



Adjunct Faculty Handbook 2019 - 2020

Notre Dame College
4545 College Road
South Euclid, Ohio 44121

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WELCOME

We hope your teaching assignment will be a pleasant and rewarding experience.

This handbook has been prepared to give you an overview of some of our policies and procedures and includes basic information from several of the offices and areas you may need to contact.

Please feel free to ask any one of us if you should have further questions. We will be happy to help you.

MISSION STATEMENT

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

STATEMENTS OF PURPOSE

Notre Dame College engages students, staff and the wider community in the lifelong pursuit of truth, beauty and justice. Those who choose the Notre Dame College educational experience are encouraged to develop these values and skills:

- Thinking logically, analytically and creatively
- Communicating effectively in speech and in writing
- Demonstrating mastery of an academic discipline
- Choosing wisely for health and well-being
- Appreciating the fine arts
- Applying principles of Catholic social teaching to life in a diverse world
- Pursuing personal spiritual development
- Sharing talents and gifts in the spirit of friendship
- Apply technology and digital resources appropriately and responsibly
- Pursuing integrative learning within and among general and specialized studies

QUICK REFERENCE TELEPHONE NUMBERS

DEPARTMENT	NAME	EXT.
Academic Affairs	Vincent Palombo, VP of Academic and Student Affairs	5310
	R. Eric Matthews, Dean of Academic Programs	6492
	Mary Michelle Coleman-Walsh, Director of the Office of Academic Affairs	5283
	Office of Academic Affairs Coordinator	6393
Student Success Center	Katie McMahan, Director	5327
Academic Support Center	Mary Jo Levand, Director	5185
Athletics	Scott Swain, Athletic Director	6365
Career Services	George Phillips, Director	5290
Dwyer Learning Center	Katie McMahan, Director	5327
Graduate Programs	Sarah West, Director	5409
Human Resources	Susan Anderson, HR Director & Deputy Title IX Coordinator	6396
	Cathy Gerland, Payroll Manager	5215
Library	Karen Zoller, Director, Clara Fritzsche Library	5267
Office Services / Mailroom	Nick Regotti, Manager	5220
Maintenance	Tom Meeks, Director	5206
Finn Center – Online Learning	Florentine Hoelker, Dean	6469
President's Office	John Galovic, Interim President	5200
Registrar's Office	Tracy Sabransky, Registrar	5287
	Front Desk	5213
Security	Chief Jeff Grecol,	5407
	Campus Police Emergency Line	5212
Student Affairs	Tera Johnson, Dean & Deputy Title IX Coordinator	5181
	Samantha George, Assistant Dean	5366
Virtual Bookstore	Kristin Butterfield, Director	5179

DIVISION CHAIRS

Business Administration	Natalie Strouse, M.B.A.	(ext. 5298)
Arts and Humanities	Ken Palko, M.A.	(ext. 5296)
Sciences and Mathematics	Sharon Balchak, Ph.D.	(ext. 5295)
Nursing	David Foley, Ph.D.	(ext. 5182)
Professional Education	Sue Corbin, Ph.D.	(ext. 5429)

PAYROLL

Welcome to Notre Dame College and thank you for sharing your academic expertise and your professional experiences in our classrooms. In order to hire and pay you, we need you to turn in the following materials to our Human Resource Office:

- Notre Dame College Employee Record Form
- Ohio Department of Taxation Withholding Form (IT-4)
- Employee's Withholding Allowance Certificate (W-4)
- Employment Eligibility Verification (I-9)
- Direct Deposit Enrollment Form

Additionally, please submit your signed contract, a resume and all official transcripts to the Office of Academic Affairs (OAA). Your pay cannot be processed until all forms are submitted to HR and OAA. Paychecks are issued on the last working day of the month. If you have questions about your paycheck, please contact Cathy Gerland, at ext. 5215.

SYLLABUS

When preparing your syllabus, please follow the set of guidelines for syllabus construction. These guidelines are located on page 46 of this handbook. **A copy of your syllabus should be turned in to your department chair and to the Office of Academic Affairs every semester; electronic copies of your syllabi are requested. Please email them to academicaffairs@ndc.edu.** At your first class meeting, guide students through the syllabus. This is a binding document — students can object if a professor adds assignments and/or tests or books, etc. to the course requirements or changes dates without warning. Add a caveat so that dates and other adjustments may be made to adapt to unforeseen circumstances. Be as specific as possible about the relative weight of tests, assignments, reports, etc. Syllabi are not to be printed for students on campus printers. Syllabi are required to be posted to Moodle for students to print if necessary. Division Chairs or Department Chairs will assist you in making appropriate modifications to syllabi.

FINAL EXAMINATIONS

It is expected that every instructor will administer a final exam in every course s/he teaches except, perhaps, a lab or composition course. All examinations are to be taken at the time that the exams are scheduled (Final Exam Schedule will be distributed around midterms). For the final examination policy, please go to page 49. **A copy of each final exam (you give) should be sent electronically to academicaffairs@ndc.edu with the exception of the online courses.**

ATTENDANCE/MISSING CLASS

If you are ill or tardy and will not be able to meet your class, please notify Office of Academic Affairs Coordinator at 216-373-6393 or academicaffairs@ndc.edu, carbon copy Mary Michelle Coleman-Walsh, Director of the Office of Academic Affairs, at 216-373-5283 or mcoleman@ndc.edu, and your respective Division Chair as soon as you know you will be unable to attend. If we do not respond, please leave a voicemail message. When a class must be unexpectedly cancelled, instructors are required to notify students as early as possible through the NDC Moodle and email systems. We strongly suggest that students provide you with their cell phone numbers as an additional contact source. If a faculty member knows in advance that he/she may miss more than one class per semester, he/she must notify the Office of Academic Affairs and the Division Chair. **Online classes typically do not observe holidays and weather-related closings.**

WEATHER EMERGENCY PLAN

Notre Dame College will close only in the event of extreme weather conditions; decisions to delay or close are made based on short and long-term meteorological reports. We recognize that some students and employees live a significant distance from campus. Use your best judgement in deciding whether or not it is safe to drive to campus.

Faculty: If the College remains open, but you find you are unable to make it to campus, it is imperative you reach out to all students in your class(es). You can accomplish this by posting a message on your Moodle site by either clicking on “Add a new topic...” in the Latest news section on the upper right side of the course home page, OR clicking on “News Forum” in the ‘Start Here’ section in the upper center area of the course home page. Messages posted in either of these sections will appear in both areas and are automatically sent via email to each course participant. This will prevent students from driving to campus only to discover their class(es) are not meeting. The Office of Academic Affairs is not able to notify students for you.

When classes are delayed or the College is closed, announcements will be made on major local TV stations and their websites (including Channels 3, 5, 8, 19, and 43) and ClearChannel radio stations. Notification will also be posted on the College Website’s homepage, notredamecollege.edu.

Chanel 3 (WKYC and WKYC.com) provides free mobile text alerts. In the event of a delay or closing, once you sign up for this service, you will receive a text message notification. To sign up for this free service, go to the following link: my.textcaster.com/ServePopup.aspx?id=1075.

NOTRE DAME COLLEGE VIRTUAL BOOKSTORE

The Notre Dame College Virtual Bookstore is a full-service bookstore, readily available for students, faculty, administration and alumni. All required and recommended textbook adoptions are available for each course in a variety of formats: new, used, e-book or custom course packs. In addition to textbooks, the Notre Dame College virtual bookstore also offers general books, custom apparel, course-related supplies and book buyback. – Questions? Please contact Kristin Butterfield, Director of NDC Virtual Bookstore at kbutterfield@ndc.edu.

TEXTBOOKS - DESK COPIES

Desk copy procurement is the responsibility of each faculty member. Faculty members should request desk copies of a particular textbook only after the book has been adopted. Both the desk copy and the shipping cost are usually free; however, this will vary by publisher. If you do not have the publisher information for your textbook, do a Google search with the author and title or ISBN. Most publishers provide an online form for desk copy requests. Desk copies can be ordered online. Select the adopted textbook, add it to the shopping cart, and proceed to checkout. You must provide your NDC email address when placing desk copy requests (this is an important tool for faculty verification). Desk copy orders should be shipped directly to the instructor at Notre Dame College, 4545 College Road, South Euclid, OH 44121. Approximate shipping time 4-6 weeks. Should you need desk copy assistance, please contact Kristin Butterfield, Director of NDC Virtual Bookstore at kbutterfield@ndc.edu.

ACADEMIC EVENTS/FUNCTIONS

Adjunct faculty members are encouraged and welcomed to attend faculty and department meetings when it is feasible. Adjunct Faculty are also welcome and encouraged to attend the Honors Convocation at the end of the academic year, the Baccalaureate Liturgy and the Commencement Ceremony. Academic attire **must** be worn if you intend to join the academic procession at these events. It is the responsibility of the faculty member to provide his/her own academic attire for this purpose. Information about these events will be forthcoming from the Office of Academic Affairs. Should you need to rent academic attire please contact Kristin Butterfield, Director of NDC Virtual Bookstore at kbutterfield@ndc.com.

MAILROOM

Instructors may return papers, tests, etc. to students via their mailboxes in the Mailroom on the ground floor of the Administration Building. Please let them know in class if you will be leaving something in a student mailbox. Please ask each student for his/her mailbox number and put this information on the top page of the item(s) you will be returning to them. Student mailboxes do not have names, only numbers. Also, please note — students must request a mailbox in order to be assigned one. Thus, you may want to check to make sure the students have mailboxes before trying to leave material. The mailroom is not responsible for tracking your students' assignments. We encourage you to use Moodle and e-mail for students to submit information. If you need to order supplies, order forms are available from Office Services / Mailroom (ext. 5220) on the ground floor of the Administration Building. See page 9 for additional information.

STUDENT ASSESSMENT

Students are more successful when varied assessment measures are given, and faculty are encouraged to give multiple assessments throughout the course. Instructors are responsible for proctoring their own examinations and should be in the classroom during testing time. Students may not be assigned to perform this task nor may students grade tests.

Instructors are required to use the Moodle course management system to keep track of student's attendance and academic progress. At mid-semester, all grades but especially D and F grades must be reported. Additional instructions will be reported to you at that time. Notre Dame College has a standard grading policy; please see the catalog for information.

It is our expectation that faculty will return graded assignments promptly. Students have the right to appeal final grades. It is recommended that instructors retain all course materials for one full semester after the course ends. Details regarding grade appeals and their timelines are available in the online course catalogue.

IDEA EVALUATIONS

At the end of each semester, you will be doing IDEA course evaluations for the course(s) you will be teaching. This process will be all electronic and the students will fill the evaluation out through Moodle. You will be permitted to view and/or copy your evaluations AFTER your final grades have been turned in. If you have any questions regarding the process, please contact the Office of Academic Affairs Coordinator, academicaffairs@ndc.edu or (216) 373-6393.

AUDIO VISUAL EQUIPMENT

Should you have a need for audio visual equipment that is not available in your assigned classroom, place your request for the equipment by following these directions:

- Login to My NDC
- Select “NDC Life” from the tabs at the top of the page
- Select “AV Service Requests” from the tabs at the left of the page

You may contact the Faculty Secretary to obtain a list of classrooms with a PC & projector. Office Services will be able to provide support for your audio visual needs. Please submit your requests for A/V equipment a week in advance to ensure timely installation. Please see Courtney Chambers (Events Coordinator), to ensure that the space is available, for set-up, before submitting your request. You must submit all requests to Courtney Chambers, cchmabers@ndc.edu

ADDITIONAL SERVICES

DWYER LEARNING CENTER

Hillary Kursh, Coordinator (x5359)

The Dwyer Learning Center exists to support students as they transition from high school to college and throughout their academic career. The department provides assistance to students through tutoring, study groups, athletic study tables, test proctoring, and placement testing. The department's goal is to support not only students but to work closely with the faculty to support their goals and objectives in their disciplines. As part of the Student Success Center, The Dwyer Learning Center will work with students to help them develop the skills needed for academic success that can be translated into skill sets for postgraduate or workplace success.

The test proctoring area is located in room 207 of the Administration Building. Tests for students to be proctored can be emailed to dwyerlc@ndc.edu. Tests must also include a Faculty Authorization Form. Faculty Authorization Forms can be found on MyNDC under Academic Resources, Dwyer Learning Center.

Also, on My NDC under Academic Resources, Dwyer Learning Center will be the faculty recommended peer tutor schedule for the current semester. Faculty should direct students to the Dwyer site for writing assistance in the Dwyer writing lab, subject area tutoring or any general coursework assistance.

Students needing test proctoring should be instructed to make an appointment by emailing dwyerlc@ndc.edu.

ACADEMIC SUPPORT CENTER

Mary Jo Levand, Director (ext. 5185)

The Academic Support Center is for students with documented learning disabilities who enroll at Notre Dame College. These students have individual services available to make attaining a college education possible. The Academic Support is a structured, fee-based package of services that go beyond basic accommodations.

The Mission of the Academic Support Center is to provide personalized support and services, exceeding those required by law, to degree-seeking students with documented disabilities for academic and career success. Contact Mary Jo Levand at mlevand@ndc.edu.

The Academic Support Center (ASC) is located on the second floor of the south wing in Regina Hall.

Hours:

Monday- Thursday- 8am-6pm

Friday- 8am-4pm

KELLER CENTER

Scott Swain, Athletic Director (ext. 6365)

The Keller Center is an on-campus facility center that includes a fitness/weight room, pool and basketball court. An NDC I.D. card is required for admittance to this facility.

FACULTY WORKROOMS

Paper clips, staplers, a three-hole punch, paper cutter, rubber bands, scotch tape, and other supplies are provided for your use and are located on the large table in the Faculty Workroom. White board markers and erasers are available in Office Services/Mailroom and any additional supplies must be approved by the Division Chair before ordering.

ROOM 401 ADMINISTRATION BUILDING & REGINA 3RD FLOOR COPY ROOM

Hours: Monday - Friday, 8:30 a.m.-10:00 p.m.

Room 401 and Regina 3rd floor copy room is an additional space for professors copying needs and additional supplies. The Scantron machine is located in room 401. Please remember that this is spaced is used by ALL professors on campus. NO students are allowed in the Adjunct Faculty Office.

ROOM 223 ADMINISTRATION BUILDING

The Adjunct Faculty Office is a temporary work space for the use of all adjunct professors. Your adjunct faculty mailbox is located in this workroom. Please make yourself at home but remember that this office is shared by ALL adjunct faculty, please remember to keep personal and professional items off desks. NO students are allowed in the Adjunct Faculty Office.

OFFICE SERVICES/MAILROOM

Nick Regotti, Manager (ext. 5220)

Hours: Monday- Friday 8:30 AM – 4:30 PM

We also copying, scanning, and fax services. For large quantities of print request, we would like to have a 24-48 notice. We are responsible for in-house supplies, and also can place orders for supplies. Also provide office furniture orders, place all phone set-ups, and issues. We do not encourage, that any test papers be left to be put in mailboxes for students. We have over 700 mailboxes, and cannot look up each mailbox, not all students sign for a mailbox key. All packages that cannot fit in the mail bin, will be emailed for pick-up. All Adj. mail will be sorted at the end of each business date. Room 223. All and any request should be emailed to Officeservices@ndc.edu. AV/supplies copying, etc.***copy center email, is no longer valid***

Important Copying Guidelines

The following are guidelines for classroom copying. These guidelines need to be followed in order to educate and protect both you and the school from lawsuits. Copy requests that are found to be in violation of copyright laws will be returned to you uncopied. Thank you for your cooperation. If you have further questions, Kristin Butterfield, Director of the Virtual Bookstore is available as a resource.

Notre Dame College

Information to faculty on classroom copying 2/2/2012

Reproduction of copyrighted material without prior permission of the copyright owner, particularly in an educational setting, is an issue of concern for the academic community.

Although copying all or part of a work without obtaining permission may appear to be an easy and convenient solution to an immediate problem, such unauthorized copying may violate the rights of the author or publisher of the copyrighted work, and be directly contrary to the academic mission to teach respect for ideas and the intellectual property that expresses those ideas. Without understanding the copyright law, including elements such as the doctrine of "fair use" and its application and limitations in the educational setting, faculty members, students, centers, college stores, universities, colleges and others will be at risk for engaging in illegal copying.

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals.

The purpose of the following guidelines is to state the minimum standards for educational fair use under Section 107 of HR 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Guidelines:

I. SINGLE COPYING FOR TEACHERS

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- a. A chapter from a book;
- b. An article from a periodical or newspaper;
- c. A short story, short essay or short poem, whether or not from a collective work;
- d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. MULTIPLE COPIES FOR CLASSROOM USE

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- a. The copying meets the tests of brevity and spontaneity as defined below; and

- b. Meets the cumulative effect test as defined below; and
- c. Each copy includes a notice of copyright.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

Definitions:

Brevity:

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Prohibitions as to 1 and 2 Above

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - a. substitute for the purchase of books, publisher's reprints or periodicals;
 - b. be directed by higher authority;
 - c. be repeated with respect to the same item by the same teacher from term to term.

No charge shall be made to the student beyond the actual cost of the photocopying.

As excerpted from <http://www.nacs.org/toolsresources/cmip/copyright/questions/intro.aspx>

REGISTRAR'S OFFICE

The Registrar's Office welcomes you to the Notre Dame College community!

Class Lists

For each semester or online term, your class list(s) will be available on My NDC. To view instructions on how to access class lists via My NDC, log-in to your My NDC account and click on the "Accessing Class Lists Online" form located under "Faculty Forms". Any student(s) not listed on your class list(s), but attending class is not officially registered. Please send the names of any non-registered students still in attendance after the first week of class (add/drop week), to registration@ndc.edu.

Waiting Lists

The Registrar's Office maintains wait lists for courses that do not have available seats through the end of the first week of classes. Instructors should not approve a student to enroll in their class unless they have checked with our office about whether there is a wait list for the course. The Registrar's Office will remove any student on a wait list at the end of the first week. You need to ensure no waitlisted students are still attending your course after that week.

Student Schedule Changes

Students wishing to add an on-campus course to their schedules must do so before the end of the first week of classes. Students can add or drop on-campus courses through My NDC or Student Services (Admin. Bldg. – room 117). Students wishing to add an online course must do so before the first day of class for the online term. Traditional students wanting to take an online course must make that request using the "Traditional Student Online Course Registration Request" form located on My NDC under "Registrar Request Forms" within the "Academics Tab". The Registrar's Office will enroll the student and will communicate when that has been done or if there are any issues with their request.

Grading

Midterm and final grades must be submitted via My NDC each term (fall, online D1, online D2, etc.). You are expected to adhere to the grading due dates for each semester, which are listed on the academic calendar, www.notredamecollege.edu, under the Academics Tab. Once the grading period closes, you will no longer be able to enter grades in My NDC. If you have any issues, contact registration@ndc.edu.

- Incomplete Form – Any instructor who approves a student to have extended time for completion of outstanding course work, in lieu of posting a final grade, must submit an Incomplete Request form to registration@ndc.edu. All incomplete forms must be submitted on or before the last day of grade entry for that term. The student's signature on the form is preferable, but not required, as long as the instructor has email documentation of the student's agreement to the incomplete terms. An incomplete status (I) will be assigned to the course until a final Grade Change form is received. Please note, the maximum extension for an incomplete status is 4 weeks for an online class and 6 weeks for an on-campus class. A final grade is due on the last day of the 4 week/6 week extension, so your deadlines to the student should be adjusted accordingly.
- Grade Change Form - Any change of a student's final grade or Incomplete Status, must be submitted to the Office of Academic Affairs using the "Grade Change" form. Approved grade changes are forwarded to our office for processing.

All faculty forms and other instructions are available on the home page of My NDC under "Faculty Forms". If you have any questions, please contact the Registrar's Office at registration@ndc.edu.

Sincerely,
The Registrar's Office

Tracy Sabransky
Registrar
tsabransky@ndc.edu

Anita Pajek
Assistant Registrar
apajek@ndc.edu

Carri Burke
Assistant Registrar
cburke@ndc.edu

Susan Hren
Assistant Registrar
shren@ndc.edu

MOODLE INFORMATION

All faculty are required to use the College's course management system, MOODLE 3.0, for entering class attendance, assignments and grades. Initial course rosters will be pre-loaded into the system. If you need help in adjusting the roster after the beginning of the term, consult Chris Kiec, Faculty IT Support. Chris can be reached by email at ckiec@ndc.edu or phone, 216.373.5356.

Required training for online instructors:

Online instructors will use Moodle version 3.7 through <https://ndc.learninghouse.com/>. *The campus Moodle and the Online Moodle are two different platforms and are hosted by two different service providers.*

MT 205 – Faculty Orientation to Moodle

MT205 is a self-paced asynchronous course delivered through five tutorials. Each tutorial will take about an hour to complete.

Course Description: MT 205 covers Moodle learning management system basics, including how to navigate the course, add/change assignments and quizzes, add chat rooms and forums, grade assignments and check grades.

BP 500—Course Delivery Best Practices

BP 500 is a five week instructor led training course. Participants can expect to spend 2–3 hours each week on the instructor-led course work.

Course Description: BP 500 provides new instructors with the essential skills necessary to teach within the online environment. In addition, the course includes descriptions of features common to most learning management systems and definitions of commonly used Internet terms. BP 500 also covers asynchronous/synchronous communication, online policies and procedures, and how to build an online community.

You must contact Alana Norris to schedule both training courses by email at anorris@ndc.edu or by phone, 216. 373. 5286.

Adobe Connect Training

Course Description: Adobe Connect is used to host live, synchronous, virtual classrooms. Training involves participating in an on-demand training where a 45 minute archived training session can be watched and a short assessment demonstrating proficiency is recommended. Once the training assessment is complete, the training department will create an account and provide the faculty member with access to the Adobe Connect classroom tool.

Support/1:1 Training

Periodic hands-on training sessions will be scheduled as needed. For individual one-on-one assistance with Moodle or instructional design, contact Dot Garman at dgarman@ndc.edu.

EMPLOYMENT POLICIES & PROCEDURES

Welcome to Notre Dame College!

We are proud to have you as a member of the Notre Dame College community. We have written this handbook to answer some of the questions you may have concerning the College and its policies. Please read it thoroughly and retain it for future reference. It is the College's expectation and intention that the policies described in this handbook will from time to time be modified, rescinded or replaced. Should you have questions, please direct them to the Human Resources Department or your manager.

This handbook is not a contract, express or implied, and does not guarantee employment for any specific duration. Further, the policies stated in this handbook are subject to change, with or without prior notice, at the sole discretion of Notre Dame College. Please understand that no supervisor, manager or representative of Notre Dame College other than the President or the Vice President of Finance & Administration can enter into any agreement with you for employment for any specified period or to make any promises or commitments about your employment. Any such agreement entered into by the President or Vice President of Finance & Administration shall not be enforceable unless it is in writing. College employees are employed at-will and may be terminated, according to State law, with or without cause at any time or may resign for any reason at any time.

Mission

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

Philosophy

Insofar as Notre Dame College is a private, Catholic institution with its unique philosophy of education, it is expected that all administration and professional staff members will honor this philosophy before agreeing to enter into employment with the College.

Although non-Catholic personnel are not expected to make their own those tenets peculiar to Catholicism, neither may they, regardless of their own religious or moral persuasion, use their position to weaken either directly or indirectly the philosophy and educational objectives of the College.

Values List

The Values List of the Notre Dame College Community is a code of ethics and values for each member of our community. The primary goal of every person – student, faculty and staff – is the education of students.

To achieve this goal, we commit ourselves to these principles:

- Each student, colleague and visitor is of equal worth;
- A learning community values truth in all its forms;
- The College community honors the dignity of each person;
- A community is enhanced by the power that comes from uniqueness;
- The interdependence of all positions in a small college makes teamwork essential;
- Quality in the basics is the goal in every area;
- Imagination and versatility enrich every venture; and

A sense of joy characterizes the Notre Dame College culture.

Equal Employment Opportunity Statement

The policy of the College is to maintain a workplace free of unlawful discriminatory practices. In accordance with Federal and state law, Notre Dame College does not discriminate in any term or condition of employment including: hiring, training, compensation, benefits, promotion, transfer, demotion, layoff, discipline, or discharge because of an individual's 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 except when permitted by law to allow selection of Roman Catholics for certain designated positions.

Discrimination in any form, including slurs or jokes based on a protected classification, is to be promptly reported to the Director of Human Resources. All personnel have a responsibility to promote an environment free from discrimination and harassment. Any person who feels that he/she has witnessed or experienced discriminatory treatment or harassment, not in accordance with the College's policies and procedures, should promptly submit a complaint in accordance with the procedures set forth in this handbook. The measure of harassment is whether the conduct was unwelcome and offensive to the recipient; the alleged harasser's intentions are less significant. All personnel are prohibited from taking any kind of retaliatory action against an employee because of a good faith complaint about conduct prohibited by this policy. The Director of Human Resources or a designee will promptly investigate all complaints. Any employee who is found, in the judgment of the College, to be in violation of this policy shall be subject to disciplinary action, up to and including discharge.

Respectful Workplace

Notre Dame College believes in a respectful workplace. A respectful work place is one which promotes acceptance, is committed to diversity and requires respect for dignity and the interests of others. While there are laws and regulations that provide protection against discrimination, the College will go a step farther in creating a respectful workplace. ***All employees are entitled to work in an environment which stresses acceptance, values diversity, and is free from any form of harassment or bullying.***

Notre Dame College does not discriminate on the basis of race, color, creed, age, sex, sexual orientation, religion, national origin, veteran status, physical or mental disability or any other basis of prohibited discrimination in its programs and activities. This policy extends to employment with and admission to the College. Any form of illegal harassment and/or bullying is unacceptable. Any employee who harasses or bullies another may be subject to disciplinary action, up to and including termination. The Director of Human Resources has been designated to handle inquiry regarding this policy:

Susan Anderson, Director of Human Resources
Notre Dame College, 4545 College Rd., South Euclid, OH 44121
Office Location: Human Resources – First floor of Administration Building
Phone: 216.373.6396
E-mail: andersons@ndc.edu

Title IX Policy (Sexual Misconduct)

While sexual misconduct may be a violation of the Respectful Workplace policy (above), the College has an additional, standalone, policy governing sexual misconduct. Members of the College community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The College also believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. The College's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom.

Any employee who has a concern or complaint related specifically to sexual misconduct should refer to the Title IX Policy in the employee handbook. The following people have been designated to handle inquiries/complaints regarding the sexual misconduct policy:

Tera Johnson, Dean of Students & Title IX Coordinator
Notre Dame College, 4545 College Rd., South Euclid, OH 44121
Office Location: L1 – First Floor of Clara Fritzsche Library
Phone: 216-373-5181
E-mail: tjohnson@ndc.edu

Sami George, Assistant Dean of Students & Deputy Title IX Coordinator
Notre Dame College, 4545 College Rd., South Euclid, OH 44121
Office Location: Second Floor of Clara Fritzsche Library
Phone: 216-373-5366
E-mail: sgeorge@ndc.edu

Alcohol and Controlled Substance Policy

Notre Dame College has a vital interest in maintaining a safe, healthful and productive workplace and educational environment. The College recognizes that the possession, use or distribution of controlled substances in or around the College presents a threat to the health, safety and productivity of our employees. Therefore in an effort to cooperate to the fullest extent possible with the Drug-Free Workplace Act of 1988 and Chapter 3719 of the Ohio Revised Code, the College has established the following policy.

The actual or attempted manufacture, distribution, dispensation, sale, purchase, transfer or unauthorized possession of alcohol or any controlled substance by any employee while on the College's premises is prohibited. Compliance with this policy is a condition of employment and any employee who engages in any such conduct will be subject to criminal prosecution to the full extent of applicable federal, state and local laws. In addition, the Controlled Substances Act, 21 U.S.C. 845a, makes it a federal crime to distribute, possess with the intent to distribute or manufacture a controlled substance within 1000 feet of a school or college punishable by double the sentence that would apply if the crime occurred elsewhere.

The consumption or use of alcohol (except the moderate consumption of alcohol at College-sponsored events where the use of alcohol is approved by the College) or any non-prescription controlled substance by any employee while on the College's premises or while on College-sponsored business and supervising or monitoring any of the College's students is prohibited. Reporting to work, either at the beginning of the employee's work shift or following any break, or being on College property while under the influence of alcohol or any non-prescription controlled substance by any employee is prohibited. The illegal use of prescription drugs while on duty, while on College property, while on College-sponsored business or while supervising or monitoring any of the College's students is also prohibited. Compliance with this policy is a condition of employment. Any employee who engages in such prohibited conduct will be subject to disciplinary action up to and including termination.

Any employee who is convicted of a violation of any criminal drug statute occurring on the College's premises must notify the College no later than five (5) days after such conviction. Such employee will be subject to discharge.

If your job duties include driving either your own or a College vehicle, you must report any DUI's on or off-duty no later than 24 hours after arrest.

Employees can obtain information concerning drug and alcohol counseling, treatment and rehabilitation resources from Human Resources.

Reasonable Accommodation

The College provides reasonable accommodations to otherwise qualified employees who are disabled or become disabled and need assistance to perform the essential functions of their positions, in accordance with the law. The interactive process shall be used to determine what, if any, reasonable accommodation will be made.

Employment Applications and Resumes

The College relies upon the accuracy of all information contained in the employment application, as well as the accuracy of other data and information presented in your resume and throughout the hiring process and subsequent employment. Any misrepresentation, falsification or material omission of any of this information may result in your exclusion from further consideration for employment or, if you have already been hired, termination of employment.

Background Checks

A background check of a candidate is an important part of the selection process when hiring new employees and volunteers. A background check is conducted to promote a safe work environment and to protect the College's most important assets: the people the College serves.

A satisfactory background check is defined as the absence of a criminal history record which, in the College's sole discretion, bears a significant relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position. In the case of an individual that may function within a financial capacity or have job duties that handle financial accounts, a background check related to their financial and credit history may also be required.

Employees subject to pre-employment background checks include all faculty, adjunct faculty, full-time staff, part-time staff, seasonal and temporary staff, all coaches including volunteer coaches and employees who are rehired by the College after a twelve-month break in service.

Human Resources will be responsible for conducting background checks through the appropriate vendors. Copies of Background Check Consent Forms and Background Reports will be maintained in Human Resources. All applicants must complete and sign the appropriate Notre Dame College Background Check Consent Form. Falsification of information submitted on College application materials may be grounds for disqualification or separation.

During the final interview process, all candidates will be notified that any job offer is contingent upon successful completion of the background check. (e.g., “Successful completion of a background check is required for employment.”)

Only criminal convictions, guilty pleas, and pleas of no contest will be considered in determining an applicant’s suitability for employment. Detention or arrest without conviction or plea of no contest typically do not constitute valid grounds for employment decisions or play a part in the decision-making process.

In determining an applicant’s suitability for employment where the applicant has criminal convictions on the applicant’s record, consideration will be given to the specific duties of the position, the number of offenses and circumstances of each, the length of time since the conviction(s), and the accuracy of the explanation on the application.

If a candidate or current employee disputes the accuracy of any information obtained in a background check (including criminal records), the employee shall be referred to the agency that provided the information. Such dispute may impact the hiring process. A candidate disputing the accuracy of information will have three (3) business days to conclusively demonstrate the inaccuracy of the information obtained in a background check, after which time an employment decision may be made.

In the event that an employee subject to this policy receives a criminal conviction after successful completion of the initial background check, that employee must inform Human Resources. Human Resources will then determine whether or not the conviction is relevant to the employee’s job under this policy. If the conviction is not relevant, no adverse action will be taken. If the conviction is relevant, employment may be terminated or the employee may resign. Employees who fail to notify Human Resources about a “subsequent criminal conviction” will be terminated for cause.

Employment of Relatives

In accordance with general College policy, the basic criteria for the hiring and promotion of all College employees shall be appropriate qualifications and performance. Relationship by family or marriage shall constitute neither an advantage nor a deterrent to hiring by the College, provided the individual meets and fulfills appropriate institutional hiring standards.

Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment which can be carried into the daily working relationship, the following restrictions apply to the hiring of relatives. No person shall be assigned to a department or unit under the supervision of a relative who has or may have a direct effect on the

person's progress or performance, nor shall relatives work for the same immediate supervisor, without prior written approval of the administrative head of the organizational unit, the office of the President, and the Director of Human Resources, as appropriate. The President may grant exceptions to this policy for temporary appointments or if it is in the best interest of the College to do so.

Both individuals have the obligation to disclose their relationship. Should individuals become "relatives" for purposes of this policy after hire, the College reserves the right to remove any actual or perceived conflict by transferring duties or positions. In some cases, termination may be the action chosen by the College.

For the purpose of this policy, "relative" is defined as any of the following: relationship by law—guardian; relationship by blood—parent, child, grandparent, grandchild, brother, sister, uncle, nephew, niece, first cousin; and relationships by marriage—husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, nieces, spouse/partner of any of the above and cohabitating couples, and "significant others" (i.e., those in dating relationships). This definition is not to be construed to exclude the possibility of questions of nepotism in the case of other relationships.

For the purpose of this policy, nepotism is defined as appointment and/or promotion bestowed in consideration of family or personal relationship and not merit.

The College reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In these situations, the College reserves the right to remove any actual or perceived conflict by transferring duties or positions. In some cases, termination may be the action chosen by the College.

Outside Activities

Employees are required to conduct their activities on behalf of the College with the utmost good faith and loyalty. Employees may not compete with the College or convert business opportunities of the College to their personal gain or advantage or the gain or advantage of another. Employees may not convert confidential information or trade secrets of the College to their personal gain or advantage or the gain or advantage of others.

Outside employment may not interfere with efficient performance of the institutional assignment. The outside job may not conflict with the interests of the College. The outside employment may not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties. The employee shall provide advance notification to their supervisor of the anticipated outside employment. The supervisor, in turn, will notify the unit vice president who will decide if the President's permission is needed, based on the type of employment.

Conflict of Interest

1. An individual's status as an employee takes precedence over the employee's status as a student. There may be instances where policies or laws for students on a particular subject will differ from policies or laws for employees on that same subject. In those instances, employees must follow the policy as it applies to employees and may not claim that they are

exempt from an employee policy due to their additional status as a student. In order to avoid conflicts of interest, employees may not seek or hold a student office, either elected or appointed. An employee may not work on school assignments during work hours, unless the employee has obtained special permission from the appropriate supervisor.

In cases where an employee has a work-related issue, the employee must utilize the policies and procedures applicable to employees. Issues arising as a result of an employee's status as a student must be resolved according to policies and procedures applicable to students. Individuals who are employees and students of the College are responsible for their conduct in both arenas.

2. The purpose of the following policy and list of procedures is to prevent the personal interests of staff members and college officers from interfering with the performance of their Notre Dame College duties. A potential conflict of interest occurs when the personal or private interests might lead an independent observer reasonably to question whether the individual's professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise at the expense of Notre Dame College. As soon as a transaction could potentially create a conflict of interest, the college officer, staff or faculty member shall take the following actions of this policy.
 1. Disclosure. Disclose fully in writing the precise nature of his/her interest in such transaction to the College President or designate; and,
 2. Non-Participation. Refrain from participation (individually or as a committee member) in the College's consideration of the proposed transaction unless permitted by the College President.

Definitions

1. Conflict of Interest- a conflict, or the appearance or a conflict between the private interests and official responsibilities of a person in a position of trust and responsibility at Notre Dame College. Persons in a position of trust at Notre Dame College include staff members, faculty members, members of the administration and Board of Trustees of Notre Dame College.
2. Board- means Board of Trustees
3. Staff Member- means a person who receives all or part of his/her income from the payroll of Notre Dame College including but not limited to: directors, officers and employees of the college.
4. Family Member- a spouse, parent, child or spouse of a child, brother or sister, or spouse of a brother or sister, of a staff member.
5. Material Financial Interest- a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a staff member's or family member's judgment with respect to transactions to which the entity is a party.
6. Contract of Transaction- any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind; the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship; or review of a charitable organization by Notre Dame College. The making of a gift to Notre Dame College is not a Contract or Transaction.

Policy and Practices

1. Full disclosure, by notice in writing shall be made by the interested parties to the College President or a designate in all conflicts of interest, including but not limited to the following:
 - a. A staff member is related to another staff member by blood, marriage, or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member who she/he supervises.
 - c. A staff member or their organization stands to benefit from a transaction, or a staff member of such organization receives payment from another organization for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A staff member's organization received funding from Notre Dame College.
 - e. A staff member is a member of the governing body of a contributor to Notre Dame College.
 - f. A staff member competing with Notre Dame College in the rendering of services or in any other contract or transaction with a third party.
 - g. A staff member's having a material financial interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of or consultant to; an entity or individual that competes with Notre dame College in the provision of services or in any other Contract or Transaction with a third party.
 - h. A staff member accepting gifts, entertainment or other favors from any individual or entity that:
 - i. Does or is seeking to do business with, or is a competitor of Notre Dame college; or
 - ii. Has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from Notre Dame College.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the College President shall determine whether a conflict of interest exists and, if so, the College President shall authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Notre Dame College's best interests.
3. Prior to an action on a contract or transaction involving a conflict of interest, a staff member having a conflict of interest and who is in attendance at the meeting shall disclose all facts material to the conflict of interest. Such disclosure shall be reflected in the minutes of the meeting.
4. A staff member who plans not to attend a meeting at which he or she has a reason to believe that the College will act on a matter in which the person has a conflict of interest shall disclose to the chair of the meeting all facts material to the conflict of interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
5. An interested officer or staff member shall not participate in any discussion or debate or of any committee or subcommittee thereof in which the subject of the discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present committee member.

6. Anyone in a position to make decisions about spending Notre Dame College's resources who also stands to benefit from that decision has a duty to disclose that conflict as soon as it arises (or becomes apparent). He or she should not participate in any final decisions.
7. In the event that it is not clear that a conflict of interest exists, the individual with the potential conflict shall disclose the circumstances to the College President who shall determine whether there exists a conflict of interest that is subject to this policy.

Confidentiality

1. Each staff member shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Notre Dame College. Furthermore, a staff member shall not disclose or use information relating to the business of Notre Dame College for the personal profit or advantage to themselves or a family member.

Review of Policy

1. A copy of this policy shall be given to all staff members, and other key persons having a relationship with Notre Dame College. Each officer and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
2. Each new staff member or officer of Notre Dame College shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
3. This policy and disclosure form must be reviewed and filed annually by all specified parties. All staff members and officers of the College shall identify any relationships, positions or circumstances in which they are involved which he or she believes could contribute to a conflict of interest.
4. This policy shall be reviewed by the College President or designate annually and any changes will be communicated immediately to all staff members and officers of the College.

Intellectual Property Policy

Intellectual Property at Notre Dame College: Ownership of Instructional Works

1. INTRODUCTION

Pursuant to the College's mission, Notre Dame College (NDC) creates, preserves, and disseminates knowledge through teaching, learning, research, and scholarship. That knowledge may involve faculty, student, staff, and third-party authors and creators. It often takes the form of intellectual property which can be further developed and/or shared with others, locally, nationally, and globally, for further societal benefit. This Policy seeks to protect the interests of both intellectual property creators and NDC, while also ensuring that both the NDC community and society benefit from the fair and full dissemination of knowledge and innovation.

Please reference the Notre Dame College *Conflict of Interest* policy statement as it applies to the development of intellectual property, scope of employment and significant use of resources as defined in this policy.

Nothing in this policy relieves NDC of the obligation of adhering to Federal and State law or third party contracts and agreements.

2. EFFECTIVE DATE

This policy will be effective March 15, 2010 ("Effective Date") for all personnel. It will apply to all Intellectual Property disclosed on or after the Effective Date. Intellectual Property disclosed

before the Effective Date will be subject to this policy unless otherwise agreed by NDC and all Creators of the Intellectual Property.

3. DEFINITIONS

Terms not defined elsewhere in this policy are defined below.

- a. **Assigning Creator** means an individual or group of individuals who have assigned IP rights and title to NDC under this Policy.
- b. **Course** means a comprehensive set of individual units of learning, usually defined by expected outcomes, in which participants engage prescribed subject matter as determined by Curriculum. A course often transcends a single faculty member's design, to engage institutional sanction and authority.
- c. **Course Material** means educational subject-matter artifacts used to deliver a Course, including syllabi, bibliography, outlines, assignments, structured lessons, quizzes, tests, grading rubrics, notes, presentations, and examples created for NDC classroom and learning programs that are used to deliver Courses.
- d. **Course Packs** means a compilation of various reproduced copyrighted works (e.g., articles from journals, chapters from textbooks, and various other readings) that an instructor assembles, and that students may purchase at a college bookstore. Permissions must be obtained and copyrights cleared to create and reproduce printed course packs for sale.
- e. **Creator** means any individual or group of individuals, affiliated with the college or not, who make, conceive, reduce to practice, invent, author, or otherwise make a substantive intellectual contribution to the creation of Intellectual Property.
- f. **Curriculum** means the descriptive attributes of a collection of NDC Courses, such as course descriptions, course sequences, intended learning outcomes, evaluation methods and assessment materials, and, Course topics, that constitute an area of specialization.
- g. **Derivative work** is a work based upon one or more pre-existing works for example, translations, screenplays based on books, musical arrangements, dramatizations, and fictionalizations. The right to create derivative works is one of the exclusive rights granted to copyright owners. As a result, authors of potentially derivative works should seek permission from the author of the original works, or assert fair use as legally permitted.
- h. **Externally Funded Works** means any development work that is funded by governmental, commercial, industrial, or other public or private organizations, that is the subject of an agreement or other contract with NDC.
- i. **Intellectual Property or IP** means and includes any disclosure of
 - inventions, either orally or in writing (*an invention represent a new scientific or technical idea, and the means of its embodiment or accomplishment, which is subject to specific tests to be patentable*);
 - inventions and discoveries (patented, patentable or otherwise);
 - know-how and other trade secrets;
 - processes;
 - unique materials;
 - works of authorship;
 - software;
 - other creative, artistic, or copyrightable works;
 - trademarks and service marks;

- mask works (*mask works are generally three dimensional-patterned images that are used with the design of integrated circuitry*); and,
- any other tangible or intangible thing protectable at law which has value.

IP also includes physical embodiments of intellectual effort, e.g., models, machines, devices, designs, apparatus, instrumentation, circuits, computer programs, biological materials, chemicals, other compositions of matter, plants, research records and data, and laboratory notebooks and reports.

- j. **Internally Funded Works** means any research or development project funded by an NDC division or department with NDC funds (a “sponsored work”).
- k. **Original Work** means any IP, produced by Creator or Personnel, other than Course Material or Scholarly Works.
- l. **Personnel** means all regular and temporary NDC employees, and Students Employees acting in the scope of employment (including work study assignments), as well as non-employee consultants, visiting instructors, participants of NDC sponsored projects and programs, visitors, and others using Resources. This Policy shall continue to bind any person whose relationship with NDC becomes terminated.
- m. **Resources** means any support administered by or through NDC including funds, facilities, services, equipment, or Personnel; and funds, facilities, services, equipment, or Personnel which are provided by government, commercial, industrial, or other public or private organizations and administered or controlled by NDC.
- n. **Scholarly Works** include textbooks, theses, dissertations, scholarly papers, artistic works, and other works resulting from independent academic efforts which are covered by copyright law. Scholarly Works shall not include courseware (works acting as a tool or building block to produce a course), device-like works or institutional works. NDC employees who fulfill the staff role in developing Scholarly Works shall be considered performing a work made for hire.
- o. **Scope of Employment** means all activities related to: (1) the field or discipline of an NDC faculty member’s appointment, including the general obligation of a faculty member to teach, to do creative work, and to conduct research; and (2) the employment responsibilities of non-faculty NDC Personnel for which such Personnel receive compensation from NDC, where compensation is any consideration, monetary or otherwise, including the ability to use Resources. When determining the employment responsibilities of non-faculty NDC Personnel, the primary source for determination should be that individual’s job description or similar written statement of duties.
- p. **Works Made For Hire** means that creation of course material or a course is either conducted by an employee within the scope of their employment, or that the course material or course is mutually agreed upon by NDC and the employee via contract that the work is specifically assigned to the employee, work subject to contractual restrictions or commissioned by the college, and, therefore considered a work made for hire.
- q. **Significant Use of Resources** means use of Resources, including assistance from Personnel, that is not nominal or incidental and is material to the development of the applicable Intellectual Property. NDC acknowledges that the precise determination of what usage of Resources shall be considered significant involves the exercise of judgment based on the circumstances and on practices within the discipline. Although it is the responsibility of the Vice President of Academic Affairs or Dean of Online Educational Services to evaluate situations and determine if substantial use of resources has occurred, Personnel have an obligation to notify their supervisor or

primary contractual NDC contact person when their work may involve more than nominal use.

Significant Use of Resources includes:

1. the use of specialized facilities, equipment, services or supplies provided by NDC;
2. more than nominal or incidental use of NDC non-faculty Personnel, including Students;
3. extended use of Personnel's time and energy (on-the-job time) in creating or promoting the work that results in significantly reduced levels of job performance.

Significant Use of Resources does not include:

1. Student use of Resources to fulfill their Course requirements.
2. Nominal or incidental use of resources, including the use of routinely available office equipment, assigned office space, desktop and laptop computers, telephones, library facilities, and copiers

4. GENERAL PROVISIONS

A. **Purpose.** The purpose of this Policy is to set forth the terms and conditions whereby NDC, Personnel, and Students establish and maintain their interests in Intellectual Property created by or used at NDC, taking into account NDC activities, applicable laws, federal policies, and the mission of NDC. However, it is acknowledged that such activities and other factors are diverse and subject to sometimes rapid change. Therefore, this Policy cannot and should not be mechanically applied to every situation that might arise. Decisions are expected, in the exercise of professional judgment, to best serve the public, to result in the effective and efficient transfer of knowledge, and to be consistent with NDC policies and objectives. Procedures under this Policy shall be established by the Vice President of Academic Affairs and shall be consistent with interpretations of this Policy. In the event of a conflict between the procedures established and this Policy, this Policy shall govern. Subject to the foregoing, this Policy also recognizes certain general principles:

1. NDC encourages the wide dissemination of ideas and creative works produced at NDC for the greatest possible public benefit.
2. The traditional right of scholars to publish should be protected.
3. If NDC provides extra or special support for the development or production of ideas and works, either with money, facilities, equipment, or staff, it is reasonable for NDC to be reimbursed for its extra or special costs and/or to participate in the fruits of the enterprise if the resulting ideas or works are introduced commercially.

B. **Scope.** All affected Personnel and Students shall comply with this Policy, as amended from time to time. This Policy is considered part of the conditions of employment, enrollment, or participation in a sponsored research or development project.

C. **Unauthorized Actions.** Personnel and Students may not: (1) sign agreements or take any action on behalf of NDC unless they are authorized agents of NDC and have the express permission of the Vice President for Academic Affairs; (2) make unauthorized use of NDC's name; (3) engage in the creation of any course or course materials without the expressed written consent of the Vice President of Academic Affairs (for face-to-face courses) or the Dean of Online Educational Services (for online courses). NDC will not honor unauthorized actions or agreements.

- D. **Acquisition.** NDC may acquire ownership or use of Intellectual Property by assignment, license, gift, or any other legal means. NDC shall administer such Intellectual Property in accordance with this Policy unless otherwise required by the terms of the acquisition.
- E. **Administration of Non-NDC-owned Intellectual Property.** At the request of the owner, Intellectual Property not owned by NDC may be administered by NDC. This Policy shall govern that administration unless NDC agrees otherwise in writing.

5. OWNERSHIP AND USE

- A. **NDC General.** NDC shall have the right to reproduce, revise, create derivative works, and otherwise use for research and educational purposes any course materials or courses, whether owned by NDC, Personnel, or Graduate Students (*acting in the scope of NDC employment*), created in whole or in part through the use of any Significant Resources or works otherwise agreed upon as created as a Work Made For Hire. NDC further reserves the right to pursue multiple forms of legal protection for IP which it owns or for which it claims ownership.

B. Responsibilities of Personnel and Students

1. **Assignment.** For course material, courses, and other work to which NDC has or had rights of ownership or use under this Policy, Creators, Personnel, and Students shall, upon request, execute all appropriate legal documents, including assignments, and perform such acts designed to assist NDC or its assignees in proving or benefiting from such rights, all as deemed appropriate by NDC but at no out-of-pocket expense to applicable Creator(s). An example of such an assignment document is attached to this policy.
2. **Use.** All Personnel are responsible for complying with NDC policies and guidelines, and all applicable laws regarding Intellectual Property.
3. **Personnel.** Newly employed or newly engaged Personnel shall disclose in writing to the Vice President of Academic Affairs any IP they own or have developed, which they plan to continue using, teaching, or researching while employed or engaged by NDC. The Vice President of Academic Affairs shall determine the appropriate ownership of this IP, in consultation with the college's legal counsel. Should it be determined that the Personnel do not own the IP, its use at NDC may be restricted. Should it be determined that the Personnel own the IP, its use at NDC shall be consistent with other NDC policies and procedures.

C. Responsibilities of NDC

Use of Resources. When NDC authorizes or directs efforts to create a course or course materials, it shall enter into a written agreement addressing the extent of use of such Resources, the schedule for the project (if appropriate), control over the work and its revisions, and ownership of the resulting IP, if any. An example of such an agreement as it relates to the appointment to create a course or course materials is attached.

D. **Curriculum** shall be owned by NDC.

E. **Course or Courses** shall be owned by NDC.

F. **Course Material** copyrights shall be owned by the Creator or Personnel regardless of their use in Distance Learning or Electronic Delivery of Course Material unless they:

1. are subject to any claim of ownership by another entity or individual. In that case, Course Material shall be owned by the other entity or individual with the valid claim of ownership.
2. were created with the Significant Use of NDC resources. In that case, Course Material shall be owned by NDC.
3. were created in connection with an expressed assignment or works made for hire (“commissioning”). In that case, Course Material shall be owned by NDC.

G. Original Work shall be fully owned by the Creator or Personnel unless it:

1. is subject to any claim of ownership by another entity or individual. In that case, Original Work shall be owned by the other entity or individual with the valid claim of ownership.
2. was created with the Significant Use of NDC resources. In that case Original Work shall be owned by NDC.
3. was created in connection with an expressed assignment or works made for hire (“commissioning”). In that case, the Original Work shall be owned by the entity or individual providing the expressed assignment.
4. was created within the Creator’s Scope of Employment, under an Internally or Externally Funded Works program, or other agreement which requires the IP to be assigned to NDC or Sponsor.

H. Scholarly Works shall be owned by the Creator or Personnel unless they:

1. are subject to any claim of ownership by another entity or individual. In that case, Scholarly Works shall be owned by the other entity or individual with the valid claim of ownership.
2. were created with the Significant Use of NDC resources. In that case Scholarly Works shall be owned by NDC.
3. were created in connection with an expressed assignment or works made for hire (“commissioning”). In that case, Scholarly Works shall be owned by NDC.
4. were created under an internal or external funded works program, or other agreement which requires the IP to be assigned to NDC or Sponsor.

I. Externally Funded Works shall belong to NDC unless specified in a written agreement or applicable federal or state laws and regulations. However, on a case-by-case basis NDC may agree to assign ownership or licensing rights to the sponsor subject to NDC’s right to reproduce or otherwise use the Intellectual Property for educational purposes. The Vice President of Academic Affairs shall approve any such agreement.

I. Internally Funded Works shall belong to NDC. However, on a case-by-case basis NDC may agree to assign ownership or licensing rights subject to NDC’s right to reproduce or otherwise use the Intellectual Property for educational purposes. The Vice President of Academic Affairs shall approve any such agreement.

6. INTELLECTUAL PROPERTY ADMINISTRATION

A. Administrative Responsibility – The College President has ultimate authority for the stewardship of Intellectual Property developed by NDC. Primary responsibility has been delegated to the Vice President of Academic Affairs, who shall be responsible for operational guidelines and procedures for administration of IP, including determination of ownership, assignment, protection, licensing, marketing, maintenance of records, approval of individual

exceptions, and initial resolutions of disputes among Creators and/or affected individuals or NDC organizations.

B. Disclosure – All Intellectual Property in which NDC has an ownership interest under this Policy and that has the potential to be brought into practical use for public benefit or for which disclosure is required by law shall be reported in writing by the Creator to the Vice President of Academic Affairs using the disclosure form provided by that office as amended from time to time. The disclosure of the subject matter of the discovery or development shall be full and complete and identify the Creator. The Creator shall furnish such additional information and execute such other documents from time to time as may be reasonably requested.

C. Assignment of NDC IP to Creator – If NDC decides to cease development or protection of any NDC-owned IP, ownership may be assigned to the Creator as allowed by law subject to the rights of sponsors and to the retention of an internal use license to, at least, reproduce and otherwise use the IP for NDC purposes of education and public service on an irrevocable, royalty-free, non-exclusive basis. The assignment or license may be subject to additional terms and conditions, such as reimbursement of the costs, when justified by the circumstances of development.

D. Acceptance of Independently Owned Intellectual Property – NDC may accept assignment of IP from others provided such action is determined to be consistent with this Policy and provides some value to NDC.

E. Consulting Agreements and Arrangements – NDC Personnel engaged in, or engaging others in, consulting work or businesses, whether formalized in writing or not, are responsible for ensuring that those consulting agreements or arrangements are not in conflict with NDC contractual agreements, this Policy, or other NDC policies, including any conflict of interest policy as amended from time to time. Personnel shall make this Policy and their NDC obligations known to others with whom they make such agreements or arrangements.

F. Statement by Creators – Creators of IP owned by NDC may be required to state that, to the best of their knowledge, the IP does not infringe on any existing patent, copyright, or other legal right of third parties; that it a work is not original with the Creators, all necessary permissions have been obtained; and that the work contains no libelous or otherwise offensive material or material that invades the privacy of another.

G. Revenue distribution – All revenue received by NDC shall be governed by this Policy, and NDC shall have no financial obligation to any Creator, or designated beneficiary of Creator, with respect to Intellectual Property except in accordance with this policy. Sometimes Intellectual Property is co-owned with another institution or entity. NDC will enter into an inter-institutional agreement with such entity under which income and expenses will be shared and the responsibility for IP protection will be assigned. NDC may also engage a third party to license IP if the third party has special expertise, and the third party may be allocated a portion of the related revenue.

Please review the various summaries of copyright law and related frequently asked questions (FAQs) on copyrights as provided on the internet. For example, the frequently asked questions about copyright – [copyright.com](http://www.copyright.com)

[http:// www.copyright.com/viewPage.do?pageCode=cr11-n](http://www.copyright.com/viewPage.do?pageCode=cr11-n)

Whistleblower Policy/Integrity Policy

Notre Dame College is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the College's business practices, specifically: (1) reporting suspected violations of the law on the part of the College, including but not limited to federal

laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of Notre Dame College policy, specifically the policies contained in the employee handbook.

Administrative Responsibility – The College President has the ultimate responsibility for the administration of this whistleblower policy. Primary responsibility has been delegated the Human Resources Director, who shall be responsible for the administrative guidelines and procedures as well as the proper awareness and communication of this policy.

Reporting – An employee who wishes to report a suspected violation of law or Notre Dame College policy may do so confidentially by contacting the College’s legal counsel or human resources director.

Notre Dame College expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Notre Dame College policies. An employee who engages in retaliation will be subject to discipline, up to and including termination.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The College’s legal counsel or Human Resources Director will conduct the investigation. The investigating parties will notify the concerned individuals of their findings directly.

Confidential Nature of Business

College business is confidential and an internal matter, not a subject for outside conversation. The business that crosses an employee's desk or the information that becomes available through work on campus, no matter how interesting, should be kept from social conversations. For purposes of this policy, “Confidential Information” includes but is not limited to student files, personnel files, donor files, marketing strategies and related information, financial records, student and employee recruiting information, and pending projects and proposals. Any employee who discloses Confidential Information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

Information about Our Students

Employees of the College have an additional obligation based on the services the College provides to its students. Students should know that we have an obligation to maintain the confidentiality of what they tell us and what we do for them. The duty of confidentiality has two major features: the duty to guard student confidences and secrets from disclosure; and the obligation not to use confidential information for our personal benefit or to allow someone else to do so.

Employee Classification, Type and Status

Employee classification and status for the purpose of determining benefits is defined as follows:

Classification

Faculty – Employees whose prime responsibility is teaching credit courses and consists of all ranked members of academic departments.

Staff - Employees whose prime responsibility is administrative or professional in nature and are not faculty members.

Educational Development Staff – Academically-oriented professionals who directly contribute to the educational mission of the College and follow the faculty schedule.

Safety & Security Staff – Employees who serve as Campus Police Officers.

Type

Full-time regular – Employees who are scheduled to work at least 35 hours per week and work at least 10 months per year.

Part-time regular – Employees who are scheduled to work less than 35 hours a week and work at least 10 months per year.

Temporary/Seasonal – Employees who are scheduled to work for specific periods of time or athletic seasons. These employees work on an “as needed” basis only.

Student – Any student who works for the College in the following capacities: work study, non-work study, Graduate Assistant, Resident Assistant or summer help.

Adjunct - Employees appointed to teach courses on a per-course basis for the College.

Status

Exempt – Positions classified as exempt under the Fair Labor Standards Act (FLSA) are not eligible for overtime earnings and do not have to record time worked.

Non-exempt – Positions classified as non-exempt under the FLSA are eligible for overtime earnings after 40 hours in a workweek and are required to record all time worked.

Transfers and Promotions

The College strives to promote the most capable and experienced employees based on their demonstrated ability to assume greater responsibility and perform essential job tasks. Consequently, in most cases, reasonable efforts will be made to fill vacant positions from within. However it may be deemed necessary to recruit and hire from outside the College to attract the most qualified individual for a particular job. Job openings may be posted on the College website and other areas accessible to all employees. Alternatively, in the College’s sole discretion, outside recruiting sources may be used instead of an internal posting. To be eligible to apply for a posted vacancy, employees must meet the minimum hiring specifications for the position and be employees in good standing in regards to his/her overall work record at the College. An employee’s past performance, attendance and disciplinary records, and other relevant records may be taken into account. Selections for promotions and transfers shall be made based on an individual’s overall qualifications and ability to perform the essential duties required of the job, with or without reasonable accommodation.

Personnel Files

The College maintains personnel records for current and former employees in order to document employment related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. Each personnel file includes information such as the employee's job application, resume, employment-related test results, training records, documentation of performance appraisals, salary information, and other employment records.

Personnel files are the property of the College, and access to the information they contain is restricted. Employees may inspect their own personnel records and request copies but may not remove original documents from the file. Such an inspection must be requested in writing to the Human Resources Office and will be scheduled at a mutually convenient time and place. Records deemed to contain sensitive or confidential College plans or information may be excluded from the inspection, and all inspections must be conducted in the presence of a designated member of the Human Resources Department. A reasonable charge may be made for any copies of records made for the employee.

Only supervisory and management employees who have an employment related need to review information about another employee may inspect the files of that employee. Such an inspection must be approved by the Human Resources Office and be conducted in the presence of a designated member of the Human Resources department.

Employees have a responsibility to notify the Human Resources Office of any personnel data changes. Employee mailing addresses, telephone numbers, marital status, emergency contact information and other such information should be accurate and current at all times.

Employment References

Employees are to refer all outside requests for personnel information concerning current and past employees to the Human Resources Office. The Human Resources Office generally only releases the employment dates and positions held by a current or former employee. Exceptions may be made in the College's sole discretion to cooperate with legal, safety, and medical officials who have a need to know specific employee information.

Code of Conduct

The successful operation and reputation of Notre Dame College is built upon the principles of fair dealing and ethical conduct of our employees. Our standards require careful observance of the spirit and letter of all applicable policies, procedures, laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Notre Dame College will comply with all applicable policies, procedures, laws and regulations, and expects its directors, officers, and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of business ethics and conduct is the responsibility of every Notre Dame College employee.

To ensure orderly operations and provide the best possible work environment, Notre Dame College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating college-owned vehicles or equipment
- Fighting, threatening violence, or causing harm to others in the workplace
- Behavior that prevents others from doing their work
- Unwillingness or inability to work in harmony with others
- Negligence or improper conduct leading to damage of college-, student-, or employee-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Discrimination and/or bullying in violation of College policy
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, e-mail system, or other college-owned equipment
- Unauthorized disclosure of confidential information
- Use of Notre Dame College supplies, equipment, property, or services to carry out private business ventures
- Violation of personnel policies
- Making vicious or malicious statements concerning the company or other employees
- Unsatisfactory performance or conduct which interferes with the performance of others
- Violation of local, state, or federal laws while on College property or while working as an employee of the College
- Any willful behavior that results in the destruction of College property or brings injury to another employee

Employment of non-faculty employees with Notre Dame College is at the mutual consent of Notre Dame College and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Consensual Relationships

Consistent with the College's Core Values, consensual romantic and/or sexual relationships (hereinafter referred to as "Consensual Relationships") between College employees and students are to be avoided where the employee has (or reasonably could have) professional responsibility for the student's academic performance, athletics or other extra-curricular activities, or professional future. Such relationships, without regard to who initiated them, create the potential for favoritism, exploitation, or the appearance of either, and may limit the student's future educational opportunities or employee's employment opportunities.

For purposes of this Policy, “employee” includes faculty, staff, administrators, and graduate assistants, but not undergraduate student employees. Examples of “professional responsibility” include teaching, academic advising, mentoring, coaching a sport or moderating a student organization or activity, serving on an evaluation or awards committee, serving on a dissertation committee, and supervising a student employee.

All employees are considered to have potential professional responsibility for undergraduate students. Thus, Consensual Relationships between employees and undergraduate students are strictly prohibited. On occasion, an employee will have a dating, romantic, or sexual relationship, or a marriage, with an individual who then becomes a student, or an individual with a pre-existing relationship with a student will become an employee. It is the obligation of the employee to disclose that relationship or marriage to the Director of Human Resources. It is the obligation of the Director, in consultation with appropriate academic or administrative personnel, to take the steps that he or she deems necessary to insure that the educational experience of the student, and other students in the College, is not materially affected by the dating, romantic, sexual, or marital relationship. Since individual cases may vary, the Director has discretion to consider specific circumstances—the nature of the relationship, the specifics of the student’s academic program, the employee’s duties, and constraints on the College—in fashioning these steps. The steps can range from no action, to the recusal of the employee from matters involving the student, to changes in the employee’s duties.

With respect to graduate students, Consensual Relationships are prohibited in cases where the employee has, or reasonably can expect to have, professional responsibility for that graduate student. All Consensual Relationships between employees and graduate students must be immediately reported by the employee to the HR Director. Failure to do so may result in discipline, up to and including termination of employment. The College reserves the right to remove any real or perceived conflict by transferring the duties or position of the employee.

In the case of a pre-existing Consensual Relationship, (which, again, must be immediately reported by the employee), employees are expected to remove themselves from positions of professional responsibility with respect to the graduate student. Thus, the employee should resign from any committee affecting the graduate student, refrain from writing letters of reference or recommendation for the graduate student, and avoid or remove himself or herself from any other position of professional responsibility with respect to the graduate student. In cases where it is not feasible for the employee to remove him/herself or where such removal would be harmful to the graduate student, the employee should submit a request for an exception from this paragraph to the Vice President of the division in which the employee works.

The appearance of impropriety can also arise from excessive fraternization between employees and students, for example, when an employee regularly visits a local bar to drink with a student who is of legal age. The College reserves the right to discipline employees for such excessive fraternization, even if not part of a Consensual Relationship, as defined above. It is not the intent of this policy to prevent casual socializing between employees and students, but rather, to ensure that all employees exercise common sense in their dealings with students, both on campus and in the community at large.

The College realizes that situations may arise where consensual relationships develop between consenting employees. Because of the potential for conflicts of interest, exploitation, favoritism and bias, the College prohibits this type of relationship between a supervisor and a subordinate.

The individual in the position of greater authority bears the primary burden of accountability and must ensure that he/she does not exercise any supervisory or evaluative functions over the other person in the relationship. When a romantic or sexual relationship exists between a supervisor and a subordinate, the College reserves the right to take appropriate action, in its discretion, to protect the interests of the College, which may include transfer, alternative supervisory or evaluative arrangements or dismissal of both parties. (see also 2.8 Employment of Relatives)

Violation of this Policy by an employee is considered a breach of professional ethics and may result in disciplinary action, up to and including termination of employment.

Note: This Policy governs mutual, consensual relationships. Unwelcome sexual advances or other forms of sexual harassment are prohibited by the College's Anti-Harassment, Title IX and Sexual Harassment Policies.

Use of Technology at the College

The Notre Dame College Acceptable Use Policy (AUP) promotes the efficient, ethical, and lawful use of Notre Dame College's information technology resources. The College's computing systems, networks, and associated facilities are intended to support the College's mission and to enhance the educational environment. Any use of these resources deemed inconsistent with the mission and purpose of the College will be considered a violation of this policy.

Scope This policy applies to anyone who uses the College's information technology (IT) resources. The resources covered by this policy include, but are not limited to: computer hardware and software, data networks, and electronically stored data. Use of these resources includes access from off campus and on campus, as well as access from privately owned PCs and laptops.

Rights and Responsibilities Employees and students may use College-owned IT resources for instructional, research, or administrative purposes. Access to and use of the Notre Dame College IT resources and the Internet shall comply with federal laws, the laws of the state of Ohio, and the rules and regulations of the College. Misuse of these resources may result in criminal charges. By using Notre Dame College's IT resources, all users agree to the rules, regulations, and guidelines contained in this Acceptable Use Policy. Computers and networks provide access to resources on- and off-campus, as well as the ability to communicate with other users worldwide. Such open access is a revocable privilege and requires that individual users act responsibly. This AUP is intended to supplement College Policy and does not release users from compliance with any existing policies that address ethical issues such as harassment, academic dishonesty, and plagiarism. The College's computers and networks are shared resources, for use by all employees and students. Any activity that inhibits or interferes with the use of these resources by others is not permitted. The College will ensure reasonable use by monitoring access logs, traffic data, and network utilization. Users are responsible for all activities to and from their network accounts. Users must take every precaution to protect logins and passwords. Under no circumstances should a user allow someone else to share a network or e-mail account. Users should not assume or expect any right of privacy with respect to the College's IT resources. Although the College does not seek to monitor the communication of its employees or students, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the

integrity of the College's computer systems. **In addition, files, e-mail, access logs, and any other electronic records may be subject to search under court order.**

Prohibited Use of Information Technology Resources It is a violation of this policy to:

1) Intentionally and without authorization, access, modify damage, destroy, copy, disclose, or take possession of all or part of any computer, computer system, network, software, data file, program, or database. This includes:

- a. Gaining access by willfully exceeding the limits of authorization
- b. Attempting (even if unsuccessful) to gain unauthorized access through fraudulent means
- c. Gaining access by using another person's name, password, access codes, or personal identification
- d. Attempting (even if unsuccessful) to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes

2) Giving or publishing a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or e-mail account, or database

3) Installing any software on computer systems in the computer labs, unless authorized by a member of the lab staff or a faculty member

4) Transferring copyrighted materials to or from any system, or via the College network, without the express consent of the owner of the copyrighted material. (See section entitled "File Sharing and Copyright Infringement.")

5) Providing outside access to College-developed or commercially-obtained network resources

6) Using any College IT resource for commercial, political, or illegal purposes, or for harassment of any kind

7) Displaying obscene, lewd, or otherwise offensive images or text

8) Intentionally or negligently using computing resources in such a manner as to cause congestion and performance degradation of the network

Provisions for Private Computers Connected to the College Network The following apply to anyone connecting a private computer to the College network via the College Housing network, wireless LAN connection, dial-up network connection, or a regular network connection in an office.

1) The owner of the computer is responsible for the behavior of all users on the computer, and all network traffic to and from the computer, whether or not the owner knowingly generates the traffic.

- 2) A private computer connected to the network may not be used to provide network access for anyone who is not authorized to use the College systems. The private computer may not be used as a router or bridge between the College network and external networks, such as those of an Internet Service Provider.
- 3) Should the IT staff have any reason to believe that a private computer connected to the College network is using the resources inappropriately, network traffic to and from that computer will be monitored. If justified, the system will be disconnected from the network, and action taken with the appropriate authorities.
- 4) Any residential student, with an authorized network account, may use the in-room connection for scholarly purposes, for official College business, and for personal use, so long as the usage:
 - a. Does not violate any law or this policy
 - b. Does not involve extraordinarily high utilization of College resources or substantially interfere with the performance of the College network
 - c. Does not result in commercial gain or profit.
- 5) Users are responsible for the security and integrity of their systems. In cases where a computer is "hacked into," it is recommended that the system be either shut down or be removed from the campus network as soon as possible to localize any potential damage and to stop the attack from spreading. If you suspect electronic intrusion or hacking of your system and would like assistance, contact IT (x5227) immediately.
- 6) The following types of servers should never be connected to the College network: DNS, DHCP, and WINS, or any other server that manages network addresses.

Electronic Mail The College e-mail system is not a private secure communications medium. As such, e-mail users cannot expect privacy. By using the College e-mail system, each user acknowledges: 1) The use of electronic mail is a privilege not a right. E-mail is for College communication, research, or campus business. Transmitting certain types of communications is expressly forbidden. This includes messages containing chain letters, pyramids, urban legends, and alarming hoaxes; vulgar, obscene or sexually explicit language; threatening or offensive content; derogatory, defamatory, sexual, or other harassment; and discriminatory communication of any kind. As with other information technology resources, the use of e-mail for commercial or political purposes is strictly prohibited. 2) Under the Electronic Communications Privacy Act, tampering with e-mail, interfering with the delivery of e-mail, and using e-mail for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification. 3) E-mail messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly. Inappropriate mass mailing is forbidden. This includes multiple mailings to newsgroups, mailing lists, or individuals (e.g. "spamming," "flooding," or "bombing"). 4) All users of the College e-mail system waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized College personnel. Accordingly, the College reserves the right to access and disclose the contents of e-mail messages on a need-to-know basis. Users should

recognize that under some circumstances, as a result of investigations, subpoenas, or lawsuits, the College might be required by law to disclose the contents of e-mail communications.

Printing College printers are to be used for Notre Dame College class work or business. Limited personal use of College printers is allowed however printing large quantities such as materials for courses taught at other institutions is prohibited unless approved in advance by College administration.

Laptops It is the faculty/staff member's responsibility to take appropriate precautions to prevent damage to or loss/theft of your laptop computer. The faculty/staff member or department may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct.

If the laptop is lost or stolen it must be reported to Information Technology immediately. For theft or loss off campus, it should also be reported to local police as well. The police report should include the serial number for the lost computer. A copy of the police report must be sent to IT within 48 hours.

File Sharing and Copyright Infringement Federal copyright law applies to all forms of information, including electronic communications. Members of the College community should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise. Notre Dame College complies with all provisions of the Digital Millennium Copyright Act (DMCA). Any use of the Notre Dame College network, e-mail system, or Web site to transfer copyrighted material including, but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of popular file sharing programs such as KaZaA, Morpheus, iMesh, Limewire etc. is, in most cases, a violation of College policy and federal law.

Reporting Violations of IT Acceptable Use Regulations Violations of this Acceptable Use Policy should be reported immediately to the Chief Technology Officer, extension 5227. The College will make every effort to maintain confidentiality to the extent possible consistent with other obligations.

Disciplinary Action Violations of these regulations will result in the appropriate disciplinary action, which may include loss of computing privileges, suspension, termination, or expulsion from the College, and legal action.

Attendance & Punctuality

Punctuality and regular attendance at work is expected of everyone. Should any employee be unable to report to work, or should he/she know that he/she will be unavoidably late, notice should be given to the direct supervisor. If the employee will be absent, he/she must indicate the reason for the absence.

In the event that an employee is absent for two (2) consecutive days without reporting as required, such person will be considered as having voluntarily terminated his/her employment. All employees are expected to be reliable in their attendance and are subject to disciplinary action, up to and including termination, for absenteeism or tardiness which is deemed improper or excessive by the College.

Violence & Weapons in the Workplace

The College is committed to maintaining a safe and healthy environment for all faculty, staff and students, and will not tolerate any form of violence or abusive behavior committed by or against any member of its community. All reports of violence or abusive behavior will be taken seriously by members of this campus community.

Violence and abusive behavior include any attempted, threatened, or actual conduct that endangers or is likely to endanger the health or safety of a campus community member or visitor, or any threatening statement, harassment, or behavior that gives a campus community member or visitor reasonable cause to believe that his or her health or safety is at risk. Employees who engage in such actions or threats of violence or abusive behavior will be subject to the appropriate discipline up to and including termination.

Examples of violent and abusive behavior violating this policy include but are not limited to the following:

- 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 College property or the property of a member of the Notre Dame College community or a visitor.
- Committing acts motivated by, or related to racial or sexual harassment or domestic violence.

Discharging, carrying, or possessing firearms, including replicas and air guns or any weapons with which injury, death, or destruction may be inflicted, is prohibited on property owned or controlled by Notre Dame College.

Gifts

Employees should not solicit or accept for personal benefit directly or indirectly any gift, loan, or any item of substantial monetary value (greater than \$250) from any person or company that is seeking to conduct or currently conducting business with the College. Meals and accommodations of a reasonable and normal value provided to employees on College business may be accepted.

Smoke Free Workplace

Smoking is prohibited everywhere on campus. Cigarettes will not be sold, advertised for promotion or given as free samples on campus. This ban extends to all administrators, faculty, staff, students, visitors, contractors and sub-contractors on campus.

In accordance with the Smoke Free Workplace Act (Ohio, 2006), all smoking receptacles have been removed from the entryways of campus buildings. Appropriate signage is also posted

throughout the College as a reminder to all member of the Notre Dame Community and guests of the College of this ban.

Social Networking

Social media blogs, wikis, social networks (e.g. Facebook, YouTube, Twitter, LinkedIn, etc.) are changing the way we communicate, interact, and do business with colleagues, students and the public.

Despite new social media tools and platforms emerging and changing all the time, its basic purpose remains the same and is similar to traditional forms of communication: to engage in dialogue, provide and exchange information, and build understanding. Social media's high speed, level of interactivity and global access to any information you publish merits particular consideration to the appropriate uses for these applications.

Notre Dame College recognizes the benefits of social media and welcomes its use – however, we also acknowledge that certain risks are associated with these new channels. Because the comments posted on social network sites are public and available worldwide, and because these activities could affect an employee's job performance, the job performance or reputation of others at the College, and/or the College's academic and business interests, the following policies must be followed when engaging in social networking:

1. The use of College internet resources for active participation in a blog or other social media is prohibited. Similarly, active participation in a blog or other social media should not occur during an employee's work time.
2. The College does not control the blogs or other social media created by its employees. If your blog makes reference to the College, you should notify readers of the blog that the views, opinions, ideas and information presented on the blog belong to you personally and are not in any way attributable to the College.
3. As with any other use of internet resources, your participation in a blog or other social media must not disclose proprietary information or data, trade secrets, or other confidential non-public information of the College.
4. As with any other use of internet resources, your participation in a blog or other social media must not violate any College policy, including but not limited to any policy prohibiting unlawful harassment or otherwise regarding equal employment opportunity or the privacy rights of other employees of the College.

The best advice is to approach online worlds in the same way we do the physical one – by using sound judgment and common sense, by adhering to the College's values, and by following the Code of Conduct and all other policies.

Solicitation Policy

No off-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without the express permission of College Administration. **This policy does not apply to individuals or organizations who are invited to campus by authorized College administrative personnel as part of an approved College activity or event.**

Visitors and Pets in the Workplace

The College values family life and has worked to develop employment policies and benefits that are supportive of families. While the College seeks to focus on providing an environment open to work and family issues, it also believes that the activities of the workplace should be aimed at accomplishing the work of the College.

While there may be College-sponsored dogs on campus, it is generally discouraged for employees to bring their pets to work. The College reserves the right to require anyone who brings a dog onto College property to present documentation from a veterinarian that the animal is in good health and has appropriate shots and is in compliance with all applicable state and local health laws. If individuals choose to bring their dogs to campus grounds, courtesy and respect must be extended to colleagues, students and visitors in the area. Dog owners will be required to keep dogs on a leash and should always consider safety, health and the possible fears others may have in the presence of animals. Dog owners are responsible for cleaning up waste left by their dog, while on campus. Failure to clean up the waste will result in the dog no longer being allowed on campus.

The College does not permit the frequent or extended presence of minor children that may require direct supervision in the workplace in lieu of other childcare arrangements. The College fully recognizes that circumstances may arise that could necessitate an exception to this policy. When such situations arise the employee and his/her supervisor will develop a plan that will accommodate the situation with as little disruption as possible.

This policy is not intended to prohibit or prevent the presence of family members and friends on campus to attend classes, cultural events or sporting events or other authorized use of campus facilities.

Media Relations

The College President and the Chief Communications Officer have primary responsibility for releasing information to the news media. Major incidents and emergencies may draw interest from local or national media. It is of paramount importance that only accurate, factual information is released. Incorrect or incomplete information could be detrimental to the College, its employees, and students. Refer all news media inquiries to the Chief Communications Officer at 216.373.5252. If College Marketing cannot be contacted, call Police/Security at 373-5288/5212.

Attendance at Academic Functions and General Meetings

Attendance at general meetings is expected of all full-time employees of the College. Permission to be absent in exceptional cases should be secured from the employee's vice president. All other employees of the College are invited and encouraged to attend the general meetings.

Attendance at academic functions such as baccalaureate, graduation and convocation may be required of certain employees. Notification of such required attendance will be given in a timely fashion. Should academic attire be necessary, the employee is responsible for providing his/her own attire.

Expectation of Privacy

The College assumes no liability whatsoever for the damage, loss or theft caused by third parties to the personal property of staff members.

All storage facilities, office and workspaces, including desks and lockers, are the property of Notre Dame College; and the College reserves the right to have access to these areas and to such property at any time, without advance notice to any employee. Therefore, employees should not expect that such property would be treated as private and personal to the employee. Likewise, electronic mail and voicemail are also College property. The College reserves the right to inspect, monitor and have access to College computers, electronic mail, voicemail messages and Internet communications.

Portable Devices

The use of portable devices, such as cell phones, PDAs, pagers, blackberries and laptops, can enhance individual productivity and responsiveness. You are expected, however, to exercise good judgment whenever using these devices. Specifically, you must adhere to all federal, state and local laws and regulations regarding the use of such devices, including all laws restricting the use of cell phones while driving. Additionally, you should use these devices only when the use will not distract your attention in a manner that will endanger yourself or others.

Personal Appearance

Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times. Employees should follow departmental guidelines in regard to professional dress standards. The College is confident each employee will use his or her best judgment in following acceptable cleanliness and dress standards. Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers. Individual departments have the authority to define appropriate professional dress standards for their employees. Some positions may require employees to wear special clothing or uniforms.

Progressive Discipline

It is in Notre Dame College's own best interest to ensure the fair treatment of all staff members and to make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct a problem, prevent recurrence, and prepare staff members for satisfactory service in the future. Although employment with the College is based on mutual consent and both the staff member and Notre Dame College have the right to terminate employment at will, with or without cause or advance notice, Notre Dame College may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps — verbal warning, written warning(s), suspension with or without pay, or termination of employment — depending on the severity of the problem and the number of occurrences. There may be circumstances when one or all steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Normally, written warnings will be accompanied by an action plan intended to address the issues at hand. The action plan will detail what the issues are and what steps will be taken to deal with the issues and a follow-up or evaluation plan of these action steps.

Notre Dame College recognizes that there are certain types of problems, accumulation of offenses or collection of actions that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior or problem that may occur, the Code of Conduct policy includes examples of problems that may trigger progressive discipline. By using progressive discipline, we hope that most problems can be corrected at an early stage, benefiting both the staff member and Notre Dame College.

Open Door Policy

If any area of your work is causing you concern, you have the responsibility to address your concern with a manager. Whether you have a problem, a complaint, a suggestion, or an observation, your managers want to hear from you. By listening to you, the College is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

Most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem. You may also discuss your issues and concerns with the next level of management and/or Human Resources staff members. No matter how you approach your problem, complaint, or suggestion, you will find managers at all levels of the organization willing to listen and to help bring about a solution or a clarification.

Voluntary Termination of Employment

If an employee decides to terminate employment with the College, written notification should be given to the direct supervisor and to the Human Resources office at least two weeks before the final day of work. Failure to give such notice will result in the loss of accrued but unused vacation pay. If an employee does not report to work and does not contact his or her supervisor for two consecutive work days, it is assumed that he or she has voluntarily terminated his or her employment at Notre Dame College.

Involuntary Termination of Employment

An employee is subject to discharge if his or her performance or conduct is not satisfactory and/or violates any of the policies and procedures of the College. Ordinarily, the determination to terminate is made by the direct supervisor in consultation with department head, vice president and the Director of Human Resources. In addition to the foregoing, Notre Dame College is an at-will employer, meaning that any staff member may terminate his or her employment at any time, with or without cause, and Notre Dame College reserves the same right.

Separation Checklist & Exit Interview

Employees who leave the College should arrange to meet with the Human Resources office before the last day of work to review the separation checklist and conduct an exit interview. In this meeting information is shared regarding health insurance coverage, last paychecks, collection of College property and an opportunity to share opinions on employment at Notre Dame College. The reasonable value of any College property not returned by the employee will be deducted from the employee's last paycheck.

Workers Compensation/Accidents at Work

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor and the Human Resources Department so that the necessary paperwork may be completed.

Jury Duty

Any compensation collected by an employee serving on a jury is to be kept by the employee to help offset any out-of-pocket expenses incurred. Employees will receive regular pay while on jury duty. Supervisors are to be notified immediately if an employee is summoned to jury duty. A copy of the summons is to be provided to the Human Resources Office. If the employee is excused from jury duty or is released early, that employee is required to report to work.

College ID & Keys

As a vital part of our security system, a Notre Dame College identification badge with your name, photo and department will be issued to you on your first day of employment. The ID badge is also your electronic key to enter the building and other secured areas as needed and can also be used for OhioLINK. If your identification badge is lost or stolen, you must obtain a replacement and a fee may be charged. Lost or stolen cards should be reported to the Police Department, as soon as possible. Employees may also be given keys to offices or conference rooms as part of their job duties at the College. Key holders accept responsibility for the security of the equipment and area to which they have access and should not loan keys to others. Upon termination, employees will be required to return ID badges and keys to Human Resources as part of the Exit Interview.

Other Notre Dame College Handbooks

In addition to this Employee Handbook, there are other handbooks that may apply to NDC employees. These include: Notre Dame Faculty Handbook, Athletic Coaches Handbook and the Notre Dame Student Handbook.

Traffic and Parking Rules

1. Ensure there is clear wording in the handbook that: employees shall comply with all laws of the State of Ohio, including all provisions of the Ohio Traffic rules under statute Ohio Revised Code 4511 and obey all posted traffic signal devices and warning signs (e.g. stop signs, yield signs, crosswalks, directional signs). All employees shall obey all laws regarding parking as provided in Ohio Revised Code 4511.681.
2. Traffic violation tickets:
 - a. Fine schedule:
 - i. 1st Offense in 12-months: \$50 fine, once payment received, case closed
 - ii. 2nd Offense in 12-months: \$100 fine, once payment received, case closed. HR notified, warning letter issued by HR
 - iii. 3rd Offense in 12-months: \$200 fine, HR notified and disciplinary action considered
 - iv. 4th Offense in 12-months: \$250 fine, HR notified and disciplinary action considered; restricted from driving on campus for 12-months
 - v. Any subsequent offense within 12-months: will be directed to HR for disciplinary action

- b. Processing of ticket:
 - i. Tickets will be issued to violator
 - ii. Police will retain police record copy
 - iii. Court copy will be sent to Student Services for payment due
 - 1. After fine is paid by violator at student services, attach receipt to ticket and send back to NCDPD
 - iv. Offender may appeal ticket. Must complete appeal process form and await a hearing date.
 - v. Appeal hearing will be before Chief of Police. If a ticket is issued by Chief, Dean of Students will preside over the appeal. All decisions by the hearing official are final.

3. Parking violation tickets:

a. Fine Schedule:

- i. 1st Offense in 12-months: \$20 fine for all violations, except handicap parking violations / \$250 for handicap parking violations
- ii. 2nd Offense in 12-months: \$20 fine for all violations, except handicap parking violations / \$250 for handicap parking violations
- iii. 3rd Offense in 12-months: \$100 fine and referral to HR for disciplinary action consideration / \$250 for handicap parking violations
- iv. 4th Offense in 12-months: \$150 fine and banned from parking on college campus for 12-months / \$250 for handicap parking violations
- v. NOTE: Unpaid parking tickets
 - 1. >60days old, will be forwarded to HR for disciplinary action consideration
 - 2. Violators with fines greater than \$250 outstanding, will be subject to a vehicle 'boot' until fines paid in full

b. Processing of Tickets

- i. Tickets will be issued to violator
- ii. Police will retain police record copy
- iii. Court copy will be sent to Student Services for payment due
 - 1. After fine is paid by violator at student services, attach receipt to ticket and send back to NCDPD
- iv. Offender may appeal ticket. Must complete appeal process form and await a hearing date.
- v. Appeal hearing will be before Chief of Police. If a ticket is issued by Chief, Dean of Students will preside over the appeal. All decisions by the hearing official are final.

Notre Dame College

Classroom Management Policy

SYLLABI

A syllabus prepared in accordance with the NDC Syllabus Template must be given to each student at or before the first-class meeting; and to the Office of Academic Affairs (in electronic form) no later than the end of the first week of class. The NDC Syllabus Template is provided at the end of this document or alternatively can be obtained from the Assistant to the Office of Academic Affairs.

Changes to the schedule of course topical coverage, assignment requirements, assignment due dates, or exam dates should occur infrequently but, when necessary, must be communicated to students on a timely basis and in writing (and ideally posted to Moodle). Changes to the syllabus should be forwarded to the Office of Academic Affairs. We applaud the work of EPPC in the development of guidelines for the syllabus.

CLASS TIMES AND OFFICE HOURS

Class times and office hours (non-adjunct faculty only) are to be posted outside of faculty offices no later than the first day of a semester. Full-time faculty members are required to hold six hours of office hours per week, as included in full-time faculty contracts. Part-time and half-time faculty members are required to hold one hour of office hours per week. Students and the Office of Academic Affairs should be adequately notified if a change to office hours is necessary. All faculty members are expected to respond to student emails or calls in a timely fashion. When communicating via email, all faculty members must use their NDC email address. Adjunct faculty members should make themselves available to students in person before or after class, by telephone, and/or by email, particularly during final exam week.

Classes are not to be cancelled, except in unusual circumstances. In the event of an approved absence, arrangements for a substitute are the responsibility of the class instructor and the arrangements should be forward to the Office of Academic Affairs. Simply cancelling a class is not sufficient or appropriate. In the rare circumstance that a class is cancelled, the Division/Department Chair, Office of Academic Affairs Coordinator, and Director of Academic Affairs must be notified of the reason for the cancellation and how the missed material will be made up.

Classes are to be held at the time scheduled and for the duration of the class period. Early dismissal of classes should be an infrequent occurrence.

STUDENTS WITH LEARNING DISABILITES

Accommodation for students with disabilities must be granted consistent with Notre Dame policy and practice when students satisfy the required notification. For a student receiving accommodation, this will be communicated in writing to the faculty member from either Dwyer Learning Center or Academic Support Center through the student. Without this communication, accommodations should not be granted. For more information, you may reach out to the Dwyer Learning Center or Academic Support Center.

EXAMINATIONS AND GRADING

Exams are required; a mid-term (or substantive graded work during the semester) and a final examination must be given. Faculty must adhere to all provisions related to final examinations.

Final exams should assess the learning objectives of the course that are listed on the syllabus. In the unusual case where evaluation of student learning is best determined through means other than examinations, prior approval must be obtained from the Division or Department Chair and the Office of Academic Affairs. Take home final exams are strongly discouraged.

An electronic copy of the final examination must be submitted to the Office of Academic Affairs no later than the first day of final examinations.

Faculty members are to assure that exams and other course assignments are graded in a timely manner (typically within one week) and these grades must be reported to students (ideally through Moodle). Letter grades are used to indicate academic achievement in accord with the standards of scholarship maintained at Notre Dame College. The interpretation of each grade and its corresponding point value scores are specified below.

A	93 – 100%	4.0 per credit hour
A-	90 – 92%	3.7 per credit hour
B+	87 – 89%	3.3 per credit hour
B	83 – 86%	3.0 per credit hour
B-	80 – 82 %	2.7 per credit hour
C+	77 – 79%	2.3 per credit hour
C	73 – 76%	2.0 per credit hour
C-	70 – 72%	1.7 per credit hour
D	65 – 69%	1.0 per credit hour
F	0 – 64%	0.0 per credit hour

Midterm and final grades must be submitted via MyNDC by the published deadline. You can find grading due dates on the Academic Calendar, published on notredamecollege.edu under the Academics tab.

Final course grades are not temporary grades; grade changes are not to be processed at some future date for any reason other than a grading error or incomplete grade.

Grades received in courses are not changed except for special circumstances in which teacher error is apparent. Grade change requests based on simple reevaluation of the instructor's original judgment are not permitted. Grade changes must be initiated within 45 days after the close of the term in which the grade was earned, with the exception of the spring term. Changes in the spring term must be initiated prior to the start of the fall semester. No grade changes may be made without the approval of the Office of Academic Affairs once all documentation has been submitted.

The designation of "Incomplete" is not a grade. It denotes a limited period of time allotted for a student to complete a course after the end of the term because of extenuating circumstances. An incomplete is granted only upon the student's request and with permission of the instructor. If the "I" is not removed within six weeks after the last day of examinations for semester courses, the letter "I" will be converted to an "F." The deadline to convert I's to letter grades for online courses is four weeks after the end of the session. Extenuating circumstances would include supporting documentation (e.g. a death in the family or a medical condition/emergency). Documentation is required to grant the incomplete and must be attached to the request and submitted to the Office of Academic Affairs. Incompletes will need to be submitted by the last date of grade posting.

COURSE EVALUATION

All instructors teaching courses with more than ten students enrolled are expected to participate in the course evaluations process (IDEA). More information can be obtained from the Office of Academic Affairs Coordinator.

OTHER POLICIES AND PROCEDURES

Faculty should familiarize themselves with and follow the prescribed processes outlined in the Undergraduate and Graduate Course Catalogs, found on notredamecollege.edu under the Academics tab. Important policies and processes include, but are not limited to, grade appeals and academic dishonesty.

FINAL EXAM POLICY

Final examinations are to be given as scheduled by the Registrar in the Final Exam Schedule. This schedule is published on My NDC after mid-terms. Examinations in week 15 of the semester of class are not to be scheduled in place of final exams.

Final exams must measure the learning objectives/outcomes of the course.

Final exams can also include presentations, speeches, etc. **Please submit both the rubric used to score the exam as well as the learning outcomes being measured to the Office of Academic Affairs.**

Exceptions to the final exam regulation must be proposed in writing, by the faculty member, to the Division or Department Chair and Office of Academic Affairs by the first day of classes or at the earliest date known. The Chair and/or the Office of Academic Affairs can deny, modify, or accept the amended exception but must do so within two weeks of receiving request.

All examinations shall be adequately proctored. Normally, the regularly assigned instructor will act as proctor. In no instance is a student to be assigned as proctor.

Faculty members are expected to be available for student consultation throughout the period of final examinations. Any request for early departure from the campus during the final examination period should be cleared in writing with the Vice President for Academic and Student Affairs.

If faculty members are to be away during two weeks immediately following the final examination period, they should leave an address and a phone number, by which they may be reached, with their Department Chair and the Office of Academic Affairs.

The instructor should retain all final examinations for two months after the date of the examination and upon request of a student within these two months, should show and explain the grading of the student's examination paper.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

All faculty members must be familiar with and abide by FERPA. An overview of FERPA is provided below ("FERPA: What Faculty and Staff Members Need to Know"). If you have questions, contact Office of Academic Affairs.

APPENDIX

NOTRE DAME COLLEGE GUIDELINES FOR SYLLABUS CONSTRUCTION (March 2017)

The syllabus is a contract between the instructor and the students. You must follow the syllabus once you give it to the students, and make reasonable changes only if you inform students are informed in a timely manner, ideally in writing. Students, too, are bound by your policies. Be as specific as necessary so that this document can be used in case students challenge a grade or a decision. Use student-friendly language throughout the document.

1. *At the top or at the beginning, give the following:*
 - NOTRE DAME COLLEGE COURSE SYLLABUS
 - Mission Statement
 - Catalog number and title of the course (Include section A, B, etc.)
 - Semester and year or and year it is being taught
 - Instructor's name
 - Instructor's office location and phone number
 - Adjunct office is room 223 Administration Building
 - Instructor's office hours
 - Instructor's email address
2. **Course rationale.** *Describe how the course fits into the requirements for the major/minor. Link to mission, college-wide and/or Core curriculum outcomes.*
3. **Brief course description.** *Supplement the description from the catalog. Please offer a more in depth explanation of the course in addition to the catalog description.*
4. **OPTIONAL:** Instructor's personal philosophy of teaching and learning.

Student Learning Outcomes

*In each course syllabus the instructor will define and list two main levels of student learning outcomes: 1) program student learning outcomes on which the course is based, and 2) course-level student learning outcomes with an explanation of assessment methods. [Try to steer away from assessing through all things in the course (i.e., all quizzes, exams, projects). **Grades serve as an indirect method for assessment of student learning. You need to use direct measures. Think capstone/comprehensive assessment at the end of the course.***

Course Student Learning Outcomes – the learning that lasts

Upon successful completion of this course, students will be able to:

- Distinguish between sensation, perception, and cognition; *assessed on comprehensive final assessment (capstone)*
- Explain how sensory (bottom-up, data-driven) and perceptual processes (top-down, conceptually-driven) shape our experience of “reality”; *assessed on comprehensive final assessment (capstone)*

- Explain how human sensory systems respond to energy in the physical environment (i.e., light waves, air pressure), transforming it into perceptual experience that the brain can understand (i.e., sight and sound); *assessed on comprehensive final assessment (capstone)*
- Compare and contrast the visual and auditory sensory systems in terms of their anatomical setup and perceptual organization; *assessed on comprehensive final assessment (capstone)*
- Apply knowledge acquired in the course to explain how sensory, perceptual, and cognitive processes influence either; 1) the viewing of a piece of art; 2) the experience of someone listening to a person speak an unfamiliar foreign language; or 3) listening to a piece of music; (*assessed through final project*)

5. Required Course Materials

- Required texts, manuals, etc. *Include title, author, edition, and other necessary information for obtaining the proper texts.*
- Lab materials, protective clothing, tools, etc.
- References on reserve at NDC library
- Other required readings and their location

6. Recommended readings and/or materials

7. College Policies

Personal Responsibility. Please take personal responsibility for your work and your future. You need to take responsibility for working diligently in your classes, planning for assignments and exams, doing your best, and taking responsibility for your performance. This set of expectations is something you should be able to transfer into your future professional world.

A foundation for personal responsibility in a college class involves 1) showing up; 2) knowing expectations and 3) accepting the consequences for not meeting the expectations.

Academic Dishonesty (must be included as is)

Generally the individual faculty member decides on sanctions for acts of academic dishonesty; such decisions do not preclude further disciplinary action under College judicial procedures. Those penalties include but are not limited to failure on the specific assignment, failure in the course, and the establishment in the Office of Academic Affairs of a plagiarism file for the offending student, which includes an Incident of Plagiarism document detailing the offense.

Academic Dishonesty (must be included as is)

- Academic Dishonesty includes but is not limited to the following: 1) the completion or attempted completion of any academic work by means other than those permitted; and 2) the alteration of a document relating to the grading process, including – changing an instructor’s grade book, or changing answers on a test after the time to complete the test is over.
- Examples of Academic Dishonesty include but are not limited to; unauthorized collaboration, copying another student’s answers, unauthorized aids on a test, using purchased or pre-made term papers, plagiarism, and destroying another student’s work, and plagiarism.

- c. Plagiarism occurs when an individual presents the ideas, thoughts, or words of another as his or her own. Plagiarism includes, but is not limited to, using phrases, sentences, or ideas from a published source, including the internet, without citing that source, representing another's unpublished work as your own, rewriting or paraphrasing the work of another without giving credit to that person by citation, submitting a paper as one's own work that has been copied, in whole or in part, from another's work.
- d. Generally, the faculty decides upon sanctions for acts of Academic Dishonesty. Thus, Academic Dishonesty may carry specific penalties carried out by the faculty outside of the Judicial Procedure. Those penalties include but are not limited to: failure on the specific assignment, failure of the course, the creation of a Plagiarism File in the Office of Academic Affairs, which includes filing an Incident of Plagiarism Form detailing the offense, filed with the Office of Academic Affairs. Note that while deference is given to the faculty to handle matters of Academic Dishonesty, such action does not preclude further disciplinary action under the College Judicial Procedure.

Disruptive Student Policy (must be included as is)

The College seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of Notre Dame College. Similarly, the College seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of Notre Dame College; and that does not threaten the physical or mental health or safety of members of the College community. As a student at Notre Dame College you are expected adhere to Student Code of Conduct. To review the Student Conduct Code, please see <http://www.notredamecollege.edu/student-life/student-life-resources/student-handbook>

Student with Disabilities (must be included as is)

Notre Dame College makes reasonable accommodations for students with disabilities. A qualified student with a disability may request support services from the Dwyer Learning Center on a yearly basis. In order to receive services at Notre Dame College, students with disabilities must provide documentation which meets state and federal standards for indicating the presence of a disability.

8. Course Policies

Attendance Policy: Attendance Policy. Students are expected to attend every class meeting. Instructors can determine penalties for absences. Include a definition of an excused absence and a statement of student responsibility in case of absence.

Make-up exam policy: Make sure you have one and that it is clearly stated. Also clearly state any sanctions for not adhering to the make-up exam policy.

Optional – any other policies the instructor defines

Suggested items to include:

Consequences for missing tests/quizzes, and for late assignments

Requirements for written work, including required style for documentation (MLA, etc.)

Extra credit policy.

Classroom management issues: food, phones, expectations for respectful interactions, etc.

Course methodologies: lecture, film, discussion, experiments, student presentations, etc.

Some of the policies that follow are uniform for all courses at NDC and others vary from instructor to instructor

- Academic Policies and Procedures
 1. Students are expected to attend every class session.
Instructors can determine penalties for absences. Every syllabus must contain an attendance policy. Include a definition of an excused absence and a statement of student responsibility in case of absence.
 2. Incompletes. *Refer to the catalog for the stated policy.* **NOT OPTIONAL**
 3. Appealing a grade. *Refer to the catalog for the stated policy.* **NOT OPTIONAL**
 4. Grading Scale. *Notre Dame's grading scale can be found in the College Catalog. All instructors must use this grading scale. This is a matter of instructor contract. Include it in the syllabus.* **NOT OPTIONAL**

- Instructor-established policies
 1. Consequences for missing tests, quizzes, for late assignments
 2. Requirements for written work
 3. Minimum accuracy for written work. Required research style (MLA, etc.)
 4. Extra credit policy.
 5. Respect for others in discussions, etc.
 6. Course methodology: lecture, film, discussion, experiments, student presentations, etc.
 7. Use of pagers, cell phones and other electronic devices.
 8. Food policy in classroom.

10. Course Requirements and methods of evaluation

This section includes instructor-designed expectations and describes the required work to be completed in the course (quizzes, exams, papers, etc.)

11. Course Calendar

This is one of the most important parts of the syllabus and should be as detailed as possible.

The schedule should contain information, by date(s) course topics, readings exam dates, due dates.

Students must be told the dates of tests and assignments and other required activities.

Include dates of holidays and breaks. These can be found at

<http://www.notredamecollege.edu/academics/academic-calendar>. A statement at the beginning such as the following will protect the instructor: "If it is necessary to change some dates, the instructor will provide ample notice."

12. Institutional Learning Outcomes (**NOT OPTIONAL**)

“Undergraduate students, as members of the Notre Dame College learning community, will be able to do the following:

Be Responsible:

- **Personally** - Choose a life that honors values, purpose and accountability to self and others.
- **Professionally** – Contribute to and enrich one’s chosen discipline by acting morally and ethically.
- **Globally** – Appreciate the world at local, national, and global levels and strive to have a positive impact.

Communicate Effectively: Articulate thoughts and ideas clearly and effectively in written and oral forms in a variety of formats and situations.

Think Critically: Exercise open-minded reflection and reasoning to analyze, evaluate and make decisions.

Be Information Literate: Research and evaluate information for accuracy, value, context, and meaning in order to formulate an argument.

Practice Ethical Inquiry: Investigate and apply ethical reasoning in decision-making using ethical principles, including Catholic social teaching.”

Master Level Learning Outcomes:

Upon completing graduate programs, the master-level student will:

1. Apply knowledge in new and creative ways in complex environments.
2. Apply analytical frameworks to evaluate the influence of diverse factors affecting contemporary challenges.
3. Appraise the moral and ethical implications inherent in documents, a course of planned actions, and in research findings.
4. Through research, scholarly practice, and professional development, the student will infuse new knowledge into his/her discipline and share that knowledge with stakeholders--professional peers, students, and the community.

12. OPTIONAL:

Detailed descriptions of all the major assignments. These can be included with the syllabus or made available in ample time for students to work.

Tips for student success in the course, for example:

If you want to be successful...

The most effective ways for studying in this course are...

You can assess your own growth in this course by...

FERPA: What Faculty and Staff Members Need to Know

Privacy Policy

The Office of the Registrar maintains records that include academic and demographic information on all Notre Dame College students. To protect the privacy of our students and to ensure that their educational records are accessible to them, Notre Dame College has a policy for maintaining and administering student records which is in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA). The general guidelines of our policy and of FERPA are set forth there. Additional information on FERPA and the administration and maintenance of student educational records are available from the Office of the Registrar.

It's the Law

FERPA (Family Educational Rights and Privacy Act) was passed by Congress in 1974. It grants four specific rights to a post-secondary student:

- to see the records that the institution is keeping on the student.
- to seek amendment to those records and in certain cases append a statement to the record.
- to withhold the disclosure of a student's educational records except for situations involving legitimate educational interest or as may be required by law.
- to file a complaint with the FERPA Office in Washington.

FERPA applies to all educational agencies or institutions, including Notre Dame College, that receive funds under any program administered by the Secretary of Education.

FERPA governs what may be released, but does not require that any information be released.

It's Your Responsibility

You may not disclose personally identifiable information from educational records to persons other than the student in question and a College official who has a legitimate educational interest.

A College official has a legitimate educational interest in access to information when that information is appropriate for use in connection with: performing a task that is related to the student's education; providing a service or benefit relating to the student or student's family, such as housing, health care, counseling, job placement, or financial aid; performing a task related to the discipline of a student; maintaining the safety and security of the campus; or otherwise performing a task related to the effective functioning of the College.

As a general principle, you may not disclose student information in oral, written, or electronic form to anyone except NDC staff and faculty who need the information to perform their functions. You have a legal responsibility under FERPA to protect the privacy of the student educational records in your possession.

Student information stored in an electronic format must be secure and available only to those entitled to access that information.

You may not release lists or files with student information to any third party outside your college or departmental unit.

Student information should not be stored on laptops or home computers unless it is encrypted. Personal digital assistants used to read confidential data should be password protected.

Student information in paper format must be shredded before disposal or placed in a locked disposal bin.

Student Information Types

Student educational records include records directly related to a student and maintained by the institution or by a party acting for the institution. Examples include exams, papers, advising or other notes about a student, applications, financial documents, and any correspondence that contains information about a student, including e-mail correspondence.

FERPA requires institutions to allow students to review educational records upon request. Personal notes maintained by and for a sole individual as a memory aid and not made available to any other faculty or staff members are exempted from this requirement under FERPA. (But note that these “sole possession notes” could be subject to discovery through a subpoena). Exclusions to student educational records include certain law enforcement records, certain treatment records, non-matriculant records, employment records, and post-graduation alumni records.

Directory Information

Directory information is certain, defined categories of information in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Information designated by the College as directory information includes e-mail addresses, local and home addresses, telephone numbers, and enrollment status. This information is considered public and can be released without the student’s written permission, unless the student has opted to keep this information confidential.

Directory information does not include:

- ethnicity or race
- gender
- nationality
- social security number
- student identification number
- religious affiliation
- grades or GPA
- course enrollment or schedule

Can student directory or public information always be released?

Student directory information should not be released to third parties. All inquirers should be referred to the online directory. Students have set their Privacy Preferences identifying the information that can be released to both internal and external audiences. Directing inquiries to the online directory will ensure that the information released is based on students’ current preferences.

Can student non-directory information ever be released?

All non-directory information is considered confidential under FERPA and will not be released to outside inquiries without the express written consent of the student, unless it falls within a specific exception under the law.

What should I do if I’m concerned about a student’s health or safety, or the health or safety of those around the student?

You should speak with your department chair, dean, director, or Counseling Services anytime you have a health or safety concern. As discussed above, FERPA allows you to make disclosures of education records to others within the College who have legitimate educational interests in the information and this would include a good faith health or safety concern. FERPA also permits

disclosures of information in a health or safety emergency, if in light of the circumstances and information available at the time, knowledge of the information is necessary to protect the health or safety of a student or other individuals. Your own personal observations of a student's behavior or condition generally are not considered educational records. Federal and state rules limit what may be disclosed from a student's health or counseling records, to you or to others, but these rules also contain exceptions for community health and safety emergencies. So, if you have a concern about a student, first and foremost, report it.

What if someone needs to reach the student because of an emergency?

All such inquiries should be directed to Campus Police.

What are parental rights under FERPA?

When a student reaches the age of 18 or begins attending a post-secondary institution regardless of age, FERPA rights transfer to the student. It is generally the College's practice not to make disclosures from a student's educational records involving academic matters to parents without the student's written consent.

DO NOT!

- disclose information to a student or College official before authenticating the identity of the person.
- disclose confidential non-directory information about a student to the media. The official spokesperson for the College is Brian Johnston, Chief Communications Officer.
- link a student's name with his/her social security number, student ID number, or any portion of these numbers in any manner.
- send confidential information such as grades in an e-mail.
- post grades or leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
- include confidential information such as grades or GPA in a recommendation without the written consent of the student.
- discuss the progress of any student with anyone other than the student or the student's advisor without the consent of the student. Refer inquiries from any other parties including the student's parents to the Office of Academic Affairs.
- provide anyone with lists or files of students enrolled in your classes for any commercial purpose.
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus. Refer such inquiries to Campus Police.
- access the records of any student for personal reasons.
- release your password for ANY reason.