNDER THE INFLUENCE

Section 3735.1 of the Pennsylvania Vehicle Code

Any person who negligently causes serious bodily injury to another person as the result of a violation of section 3802 (relating to driving under the influence of alcohol or controlled substance) and who is convicted of violating section 3802 commits a felony of the second degree when the violation is the cause of the injury.

DRIVING UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED SUBSTANCE

Section 3802 of the Pennsylvania Vehicle Code

Disclaimer: This information is not intended to be legal advice, but merely conveys general information related to drinking and driving. For more information, please contact your local District Attorney's Office or a private attorney.

A person shall not drive, operate or be in actual physical control of the movement of any vehicle:

— While under the influence of alcohol to a degree which renders the person incapable of safe driving;

— While under the influence of any controlled substance . . . to a degree which renders the person of incapable of safe driving;

— While under the combined influence of alcohol and any controlled substance to a degree which renders the person incapable of safe driving; or

— While the amount of alcohol by weight in the blood of the person who is an adult is 0.08% or greater or a minor is 0.02% or greater.

It is considered prima facie evidence if an adult has 0.08%, a minor has 0.02%

or anyone operating a commercial vehicle has 0.04% or more by weight of alcohol in his or her blood at the time of driving, operating or being in actual physical control of the movement of said vehicle. For the purpose of this section, the chemical test of the sample of the person's breath, blood or urine shall be from a sample obtained within two hours after the person drove, operated or was in actual physical control of the vehicle.

In some cases, first time DUI offenders may be eligible for the Accelerated Rehabilitative Disposition (ARD) program. Offenders may not be eligible for the ARD Program if they:

— Have been convicted of a DUI within the past ten (10) years

— Have seriously injured or killed someone as the result of a DUI crash or

— Have been charged at the time of a DUI with another specific serious vehicle

violations.

In addition, the District Attorney may have other requirements that may disqualify someone from ARD.

— up to 12-month license suspension

— community service

— restitution

— 6-month court supervision

— attendance at Alcohol Highway Safety School and its costs

— CRN evaluation

— court and administrative costs

— treatment and other conditions that a judge may impose A new Pennsylvania law will take effect on August 29, 2011, which addresses medical amnesty. Senate Bill 448 creates immunity from prosecution for a person under the age of 21 for the possession or consumption of alcoholic beverages if law enforcement, including campus safety police, became aware of the possession or consumption solely because the individual was seeking medical assistance for someone else. The person seeking the assistance must reasonably believe he or she is the first to call for assistance, must use his own name with authorities, and must stay with the individual needing medical assistance until help arrives..

Misdemeanor or Felony Offenses could affect Licenser/Certification/Hiring in the following professions:

Accountant Insurance Adjuster Architect

Law Enforcement Federal jobs State Jobs

Education Coaching Insurance

Real Estate Health Sciences Engineering

Those individuals working for companies that are contracted through local, state, or federal agencies.

For a full listing of professions that may be denied to you for alcohol-related misdemeanors or felonies, see : http://www.lcbapps.lcb.state.pa.us/webapp/education/item_images/0307.pdf.

7.6.8 Federal Drug Laws

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses.

Federal Drug Possession Penalties:

21 U.S.C. 844 (a)

First conviction: up to one year in prison and fined $1,000 to $100,000, or both.

After one prior drug conviction: 15 days to two years in prison, and fined $2,500 to $250,000, or both.

After two or more prior drug convictions: 90 days to 3 years in prison and fined $5,000 to $250,000 or both.

Special sentencing provision for possession of crack cocaine:

Mandatory at least five years in prison, not to exceed 20 years and fined up to $250,000 or both if:

a) first conviction and amount of crack possessed exceeds 5 grams

b) second crack conviction and amount of crack possessed exceeds 3 grams

c) third or subsequent crack conviction and amount of crack possessed exceeds 1 gram.

21 U.S.C. 853 (a) (2) and 881 (a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment (See special sentencing provision for crack.)21 U.S.C. 859(a)(b)

Any person at least eighteen years of age who distributes a controlled substance to a person under twenty-one years of age is subject to twice the maximum punishment by law, to be at least one year, and three times the maximum punishment by law for second and subsequent offenses, to be at least one year.

21 U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 862 (a)

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

7.7 Student Code of Conduct

Gannon University is a Catholic Diocesan institution that is committed to promoting an environment that is conducive to learning, living, and engaging in student life. The University student accountability process is designed to be both educational and developmental. This process must balance the wellbeing of the individual with while also balancing the wellbeing of the entire campus community.

Each student is a member of the Gannon Community. All members of the community are expected to abide by the standards set forth based on the University's shared values rooted in the Catholic tradition. Students are responsible for their own behavior, and when reasonable the behavior of their guests and other members of the community.

The student accountability process is an educational process and is different from criminal or civil court proceedings. In the accountability process students may be found responsible for violations of policy if they are found more likely than not to have violated a policy.

7.7.1 Authority

The student handbook contains the University's community standards and expectations. Students are responsible for knowing the handbook and are provided a link to the handbook each year. The University utilizes GU email as the official mode of communication. Students are responsible for checking their email on a daily basis. A student is defined as any individual accepted at the institution. The University's community standards and conduct process apply to all students including: full time, part time, dual enrollment, graduate, 2 doctoral as well as all student clubs and organizations. Upon admission to the University, students acknowledge their awareness and agree to adhere to the policies and regulations.

The community standards of the University apply to student behavior that takes place on campus, off campus, or at University sponsored events including, but not limited, to ABST, TRAVEL, and study abroad. Community standards may be applied to behavior conducted online. Public postings on social media sites, chats, blogs, twitter etc. may lead to allegations of community standard violations. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.

Students are responsible for their guests and may be found responsible for violations of community standards committed by their guest when reasonable. Visitors or guests may report violations of community standards committed against them by members of the community.

When the University becomes aware of a violation of community standards off campus the behavior will be investigated to determine if a violation has occurred.

Alleged violations of federal, state, or local law will be investigated and addressed through the accountability process. This process will typically go forward regardless of any criminal complaint that may come about from the same incident.

There is no time limit on reporting violations of the community standards, however, the longer someone waits to report a violation, the harder it becomes for the University to investigate.

Anonymous complaints are permitted but doing so may limit the University's ability to investigate and respond to the complaint. Individuals aware of misconduct are encouraged to report it as soon as possible to the Office Director of Student Accountability or to Campus Police and Safety. Reports can be made online at: https://cm.maxient.com/reportingform.php?GannonUniv&layout_id=1

7.7.2 Community Standards

Alcohol

Impairment due to alcohol or drug use is never an excuse for misconduct. Each student is responsible for conducting themselves in ways consistent with federal, state, and local laws, for following University policies and for assisting those impaired by alcohol or drug use in the interests of their health and well-being.

Students 21 or older, who choose to consume alcoholic beverages, are expected to do so in moderation and with responsible decision making. Negative actions including loud or disruptive behavior, interference with the cleanliness of the residence halls, or drinking habits which are disruptive or injurious to the health or education of individuals will not be tolerated.

Each student is responsible for conducting themselves in ways consistent with federal, state, and local laws, and following University policies for assisting those impaired by alcohol or drug use in the interests of their health and well-being. Impairment due to alcohol or drug use is never an excuse for misconduct.

The following expectations are for all students and their guests:

1. Individuals must be at least 21 years old to purchase, possess, or consume alcoholic beverages, as required by state law.
2. Students of legal age residing in campus housing will follow university standards (including state laws) relating to alcohol use. In order for alcohol to be allowed in the room, at least one of the residents of that room must be of legal age.
3. Anyone under the age of 21 is not permitted to be in a room where alcohol is visibly being consumed unless that person is (are) the roommate(s) of the resident over the age of 21.
4. In instances where anyone under the age of 21 is consuming and/or possessing alcohol, ALL alcohol present will be disposed.
5. Possession and/or consumption of alcoholic beverages is not permitted in hallways, lounges, stairways, courtyards, community bathrooms, parking lots, patio/balconies, or any public areas on-campus. All alcohol transported through public areas must be unopened.
6. Bars, Kegs, jungle juice, or common source containers that contain alcoholic beverages are prohibited.
7. Possession of or furnishing a fake ID is prohibited.
8. Public advertisement of private gatherings in a resident's room is prohibited.
9. All private gatherings held in student rooms/apartments must be confined to the specific room and the door must be closed.
10. Any games, activities, or equipment whose specific purpose that promotes the rapid or excessive consumption of beverages use of alcohol are not permitted. Any such items may be confiscated and not returned if found.

11. Residents are responsible for their behavior, and when reasonable, that of their guests. Alcohol use/misuse does not excuse disruptive, excessively noisy, or indecent behavior.

12. Empty alcohol containers may not be displayed in rooms as decoration. Students under the age of 21 may not possess containers or vessels used for consuming alcohol (shot glasses, flasks, etc.).

13. Students are not permitted to furnish alcohol to minors or to provide a place for minors to consume alcohol.

14. Consuming alcohol in a manner that results in intoxication or in behavior judged to be abusive, offensive, disorderly, unlawful, or dangerous to others is not permitted.

Amnesty

In cases of intoxication and/or alcohol poisoning, the primary concern of the University is the health and safety of the individual(s) involved. Individuals who seek medical assistance for themselves or actively assist another individual in seeking to seek help while under the influence of alcohol may not be held responsible for a violation of the University's alcohol policy.

Amnesty may be granted if:

- Student meets with the Director of Student Accountability or their designee following the incident.
- No other conduct violations (such as disorderly conduct, assault, vandalism etc.) were committed by the student during the same incident.
- The student completes a required educational follow-up in a timely manner.
- Actions or behaviors result from incidents of hazing.

Amnesty does not apply when:

- Students wait until Campus Police or Residence Life Staff arrive.
- Community standards Conduct violations other than those related to alcohol. occur.

Animals

Students are not permitted to bring animals into any university buildings. Fish, in a tank ten gallons or less, are permitted in university owned residence halls. Emotional Support and Therapy Animal requests must be approved prior to the arrival of the animal by the Offices of Disability Services and Residence Life.

Arrest

Students are responsible for notifying the Office of Student Accountability within 72 hours of release if they have been arrested, cited, or issued a Protection from Abuse order.

Bullying/Cyber-Bullying

Engaging in repeated and/or sever aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person physically or mentally.

Any negative behavior whether verbal, psychological, physical, or electronic conducted by an individual or group against another individual which is recurring over time.

Complicity

Presence during any violation of University community standards, regulations, or policies in such a way as to condone, support, or encourage the attempted or carried out violation.

Discrimination

Engaging in harassment or discrimination based on race, color, religion, disability, national origin, sexual orientation, gender, age, marital status, and/or any group protected by law.

Any act, or failure to act, that is based upon an individual's or group's actual or perceived status that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities.

Dishonest Behavior

1. Engaging in any form of dishonesty, including cheating, plagiarism, fabrications, or assisting others in doing so.
2. Knowingly furnishing false information to the University, or misrepresentation of information about oneself or others when providing information to a University official acting in performance of her/his duties.
3. Engaging in forgery, alteration, or the unauthorized use of University records, documents, or instruments of identification.
4. Misusing financial assistance (aid) through fraud or abuse.

Disorderly Conduct

Unreasonable or reckless behavior by an individual or group that creates a potentially unsafe situation to members of the community or property; disruption of the peace or interferences with the normal operation of the University or University sponsored events; and/or infringements on the rights of others.

Disruption

Conduct that a reasonable person would view as substantially or repeatedly interfering with the normal functioning of a class, clinical setting, co-op setting, residence hall or other setting is prohibited. Additionally, conduct that interferes with, impairs, or obstructs the orderly conduct, processes and functions of the University or which may adversely and unreasonably impinge on the legitimate interest of others is prohibited.

The following are examples of disruptive behavior ([but not limited to):

- Use of profanity or derogatory language
- Intoxication
- Verbal abuse (i.e., taunting, badgering, intimidation)
- Harassment (i.e., use of fighting words, stalking)
- Threats of harm to oneself or others
- Conduct that intentionally or recklessly threatens or endangers the health or safety of any person.
- Behaviors that interfere with an academic activity
- Physical violence (i.e., shoving, grabbing, assault, use of weapons)

Drugs

Gannon University regulations on controlled substances are based on Federal and Commonwealth of Pennsylvania laws. Any violation of these laws or regulations on- or off-campus will be grounds for University Disciplinary Sanctions.

The following activities are prohibited and include but are not limited to:

1. The use, possession, manufacture, sale, or distribution of controlled substances, without a prescription, on University property or at University sponsored events.

2. The use or storage of medical marijuana is not permitted on campus in compliance with the Drug Free Schools Act.

3. The misuse or illegal distribution of prescription and non-prescription medications/controlled substances.

4. Possession or use of drug paraphernalia, including but not limited to pipes, bongs, rolling papers, and blow tubes. Hookahs are not permitted on campus and are prohibited paraphernalia.

5. Irresponsible conduct under the influence of a controlled substance, on or off- campus, which brings discredit or disfavor to the University.

6. Use of substance to induce euphoria.

7. Supplying drugs, including methods of using controlled substances, for whatever reason, in whatever amount, and in all circumstances.

8. The smoking of any type of herbal blend or mix. In the case of marijuana, the detection of odor is sufficient evidence to justify a search and/or to constitute a violation of University policy.

9. Being present in a room/apartment in which a controlled substance or paraphernalia is found, possessed, used or sold. All individuals present will share responsibility on or off-campus.

10. Campus visitors found in possession of, supplying, or under the influence of controlled substances in violation of this policy will be asked to leave University property immediately. They may be prosecuted under Commonwealth of Pennsylvania, local or federal law. Community members may be held responsible for the actions of their guests.

Failure to Comply

Failure to comply with a reasonable directive from university officials including faculty, staff, law enforcement officials, and Residence Life staff.

Fire Safety

Violation of local, state, federal or campus fire policies including, but not limited to:

1. Intentionally or recklessly causing or starting a fire.
2. Failure to evacuate a University controlled building during a fire alarm/drill.
3. Improper use of University fire safety equipment.
4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property.
5. Incense and/or candles of any kind, burned or unburned, are not permitted.
6. In residence halls and apartments, the following items are not permitted:

   (Other appliances not listed must be approved by ORL in advance of being in the room):

   Halogen lamps or light bulbs

   Space heaters

Toaster Ovens

Hotplates

Potpourri pots

Refrigerators/ Mini-fridges/ Freezers

Deep fryers

Air conditioners

Sun lamps and tanning beds

Broilers or any open-faced or heating appliance

Heated Blankets

Personal Freezers Personal

BBQ Grills

Oil/wax warmers

Panini-presses or similar countertop grills (such as George Foreman grills), toasters and toaster ovens are permitted in suites or apartments with a university-designated kitchen or kitchenette counter space only.

7. Holiday string lights are allowed but should not be strung together resulting in long chains of multiple light strands.

8. Decorations and/or lights may not be hung or wrapped around fire suppression equipment

If you have a question about an appliance please contact the Office of Residence Life at reslife@gannon.edu.

Falsification/misrepresentation

Knowingly furnishing, possessing, or creating false or forged materials, documents, accounts, records or identification

Gambling

Students are expected to abide by the Federal and Commonwealth of Pennsylvania laws prohibiting illegal gambling. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law.

Harassment

Behavior that is sufficiently severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to:

verbal abuse, threats, intimidation, coercion or other behaviors/actions that have no legitimate purpose.

harassment, and coercion.

In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written, or electronic means.

Hazing

Gannon University Anti-Hazing Policy

Gannon University maintains a zero-tolerance policy with respect to hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, may be subject to disciplinary action by the University, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18. Pa. C.S. 2801, et seq.

For the purposes of this Policy, it shall not be a defense that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by the organization.

Definition

Hazing is any reckless or intentional act that produces physical, mental, or emotional harm, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups that is expected or required of new and /or current members of a team, group, or organization. Permission or approval by the person(s) being hazed is never a defense to violations of this Policy. Examples of hazing may include, but are not limited to:

1. Violation of Federal, State, or Local law or University policy or procedure;
2. Consuming any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;

3. Enduring brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;

4. Enduring brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;

5. Enduring brutality of a sexual nature;

6. Enduring any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Aggravated Hazing: when a person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and

1. The person acts with reckless indifference to the health and safety of the minor or students; or

2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing: when an organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated Hazing.

Minor: Regardless of student status, a minor is any person under the age of eighteen (18).

Students: for purposes of this Policy only, an individual who attends or has applied to attend or has been admitted to the University.

Amnesty

In cases of hazing, the primary concern of the University is the health and safety of the individual(s) involved. The University may provide amnesty for Student Code of Conduct violations to a student(s) who actively seek assistance for any student(s) endangered by possible acts of hazing. Amnesty under this Policy may not prevent civil, criminal, or parent organization penalties.

Sanctions

In addition to criminal and civil penalties, students, teams, groups, or organizations found responsible for violating this policy will be sanctioned according to the Gannon University Code of Student Conduct.

Possible sanctions range from probation to expulsion for individual students and probation to permanent revocation of recognition for teams, groups, and/or organizations. The University reserves the right to publish reports of confirmed violations of hazing and communicate these to any parent organization operating on campus.

Incidents of hazing can be reported at:
https://cm.maxient.com/reportingform.php?GannonUniv&layout_id=1

Intimidation

Intimidation is defined as Implied threats or acts that cause a reasonable fear of harm.

Personal Conduct

Personal Conduct - Conduct violating contemporary community standards of morality. Any activity not in conjunction with the University's Mission Statement will not be tolerated. Any type of lewd or indecent conduct on University property, or at University sponsored events, will also not be tolerated. Every student is expected to be a ''Good Samaritan'' and provide help when needed or inform the proper University office if another student or member of the community is in distress. Depending on the situation, sanctions that may be applicable may be waived. Violations may be classified in the following categories:

1. Conduct unbecoming of a Gannon Community Member
2. Conduct unbecoming of a professional
3. Conduct unbecoming of a Good Samaritan

Retaliation

Negative actions or behaviors against any person or group who make a complaint, cooperate with an investigation, or participate in a resolution process are a violation of University policy. Retaliation can take many forms, including, but not limited to continued abuse or violence, bullying, threats, and intimidation.

Sexual Misconduct Policy

Sexual Misconduct Policy - The Sexual Misconduct Policy and procedures may be found at: https://www.gannon.edu/uploadedFiles/Content/SexualMisconductPolicy2020.pdf

Solicitation

No outside person, organization, student, staff, faculty or business may solicit on the University campus without the express permission of the Vice President of Planning and Finance.

Advertising Regulations for Residence Halls

The following regulations apply to all students, clubs, and organizations affiliated with Gannon University as well as outside groups. For advertising solicitation within residence halls/apartments, prior approval must be obtained from the Office of Residence Life.

This must be communicated in writing in advance to the Director of Residence Life or his/her designee within 10 days prior to the requested event. Requests would include a meeting, signage, or any other type of direct or indirect event.

Signs/posters must be submitted to the Office of Residence Life 10 days prior to the desired event for approval and timely posting.

have prior approval from the Office of Residence Life. Every effort will be made to provide a suitable meeting place within the building or on a particular floor. Individuals will be prohibited from visiting each floor or going door-to-door within the residence buildings because of safety concerns.

Theft

Unauthorized possession or taking of University property, the property of any member of the University community, or the property of others on- or off-campus.

Threatening Behaviors

An expressed or implied threat to interfere with an individual's health or safety, or with the property of the University, or property on University premises belonging to others, which causes a reasonable apprehension or fear of physical, mental, or emotional harm/injury that such harm or injury is about to occur. Threatening behaviors may include threat and intimidation.

Threat

Written, or verbal, or electronic conduct that causes a reasonable expectation of injury to health or safety of any person or damage to any property.

Tobacco

The use of any form of tobacco (including smokeless tobacco or blends, vaping, and e-cigarettes) is prohibited in University vehicles and buildings. Tobacco use, including vaping and e-cigarettes, is restricted to open areas, well away from entrances to or around any University buildings (20-feet no-smoke zone). Any byproducts of tobacco usage are to be properly discarded. All university owned housing units are smoke and tobacco free buildings. All smoking must be conducted a minimum of 20 feet from any University housing unit.

Gannon University is committed to nurturing a culture of health and wellness on campus. The hazards of tobacco are well documented among tobacco users and those exposed to second hand smoke. Promotion of a tobacco-free lifestyle is an important step in promoting and optimizing the health status of our greatest resource '' our students, faculty, staff, and neighbors. For this reason, the University is committed to transitioning to a tobacco-free campus.

Definition: Tobacco is defined as any combustible or non-combustible product containing tobacco or tobacco-like substances including but not limited to cigarettes, e-cigarettes (including all vaping or other electronically heated products),cigars, cigarillos, marijuana, pipes, hookah, as well as oral and nasal tobacco (spit, and spitless, smokeless, chew, snuff). Please note this is not an exhaustive list.

Policy: Use of tobacco is prohibited on all University owned, operated, or leased property. This includes all University vehicles, buildings, outdoor walkways, green spaces, and sidewalks unless area is otherwise designated as a ''tobacco area''.

Use of tobacco is also prohibited in personal vehicles parked in University owned, operated, or leased parking lots.

Policy Details:

- This policy applies to all Gannon students, faculty, staff, contractors, and visitors at all times (24 hours a day -7 days a week).
- The University will not advertise or accept sponsorship from tobacco corporations.
- The distribution or sale of tobacco products is prohibited on campus.

Tobacco Cessation Assistance Tobacco cessation programs, referrals, and resources are free and readily available to all members of the Gannon community who have the desire to stop using tobacco. Contact the Gannon University Health and Counseling Center (814-871-7622), the Northwest Pennsylvania Tobacco Control Program (814-451-6700), or the PA Free Quitline (1-800-QUIT-NOW) for more information.

Adherence: The intention behind this policy is to promote a healthy environment for all who study, work, live, and visit our campus. The success of this policy is dependent on the consideration and cooperation of tobacco and nontobacco users. All students, faculty, staff, contractors, and visitors have a shared responsibility to know the policy, honor the policy, and enforce the policy.

Unauthorized Entry/Trespassing

Unauthorized entry into or use of University property, including but not limited to the following is prohibited:

1. University facilities.
2. Equipment or resources (library materials, etc.).

3. Use of keys or swipe cards for access to buildings, rooms or apartments by those other than the contracted Gannon University student residing in said building, room or apartment.

4. Propping doors.

Vandalism

Unauthorized destruction or reckless behavior causing damage of University property or the property of others. on- or off-campus.

Violation of Federal, State, and Local Laws

A violation of any federal, state, local, civil state or federal civil or criminal law is a violation of the student code of conduct , even if the specific conduct prohibited by the law is not listed within this code or the offense is not prosecuted in a court of law. A finding of guilty or an admission of sufficient facts in criminal court may be used to support a violation of University policy.

Violence

Acts or threats of violence and aggression include verbal or physical actions that create fear, apprehension, mental, emotional or bodily harm, or threaten the safety of an individual or group. Examples of such behavior include but are not limited to:

- Slapping, punching or otherwise physically attacking a person.
- A direct or implied threat of harm or hostile behavior that creates a reasonable fear of injury to another person or unreasonably subjects another individual to emotional distress.
- Brandishing a weapon or an object, which appears to be a weapon, in a threatening manner.
- Intimidating, threatening, or directing abusive language toward another person.
- Stalking.
- Intentionally damaging University property or the property of another.

Weapons

Possession, use, or distribution of explosives, guns, or other weapons or dangerous objects, including the storage of any item that falls within the category of a weapon in a vehicle parked on University Property. The following items are prohibited and include but are not limited to:

Explosives

- Fireworks, including sparklers

- Ammunition
- Chemicals that form to make an explosive device
- Guns*
- Air Soft
- BB Guns
- Pellet guns
- Firearms

*Guns utilized for hunting or for the criminal justice class may be stored at the Office of Police and Safety

Dangerous Objects

- Arrows
- Axes
- Machetes
- Nun chucks
- Stun Guns
- Tasers
- Throwing stars
- Knives, other than kitchen
- Swords

Wrongful utilization of goods, services or information

The following activities are prohibited by students and their guests:

1. Embezzling, defrauding, or procuring money, goods or services under false pretenses.
2. Possessing, purchasing or receiving property, money or services knowing them to be stolen or embezzled.
3. Issuing a check on campus knowing that it will not be honored when presented for payment.
4. Duplicating keys, computer access codes, or other devices without proper authorization.
5. Unauthorized use of the computer system, computer access codes, and restricted areas of computer services.

6. Possession and/or use of keys or swipe cards for access to buildings, rooms or apartments by those other than the contracted Gannon University student residing in said building, room or apartment. This policy also applies to administrative buildings - only those Gannon University community members with authorization may possess and use keys and swipe cards to access administrative buildings, offices, and rooms.

7. Unauthorized use or removal of any University furniture, including lounge furniture, from its original location to another location on or off campus.

7.7.3 Disciplinary Procedures

7.7.3.1 Accountability Procedures

Student Accountability Procedures

The Director Office of Student Accountability and/or his/her their designee are responsible for adjudicating all alleged violations of Community Standard cases except academic dishonesty.

Any designee or representative trained as accountability officers will have the authority to hear and adjudicate cases as assigned and designated by the Director Office of Student Accountability and/or their his/her designee.

1. An incident report is submitted reporting a violation of Community Standards and is reviewed by the Director of Student Accountability or their designee.

2. The students involved in an incident will be notified via e-mail or letter. The email or letter will include the date, time, and location of the meeting, and notification of the alleged violations.

3. The Office Director of Student Accountability or their designee meets with the student(s) involved. At this meeting students will be:

    a. Invited to give a statement regarding any information they wish about the incident/event

    b. May choose to accept responsibility for the alleged violations

    c. Made aware of potential outcomes

4. The Director of Student Accountability, or their designee, will gather pertinent information to determine if a violation has occurred. In determining whether a violation has occurred the Director of Student Accountability or designee will analyze information to determine if it was more likely than not that a violation occurred.

5. Students will receive the outcome of the accountability conduct meeting via email after the Director of Student Accountability or designee has made a determination of the outcome.

7.7.3.2 Appeals

Student

All students found responsible for any violations have the right to an appeal. Students may choose to appeal on one of the following basis:

A. A procedural error - a substantial error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, deviation from established procedures, etc.);

B. New Information - information that was unavailable at the original meeting or investigation has come available, that could substantially impact the original finding or sanction.

C. Severity of Sanction - the sanctions imposed are substantially disproportionate to the severity of the violation.

Appeals Process

1. All appeals not involving suspension or expulsion must be submitted in writing within five business days of the received outcome through the on-line appeal form:

   https://cm.maxient.com/reportingform.php?GannonUniv&layout id = 5

2. The appeals will be reviewed by the Director of Student Accountability. In cases where the Director of Student Accountability has heard the original case, appeals will be heard by the Dean of Student Development and Engagement.

3. Students will be notified via e-mail of the decision of the outcome. The decision of the Dean of Student Development and Engagement is final.

In cases involving suspension or expulsion, students must submit return the appeal form within 48 hours of receiving the outcome of the accountability meeting. The Committee on Student Accountability hears all appeals of suspension or expulsion cases. The University strives to hear all appeal hearings within 14 days of submission of the appeal. If the period is longer than 14 days the University will notify the student with an explanation of the extension and an expected time frame for the appeal.

In cases of appeal, the University reserves the right to enforce sanctions during the appeal process if it is determined the physical, mental or emotional well-being of any or all Gannon Community members (including the accused) is at risk.

Appeals by Campus Organizations

Appeals by legitimate campus organizations are subject to the following conditions:

a. Only the advisor of the organization, president of the organization, or the president's delegates (not more than two), will be recognized as having standing to appeal on behalf of the organization. Individual organization members acting without authorization will not be heard. It will be the responsibility of the spokesman to furnish proof satisfactory to the Student Accountability Conduct Committee that they, in fact, have proper authorization to process an appeal on behalf of the organization.

b. During the appeal hearing, the organization making an appeal may have its faculty advisor present. In addition, the organization may, at its discretion, elect to have one additional advisor present.

c. Legitimate campus organizations shall include all clubs and organizations that have University Recognition and Student Government Association approval, according to the University's policy on recognition and approval contained in this handbook in the section entitled ''Student Activities.'' The Waldron Campus Center Student Activities maintains a current list of all clubs and organizations that have University Recognition and Student Government Association Approval.

d. Notification of a pending hearing to the Faculty Advisor will be the responsibility of the Chairperson of the Student Accountability Conduct Committee.

7.7.3.3 Disciplinary Sanctions

When a student is found responsible for violating the Universities Community Standards or other policies they may be subject to sanctions. Below is a non-exhaustive list and description of University sanctions.

Disciplinary Statuses

Written Warning: A student is advised that they have been found in violation of the community standard and they should avoid future violations of the policy.

Official Warning: An official warning that a student has violated a community standard and further violation may lead to higher level sanctions.

Probation: Probation is imposed for serious violations or a pattern of violations. Students placed on probation are not in good standing with the University. Additional violations may lead to suspension or expulsion from the University.

Suspension: Involves the exclusion of the student from participation in any academic or other activities of the university for a specified period. Students who have been suspended from the University forfeit all University fees, are withdrawn from university courses contingent on the academic calendar (if after the withdrawal date students receive F grades), and are not permitted on campus or at University sponsored events without the permission of the Director of Student Accountability. Students who are suspended are permitted to reapply to the University as long as they fulfill all requirements of the suspension.

Expulsion: Expulsion is permanent exclusion of the University. Students who have been expelled forfeit all University fees, are withdrawn from University courses contingent on the academic calendar (if after the withdrawal date students receive F grades), and are not permitted on campus without the permission of the Director of Student Accountability.
Students who are expelled are not permitted to reapply at the University.

Possible Sanctions

When a student is found responsible for violating the University's Community Standards or other policies they may be subject to sanctions. Below is a non-exhaustive , alphabetical list and description of possible University sanctions.

The student accountability process is designed to be educational in nature.

The list below includes, but is not limited to, sanctions for students found in violation of policy.

- Change of Housing

- Community Service
- Counseling
- Education
- Formal Apology
- Interim Suspension
- Loss of Housing
- Non Contact Order
- Parent Notification
- Restitution
- Restricted Campus Access
- Monetary Fines

Change of Housing:

Relocation to a new housing assignment.

Community Service:

Assignment of a number of service hours to be completed within the campus community or the general community.

Counseling:

Students may be required to attend counseling on or off campus. If mandated to attend counseling off campus the student will be responsible for any expenses or costs.

Education:

Students may be required to participate in an educational program or experience.

Formal Apology:

A written statement in which the student reflects and apologizes for their behavior.

Interim Suspension:

When there is reasonable cause to believe that the student's presence at the University poses a significant risk of substantial harm to the safety or security of Themselves, others, or to property, the student may be immediately suspended from until the outcome of the conduct proceedings.

Loss of Housing:

Students may be removed or suspended from University housing for a period of time. A student who has been removed from housing will still be responsible for all fee's outlined in the housing agreement.

No Contact Order:

A directive that mandates a student not to contact another student. A no contact order includes contact, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of University policy.

Parent Notification:

The university may inform a student's parent(s) or legal guardian(s) that the student has been found in violation of university rules and policies.

Restitution:

Students may be required to pay for damages or other expenses.

Restricted Campus Access:

Students may be restricted from entering buildings on campus from registering for certain courses, or from participation in activities.

Monetary Fines:

As a deterrent to certain behaviors, fines may/are issued for violations.

7.7.4 Committee on Student Conduct

7.7.4.1 Structure of the Student Conduct Accountability Committee

Structure of the Student Conduct Accountability Committee

Membership

Eight faculty members, appointed by the President of the Faculty Senate and seven students, appointed by the President of the Student Government Association, will be eligible to serve on appeal hearings. Each appeal committee will consist of five members; each appeal committee will consist of at least one student and one faculty member. From this pool of members, five will be chosen randomly and called to serve at individual appeal hearing as necessary.

One (1) staff member from Student Development and Engagement will be present as an ex-officio member.

Chairperson

The Chairperson of the Student Accountability Committee shall be a faculty member recommended by the Provost and Vice President of Student Development and Engagement and Director of Student Accountability and approved by the Faculty Senate. The Chairperson does not have a term limit and serves continuously upon agreement of the Provost and Vice President of Student Development and Engagement and the President of the Faculty Senate.

Function of the Student Accountability Committee

The Committee shall meet as determined by the needs of the University. A quorum for appeal hearings will consist of five (5) voting members, including the Chairperson. The Committee will ensure all rights are provided an accused student as outlined in the Student Handbook. The committee will review all appeals and a simple majority vote will determine if the committee will take action to modify the original decision.

Procedures

Students who choose to appeal have the right to appear or not appear before the committee. Meetings are closed to the general student body and the public. The advisor may advise the student but may not speak on the student's behalf.

For the protection of both the University and the student, an audio recording of the meeting will be made and kept on file with the Director of Student Accountability.

At the beginning of the hearing, the Director of Student Accountability and/or (or designee) will present the Chairperson of the Student Accountability Committee with a statement of the violation of University policy, along with a description of the University Community Standard or policy violated.

The Director of Student Accountability and/or (or designee) will then present the facts in support of the violation or violations being made.

Any student found to knowingly provide false information in a hearing before the Committee will be subject to expulsion from the University.

After all the facts have been presented and the student has had the opportunity to present information related to the appeal, the Committee, excluding ex-officio members, will deliberate and make its decision based on the information provided. The Committee will render a decision to grant or deny the appeal. If the committee grants an appeal, modifications to the original decision will be recommended to the Director of Student Accountability. The Director of Student Accountability will inform the student of the outcome. If the committee denies an appeal no further action will be taken and the original decision/sanction will remain.

All decisions of the Student Accountability Committee are final, with the exception of "expulsion ". An appeal of an expulsion order may be made to the President of the University. This appeal must be made within 48 hours of the outcome.

The Student Accountability Committee may meet during the last two weeks of a regular academic semester, all University break periods, or Summer Session, even though a quorum may not be present.

7.7.5 Withdrawal Policy

7.7.5.1 Involuntary Administrative Withdrawal

Involuntary Withdrawal is utilized in extraordinary circumstances when a student is unable or unwilling to request a voluntary leave of absence, and such a leave may be necessary because the student's behavior poses a direct threat to the safety of themselves or others or where the student's behavior is disruptive of the university's learning environment.

The involuntary leave will be initiated if based on an individualized assessment, it is determined that there is a significant risk that the student will harm him/herself or others, and that the risk cannot be eliminated or reduced to an acceptable level through reasonable and realistic accommodations and/or on-campus supports. The assessment shall be based on a reasonable medical or mental health judgment, other relevant objective evidence, and the totality of the circumstances. This standard also applies to hearings on the reinstatement of a student who has been withdrawn.

This policy will not be used in lieu of disciplinary actions to address violations of Gannon University's Code of Conduct. A student who has engaged in behavior that may violate the Code of Conduct will be subject to the University Conduct Process.

Before an Involuntary Leave is considered, efforts may be made to encourage the student to take a Voluntary Leave of Absence.

The following procedures will be followed:

The Dean of Student Development and Engagement or a designee shall consult with appropriate University Personnel. The Dean of Student Development and Engagement shall then determine what, if any, immediate action needs to be taken to ensure the safety of the campus community. When safety is an immediate concern, the Dean or his/her designee may remove a student from the campus pending final decision on Involuntary Leave. If this action is deemed necessary, the student will be given notice of the removal and an opportunity to be heard by the Dean of Student Development and Engagement.

Review The following guidelines apply to the review session with the Dean of Student Development and Engagement (or designee)

A. The Dean of Student Development and Engagement will meet with the student about the incident(s), review the process and information, and consult with appropriate internal or external personnel before determining any final University action. The student may have an advisor or support person present for all consultations with the Dean of Student Development and Engagement. Legal counsel is not permitted at review sessions with the Dean of Student Development and Engagement.

B. Student will be informed by University e-mail, the official mode of communication at the University, of the time, date, and location of the review session. At least two days advance notice will be given.

C. The student will be asked to provide any relevant medical records or other information available prior to the meeting.

D. The Dean of Student Development and Engagement will consider relevant medical records and other information available, including information provided in a timely manner by the student. The student may be asked to sign a medical records release, and to authorize direct communication between the Director of Counseling and Health Services and the student's medical provider(s)

E. The Dean of Student Development and Engagement will consult as reasonable and when appropriate in a particular matter with the following individuals or their designees regarding the need for a leave of absence:

a. Director of Campus Police and Safety

b. Dean of the school in which the student is enrolled

c. Academic Advisor

d. Director of Counseling and Health Services

e. Director of Student Accountability

f. Any additional relevant University Personnel

F. The student will have the opportunity to meet with the Dean of Student Development and Engagement or their designee prior to the official review meeting. At this meeting the student may review information that will be presented in support of the involuntary withdrawal.

G. The student and the student's support person may present information for or against involuntary withdrawal and will be given the opportunity to ask questions of others presenting information. The hearing will be conversational and non-adversarial; however the Dean of Student Development and Engagement or other designated person in charge of the review will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded.

H. The Dean of Student Development and Engagement or their Designee will determine if a direct threat exists when a student poses a significant risk to the health and safety of themselves or others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:

a. The duration of the risk;

b. The nature and severity of the potential harm;

c. The likelihood that the potential harm will occur; and

d. The imminence of the potential harm.

I. A written decision will be rendered by the Dean of Student Development and Engagement (or designee) within 5 business days, stating the reasons for its determination. The decision will be delivered via their GU student email account. If the student is withdrawn, the notification will include information concerning when reapplication may be made, as well as specifying any conditions of reinstatement.

7.7.5.2 Administrative Withdrawal/Lack of Engagement

Administrative withdrawal due to lack of engagement in academic courses

Undergraduate

A student who has never attended, stopped attending, or has not completed a sufficient number of assignments or tests in all of his/her courses to the point that he/she cannot pass all of these courses, will be subject to administrative withdrawal. This policy only applies to situations that involve a student's lack of participation in all classes as described. The student's final grades for these courses will be consistent with the policies as stated in the academic calendar. The student will be responsible financially for the semester as outlined in University policies as well as state and federal financial aid policies regarding loss and/or repayment of loans or other aid.

Course faculty will attempt to contact the student and the student's academic advisor as soon as the student's academic behaviors indicate an intervention needed. If this intervention is unsuccessful the faculty or academic advisor will submit an EARS form to the Student Success Center. If an administrator who is addressing a behavior issue with a student discovers that the student is not engaged academically, the administrator should contact the Director of Academic Advising and Student Success

If appropriate, attempts will be made by the Student Success Center in collaboration with the student's academic advisor and/or course faculty member to re-engage the student.

If the student does not comply with the recommendations made by the Student Success Center, or if it is determined by consultation with all of the student's instructors that it is too late to pass all of the courses, then the student's academic advisor will confer with the Director of the Student Success Center, the Academic Dean and if appropriate the Dean of Student Development and Engagement about an administrative withdrawal (complete withdrawal) from the University.

Graduate

A student who has never attended, stopped attending, or has not completed a sufficient number of assignments or tests in all of his/her courses to the point that he/she cannot pass all of these courses, will be subject to administrative withdrawal. This policy only applies to situations that involve a student's lack of participation in all classes. The student's final grades for these courses will be consistent with the policies as stated in the academic calendar. The student will be responsible financially for the semester as outlined in University policies as well as state and federal financial aid policies regarding loss and/or repayment of loans or other aid.

Course faculty will contact the Graduate Program Director as soon as a student's academic behaviors indicate an intervention is needed. If an administrator who is addressing a behavior issue with a student discovers that the student is not engaged academically, the administrator should contact the Director of Academic Advising and Student Success.

The Director will contact the Graduate Program Director to begin the above process. If appropriate, attempts will be made by the Graduate Program Director to re-engage the student.

If the student does not comply with the recommendations made by the Graduate Program Director, or if it is determined by consultation with all of the student's instructors and Program Director that it is too late to pass all of the courses, then the Graduate Program Director will confer with the Academic Dean and Dean of Student Development and Engagement if appropriate about an administrative withdrawal (complete withdrawal) from the University.

7.8 Health Center Policies

HEALTH CENTER POLICIES Southwest Corner 6th and Sassafras Streets Extension 7622 or 7490

Gannon University Health Center (also referred to as the Student Health Services Office) is a minor care facility. The office is staffed by a Nurse Director and two staff nurses. A physician is available at scheduled hours during the fall and spring semester. Doctor's visits are by appointment only. Scheduled nursing appointments may also be made. There are no health services hours during the designated vacation breaks; however, office personnel will be available for administrative duties.

All students who choose to use the services of the Health Center must have the Gannon University Health Examination Form on file in our office. This required medical form, with documentation of immunization completed, must be submitted to be eligible to receive health care services in the Gannon University Health Center. All students at the time of their visits who do not have their form on file will be referred for care. All students in the College of Health Sciences will have two separate forms of eligibility: one for their program requirement (mandated) and one for Health Center services.

The Health Examination Form should be enclosed in the student admission packet. Those students who do not receive the form can pick one up at the Gannon University Health Center or on the Gannon University Student Health Services Office website.

Each student properly registered may, as needed, receive such medical care as the Health Center is equipped to provide at the discretion of the medical staff.

The services provided include:

1. Treatment for minor illness or injury and referrals as necessary

2. Promotion of Wellness Program

3. Health education and information

4. Pharmaceutical purchase for some of the doctor-ordered medication (optional)

5. Gannon Health Insurance Plan Enrollment Packet

Hours are Monday through Friday from 8:00am to 4:00pm.

In the event of an emergency, go to the Hamot Medical Center Emergency Room, 2nd and State Streets or St. Vincent's at 312 W. 25th and/ or if an ambulance is necessary, dial 911.

7.8.1 Student Medical Insurance Plan

Student Medical Insurance Plan

All students are encouraged to maintain health insurance plans while enrolled at the University. Students should be aware of their health insurance plan and the scope of coverage. If you are covered by your parent's health insurance, coverage may be impacted if you change your academic status from full-time to part-time or withdraw from the University.

NOTE: Gannon University has a policy that mandates that all enrolled international students must have Health Insurance coverage; therefore, there will be a charge on their tuition bills for the insurance that Gannon has contracted with an independent insurance carrier to provide. This is an Accident and Sickness Plan. If the International student can provide proof of insurance then he/she will be permitted to sign a waiver and remove this charge.

The University insurance plan is Optional for all other enrolled students. Students who go on internships, rotations, clinicals, etc. need to check with their academic departments to see if there is a requirement to show proof of insurance before going on site. This is particularly true for Health Science majors. Details relating to Gannon University's health insurance coverage, cost, and enrollment instructions can be obtained from the Student Health Services Office or by visiting their website.

7.8.2 Mandatory Meningitis Vaccine Policy

Mandatory Meningitis Vaccine Policy

All new students who will reside in University-owned housing, which includes residence halls, apartments, and sorority houses on campus, are required by Commonwealth of Pennsylvania law to obtain a meningitis vaccine before admission to housing will be granted. Students may sign a waiver and request an exemption from this mandate if the student (or parent, if the student is a minor) provides a signature as to the reason (i.e., religious or medical reason). Enrolled students are encouraged to obtain the vaccine from their primary care provider/clinic and present the form of evidence of being vaccinated prior to obtaining the room key to their housing unit. Information regarding meningitis and the vaccine may be obtained from the Student Health Services Office or its website.

7.8.3 Medical Excuse Policy

Medical Excuse Policy

It is the policy of the Gannon University Student Health Services Office not to issue a written medical excuse for students related to their absence from classes.

It is the responsibility of the student to communicate with his/her professor and to follow the requirements of the professor regarding the course work missed. Penalties for absenteeism depend upon the policy and discretion of the professor, as outlined in the course syllabus.

Written notification to professors regarding student absenteeism due to illness is provided by the Health Center only when a student is hospitalized or has an extended illness requiring three or more consecutive days of absence or hospitalization. Notification is also provided by the Office of Student Living when a student is hospitalized, has an extended illness, has a family emergency, or there is a death in the family.

Professors wishing to verify other cases of student absence due to illness or injury may call the Director of the Student Health Services Office at 871-7490. Dates on which the student received care can be verified; other health information is confidential. Neither the Director of the Student Health Services Office nor the Office of Student Living provides written notification for individual classes missed due to illness.

7.8.4 Mandatory TB Screening Policy and Mantoux Testing for Global Students

Mandatory TB (Tuberculosis) Screening Policy and Mantoux Testing Policy for International Students

All international students must complete a risk assessment questionnaire when the student arrives on campus (during International Student Orientation). If this assessment reveals the student is in the ''high risk'' category as defined by the World health Organization and the Centers for Disease Control, the student must provide documentation of a Mantoux PPD skin test completed within six months of enrollment in the university regardless of prior BCG inoculation.

If the results of the Mantoux PPD skin test are negative, the student will be considered in compliance with the university policy.

If the results of a prior Mantoux PPD skin test are positive, the student may submit a copy of a chest x-ray report and any follow-up treatment received written or translated in English. The student will be retested at the Health Center and if that test is positive the student will be required to follow with the Erie County Department of Health.

If the student does not have documentation of a Mantoux PPD skin test, the student must undergo a skin test which will be administered during International Student Orientation or at Student Health Services. The student will be responsible for following the steps required and directed by Health Center staff.

Information regarding tuberculosis screening and the testing policy may be obtained from the Health Center.

7.9 Student Organizations Policies

Gannon University recognizes the potential in, and the right to, the existence of student clubs and organizations which are in harmony with the mission, goals, and objectives of the University. To these various student groups, Gannon lends its name, support, and resources. Gannon University, exercising its rights and responsibilities, affirms such groups as legitimate and productive members of the University community. Conversely, the University reserves its right to deny or withdraw recognition from any group deemed not to be in concert with its goals and objectives.

Gannon University is a governed community with its ultimate authority residing in the Board of Trustees, delegated authority resting with the President and, through him/her, the various administrative officers and recognized campus bodies. Each of these persons and bodies shares, to an appropriate degree, the role of guardians of the integrity and good name of Gannon University. For this reason, the process of recognizing, supporting, and fostering student organizations is a shared responsibility

7.9.1 University Recognition

Current Version

University Recognition is granted or denied by the Director of the Leadership Development and Campus Engagement Office as the designated University official responsible for the status of clubs and organizations.

7.9.2 Recognition and Approval of a Club/Organization

The following steps will allow for your club/organization to gain recognition with the University. Please contact the LDCE Office at 814-871-7138 or Engagement@gannon.edu if you have questions or concerns while completing the recognition process.

1. To obtain University recognition, a club/organization must submit the annual registration process on EngageU which includes:

A. An organization constitution, including:
   1. Name, Purpose, and Mission of student organization
   2. Non-Discrimination Policy
   3. A statement supporting the mission, goal, and objectives of Gannon University
   4. Membership requirements
   5. Voting privileges
   6. The time frame for election of officers
   7. Roles of executive leadership and the administrative structure
   8. Role of advisor and/or advisory boards
   9. Methods for removing membership and executive officers

B. No member may be on academic probation or have a grade point average of less than 2.0 unless your organization's constitution specifies a higher standard

C. An organization roster, including:
   1. Name of three required officer positions: president, vice president, and treasurer
   2. Name of all active members (minimum of 10 total members)
   3. Name of primary advisor (must be a current Gannon faculty/staff) and all co-advisors

D. A copy of the (inter)national constitution or charter (if the organization is a chapter of an (inter) nationally affiliated organization) must be uploaded to the organization's EngageU page E. A decision to refuse University Recognition may be appealed through the Student Development Committee.

7.9.3 Requirements for Maintaining University Recognition

Requirements for Maintaining University Recognition

1. Renew your club/organization registration each Fall with the LDCE Office through the annual registration form on Engage U.
2. Update any roster or officer changes on EngageU within 5 days of a change
3. Comply with University regulations as outlined in the Student Handbook regarding alcohol use, drug use, hazing, and other behavior-specific issues.
4. Adherence to the Posting Policy and the Gannon University Electronic Communications Guidelines for Clubs and Organizations.
5. Have a faculty/administrator/professional staff member as a Campus Adviser.
6. Executive officers of the club/organization attend mandatory organization information sessions from LDCE.

Organizations that do not meet these requirements as outlined will be put on probation for 30 days and will not be eligible for the benefits of University status until they are in compliance with the requirements and meet with LDCE staff for reinstatement of University status.

Failure to comply within 30 days could result in the permanent loss of University status of the club/organization. A club/organization may appeal the probation by submitting a written explanation of the circumstances of the non-compliance to LDCE before the end of that 30 day period.

7.9.4 Rights and Privileges of Recognized and Approved Clubs/Organizations

Each recognized club and organization must be registered with the LDCE Office annually. Groups that have been granted University Recognition and have completed their registration with the LDCE and on EngageU are entitled to the following:

1. Use of the University name in the organization's title.
2. Campus publicity by printed announcements and posters as approved by LDCE, Waldron Campus Center, and/or Office of Residential Life.
3. Use of University facilities with proper approval through event space request process.
4. Publishing group events in the Datebook/Handbook, newsletters, and maroon minute.
5. Advertise club/organization events, fundraisers, etc. on the MyGannon Web Portal (in accordance with the Gannon University Electronic Communications Guidelines for Club & Organizations) Petition for SGA funds for group projects and activities (in accordance with current year SGA Guidelines for Funding.)
6. Raise funds on University property with appropriate approvals.
7. Use of a campus mailbox for club mail.
8. Use of the University printing services (fee charged for services.)
9. Involvement of members will be added to their Co-Curricular Transcript.
10. Approved organizations may open a campus bank account.
11. Support from staff members of the LDCE office.e

Access to communication platforms provided by the university including Teams Fund-Raising/Philanthropy Guidelines All clubs and organizations have the privilege to fund-raise. All fundraising projects must be registered by and approved with the LDCE Office within the proper time frame through the use of the Event Authorization Form. Any fundraising that occurs in residence halls or apartments must have the approval of the Office of Student Living. Fund-raising tables must be reserved five (5) days in advance with a professional staff member of the WCC.

7.9.5 University Poster/Flyer Policy

All clubs and organizations, upon obtaining University and SGA recognition, have the right to advertise programs, events, and fundraisers, according to the following regulations:

A. All advertising on the Gannon University campus must be written in English or a foreign language (including English translation) as determined by the Office of Student Organizations and Leadership Development (SOLD) and must have the appropriate ''APPROVED'' stamp on them.

B. Posters (fastened to wall or bulletin board) may not exceed twenty (20) in number per event. Each poster must be stamped by a professional staff member of the SOLD and/or Waldron Campus Center (WCC) Office. Flyers (handouts) may not exceed fifty (50) in number per event.

C. All advertising by non-University organizations must adhere to the Gannon University Solicitation policy (as referenced in current Datebook/Handbook), and be approved by a professional staff member of the SOLD and/or WCC Office.

D. No poster may be hung on any wood, glass or door. All posters must be held with masking tape on walls or thumbtacks on bulletin boards. The use of duct or packing tape is not permitted at any time.

E. Posters may only be posted in the following locations:

1. Bulletin boards
2. Open stairwells of the academic buildings (except for Morosky)
3. On bulletin boards or designated areas in enclosed stairwells (fire regulations for escape routes) of the academic buildings
4. Glass pillars of the Power Room (WCC)
5. Entrance hallway to the Beyer Cafeteria
6. Marble wall space of Keim Commons (WCC)
7. Zurn Hall curved wall (outdoors only)
8. Keim Commons (outside on west wall only)
9. Bulletin boards located in the Student Lounge areas on the 1st and 2nd floors and in departmental student resource rooms (Morosky).

F. Posters/Flyers will not be approved until the proper paperwork (event authorization form) has been completed.

G. All posters/flyers may not be posted any earlier than fourteen (14) days prior to the event and must be removed by the club/organization or individual responsible for the posting within three (3) days after the event.

H. Unapproved or expired posters/flyers may be removed by the initial hanger, SOLD, WCC, Campus Services Office staff members or any SGA member.

I. Posters/flyers may not contain reference to alcoholic beverages, images and/or language that is in conflict with the mission of Gannon University.

J. Additional posters/flyers may be displayed in the residence halls and apartment buildings, subject to the approval of each Residence Hall Director and/or the Office of Student Living. All postings must be received by the Student Living Office Mondays by 9:30 am. Postings are only distributed to buildings once a week and the RD/RA Staff will hang them.

K. Posters may not exceed four (4) feet in height or width.

L. Advertising methods other than posters and flyers are not permitted on Gannon University property (i.e. chalk on sidewalks), unless approved by the Office of Student Organizations and Leadership Development.

M. This poster/flyer policy does not apply to departments and/or offices of the University as long as the department and/or office name(s) is printed on the poster.

Any breech of this policy may be just cause to revoke the privilege of advertising on Gannon's campus. All violations concerning a Social Greek Organization will be reported to IFC or Panhellenic. All other club/organization violations will be reported to the SGA Executive Board. Any club or organization wishing to appeal a governing board's decision may do so to the Director of Student Organizations and Leadership Development.

Approved 12/08/06 by the Student Development Committee.

7.9.6 Fund-Raising / Philanthropy Guidelines

All clubs and organizations have the privilege to fund-raise. All fund raising projects must be registered by and approved with the SOLD Office within the proper time frame through the use of the Event Authorization Form. Any fund raising that occurs in residence halls or apartments must have the approval of the Office of Student Living. Fund-raising tables must be reserved five (5) days in advance with a professional staff member of the WCC.

7.9.7 Electronic Communications Guidelines for Clubs and Organizations

An event/meeting/fundraiser must be approved by the LDCE Office and the proper paperwork must be completed before the request will be posted on the portal.

An organization must be a University-approved organization to request Informational postings to the My.Gannon Web Portal under the organization name. A one-time approval will be made to an organization seeking members in order to obtain University recognition.

Under Gannon Information on the Home Page choose "Request a Portal Announcement." You will then be directed to complete an online form.

1. Posting requests should be sent at least 3 working days in advance of the event date.
2. The event being advertised must be in compliance with the University regulations as outlined in The Student Datebook/Handbook.
3. An organization is limited to two postings per event/meeting/fundraiser.
4. The posting request may not contain any inappropriate or offensive language or material.
5. The posting request must be in simple text format.
6. The posting must clearly indicate the date, time, place, and reason for the event.
7. Postings regarding fundraising activities of organizations must include specific information pertaining to the use of the proceeds.
8. Posting requests pertaining to major student University events such as SGA elections, Homecoming, Springtopia, and other events as determined by the LDCE office will be communicated in the Announcement section.
9. Events may only be posted in the Main section of the Web Portal for three days. After the three days, the notice will appear in the Announcement Archive section.
10. Clubs/Organizations may use the plasma screen in the Waldron Campus Center main lobby to promote student events. PowerPoint or Word Document slides must be sent to the Activities Programming Board (APB) Technical Assistant for inclusion on the plasma screen atapbdisplay@gannon.edu.

7.10 Residence Life Regulations and Information

7.10.1 Copy Machines

Copy machines are available in various buildings on University property. Your ID card can provide access to the copy machines.

7.10.2 Damages

The resident will be responsible for any damages that occur in their place of residence. It is up to the residents to indicate to the Office of Student Living who is responsible for the damage(s) prior to their leaving campus at the end of the housing contract. All damages will be divided equally between all residents of the room/apartment if the perpetrator is not known. All common damages will be divided equally between all residents of the quad, floor or building, if the perpetrator can not be identified. Residents are responsible for coming forward if they have information regarding damages and who may be responsible. Each resident will have 30 days from the date of their deposit return to appeal the damage charges. Any appeals of damage charges must be issued in writing to the Office of Student Living.

7.10.3 Dining Services

All Freshmen students residing in Finegan, Wehrle or other University owned or operated housing are mandated to be on a full meal plan. This meal plan offers 19 or 15 meals/week, 225 or 285 block plans or an unlimited meal plan. Upperclassmen are not required to be on a meal plan, but may choose from a variety offered through Dining Services. No food, dishes, glasses, trays or any other property of Metz is to be removed from the Dining Hall. Meal plans can be obtained at the Office of Student Living and by adding money to the GU Gold account at the Office of Student Accounts and Cashier.

7.10.4 Electrical Appliances/Furniture/Other Materials and Items

Due to fire, damage, facility considerations and accident potential, the following items are not permitted in:

Residence Hall Rooms

1. Microwaves. Micro fridges are provided.
2. Any item that can be classified as a hot plate, electric frying pan or oven, toaster, etc.
3. Grill type units (i.e. George Forman grills)

Residentce Hall Rooms/Apartments

1. Sun lamps
2. Ham radio outfits or amplifiers
3. Electric blankets
4. Air conditioners
5. Space heaters
6. Waterbeds
7. Halogen lamps
8. Christmas lights/ornamental lights (except two-week window before Christmas break)
9. Duct tape
10. Christmas trees (only artificial trees are acceptable)
11. Door locks
12. Any lamp/light that has plastic shades.

Apartments

1. Washing Machines*
2. Dishwashers**
3. Clothes Dryers*

4. Propane or gas grills
5. Any upholstered sitting or sleeping furniture.

*They are provided in a room accessible to everyone

**Some Apartments and Suites have dishwashers provided as amenities by the University

Any item that would be deemed dangerous to the health, safety or welfare of the students, as determined by the Office of Student Living Staff, is also not permitted. It is prudent of the student to ask the Office of Student Living about a questionable item in advance of bringing it to campus.

7.10.5 Fire Policy

The University deems the following as extremely important because of the safety and well-being of the University's students:

In the event of a fire, it is important to:

1. Close door of the room in which fire is located.
2. Pull nearest fire alarm.
3. Dial 911.
4. Be familiar with fire safety regulations and fire exit routes.

Response to a fire alarm is mandatory. Complete evacuation of a building is also mandatory. The act of arson, regardless of intent or seriousness, is subject to severe disciplinary sanctions.

Another important consideration for fire safety is to ensure that all entrances and exits are clear of obstacles. As such, students are prohibited from hanging items in any doorways of rooms and apartments or on sprinkler heads or pipes.

7.10.5.1 Fire Equipment

Rendering inoperable or abusing a fire alarm, fire extinguisher (found in apartments or common areas), smoke detector (by removing the battery), or any other safety device is prohibited and subject to severe disciplinary sanctions and fines. Students are required to follow proper procedures in reporting malfunctions. Sprinkler systems: Any tampering/vandalism of University sprinkler systems, because of the serious nature thereof, will not be tolerated and will result in the immediate suspension from the University in addition to possible charges are filed by Gannon Police, EPD, or EFD. Restitution will also be applied. Common damages will be applied if necessary. Because of the potential for accidental damage, students are to refrain from hanging any items on or from sprinkler pipes or heads. Fire equipment will be checked periodically and during unscheduled visits of rooms/apartments during the school year to protect the integrity of the system.

7.10.6 Freshman Hours

1. There are no limitations on hours for Upperclassmen. It is important for each student to use good judgment in developing an appropriate lifestyle.

2. Freshmen. Observance of Check-In Hours for freshmen is essential in their early academic careers and is expected.

3. Freshmen Hours. All freshmen residing in the Residence Halls must be in their rooms by 11:30pm, Sunday through Thursday nights, until Four-Week Grades are received. There will be no formal hours set on Friday and Saturday evenings. However, the Office of Student Living encourages and emphasizes a mature and prudent attitude in the exercise of freedom in this area. Freshmen are expected to stay in their room after the Check-In time has begun.

As a matter of general policy, the Office of Student Living asks that if you leave the Residence Hall for an evening, an overnight or a weekend please inform someone " typically your Resident Assistant - as to where you are going. This is important in case there is an emergency and we need to contact you.

7.10.7 Furniture

The University furnishes each bedroom with a bed, desk, chair and bureau for each occupant. In addition, each apartment will have living room and dining room furniture. Such items as floor lamps, bed lamps, easy chairs, etc., are extras. You are free to purchase such items for your room, but only with the approval of the Office of Student Living staff. No furniture in any residence hall or apartment may be taken apart or removed from the apartment. Also, students will not be permitted to use lounge furniture for private use. Removal of screens is also prohibited. Any infractions of the above will be considered judicial matters. Furniture brought in must have appropriate fire rating (California code). Furniture must be returned to its original starting position when the room/apartment is vacated at the end of the housing contract. Any furniture used for sitting or sleeping can not be brought into an apartment building. Sanctions will apply and include exterminating costs.

7.10.8 Housing Commitment Agreement

Housing commitment agreements are binding documents for the duration of the contract, either 9 or 11 months. Exceptions to being released from housing commitment agreements are limited and are rare (medical or extreme financial hardship). The student must provide extensive documentation from the parents, physician and/or the Director of Financial Aid. Please note: the University reserves the right to move students from one room or apartment to another whenever the University deems it necessary or appropriate.

It is also understood that each student has a four semester housing obligation, when entering the University as a freshman, unless their permanent residence is less than a 25-mile radius of the University. Transfer students will be subject to the obligation unless they have completed four or more semesters before transferring.

The room or apartment is to be completely vacated on the dates that are published in the housing contract or school calendar. Individuals who choose to withdraw or are separated must have all belongings removed within 48 hours of notification of the separation or the completion of the withdrawal process. Charges of $45/day will be assessed.

7.10.9 Health Insurance

See 7.8.1 Student Medical Insurance Plan

7.10.10 Incense and Candles

Incense, potpourri burners, candles, and candle burners, burned or unburned, are prohibited from University housing facilities by state code. This mandate is in place since candles have been involved in a considerable number of fires occurring in university housing around the country. It is also mandated by state law.

7.10.11 Key Policy

There will be a charge of $25.00 to replace a key that has been lost, bent, or broken. A refund of $20.00 will be given if the key is returned within 15 days of the initial report. There will also be a $50.00 charge if a lost key necessitates changing the cylinder of a door's locking mechanism.

7.10.11.1 Lockouts

There will be a charge against a student's housing deposit for each time any University official must provide entrance to an apartment/room as the result of a student forgetting/losing key to their residence. The first offense will be $10; the second will be $15; the third time and beyond will be $20 per event.

7.10.12 Laundry

Laundry facilities are available in all University-owned housing facilities. During the fall and spring semesters free (no charge-per-service) laundry will be available (with the exception of Harborview). Abuse of the laundry system is an offense for which a sanction can be levied. A nominal fee will be assessed for the laundry service during the traditional housing contract time period. There is an additional charge for individuals who do not fall under an 11-month contract, particularly for summer housing.

7.10.13 Loss of Personal Property

The University assumes no responsibility for the loss of or damage to personal property on campus. Security measures are in effect and the University's responsibility ends there. The University will not compensate loss of personal property in a residence facility, during a regular semester, during a summer session or over a break period. Damage to personal property in residence facilities should be covered by a renter's insurance policy and is not compensated by the University.

7.10.14 Mail Policy

Each student in the Residence Halls and apartments will be assigned a mailbox. You will receive your mail in the mailbox, which is located in the Waldron Campus Center

7.10.15 Motor Bikes/Bicycles

Parking for motor bikes is permitted only in designated areas. When entering or leaving a designated parking area, the motor bike should be shut off and pushed so as not to disturb classroom and office business.

Bicycles are to be parked only in areas that are designated or in bike racks, where provided. Bikes should never be parked in a place where they will impede the normal flow of traffic. Bikes should not be stored in residents' rooms.

7.10.16 Parking

The University provides upperclassmen parking spaces on a very limited basis. These spaces are available on a first-come, first-serve basis. All cars must have parking stickers. Applications for the stickers may be secured from the Resident Director of your building. Completed applications are accepted and parking stickers are issued by the Office of Police and Safety for a fee.

No vehicles may park in any part of the quadrangle proper.

Resident freshmen will not be permitted to receive a parking permit to park on campus. The University provides subsidized parking for full time, undergraduate, and commuter students in cooperation with the Erie Parking Authority on a semester-to-semester basis. The Office of Commuter Life conducts a lottery for the fall semester, and considers students on a first-come, first-served basis for spots not renewed in the spring semester. Details regarding this service can be obtained by contacting the Office of Commuter Life.

7.10.17 Pet Policy

Pets are a problem in University housing due to issues of sanitation, pest control, allergies, noise, and destruction of property. Pets, including but not limited to, animals and reptiles are prohibited. Only fish in small aquariums are allowed (25 gallon maximum). Turtles, lizards, hamsters etc are banned.

7.10.18 Quiet Hours

All residents of halls and apartments must observe quiet hour regulations. The weekday hours

All residents of halls and apartments must observe quiet hour regulations.

7.10.19 Recreation Sports and Activities

Because of possible danger to people or property, ball throwing, including but not limited to, baseballs, softballs, footballs and snow, is prohibited in and around the residence buildings. This also includes water balloons and water guns.

7.10.20 Room/Apartment Condition and Security Deposits

All students residing on-campus must complete a Room Condition Form (RCF) on their room/apartment shortly after moving into the room/apartment. This form will be used to assess damages at the end of the semester/year. Appropriate charges must be paid when billed unless they are assessed at the end of the semester. At that time, end-of-the-semester damages will be charged against your security deposit. If the damage charges incurred exceed the amount of the Security Deposit, the difference in charges will be placed on your student bill. The RCF must be returned to your RD within three (3) days of your arrival. Failure to do so will result in your being liable for all damages that are noted at the end of the semester/year. Damages for the building in general common areas can be assessed equally to all students within that residence facility.

The Security Deposit is non-refundable for:

1. breaking a housing contract
2. transferring
3. separations (academic or disciplinary)
4. withdrawal, unless for medical reasons

There is a $500 termination fee for breaking a housing contract.

7.10.21 Room/Apartment Inspection

Periodically, the Office of Student Living staff or Maintenance staff will be entering rooms/apartments to do inspections for damages or fire safety. Maintenance staff will give advance warning when possible. Fire rounds will be unannounced in order to protect the integrity of the inspections. Staff will enter apartments during breaks to check on windows, appliances and heat. Particular attention will be paid to room cleanliness and garbage. Housing inspections for damages generally occur at the end of each semester and the beginning of mid-semester breaks, but can occur at any time if there is just cause. The Office of Student Living reserves the right to enter a room if there is probable cause to investigate a violation of University regulations.

7.10.22 Roommate Conflicts

The last ten days of the first semester and before the start of December finals. Paperwork must be filled out and turned into the Office of Student Living to be considered. The paperwork must be submitted to the office within the ten-day period.

It must be understood that every individual with a roommate conflict/desired change cannot be moved when and where they want. There will be an administrative fee of $25 charged for room changes outside of scheduled times. Room changes

7.10.23 Room Occupancy

Payment of your room fees entitles you to room/apartment occupancy for specified periods of time only.

1. You are permitted to move into your room on designated days only.

2. You must vacate your room by specified times on designated days.

3. Break permission forms must be filed and approved by the Office of Student Living for occupancy over break periods. Forms are due one week before the start of break.

4. Your arrival or departure outside designated ''open'' times will result in a room rental charge of $45/day.

5. All Residence Halls and Apartments are closed during non-academic periods.

6. The University reserves the right to move students from one room or apartment to another when deemed necessary.

The maximum length of stay for a guest in the apartments or residence hall is three (3) consecutive days. Co-habitation with the opposite sex is not permitted on an on-going basis, as determined by the Office of Student Living. The room/apartment is to be equally shared by all contracted residents. Guest privileges do not supersede those of contracted roommate(s).

Violations of these regulations can result in fines, sanctions or dismissal from housing. These requirements will be strictly enforced because of fire, safety (individual and building), and liability issues.

7.10.24 Room/Apartment Responsibilities

1. It is necessary to emphasize that each student must assume responsibility for his or her room/apartment.

2. Each student is responsible for any activity or any violation that occurs in their room or apartment, whether or not they are present in the apartment.

3. Each student is responsible for the cleanliness of his or her room/apartment.

7.10.25 Sound Amplification

Consideration of others and mutual respect are among the most important aspects for successful communal living. Noise levels, including bass, in and around housing units, which negatively affect study, sleep or other activities will not be tolerated regardless of the time of the day. At all times, especially on weeknights or weekends, the noise level, including bass, in and around on- or off-campus housing, shall be such that it does not disturb neighbors nor keep other students from their right to have quiet for study and rest.

7.10.26 Vending

Prudent use of vending machines and any equipment in lounges/recreational rooms must be maintained. Vandalism or theft will result in disciplinary sanctions.

7.10.27 Visitation Policy

Residents are responsible for their visitor's actions on the campus and in their room/apartment. All visitors are governed by and must abide by University rules and regulations. Parents are welcome to visit at any time. Brothers and sisters are also welcomed to visit at any time with their parents. If your brothers/sisters are not with their parents, they must follow the visitation policies as set for all guests in the Residence Halls. Please inform your roommates and hall mates if you are expecting your parents outside the normal visiting hours.

7.10.27.1 Residential Hall Visiting Hours

Sunday-Thursday 2:30pm-11:30pm

Friday-Saturday 2:00pm-2:00am

Violations occurring after this time will be referred to the building Assistant Director, the Student Conduct Officer or the Director of the Office of Student Living, and may result in dismissal from housing. Hours are set at the discretion of the Office of Student Living. In the residence halls, guests of the opposite sex, other than parents, must be met in the lobby and sign-in at the desk. ALL GUESTS MUST BE ESCORTED AT ALL TIMES, WHEN OUTSIDE YOUR ROOM, INCLUDING THE TIMES WHEN GUESTS PICK UP THEIR IDs. Each resident is limited to two guests at a time. All guests of the opposite sex must use the restroom in the lobby of the respective building. The resident who signs in a guest must remain with the guest at all times.

7.10.27.2 Apartment Visiting Hours

In Gannon apartments, specific visitation hours are not predetermined. If a problem arises, visitation may be limited or revoked upon the discretion of the Office of Student Living staff.

Overnight guests of residents (in apartments only) are limited to staying for three (3) nights in a seven (7) day period and at the discretion of the Office of Student Living staff.

7.10.28 Weapons/Explosives/Firearms

The possession of or use of any firearm, weapon, deadly weapon or other dangerous or flammable material is strictly forbidden on any property owned or operated by Gannon University. ''Deadly weapon'' is defined to be any firearm, knife, substance or thing which in the manner used, intended to be used, threatened to be used, or, when used, is known to be capable of producing death or serious bodily injury. The above items are also prohibited at any University sponsored or recognized event that is held on- or off-campus.

7.11 University Policies

7.11.1 Lost and Found

All losses should be reported to the Office of Campus Police and Safety immediately. Please return all found items to the same office. Articles will not be kept beyond the month of June for the preceding academic year. The University assumes no responsibility for loss of personal property on campus.

7.11.2 Missing Student Notification Policy

In compliance with the Higher Education Re-authorization Act of 2008, a policy has been established to provide procedures for reporting, investigating and making emergency notification regarding any student of Gannon University who is believed to be missing.

Definition - A student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and the deviation cannot be explained. Before a person is deemed to be missing, reasonable measures should be taken to confirm if that established pattern of behavior cannot be explained. The individual should be reported as a missing after 24 hours.

Policy/Procedure — Any member of the University, including employees or a student who is concerned that a member of the University community is missing should contact the Director of Police and Safety (814-871-5814) or the Director of the Office of Student Living (814-871-7564) immediately.

Emergency Contact

Student (Resident or non-resident) — A student is defined as any student attending classes as a student at Gannon University. Said student needs to provide the University with an emergency contact individual to be notified. It is the student's responsibility to upgrade his/her information. The information will be compiled by the Office of Student Living and shared with the Office of Police and Safety. If a person is missing the local police agency will also be informed.

7.11.3 The University Ombudsperson

The function of the University Ombudsperson is to provide a mechanism for handling student, faculty, and staff concerns for which no established procedures exist, or for which established procedures have not yielded a satisfactory solution. It is not the function of the Ombudsman to replace existing organizational structure, but to assist the student to make proper use of these structures to facilitate their more effective operation.

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Volume VIII SEXUAL MISCONDUCT POLICY

8.0 Sexual Misconduct Policy (Faculty, Staff, Students)

Faithful to its mission as an educational community and Catholic Diocesan University, Gannon University (hereinafter referred to as "University") affirms and promotes the fundamental dignity and respect accorded to all people by virtue of their common humanity. Both Scripture and Christian tradition affirm this, beginning with the book of Genesis: "In the divine image…male and female God created them" (Genesis 1:27). Sexual misconduct violates this basic right of each individual to be treated as a person worthy of respect and is in direct contradiction with the University's Mission.

Gannon prohibits sexual misconduct, which includes sex and gender-based discrimination, sexual harassment, and violence, including acts of sexual assault, dating violence, domestic violence, and stalking, which may also constitute crimes. Gannon has a responsibility to address sexual misconduct in accordance with several federal laws including, but not limited to, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, the Violence Against Women Act, the Clery Act and the Campus Save Act as well as Pennsylvania state laws.

University programs and activities that receive federal funding must comply with all federal and state laws. No individual shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by the University. These programs and activities may include, but are not limited to admissions, recruitment, financial aid, academic programs, student services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and student employment.

The University is committed to maintaining a safe environment free from sexual misconduct/discrimination and, therefore, will not tolerate sexual misconduct of any kind. In an ongoing effort to prevent and address sexual misconduct, the University provides education and prevention programs, investigates complaints of sexual misconduct and dispenses corrective or disciplinary action where appropriate. The University will also provide remedies and information about resources, including how to obtain counseling and medical care and pursue criminal and University disciplinary actions. Remedies include interim measures, informal, or formal procedures as described below.

Behaviors that contribute to or constitute sexual misconduct have no place at Gannon University, where people are expected to learn and develop to their full potential. Through the sexual misconduct policy and procedures, the University seeks to provide an adequate, reliable and impartial response in a caring manner that when these behaviors occur within the University community. Support and information will be available to assist students in making decisions throughout the reporting and investigating process.

Gannon treats members of the community who are parties in a sexual misconduct complaint equitably and with dignity and respect throughout the University Process.

All students, faculty and staff, as well as members of the public participating in University activities, have the right to an environment free from sexual misconduct. Violence, abuse, intimidation and/or

retaliation directed toward another person violate the University's Code of Conduct and Pennsylvania State laws. Members of the University community are expected to comply with University policies and guidelines in addition to federal, state and local laws whether on or off campus.

8.0.1 Discrimination based on Sex and Sexual Misconduct

In accordance with Title IX, the University establishes that sexual misconduct incidents are types of sex discrimination. Sex discrimination violates the basic right of each individual to be treated as a person worthy of respect and is in direct contradiction to the University's Mission.

Gannon University does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or mental disability, genetic information or any other basis of prohibited discrimination its programs and activities. This policy extends to employment with and admission to the University.

The Title IX Coordinator has the primary responsibility for coordinating Gannon's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Gannon's Title IX Coordinator is:
Paul Perrine, Dean of Student Development and Engagement, Title IX Coordinator
Office Location: Beyer 306L
814-871-5680
Perrine004@gannon.edu

Additionally, inquiries concerning Title IX and its implementing regulation can be made to:
Office for Civil Rights, Philadelphia Office U.S. Department of Education, The Wanamaker Building
100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323; Telephone: (215) 656-8541
Email: OCR.Philadelphia@ed.gov

8.0.2 Religious Exemption

Title IX and its implementing regulation at 34 C.F.R. § 106.12 provides that Title IX does not apply to an educational institution controlled by a religious organization to the extent that application of Title IX would be inconsistent with the controlling organization's religious tenets. Gannon has identified specific provisions of the law that conflict with specific tenets of the Catholic Church. Title IX and its implementation at 34 C.F.R. § 106.45 (governing the grievance process for formal complaints of sexual harassment) requires advisors to conduct cross-examination of parties and witnesses during a live hearing. It also requires that if a party or witness does not submit to cross-examination, the decision-maker may not consider the information previously provided in reaching a determination regarding responsibility.

We believe that all human beings are inherently sacred and deserve dignity and respect and every community member is expected to be respectful in all interactions as part of the learning experience. Requiring Gannon to comply with 34 C.F.R. § 106.45 would be contrary to and inconsistent with the following tenants of our Catholic Social Teaching. The cornerstone of Catholic social teaching is the defense of human dignity. Every person has innate and infinite dignity imparted by God. All action in and by society may be judged as just or unjust, good or sinful, based on whether they uphold this fundamental dignity intrinsic to every human life. Sexual harassment is a violation of human dignity and having a victim share their story at a hearing cannot only retraumatize a victim but, it is also a violation of the human dignity of the person. The principle of subsidiarity; what individuals can accomplish by their own initiative and efforts should not be taken from them by a higher authority. Gannon has implemented policies and procedures that provide a fundamentally fair process for all parties involved. As a Catholic Diocesan University Gannon has incorporated specific procedures related to the grievance process to ensure the Title IX Sexual Misconduct Policy and Grievance Procedures are consistent with the religious tenants articulated above.

8.1 Glossary/Definitions

Advisor means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Complainant means an individual who is alleged to be the victim of conduct that could sexual harassment based on a protected class; or retaliation for engaging in a protected activity.

Complaint (formal) means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the University investigate the allegation.

Confidential Resource means an employee who is not a Mandated Reporter of notice of harassment and/or retaliation (irrespective of Clery Act Campus Security Authority status).

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the University to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Day means a business day when the Gannon is in normal operation.

Education program or activity means locations, events, or circumstances where University exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the University.

Final Determination: A conclusion by a preponderance of the Evidence that the alleged conduct did or did not violate policy.

Finding: A conclusion by the preponderance of the Evidence that the conduct did or did not occur as alleged (as in a "finding of fact").

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Formal Grievance Process is a method of formal resolution designated by GANNON to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45, and in accordance with 34 C.F.R. § 106.12.

Grievance Process Pool includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).

Hearing Panel refers to those who have decision-making and sanctioning authority within the University's Formal Grievance process.

Incapacitation: The inability, temporarily or permanently, to give consent, because someone is mentally and/or physically helpless, unconscious, or unaware due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Incapacitation means a person does not have the ability to knowingly gives consent. It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

Investigator means the person or persons charged by Gannon with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence

Mandated Reporter means an employee of the University who is obligated by policy to share knowledge, notice, and/or reports of harassment and/or retaliation with the Title IX Coordinator.[1]

Notice means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

Official with Authority (OWA) means an employee of the University explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of the University.

Parties include the Complainant(s) and Respondent(s), collectively.

Remedies are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the University's educational program.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.

Resolution means the result of an informal or Formal Grievance Process.

Sanction means a consequence imposed by the University on a Respondent who is found to have violated this policy.

Sexual Harassment is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.

Title IX Coordinator is at least one official designated by the University to ensure compliance with Title IX and the University's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

Title IX Team refers to the Title IX Coordinator, deputy coordinator, and any member of the Grievance Process Pool.

[1]Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility in this Policy.

8.2 Sexual Harassment

SEXUAL HARRASSMENT

OCR further defines Sexual Harassment as an umbrella category, and includes the offenses of *sexual harassment, sexual assault, domestic violence, dating violence, and stalking.* Allegations of such Sexual Harassment incidents will be addressed by the Title IX Office through the Title IX Sexual Misconduct Grievance Procedures.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Sexual harassment – a form of sex discrimination. Unwelcome conduct on the basis of sex (of a sexual nature or otherwise):

(1) by an employee of the member who conditions the provision of an aid, benefit, or service of the member on an individual's participation in that unwelcome sexual conduct; [2]

(2) determined by a reasonable person to be so severe[3] and pervasive[4] and objectively offensive[5] that it effectively denies a person equal access to the member's education program or activity; or

(3) sexual assault or dating violence, domestic violence, or stalking based on sex.

[2] Quid pro quo sexual harassment means "this" for "that"; i.e., unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature, the submission to or rejection of which may result in an adverse educational or employment action.

[3]Severe: of sufficient seriousness to interfere with the rights, privileges, and legal activities of an individual, as well as actions that would be deemed by a reasonable person to be extreme or life threatening.

[4]Pervasive: conduct existing in or spreading over a large area of an activity or program over a period of time.

[5]Objectively offensive: behavior determined by a reasonable person to be offensive. Offensive: engaging in a course of conduct directed at a specific person that would cause unreasonable harm or distress to another individual or group of people.

8.2.1 Sexual Assault

Sexual assault – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBl's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances in which the victim is incapable of giving consent. These offenses are defined as:

> **Rape:** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
>
> **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
>
> **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
>
> **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.

8.2.2 Dating Violence/Domestic Violence

Dating violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(a) The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(b) For the purposes of this definition:

(1) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(2) Dating violence does not include acts covered under the definition of domestic violence. [34 U.S.C. 12291(a)(10)]

Domestic Violence: knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person (i.e. stalking) that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.

8.2.3 Stalking

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to

(a) fear for the person's safety or the safety of others; or

(b) suffer substantial emotional distress. For the purposes of this definition:

(a) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. [34 CFR 668.46(a)] Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

8.3 Additional Sexual Misconduct Definitions

A. Sexual exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.

The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

• Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved

• Non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved

• Exposing another's genitals in non-consensual circumstances

• Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge

• Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

B. Creation, possession, or dissemination or child pornography.

C. Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection.

D. Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity.

E. Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed).

8.4 Online Harassment and Misconduct

The policies are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the University's education program and activities or use Gannon networks, technology, or equipment.

While the University may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the University, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Gannon community.

8.5 Reporting Title IX Sexual Misconduct

Reporting Title IX Sexual Misconduct alleged policy violations, inquiries about or concerns regarding this policy, reporting complaints of sexual harassment and/or retaliation may be made using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator, Paul Perrine, 306L Beyer Hall Gannon University, Email titleix@gannon.edu or 814-871-5680. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

2) Report online, using the reporting form posted at https://cm.maxient.com/reportingform.php?GannonUniv&layout_id=4. Anonymous reports are accepted but can give rise to a need to investigate. The University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University to discuss and/or provide supportive measures.

3.) Reports can also be made via the LiveSafe app.

The Title IX Coordinator or Deputy Coordinator will explain their role in resolving the complaint and will provide a description of the degrees of privacy that can be provided by campus and non-campus resources.

Additionally, the Title IX Coordinator will explain the grievance process and the individual will be given the option of seeking an informal or formal resolution to the complaint. Gannon can, and will, take prompt steps to protect the complainant as necessary, including providing supportive measures before the final outcome of the investigation. Counseling is available upon request for any alleged victim or alleged perpetrator of an incident of sexual misconduct. Such counseling will be provided by a counselor who does not provide counseling to any other person involved in the incident.

Additionally, in the event that parties to an alleged incident of sexual misconduct are both enrolled in an academic course, such course may be dropped by either party without academic penalty as one of many available supportive measures described below. In the case of an allegation of sexual misconduct that is a violation of the Student Code of Conduct against a student enrolled at Gannon, Gannon will take reasonable steps to protect the student and the alleged victim from retaliation and harassment during the pendency provide the student and alleged victim the following:

1. A prompt and equitable opportunity to present witnesses and other evidence relevant to the alleged violation;

2. Reasonable and equitable access to all evidence relevant to the alleged violation in Gannon's possession, including:

    1. Any statements made by the alleged victim or by other persons;

    2. Information stored electronically;

    3. Written or electronic communications;

4. Social media posts;

5. Or physical evidence, redacted as necessary to comply with any applicable federal or state law regarding confidentiality.

8.5.1 Title IX Coordinator

Gannon has designated a Title IX Coordinator to coordinate Gannon's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The Title IX Coordinator manages the Title IX Office and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. All persons of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Dean of Student Development and Engagement. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator. Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the Dean of Student Development and Engagement. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

Gannon's Title IX Coordinator is:

Paul Perrine, Dean of Student Development and Engagement; Title IX Coordinator Office Location: Beyer 306L 814-871-5680 Perrine004@gannon.edu

8.5.2 Mandated Reporters

Mandated Reporters (Gannon has a separate policy on mandate reporting of child abuse)

Faculty, Staff, and administrators are expected to report actual or suspected sexual harassment/sexual misconduct to the University Title IX Coordinator. Gannon has created a culture of reporting in order to assist students or employees who may need support or assistance.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the University.

Supportive measures may be offered as the result of such disclosures without formal University action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of University policy and can be subject to disciplinary action for failure to comply.

Supportive measures may be offered as the result of such disclosures without formal University action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of University policy and can be subject to disciplinary action for failure to comply.

8.5.3 Confidentiality

Complainants of sexual misconduct who are not ready to inform the University may contact the psychologists, counselors and nurses at Gannon University's Counseling and Health Services or priests in the office of Mission and Ministry and the resident campus ministers for confidential support. These campus professionals can legally maintain confidentiality, which means no disclosure unless there is an imminent risk to self or others.

Under a federal law known as the Clery Act, the University is required to maintain statistics of serious crimes reported on or near campus. Confidential resources that are University Employees will submit anonymous statistical information for Clery Act purposes.

Confidential Resources

- Counseling Services 814-871-7622
- Health Services: 814-871-7622
- Campus Ministry 814-871-7435

8.5.4 Procedures to follow if a crime occurred

An individual who believes that he or she is the Complainant of sexual misconduct or has witnessed an incident of sexual misconduct is encouraged to make a report. The University encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. An individual's physical well-being should be addressed as soon as possible, whether or not that individual wishes to make a report to the University or law enforcement. The University will help any individual to get to a safe place and will provide transportation to the hospital, coordination with law enforcement and information about on- and off-campus resources and options for resolution.

A medical provider can provide emergency and/or follow-up medical services, and meet two goals: first, to diagnose and treat the full extent of any injury or physical effect and second, to properly collect and preserve evidence. Following an incident of sexual assault, evidence is best preserved for proof of a criminal offense within 96 hours of the assault. In the event of a report immediately following an incident of sexual assault, a Complainant is encouraged to seek medical attention as soon as possible, and even before any shower, bathing, douching, brushing of teeth, drinking, or change of clothing. Similarly, any clothing, towels or bedding should remain untouched pending collection by law enforcement. Whether or not an individual has chosen how to proceed at the time of the medical examination, taking the step to gather evidence will preserve the full range of options to seek resolution through the University's complaint processes or through the pursuit of criminal investigation.

Please note that under Pennsylvania law, a medical provider may be required to notify law enforcement of a reported sexual assault under most circumstances. The University encourages the Complainant to report the incident to law enforcement. However, the Complainant may at any time, decline to speak with a law enforcement officer and decide on the extent of his or her participation in a criminal prosecution.

8.5.5 Complainant does not want to proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Gannon proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Gannon to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence.

Gannon may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Gannon's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy. When Gannon proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that Gannon's ability to remedy and respond to notice may be limited if the Complainant does not want Gannon to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Gannon's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Gannon to honor that request, Gannon will offer Informal Resolution options, supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Gannon, and to have the incidents investigated and properly resolved.

8.5.6 Supportive Measures

Gannon will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all parties or the University's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the University will inform the Complainant, in writing, that they may file a formal complaint with the University either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The University will maintain the privacy of the supportive measures, provided that privacy does not impair the University's ability to provide the supportive measures. The University will act to ensure as minimal an academic impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to Employee Assistance program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related
- adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely Warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

8.5.7 Written Notice

Following a report of sexual harassment, sexual assault, dating violence, domestic violence, or stalking, whether the offense occurred on or off campus, Gannon will provide the student or employee a written explanation of the student's or employee's rights and options.

Gannon will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community. Gannon will provide written notification to victims about available options and assistance in the following, including how to request these changes and who to contact at the institution: academic situations, living situations, transportation situations, working situations, and protective measures.

8.5.8 Promptness

All allegations are acted upon promptly by the University once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the University will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in the University's procedures will be delayed, the University will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

8.5.9 Privacy

Every effort is made by the University to preserve the privacy of reports. The University will not share the identity of any individual who has made a report or complaint of sexual harassment or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The University reserves the right to designate which University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint. Information will be shared as necessary with Investigators, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

8.5.10 Jurisdiction of the University

This policy applies to the education program and activities of the University to conduct that takes place on the campus or on property owned or controlled by the University, at University-sponsored events, or in buildings owned or controlled by University's recognized student organizations. The Respondent must be a member of University's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprives someone of access to University's educational program. The University may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial University interest. Regardless of where the conduct occurred, the University will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial University interest includes:

a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.

b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual.

c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or

d. Any situation that is detrimental to the educational interests or mission of the University.

If the Respondent is unknown or is not a member of the University community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the University's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, the University may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from University property and/or events.

All vendors serving the University through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the University where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

8.5.11 Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

a. When notice/complaint is affected by significant time delay, the University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

8.5.12 Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the University Title IX Coordinator and will be promptly investigated. The University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for The University or any member of the University's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

8.6 False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under University policy.

8.6.1 Amnesty for Complainants and Witnesses

The Gannon community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to University officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Gannon community that Complainants choose to report misconduct to University officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Gannon maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

8.6.2 Disability Accommodations in the Resolution Process

Gannon is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Gannon's resolution process. Anyone needing such accommodations or support should contact the Office for Accessibility Services for student requests, or Human Resources for employee requests. They will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

8.7 Federal Statistical Reporting Obligations

Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;

b) Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;

c) VAWA-based crimes,[6] which include sexual assault, domestic violence, dating violence, and stalking; and

d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with [campus law enforcement] regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, Campus Police and Safety, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

[6] VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

8.8 Grievance Procedures

Title IX Sexual Misconduct Grievance Procedures ("the Procedures") will include a prompt, fair, and impartial process from the initial investigation to the final result. In a complaint involving sexual misconduct, including sexual harassment, sexual assault, dating violence, domestic violence, or stalking, if the Complainant is uninterested in pursuing a formal complaint, or if Gannon does not have the authority over the alleged Respondent, the alleged victim may still be able to receive

supportive measures to assist in alleviating the effects of the sexual misconduct. An alleged victim of sexual misconduct has the right to stop the grievance process at any time; however; if the Title IX Coordinator believes there is compelling evidence that an offense may have been committed and that the alleged offense poses a health and/or safety threat to the campus community, the Title IX Coordinator may move forward to investigate and address the matter and take appropriate action to ensure the safety of the campus community even if the complainant does not want the matter pursued.

Gannon will act on any notice of violation of the Title IX Sexual Misconduct Policy ("the Policy") that is received by the Title IX Coordinator or any other Official with Authority by applying the Procedures. Anywhere the Procedures indicates "Title IX Coordinator," Gannon may substitute a trained designee as appropriate.

The Procedures below apply only to qualifying Title IX allegations of sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, as defined by the Policy, involving Gannon students, staff, or faculty members. Sexual harassment allegations that do not meet the Title IX definitions, as described by the Policy, will be referred to Student Accountability or Human Resources, and addressed through procedures elaborated in Gannon student and employee handbooks. The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures elaborated in the student, faculty, and employee handbooks.

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Gannon policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. Gannon encourages parties to discuss this with their Advisors before doing so.

8.8.1 Notice of Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, Gannon initiates a prompt initial assessment to determine the next steps Gannon needs to take.

Gannon will initiate at least one of three responses:

1) Offering supportive measures because the Complainant does not want to proceed formally; and/or

2) An Informal Resolution; and/or

3) A Formal Grievance Process including an investigation and a hearing with the decision-makers. The investigation and grievance process will determine whether or not the Policy has been violated. If so, Gannon will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

8.8.2 Initial Assessment

● Following receipt of notice or a complaint of an alleged violation of the Policy, the Title IX Coordinator engages in an initial assessment, which is typically one to five (5) business days in duration. References to the Title IX Coordinator throughout the Procedures may also include a trained Title IX designee. The steps in an initial assessment include.

● If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.

● The Title IX Coordinator reaches out to the Complainant to offer supportive measures.

● The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.

● The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.

o If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assesses the request, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.

o If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, and may seek to determine if the Respondent is also willing to engage in informal resolution.

o If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:

▪ If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:

▪ an incident, and/or

▪ a pattern of alleged misconduct, and/or

▪ a culture/climate concern, based on the nature of the complaint.

▪ If it does not, the Title IX Coordinator determines that Title IX does not apply (and will "dismiss" that aspect of the complaint, if any), assesses which policies may apply Please note that dismissing a complaint under Title IX is solely a procedural requirement under Title IX and does not limit the University's authority to address a complaint with an appropriate process and remedies.

8.8.2.1 Violence Risk Assessment

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by a sub set of the Behavior Intervention Team as part of the initial assessment. The VRA will determine if there is a need for a Emergency Removal and assess the need for a timely warning.

8.8.3 Dismissal of a complaint (Mandatory and Discretionary) [7]

The University must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined above, even if proved; and/or

2) The conduct did not occur in an educational program or activity controlled by the University (including buildings or property controlled by recognized student organizations), and/or the University does not have control of the Respondent; and/or

3) The conduct did not occur against a person in the United States; and/or

4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the University. [8]

The University may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or

2) The Respondent is no longer enrolled in or employed by the University; or

3) Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, the University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below.

[7] These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR §106.45. 24

[8] Such a Complainant is still entitled to supportive measures, but the formal grievance process is not applicable.

8.8.4 Counterclaims

Gannon is obligated to ensure that the grievance process is not abused for retaliatory purposes. The University permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

8.8.5 Emergency Removal

The University can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with identified members of the Behavioral Intervention Team [also known BIT).

In all cases in which an emergency removal is imposed, the student or employee will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested within 48 hours of notice of removal, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The University will implement the least restrictive emergency actions possible considering the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from on campus housing, restricting a student's or employees access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

8.8.6 Independence and Conflict of Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Dean of Student Development and Engagement, Paul Perrine @Perrine04@gannon.edu.

Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the Dean for Student Development and Engagement at Perrine004@gannon.edu. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator by emailing titleix@gannon.edu

8.8.7 Advisor

8.8.7.1 Right to an Advisor

The parties may each have an Advisor[9] of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.[10]

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

[9] This could include an attorney, advocate, or support person. The law permits one Advisor for each party (witnesses are not entitled to Advisors within the process, though they can be advised externally.
[10] "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX

administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

8.8.7.2 Who can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Gannon community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from Gannon, the Advisor will be trained by Gannon and be familiar with Gannon's resolution process. If the parties choose an Advisor from outside of those identified by Gannon, the Advisor may not have been trained by Gannon and may not be familiar with Gannon's policies and procedures. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior hearing with the decision-makers.

8.8.7.3 Advisors in Hearings/Gannon-Appointed Advisor

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. Gannon will appoint an Advisor, regardless of the participation or non-participation of the advised party in the hearing conducted by the decision-makers.

8.8.7.4 Advisors Role

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Gannon cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Gannon is not obligated to provide an attorney.

8.8.7.5 Pre-Interview Meeting

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and OL's policies and procedures.

8.8.7.6 Advisor Violation of Gannon Policy

Because this is an educational process, each party must always speak for themselves. All Advisors are subject to the same Gannon policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Gannon officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

8.8.7.7 Sharing information with the Advisor

Gannon expects that the parties may wish to have Gannon share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor. Doing so may help the parties participate more meaningfully in the resolution process.

8.8.7.8 Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Gannon University. Gannon may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Gannon's privacy expectations.

8.8.7.9 Expectations of an Advisor

Gannon generally expects an Advisor to adjust their schedule to allow them to attend University meetings when planned. Gannon not required to reschedule a meeting if the Advisor cannot attend a meeting but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay. Gannon may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

8.8.7.10 Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time.

8.9 Resolution

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Gannon policy. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose related to Informal Resolution, discussed "Informal Resolution". Gannon encourages parties to discuss any sharing of information with their Advisors before doing so.

8.9.1 Informal Resolution

A complainant may elect to pursue an informal resolution for all allegations of sexual misconduct. An informal resolution is designed to resolve complaints quickly, efficiently and to the mutual satisfaction of all parties involved. Informal resolutions include but are not limited to:

• Mediation of the complaint conducted by the Student Development staff in appropriate cases.

• Agreement in which one or more of the parties involved agrees to accept agreed upon corrective actions in the form of a warning, censure, probation, education, or counseling as may be warranted by the circumstances.

• Both the complainant and respondent must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the process to pursue formal conduct proceedings. The Title IX Coordinator or their designee has the discretion to determine if it would be inappropriate to informally mediate any particular sexual misconduct complaint.

8.10 Formal Grievance Process

8.10.1 Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

● A meaningful summary of all of allegations,

● The identity of the involved parties (if known),

● The precise misconduct being alleged,

● The date and location of the alleged incident(s) (if known),

● The specific policies implicated,

● A description of the applicable procedures,

● A statement of the potential sanctions/responsive actions that could result,

● A statement that the University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,

● A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,

● A statement about the University's policy on retaliation,

● Information about the privacy of the process,

● Information on the need for each party to have an Advisor of their choosing,

● A statement informing the parties that the University Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,

● Detail on how the party may request disability accommodations during the interview process,

● The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and

● An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be emailed or delivered in person, It will be emailed to the parties' University-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

8.10.2 Resolution Timeline

The University will make a good faith effort to complete the resolution process within a sixty-to-ninety (60- 90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

8.10.2.1 Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints investigator(s) , typically a team of 2 investigators is used to investigate., usually within two (2) business days of determining that an investigation should proceed.

8.10.2.2 Ensuring Impartiality

Any individual materially involved in the administration of the resolution process [including the Title IX Coordinator, Investigator(s), and Decision-maker(s)] may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable.

If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Dean of Student Development and Engagement.

8.10.2.3 Investigation Timeline Engagement

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The University operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

The University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

8.10.2.4 Delays in the Investigation Process and Interaction with Law Enforcement

The University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The University will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The University will promptly resume its investigation and resolution process as soon as feasible. During such a delay, University will implement supportive measures as deemed appropriate.

University action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

8.11 Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The University aims to complete the investigation within 30 days. At times the investigation may take longer. The University's investigative process is not a criminal investigation, and it does not take away the complainant's right to pursue a criminal investigation. The University process may be conducted separately or congruently with a criminal investigation.

It will be at the complainant's discretion to make a criminal report.

The University will investigate all complaints of sexual misconduct. The steps of the investigative phase are listed below. The investigative team will meet with the complainant and respondent separately to provide notification of the complaint and the procedures that will follow:

1. The respondent may elect to take responsibility for a violation at the onset of the investigation. The University will still follow the investigative procedures.

2. Respondents may choose not to participate in the investigation; however the investigation will proceed and the findings will be based on all available evidence. Adverse inferences will not be drawn from a respondent's decision not to participate in the investigation.

3. The Investigative Team will generally take the following steps:

    a. The Investigative Team will meet separately with the complainant and the respondent to gather facts regarding the incident.

    b. The Investigative Team will ask both the complainant and respondent to provide a list of witnesses and other relevant information.

    c. The Investigative Team may meet with other parties who have information regarding the incident as the Investigative Team so elects.

    d. All available information to the complaint will be reviewed, including but not limited to emails, videos, text messages, social media, etc.

    e. The Investigative Team may assist with supportive measures at the request of the Title IX Coordinator.

    f. Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated .

g. Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings, allow five (5) business days for feedback or summary is deemed acceptable.

h. When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose

i. Prior to the conclusion of the investigation, provide the parties a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the University does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).

j. The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses .

k. The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.

l. The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback.

m. The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.

4. If any changes are made to the report the complainant and respondent will again review the report. Once the report is reviewed by both parties and no additional changes need to be made as determined by the Investigative Team, the report will be presented the SMC hearing panel. The SMC hearing panel may:

- Accept the report.
- Request clarification and ask questions.
- Request that additional information be gathered.

5. If additional information is requested by the decision panel the Investigative Team will gather the information and repeat steps 4, 5, and 6.

6. Once the Investigative Report is accepted by the SMC Decision Making panel, a hearing will be scheduled.

8.11.1 Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of Gannon are expected to cooperate with and participate in the Gannon's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline. Student witnesses and witnesses from outside the Gannon community are encouraged to cooperate with Gannon investigations and to share what they know about a complaint.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. The University will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

8.11.2 Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of [and consent to][11] audio and/or video recording.

[11] Consent of the interviewer and interviewee is required in “dual-party recording” states.

8.11.3 Evidentiary Considerations in the Investigation

The investigation does not consider:

1) incidents not directly related to the possible violation, unless they evidence a pattern.

2) Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

8.11.4 Referral for Decision Making Panel

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter to a decision hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker–unless all parties and the Decision-maker agree to an expedited timeline.

The Title IX Coordinator will select an appropriate panel of individuals from the pool of decision makers.

8.11.5 Sexual Misconduct Committee

The Sexual Misconduct Committee is the University body charged with resolving complaints of the Title IX/sexual misconduct Policy. The committee is composed of trained staff and administrators. Each sexual misconduct complaint is heard and adjudicated by a decision panel of three representatives drawn from the full membership of the SMC by the Title IX Coordinator. The chairperson of the hearing committee will be designated by the Title IX Coordinator.

8.11.5.1 Religious Exemption/Cross Examination

In line with the mission and religious tenets of Gannon the University will conduct a process that protects the dignity and respect of all parties and witnesses participating in the process.

After reviewing the Investigative Report Gannon will request parties identify any witnesses that they may have questions for at the hearing. With the agreement of the parties, it may decided in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

If neither party has questions for a witness the witness will not be required to attend the hearing. The Title IX/Sexual Misconduct Committee will review the Investigative Report and will also be permitted to identify a witness they may need to attend the hearing.

Parties may submit a list of questions in advance of the hearing to the Title IX Coordinator. The Title IX Coordinator will forward the question on to the chair of the panel who will review for relevancy. Questions that arise on the day of the hearing will be permitted to be asked through the private chat function in zoom to the chair or through text message. The chair will then ask the question to the parties involved.

8.11.5.2 Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. The hearing does not consider:

1) incidents not directly related to the possible violation, unless they evidence a pattern.

2) Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on [the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

8.12 Notice of Hearing

No less than ten (10) business days prior to the Hearing, the Title IX Coordinator or the Chair will send notice of the Hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

● A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.

● The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.

● Any technology that will be used to facilitate the hearing.

● Information about the option for the hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.

● A list of all those who will attend the hearing, along with an invitation to object to any Decisionmaker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.

● Information on how the hearing will be recorded.

● A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence.

● Notification that the parties may have the assistance of an Advisor of their choosing at the hearing. The party must notify the Title IX Coordinator if they do not have an Advisor, and the University will appoint one.

● A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.[12]

● An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decisionmaker will review during any sanction determination.

● An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the

resolution timeline followed by the University and remain within the 60-90 business day goal for resolution.

[12] The final investigation report may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.

8.12.1 Hearing Process

Hearings are conducted in private and are not open to members of the University community or the public.

The University recognizes that participation in a hearing may be difficult for those involved; the hearing can be set up such that the complainant and the respondent will have minimal interaction during the hearing or will not be in the hearing room at the same time.

The order of a hearing will be determined by the Chair of the hearing committee, but will generally follow this outline:

1) The Chair will call the hearing to order and state the purpose of the hearing: to determine whether there has been a violation of the University's policy.

2) The complainant and respondent may have an advisor present during the hearings. The advisor may assist the party with formulating and submitting questions to the chair, the advisor may also provide support to the party, Advisors are required to follow the rules of the University.

3) Introductions—each person involved in the hearing will be introduced.

4) The hearing panel will asked the investigators any questions they have regarding the investigative Report.

5) The complainant and respondent will be invited to present a brief statement of the facts to the hearing panel, if they so choose. (impact statements are not permitted at this time)

6) Members of the hearing panel may ask questions of the complainant and respondent.

7) The complainant and respondent may ask questions of each other through the chair of the hearing committee. The chair will determine if a question is relevant and appropriate.

8) Witnesses will be called and the Panel, Complainant, and respondent will be able to asked any relevant questions through the chair.

9) The Chair will ask for the members of the hearing panel to determine whether any additional clarification or information is needed from the complainant, respondent, investigator or witnesses.

10) The hearing panel will go into closed session to determine whether a violation of policy was committed.

11) The decision of the hearing panel that a violation occurred or did not occur will be reached by a majority vote utilizing the preponderance of evidence standard ("more likely than not").

12) If the respondent is found to have violated the sexual misconduct policy the SMC will recommend a sanction. The sanction will be based on consideration of the specific facts of the case itself and relevant factors such as prior disciplinary history.

8.12.2 Deliberation, Decision Making and Standard of Proof

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence is the standard utilized. The hearing facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Decision-maker(s) will review the statements and any pertinent conduct history provided by the appropriate sanction(s) and in consultation with other appropriate administrators, including the Dean of Student Development and Engagement, Director of Human Resources, and the Provost and sue for Student Experience, or designee(s), as required.

The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanctions.

This report is typically three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

8.12.3 Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 5 business days of receiving the Decisionmaker(s)' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Gannon records, or emailed to the parties' Gannon issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the University from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the University is permitted to share such information under state or federal law; any sanctions issued which the University is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the University's educational or employment program or activity, to the extent the University is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of outcome will also include information on when the results are considered by the University to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

8.13 Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

● The nature, severity of, and circumstances surrounding the violation(s)

● The Respondent's disciplinary history

● Previous allegations or allegations involving similar conduct

● The need for sanctions/responsive actions to bring an end to the sexual Harassment and/or retaliation

● The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation

● The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community

● The impact on the parties

● Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

8.13.1 Student Sanctions

Possible sanctions are not limited to those listed below. Sanctions may be combined.

Change of Housing	Relocation to a new housing assignment.
Community Service	Assignment of a number of service hours to be completed within the campus community or the general community.
Counseling	Students may be required to attend counseling on or off campus. If mandated to attend counseling off campus the student will be responsible for any expenses or costs.
Probation	Students will be placed on probation for a specific period of time. During the time if there are additional violations they may be dismissed from the University
Formal Apology	A written statement in which the student reflects and apologizes for their behavior.
Education	Students may be required to participate in an educational program or experience.
No-Contact Order	A directive that mandates a student not to contact another student. A no-contact order includes contact, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of University policy.
Restitution	Students may be required to pay for damages or other expenses.
Restricted Campus Access	Students may be restricted from entering buildings on campus, from registering for certain courses or from participation in activities.
Suspension	The student may be excluded from participation in any academic or other activities of the University for a specified period. Students who have been suspended from the University forfeit all University fees, are withdrawn from University courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus or at University sponsored events without the permission of the University Student Conduct Officer. Students who are suspended are permitted to reapply to the University as long as they fulfill all requirements of the suspension.
Expulsion	Expulsion is permanent exclusion of the University. Students who have been expelled forfeit all University fees, are withdrawn from University

courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus without the permission of the University Student Conduct Officer. Students who are expelled are not permitted to reapply at the University.

8.13.2 Employee Sanctions/Responsive Actions

Responsive actions for an employee who has engaged in harassment and/or retaliation include:

- Warning – Verbal or Written
- Performance Improvement Plan/Management Process
- Enhanced supervision, observation, or review ● Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Reassignment
- Delay of tenure track progress
- Assignment to new supervisor
- Restriction of stipends, research, and/or professional development resources
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions, the University may assign any other responsive actions as deemed appropriate.

8.14 Withdrawal or Resignation While Charges Pending

a. Students: Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the University, the resolution process ends, as the University no longer has disciplinary jurisdiction over the withdrawn student.

However, the University will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the University. Such exclusion applies to all campuses of University. A hold will be placed on their ability to be readmitted. They may also be barred from University property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to University unless and until all sanctions have been satisfied.

b. Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as the University no longer has disciplinary jurisdiction over the resigned employee.

However, the University will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for rehire with the University or any campus of the University, and the records retained by the Title IX Coordinator will reflect that status.

All University responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

8.15 Appeals

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within 7 days of the delivery of the Notice of Outcome to the Dean of Student Development and Engagement or his or her designee.

The Request for Appeal will be forwarded to the AVSPDE for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

8.15.1 Grounds for Appeal

Appeals are limited to the following grounds:

(a) Procedural irregularity that affected the outcome of the matter;

(b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(c) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the AVPSDE and the parties will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the AVPSDE will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies), the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal 40 that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the AVPSDE and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in 5 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The AVPSDE will collect any additional information needed and all documentation regarding the approved grounds. The AVPSDE will render a decision in no more than 5 business days, barring exigent circumstances. All decisions apply the Preponderance of the Evidence Standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the University is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' University-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

8.15.2 Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

If the original sanctions include separation in any form, the University may place a hold on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal. The Respondent may request a stay of these holds from the Title IX Coordinator within two (2) business days of the notice of the sanctions. The request will be evaluated by the Title IX Coordinator or designee, whose determination is final.

8.15.3 Appeal Considerations

● Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.

● Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.

● An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).

● The AVPSDE/Decision-maker(s) may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.

● Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.

● Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing

● In rare cases where a procedural error cannot be cured by the original Decision-maker(s) (as in cases of bias), the appeal may order a new hearing with a new Decision-maker(s).

● The results of a remand to a Decision-maker(s) cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.

● In cases in which the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

8.15.4 Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the sexual harassment and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found. When no policy violation is found, the Title IX Coordinator will address any remedies owed by the University to the Respondent to ensure no effective denial of educational access.

The University will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the University's ability to provide these services.

8.15.5 Failure to Comply with Sanctions/Remedies/Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the AVPSD).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the University.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

8.16 Recordkeeping

University will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;

2. Any disciplinary sanctions imposed on the Respondent;

3. Any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity;

4. Any appeal and the result therefrom;

5. Any Informal Resolution and the result therefrom;

6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. University will make these training materials publicly available on University's website.

7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:

   a. The basis for all conclusions that the response was not deliberately indifferent;

   b. Any measures designed to restore or preserve equal access to the University's education program or activity; and

   c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

University will also maintain any and all records in accordance with state and federal laws.

8.17 Revision of this Policy and Procedure

Gannon reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect. This policy supersedes any previous policy(ies) addressing harassment, sexual misconduct, and/or retaliation.

Gannon shall review this policy annually and with appropriate University approval, revise as necessary.

During the resolution process, the Title IX Coordinator may make minor modifications to related procedures that do not materially jeopardize the fairness owed to any party. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings. This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy is effective August 14, 2020

8.18 Appendix

8.18.1 Appendix A Support and Resources

There are several University offices available to assist members of the Gannon community who have experienced harm on or off campus including the Gannon Police and Safety, University Health and Counseling Services and the Division of Student Development and Engagement.

Erie Campus

Day-time Campus Resources (Mon. to Fri. 8 a.m. to 4 p.m.)

• University Police 814-871-7690 (24-Hours)

• Counseling Services 814-871-7622

• Health Services: 814-871-7622

• Campus Ministry 814-871-7435

24-Hour Resources outside of the University system:

• SafeNet 814-455-1774 (24-hr. Crisis Hotline: 814-454-8161)-Relationship Violence

• Erie Crime Victim Center 814-455-9414 (Crisis or Sexual Violence Advocate 1- 800-352-7273)

• Erie Police Department: 814-879-1125 or 911

• UPMC Hamot: 814-877-6000 • UPMC Crisis Network: 1-888-796-8226

• St. Vincent Hospital: 814-452-5000 (ask for Emergency Dept.)

Ruskin Campus

• Safe Harbor Behavioral Hotline & 1-877-550-4007 Warm line 8am-4pm weekdays

• Sexual Assault: Counseling, Advocacy, Support Services for Victims of Crime. (813) 964-1964 24 Hr

• Crisis Center of Tampa Bay Domestic Violence: Legal Advocacy, Counseling, Shelter and Other Assistance. (813) 645-7874 Office information (813) 641-7027 Shelter Information

• RAINN: Rape, Abuse and Incest National Network Sexual Assault Hotline • 800-656– HOPE (4673)

8.18.2 Appendix B Statement of Rights of the Parties

• The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to Gannon officials.

• The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.

• The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.

• The right to be treated with respect by Gannon officials.

• The right to have Gannon policies and procedures followed without material deviation.

• The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.

• The right not to be discouraged by Gannon officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.

• The right to be informed by Gannon officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Gannon authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.

• The right to have allegations of violations of this policy responded to promptly and with sensitivity by Gannon officials.

• The right to be informed of available interim actions and supportive measures,

• The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available

• The right to have Gannon maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair Gannon's ability to provide the supportive measures.

• The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.

• The right to ask the Investigator(s) and to identify and question relevant witnesses, including expert witnesses.

• The right to provide the Investigator(s)/Title IX Coordinator with a list of questions that, if deemed relevant by the Investigator(s)/Title IX Coordinator, may be asked of any party or witness.

• The right not to have irrelevant prior sexual history or character admitted as evidence. • The right to know the relevant and directly related evidence obtained and to respond to that evidence.

• The right to a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.

• The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.

• The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.

• The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.

• The right to regular updates on the status of the investigation and/or resolution.

• The right to have reports of alleged policy violations addressed by investigators, Title IX Coordinators, and decision-makers who have received relevant annual training.

• The right to decision-makers that are free of bias and conflict-of-interest.

• The right to preservation of privacy, to the extent possible and permitted by law.

• The right to meetings, interviews, and/or hearings that are closed to the public.

• The right to petition that any Gannon representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.

• The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.

• The right to the use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.

• The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor, delivered simultaneously (without undue delay) to the parties.

• The right to be informed in writing of when a decision by Gannon is considered final.

• The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by Gannon

• The right to a fundamentally fair resolution as defined in these procedures. Revision of this Policy and Related Procedures

Gannon reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect. This policy supersedes any previous policy(ies) addressing harassment, sexual misconduct, and/or retaliation.

Gannon shall review this policy annually and with appropriate University approval, revise as necessary.

During the resolution process, the Title IX Coordinator may make minor modifications to related procedures that do not materially jeopardize the fairness owed to any party. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings. This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.