

HOLY FAMILY UNIVERSITY

ADJUNCT FACULTY QUICK FACT GUIDEBOOK

Introduction

Holy Family University (University) provides high-quality instruction and mentoring to all of its undergraduate and graduate students in both credit and non-credit programs. Adjuncts or part-time faculties within the various schools play an important role in helping the University fulfill its mission. As members of the faculty, adjuncts hold the right of academic freedom and have the obligation to behave responsibly, both personally and professionally.

The purpose of the *Adjunct Faculty Quick Fact Guidebook* is not to duplicate important information readily available through other University sources and personnel, including program directors, department chairs and deans, but rather to highlight the basic information that adjuncts need to know about the University and their assignments and to provide user-friendly links to websites and web pages with important directives and policies.

The *Adjunct Faculty Quick Fact Guidebook (Guidebook)* is intended to jump-start the new adjunct's introduction and orientation to the University. The *Guidebook* is intended for adjunct faculty and administrators supervising part-time faculty in the following four schools:

School of Arts and Sciences

www.holyfamily.edu/sas

School of Business Administration

www.holyfamily.edu/sbs

School of Education

www.holyfamily.edu/sedu

School of Nursing and Allied Health Professions

www.holyfamily.edu/sn

The *Holy Family University Policy Manual Volume IX: Adjunct Faculty Personnel and Classroom and General Management Policies (July 2007)* lists the major policies and procedures of the University and should be reviewed carefully by all newly appointed part-time faculty. This publication includes employment policies, classroom management and teaching tips for adjuncts, faculty evaluation procedures, grading, and examination preparation. Adjuncts teaching at the Newtown Campus should also refer to the publication, *Holy Family University Policy Manual Volume IXA, Newtown Site Policies and Procedures (July 2007)* for additional information.

On occasion, an adjunct teaching for one of the four schools may also have an opportunity to teach a course for the Division of Extended Learning at the Woodhaven facility. In this case, another important policy manual for review is *Holy Family University Policy Manual Volume IXB, Division of Extended Learning: Facilitator Handbook: Undergraduate & Graduate Accelerated Program*.

It is the responsibility of faculty to review and understand all the contents of the applicable University policy manuals. These policies are available for online review via the University Intranet by accessing the University homepage and then clicking Intranet. Next, click *Policy Manuals* and scroll down to *Volume IX: Adjunct Faculty Personnel and Classroom and General Management Policies*. The reader will note many other useful manuals and documents on this pull down menu which can all be accessed and reviewed.

Faculty may view these online policy manuals from assigned desktop computers, in computer laboratories, or in any campus library. Paper copies of the various University policy manuals are available in campus libraries, the Academic Affairs Office, Holy Family Hall Room 225, or in the Human Resources Department, Holy Family Hall 209.

Faculty members are highly encouraged to frequently check their University e-mail for important messages, announcements and directives, many of which should be shared with students.

This electronic *Guidebook* provides information about the mission and history of the University, academic responsibilities, working conditions and employment policies, campus academic resources and general services. For this purpose, the *Guidebook* is divided into five sections: Introduction, Mission and History, Getting Organized, Instructional Responsibilities and Services, and Regulations and Policies.

Mission and History

The University is a ministry of the Congregation of the Sisters of the Holy Family of Nazareth and offers education in the liberal arts and professions through undergraduate and graduate degree programs and continuing education credit and non-credit programs. The main campus is located in suburban Northeast Philadelphia with two additional sites, Woodhaven and Newtown, located in Bucks County. The University is a Catholic, coeducational, residential institution that strives to be a leader in the community and region offering associate, baccalaureate and graduate degree programs.

The Congregation of Sisters of the Holy Family of Nazareth is an international congregation of religious women dedicated to spreading the Kingdom of God's love, particularly within families. Founded in Rome in 1875 by Blessed Frances Siedliska, the Congregation of Sisters of the Holy Family of Nazareth arrived in the United States in 1885. Internationally, it has sisters also serving in Poland, England, France, Israel, Russia, Belarus, Ukraine, Australia, Philippines and Kazakhstan.

In the United States, the Provincialate is located in Des Plaines, Illinois, a Chicago suburb. Some 400 sisters in the United States serve in nine states and Puerto Rico. More information about CSFN is available on the CSFN website at www.csfn.org.

Founded as Holy Family College in 1954 by the Sisters of the Holy Family of Nazareth the evolutionary cycle actually started in 1934 with the opening of the Holy Family Teacher Training School. During the early years, the institution functioned as an affiliate of the Catholic University of America. The University is accredited by the Middle States Commission on Higher Education and all its programs are approved by the Pennsylvania Department of Education.

The University is a member of the Southeastern Pennsylvania Consortium for Higher Education (SEPCHE), a consortium of eight independent higher education institutions in the Greater Philadelphia region who engage in a collaborative approach to the challenges of higher education and work together to promote quality and efficiency of academic programming, student access, faculty development, institutional operations and community outreach, through sharing a range of activities, services, technology and information. Other SEPCHE schools include Arcadia University, Cabrini College, Chestnut Hill College, Gwynedd-Mercy College, Immaculata University, Neumann College and Rosemont College. Adjunct faculty can learn more about SEPCHE opportunities and services beneficial to part-time faculty by access the SEPCHE website at www.sepche.org.

As a Catholic institution, the University seeks direction and inspiration from the life and teaching of Jesus Christ, affirms the values of the Judeo-Christian tradition, and witnesses to the dignity of each person and the oneness of the human family. The University educates students to assume life-long responsibilities toward God, society, and self.

The following core values guide the University as it seeks to carry out its mission:

Family. The University welcomes and cares for students, faculty and staff as members of a diverse but interconnected family. A community united by a common mission, the University promotes an atmosphere of mutual concern and attention to the spiritual, intellectual, social, emotional, and physical needs of all those whom it serves.

Respect. The University affirms the dignity of the human person through openness to multiple points of view, personalized attention, and collaborative dialogue in the learning process and in the interaction among members of the University community. The University seeks to install appreciation of and respect for differences so that its graduates can function successfully in multicultural contexts.

Integrity. Intent upon forming persons of integrity who recognize the importance of lifelong learning, the University advocates free and conscientious pursuit of truth and the responsible use of knowledge. It bases education upon a foundation in the liberal arts that highlights the humanities and the natural and social sciences. In keeping with the

teachings of the Catholic Church, concern for moral values and social justice guides the University in designing programs and activities.

Service and Responsibility. The University incorporates its motto, *Teneor Votis* (“I am bound by my responsibilities”), into curricular, co-curricular, and extra-curricular programs. Reflecting this motto, educational experiences at the University apply theory to practice and course content to serving human needs. The University educates individuals to become competent professionals and responsible citizens.

Learning. The University seeks to instill in its students a passion for truth and a commitment to seeking wisdom. It promotes value-based education, creative scholarship, informed and imaginative use of research and technology, and practical learning opportunities such as cooperative education and internship programs. The University seeks to strengthen ethical, logical, and creative thinking; to develop effective communication skills; to nurture an aesthetic sense; and to deepen global, social, and historical awareness.

Vision. The University envisions learning as a dynamic and fruitful exchange between traditional sources of wisdom and contemporary developments in knowledge. Throughout the teaching and learning process, the University seeks to embody Christian philosophical and theological perspectives. It offers an education grounded in a Judeo-Christian world view that serves as a foundation upon which to address contemporary problems and to build a vision for the future.

Reflections on the Mission as contributed by members of the University community as well as minutes of the Mission Effectiveness Team are available at:

<http://holyfamily.edu/about/mission.shtml>

Getting Organized

Office Space

When available, adjuncts are provided with shared office or work space and access to a personal computer. The dean, or her/his designee, of the respective school in which the adjunct teaches assigns office and work space.

Campus Map

A map of the Northeast Philadelphia Campus with a description of the campus buildings is available at <http://www.holyfamily.edu/about/maps.shtml> or by referring to the map and building descriptors in the undergraduate and graduate catalogs.

Academic Calendar

The current academic year calendar can be accessed at www.holyfamily.edu/about/calendar.shtml or by reviewing the schedule in either the current undergraduate or graduate catalog.

E-mail Accounts

New e-mail and WebAdvisor accounts for adjuncts and staff are automatically generated once personnel data has been entered into the Datatel administrative system. User Identification (Userid) and password are the same for e-mail and webmail, WebAdvisor and network login. Adjuncts will receive information from their department/program about the userid and password.

To access webmail, use the webmail link at www.holyfamily.edu. After login, change password by selecting *Options* at the upper right. The userid and password will also work for WebAdvisor, which is also accessible from the www.holyfamily.edu webpage.

Adjuncts with questions about technology, e-mail or web access should contact the Helpdesk at helpdesk@holyfamily.edu or call 267-341-3402. Adjuncts can also click the link to complete an online e-mail form for help at WebAdvisor.

Identification Cards

All current University students, full-time and part-time faculty, and staff are issued photograph identification cards for entering campus buildings and events at all three campuses, as well as for access to many University services. Identification cards are issued by the Department of Safety and Security located in Room 101 of the Campus Center. Adjuncts teaching at the Newtown Campus can secure identification cards right at the Newtown facility.

Parking

All automobiles must be registered with the Director of Safety and Security, Room 105 of the Campus Center. There is no registration fee but adjuncts must provide the license plate number and other vehicle identification information when registering. Parking permits are issued at the Northeast Philadelphia Campus in the Campus Center, Room 101. Permits for the Newtown Campus are available through the Newtown Campus reception desk.

Questions about permits or any security and safety matter should be directed to the Department of Safety and Security by calling 267-341-3361 or sending an e-mail message to Joseph F. McBride, Director of Safety and Security at jmcbride@holyfamily.edu.

Safety, Security and Emergencies

The Department of Safety and Security is staffed by highly experienced full and part-time public safety officers. Many are former Philadelphia police officers. Security is provided 24 hours a day, 7 days a week. Phone numbers for the three campuses follow:

Northeast Philadelphia..... 267-341-3361
Newtown..... 267-341-4011
Woodhaven..... 267-341-5011

Emergency Call Boxes

The University provides emergency call boxes throughout the campus for safety and convenience. When activated, automatically alert a security officer and notifies her/him of the caller's exact location.

Walking Escorts

Upon request, the Department of Safety and Security is available to provide walking escorts to all University students, faculty, staff and visitors, 24 hours a day, every day, to any location on campus. Call 267-341-3361 or 267-341-5011 for an escort.

Campus Closings and Emergencies

Emergency and inclement weather closings are broadcast on KYW 1060 AM Radio and on the WYW website. University codes are as follows: Northeast Philadelphia 124-Day, 2124 Evenings and Saturdays; Newtown: 784-Day, 2784 Evenings and Saturdays; Woodhaven: 144-Day, 2029 Evenings and Weekends.

If impending inclement weather causes the Northeast Philadelphia campus, Newtown or Woodhaven sites to close, the opening message on the University telephone system, 215-637-700, will be changed to indicate the closure(s). Campus emergencies only, dial 267-341-3333 or Extension 3333. Notification is also placed on the homepage of the University website.

Emergency Texting System

The University's TIGER-ALERT is an emergency alert system that will allow one to receive security-related announcements to two (2) phone numbers and one (1) e-mail address. Enrollment is quick, simple and free. New users must create an account by accessing and completing an online form at www.holyfamily.edu/security/emergencytext.shtml and following the directions. Faculty who participate in this service will need to unsubscribe after leaving the employ of the University.

Instructional Responsibilities and Services

The University recognizes that adjunct faculty members are part-time employees, and as such they are likely to have professional commitments and responsibilities outside the University. Adjuncts will not normally be expected to be on campus except at the times of their regularly scheduled classes, office hours and final examinations. They are not expected to participate in advising, committee work, study and discussion groups, or in other administrative or faculty development activities unless they voluntarily agree to such work and are properly compensated for it. The list below describes the major teaching responsibilities for all part-time faculty.

1. Become knowledgeable of the academic policies and procedures that have been previously identified as outlined in various policy manuals.

2. Meet all scheduled classes and seminars on time.
3. While regularly schedule office hours are not mandatory, there is an expectation that adjunct faculty will be available before and after class to meet with students and will maintain communication with students through the semester by e-mail and other means.
4. Encourage students to participate in the online course evaluation process and to administer outcomes assessment questionnaires and surveys whenever requested.
5. Provide students with disability accommodations as required by the *Americans with Disabilities Act (1990)* and *Section 504 of the Rehabilitation Act of 1973* that are designated by the Director of the Counseling Center and Disability Services. Required accommodations will be provided to the faculty member in a letter from the director. Adjuncts must continuously check their University e-mail accounts for additional information from the director pertaining to students eligible for special accommodations. The adjunct will also refer students who might be eligible to the director. For information about counseling and disability services contact Dr. Diana Piperata or Zoe Gingold at 267-341-3232. The Counseling Center is located in the Campus Center, Room 222.
6. Submit grades online and on time in accordance with instructions provided by the Office of the Registrar.
7. Conduct a final examination or its equivalent in accordance with University and/or school policies.
8. Distribute the approved syllabus to all students in each course during the first week of the semester or first day of a summer session course. Textbooks will have been ordered for all courses. Orders are coordinated through each school. A complementary desk copy will be provided to instructors. Copies of the syllabi, using the required template, are required and must be submitted to the respective dean's office.

Class Prayer

It is customary at the University to begin each class or meeting with a prayer led either by the professor or a student. Adjuncts are encouraged to continue this tradition. Invocations such as the following are suggested:

1. Lord, God of all creations, we place ourselves in Your presence. Strengthen us with the love and the wisdom of Your Spirit. Open our hearts to receive the gifts you have promised: peace, joy, and the fullness of life. We ask this through Christ our Lord. Amen.

2. Direct, O Lord, our actions by Thy inspiration and carry them on by Thy gracious assistance. That every word and work of ours may begin from Thee and by Thy grace be happily ended in Thee, through Christ our Lord. Amen.
3. Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now and ever shall be, world without end. Amen.
4. Jesus, Mary, Joseph, be our protection. Amen.

Also suitable is to select a prayer from the *Holy Family University Prayer Book (Second Edition, 1998)*.

Campus Ministry

The Campus Ministry offers many opportunities to greet God within ourselves and others by providing liturgies, prayer services, quiet prayer time, scripture sharing, retreats, reconciliation, counseling, and social justice activities. The University chaplain is available to all employments and students. The Campus Ministry Office is located in Room 224 of the Campus Center. The phone number is 267-341-3202.

Duplicating and Printing Services

Adjunct faculty can make use of a designated copy machine in her/his school for limited duplication (10 copies or less). An access code number for copiers must be assigned by the respective dean's office to activate and use the copiers.

For larger tasks or special services such as collating, binding and laminating, faculty and staff have access to the Duplicating Services Office located in the lower level of the Nursing Education Building. For the convenience of adjuncts, faculty can fax documents for duplication to the Duplicating Services Office which is open from 8:00 a.m. to 7:30 p.m., Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. on Friday and on days when classes are not scheduled. The fax number is 215-824-2438.

Duplicating request forms are available online for the three campuses via the links below:

Northeast Philadelphia
Newtown
Woodhaven

Questions about duplicating services should be directed to staff at Extension 3276 or send e-mail to duplicating@holyfamily.edu.

Computer and Instructional Technology and Help Desk Services

The Division of Instructional Technology supports the instructional technology needs of the University through instructional design, training, troubleshooting, consulting, and other services.

The University Help Desk computer online support channels allow users to submit problem tickets, create and track workflow, link appointments and tasks, track calls made and received, and search a knowledge base. The Help Desk is accessible only on campus.

The Help Desk can be accessed in the following ways:

Web: click User Login
Phone: On Campus, Extension 3402
Direct Line, 267-341-3402
E-mail: helpdesk@holyfamily.edu

Information and workshops concerning the use of classroom technology can be obtained by contacting David Slowik at 267-341-3503 in Room 408 of the Education Technology Center or send him e-mail at dslowik@holyfamily.edu.

Audiovisual Equipment

The Office of Audiovisual Services provides equipment and services to all faculty upon request. All seminar and classrooms in the Education and Technology Center have an LCD projector and screen. Software on the instructor's desktop computer controls this equipment. Directions to access the audiovisual equipment request form follow:

1. Go to University homepage – www.holyfamily.edu.
2. On the left side of the page below the Northeast Philadelphia label, move the cursor over Administration.
3. A menu will appear to the right. Click on Computer Services in this menu.
4. On the Computer Technology Services page, click on Audiovisual Services – Equipment Request.
5. Complete the form. When finished, click on the Submit button.

Questions about orders and instructions for using classroom and laboratory equipment should be directed to the Office of Audiovisual Services at Extension 3402.

Tutoring for Undergraduate and English as a Second Language (ESL) Students

The Center for Academic Enhancement (CAE) provides a variety of tutorial services primarily for undergraduate students including students in need of ESL support. The CAE is open five days a week with both professional and peer tutors available during day and evening hours. The CAE is located on the second level of the Library of the Northeast Philadelphia Campus. Tutorial services are also available at the Newtown and Woodhaven facilities.

Tutoring is available on a one-to-one basis and in small study groups. Support services are available in study skills, reading competency, writing, ESL, mathematics, biology, physics, foreign languages and psychology and other social sciences.

The CAE has fully networked computers with Internet access and appropriate software for diagnostic and teaching purposes. Faculty referral forms are available as well as

information about comprehensive CAE services by accessing the CAE homepage at www.holyfamily.edu/cae. Questions related to CAE support services or special requests for student tutoring should be directed to 215-637-7700, Extension 3326. Angela Godshall is the CAE director.

Counseling Center and Disability Services

The Counseling Center is dedicated to helping students deal with issues that might interfere with academic performance and/or a sense of personal well-being. The Counseling Center serves as a confidential resource for students, staff and faculty. It is located in Rooms 220-222 of the Campus Center. The telephone number is 267-341-3232.

In accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, the University provides reasonable accommodations to otherwise qualified students. Faculty should refer students to the Disabilities Services Office, Room 220-222 of the Campus Center. The telephone number is 267-341-3241.

Library Facilities and Services

The University main library is on the Northeast Philadelphia campus with a branch called the Learning Resource Center (LRC) located on the Newtown campus. Like students and staff, all full-time and part-time faculty members must use a current University identification card to borrow materials. Circulating materials include books, videocassettes, teacher's kits, grades K-12 textbooks, and related K-12 curriculum materials. Reference materials and journals are not available for circulation.

The Library makes available a number of Internet-accessible research databases. The Library/LRC webpage has database links at: www.holyfamily.edu/library/database.html

User names and passwords are required when accessing databases from outside the University network. The user name for databases is *holyfamily*; the password (which is the same for all databases) changes at the beginning of the autumn and spring semesters and it is available from the Library or LRC staff.

Information concerning hours of operation, reserving items, copyright policies, scheduling classes to visit or work in the Library or LRC, scheduling library or technology literacy instruction, intercampus and interlibrary loan, and requesting new titles for purchase is available by accessing the Library's website at www.holyfamily.edu/library/ or by sending e-mail to reference@holyfamily.edu with questions or requests.

Adjuncts are also encouraged to contact a librarian directly for assistance by telephone at the following numbers:

Northeast Philadelphia Campus Library
215-637-7700, Extension 3316 or 215-637-5828

Newtown Campus LCR
215-504-2000, Extension 4010

All faculty, students and staff can also search the combined library catalogs of the eight SEPCHE institutions previously identified. To use SEPCHE-cat, from on campus, go to the Library's Research Database page and select *FirstSearch and SEPCHE-cat* from the list of databases. Then enter your search terms and choose *SEPCHE-cat* from the drop-down menu. Scan the results list for titles you want and check to see which SEPCHE libraries own them. Follow the instructions provided to secure your items that will involve the requester completing the Intercampus and Interlibrary Loan Form on the Library forms webpage. The Library will notify faculty members when the items arrive.

Among the SEPCHE (*SEPCHe-books*) holdings available are hundreds of electronic books available from home or campus. Additionally, adjuncts can visit www.netLibrary.com to access the full text of over 500 current titles in business, education, history, psychology, science, economics, international business, and other subjects.

University Bookstore

A ten percent (10%) discount is extended to all faculty members on all purchases except textbooks, snacks and greeting cards in the University's Barnes & Noble Bookstore. The Bookstore is located on the first floor of the Campus Center. The Bookstore can be reached by calling 215-632-6701 from off campus or if calling from a campus phone dial Extension 3657 or by visiting www.holyfamily.bkstore.com. The Newtown Campus Extension is 4050.

Policies and Regulations

Copyright Laws

The University urges all faculty to adhere to copyright requirements. For a full text of the guidelines is available on the web site of the Association of American Publishers at www.publishers.org by clicking "Copyright" on the sidebar menu and then clicking either "Campus Copyright Rights and Responsibilities" or "Questions and Answers on Copyright for the Campus Community." Additional information is also provided on this web site concerning how to request copyright permission, access various copyright resources and acquire educational materials.

The following are the four basic factors as established in *Section 107 of the Copyright Act of 1976*:

1. The purpose and character of the use, including whether such is of a commercial nature or is for non-profit educational purposes.
2. The nature of the copyrighted work.

3. The amount and sustainability of the portion of the work used in relation to the copyrighted work as a whole.
4. The effort of the use in question on the potential market value for or value of the copyrighted work.

Guidelines for printed materials with the following prohibitions for unauthorized copying:

1. Unauthorized copying may not be used to create, replace or substitute for anthologies, compilations or collective works, whether or not such unauthorized copies are collected and bound together or are provided separately.
2. Unauthorized copies may not be made of “consumable” works, including workbooks, exercises, standardized tests, test booklets, answer sheets and the like.
3. Unauthorized copying may not substitute for the purchase of books, publisher’s reprints or periodicals.
4. Higher authority, such as dean or head of a department may not direct unauthorized copy.
5. The same teacher cannot copy the same item without permission from term to term.
6. No charge shall be made to the student beyond the actual cost of the photocopying.

All of the following criteria must be met for “fair use” permission to apply?

1. When an individual teacher is “inspired” to use work, and the inspiration and decision to use it and the moment of its use for maximum teaching effectiveness are so close in time would be unreasonable to expect a timely reply to a request for permission, AND
2. If the following limitations with regard to the amount of copying of a work are applied?
 - a. Complete article, story or essay – less than 2,500 words.
 - b. Excerpted prose - the shorter of less than 1,000 words or 10 percent.
 - c. Chart, graph, etc. - less than 250 words on two (2) pages or less, AND
 - d. Poetry – less than 250 words on two (2) pages or less, AND
3. The copying is for only one course and term, AND

4. No more than one article, story, essay or poem OR two excerpts from works by the same author may be copied. No more than three works or excerpts may be copied from the same collective work or periodical volume during one class term and no more than nine such instances of multiple copying may occur for one course during one class term. (Item 4 guidelines do not apply to current news periodicals, newspapers and current news sections of other periodicals. AND,
5. The original copyright notice should appear on all copies of the work.

Family Educational, Rights and Privacy Act of 1974 (FERPA)

The University is committed to protecting the right of privacy of all individuals about whom it holds information. Adjunct faculty members represent the University and have responsibilities regarding access to personal information. Certain information is considered “private” and cannot be disclosed without the written permission of the student. This information includes grades and student schedules. Access to educational records is restricted.

Policy of Non-discrimination

The University is an Equal Opportunity Employer and will not discriminate, or tolerate discrimination, against any employee or applicant on the basis of sex, race, religion, color, age, Vietnam Veteran status, national origin or disability. Applicants requiring reasonable accommodation to the application or interview process should notify a representative of the Human Resources Department. Questions regarding the University’s non-discrimination policy should be directed to the Assistant Vice President for Human Resources (AVPHR), who serves as the University’s *Section 504* Coordinator and Title IX Coordinator.

Sexual Harassment

The University is committed to providing all members of the community, including employees, faculty and students, with an environment free from explicit and implicit coercive behavior used to control, influence or affect the well being of any member of the university community. The University will not tolerate any behavior that constitutes harassment based on a person’s sex, race, color, national origin, citizenship, religion, marital status, veteran status, age or disability. Each employee, faculty member and student is required to comply with this policy. Violations may result in disciplinary action up to and including termination of employment or expulsion.

Sexual harassment is illegal under *Section 703 of Title VII of the 1964 Civil Rights Act and Title XI of the Education Amendments of 1976*. Sexual Harassment is defined as any unwelcome sexual attention, sexual advance, requests for sexual favors and other verbal or visual or physical conduct of a sexual nature whenever: submission to such conduct is made either explicitly or implicitly as a term of condition of an individual’s employment or grade; submission to or rejection of such conduct by an individual is used as a basis for decisions affecting the individual’s employment or academic record; such conduct unreasonably interferes with an individual’s work or academic performance or creates an intimidating, hostile or offensive employment or educational environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, the following: unwanted and unnecessary physical conduct such as pinching, patting or touching, brushing against one's body; subtle pressure for sexual activity; uninvited or persistent notes, phone calls or pressure for dates; threatening adverse employment or educational action if sexual favors are not granted; promising preferential treatment in return for sexual favors; making unwelcome physical contact; sexually explicit or sexually suggestive language, gestures or humor; displaying sexually explicit or sexually offensive or suggestive objects or materials; and condoning or encouraging such conduct of or directed to any employee, faculty member or student. Such conduct may also constitute harassment if based on the person's race, color, national origin, citizenship, religion, marital status, veteran status, age or disability.

Any employee, faculty member or student who believes he/she has been or is being subjected to harassment (or has witnessed or has knowledge thereof) by any individual affiliated with the University has the right to initiate a complaint. Anyone accused of harassment has the right to defend himself/herself. The University will investigate every allegation while making efforts to maintain the confidentiality of both the accuser and the accused to the extent possible and to resolve the dispute in a timely manner while respecting right to due process, including the right of the accused to be informed of the identity of the accuser at the earliest appropriate point in the process.

Any employee, faculty member or student who believes he/she is being harassed should report this within five (5) business days from the date of the incident to any of the following members of the University's harassment investigation team: Vice President of Student Services, Vice President for Academic Affairs, Executive Director of the Newtown Campus, AVPHR. The AVPHR also serves as the EEOC Coordinator, the *Section 504* Coordinator and *Title IX* Coordinator. The team member with whom the report was filed will respond to the complainant in writing within three (3) business days.

All aspects of the employee, faculty member or student's complaint and investigation will be kept confidential to the extent possible with regard to complaint filing, investigation and disposition. The investigation will be conducted in an impartial manner by, at minimum, two of the members of the University's harassment investigation team. A team member conducting an investigation will solicit assistance from another team member if he/she cannot remain impartial.

Following the investigation, a team member will provide a written determination within ten (10) business days. This written notice shall contain the outcome of the complaint and the basis for the decision.

If dissatisfied with the outcome/response, the employee, faculty member or student may submit within three (3) business days a written statement that includes the facts of the case and the proposed solution. Witnesses and other evidence relevant to the complaint may be submitted.

Individuals are encouraged to use the reporting procedure to report all harassment claims so that the University will be aware of the situation, make a timely, confidential investigation and take appropriate corrective action.

Retaliatory conduct against any individual who has: filed a complaint of harassment; reported witnessing harassment; participated in the harassment complaint process; or been the subject of an investigation will not be tolerated and will be grounds for discipline up to and including termination of employment or expulsion. Further, complainants and witnesses will be disciplined for filing false complaints or providing false testimony during an investigation.

Both students and employees may utilize the harassment reporting procedure.

During the academic year, the Human Resources Department sponsors and conducts seminars and workshops on a host of topics including compliance with laws and regulations on non-discrimination and harassment. Adjuncts are welcome to attend these programs. A schedule of professional development programs is available at the Human Resources homepage listed under "News & Events."

Procedures for Resolution of Problems

At any time, should any employee have a problem with some aspect of employment or believe they have been unfairly treated or discriminated against; the employee may pursue the following procedure to have the problem heard:

1. Discuss the matter with the immediate supervisor within five (5) business days from the date of the incident; the supervisor will respond within three (3) business days. If the complaint is against the supervisor, the employee is to discuss the matter with a representative of the Human Resources Department within five (5) business days from the date of the incident; a Human Resources representative will respond within three (3) business days.
2. If dissatisfied with the outcome of this first discussion, the employee may submit within three (3) business days, a written statement that includes the facts of the case and the proposed solution. The employee may present witnesses and other evidence relevant to the complaint. The written statement should be given the EEOC Coordinator, who also serves as the *Section 504* and *Title IX* Coordinator. This person is the University's AVPHR, reachable by phone at 267-341-3479.
3. Informal mediation may be recommended but is not required for complaints to be fully processed.
4. All aspects of the employee's complaint and investigation will be kept confidential to the extent possible with regard to complaint filing, investigation, and disposition. The investigation will be conducted in an impartial manner and will include an impartial decision-maker. The AVPHR will solicit assistance from

- another member of the University's Harassment Investigation Team if he/she cannot remain partial.
5. Following an investigation, the AVPHR will provide a written determination within ten (10) business days. This written notice shall contain the outcome of the complaint and the basis for the decision.
 6. The employee may appeal the findings in writing to the AVPHR within five (5) business days. The written appeal will be reviewed in an impartial manner by a panel of senior administration. The decision of the senior administration will be final and will be provided within ten (10) business days from the date the written appeal was received.
 7. Retaliatory conduct against any individual who has filed a complaint or submitted an appeal will not be tolerated and will be grounds for discipline up to and including employment termination or expulsion. Further, complaints and witnesses will be disciplined for filing false complaints or providing false testimony during an investigation.
 8. Both students and employees may utilize these problem solving procedures.

General comments or editorial suggestions regarding the *Guidebook* should be directed to Dr. Sylvester Kohut, Jr., Associate Vice President for Academic Affairs, by sending e-mail to skohut@holyfamily.edu or calling 215-637-7700, Extension 3679 or if calling from a campus telephone dial Extension 3679.