

2014 – 2017 FACULTY HANDBOOK

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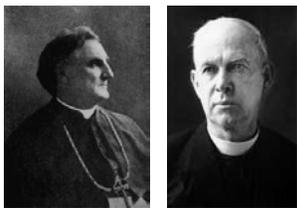
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2014 -2017

For the most current information see the University website at www.up.edu/Provost, click *Resources*, then click *Faculty Handbook (updated 11/21/2014)*

Profile of the University of Portland: A Brief History



The University of Portland was founded in 1901 by the Most Reverend Alexander Christie, Archbishop of Portland (left), with support and counsel from Rev. John A. Zahm, C.S.C., provincial of the American Province of the Congregation of Holy Cross (right), a Catholic religious community that shared his belief in the importance of education. In 1902, Archbishop Christie asked the Congregation to assume control of the University. For the next 65 years Holy Cross was solely responsible for the University's operation.

In 1967, as a means of ecumenical outreach and to involve lay people in the governance of the University, Holy Cross transferred control to a board of regents, but continued its commitment to offer the University the service of its members. As a result, the University of Portland is Oregon's Catholic university, governed by an independent board of regents composed of men and women of various religious denominations, with Holy Cross priests and brothers as members of its faculty, staff, and administration.

The University places superb teaching as both its first virtue and a central tenet of its mission. The five academic units of the campus, the College of Arts and Sciences, the Pamplin School of Business Administration, the Shiley School of Engineering, and the Schools of Education and Nursing, offer an education that stresses broad liberal arts learning, the development of personal skills, and the opening of the mind, the heart, and the soul. Ranked continually by U.S. News & World Report magazine as one of the ten best regional universities in the West, the University offers over a 1000 courses, more than 75 undergraduate programs of study, and 17 graduate degrees.

The University is situated on a bluff near the confluence of the Willamette and Columbia rivers in one of the large metropolitan areas of the West. Located in a residential section of the city of Portland, the 130 acre campus offers lawns, hundreds of trees, and beautiful buildings in a quiet, peaceful setting, which is conducive to the learning process. Proximity to the river has suggested nautical names for the University's athletic teams, the Pilots, and the student publications, The Beacon and The Log.

Profile of the University of Portland: Mission Statement

The University of Portland, an independently governed Catholic university guided by the Congregation of Holy Cross, addresses significant questions of human concern through disciplinary and interdisciplinary studies of the arts, sciences, and humanities and through studies in majors and professional programs at the undergraduate and graduate levels. As a diverse community of scholars dedicated to excellence and innovation, we pursue teaching and learning, faith and formation, service and leadership in the classroom, residence halls and the world. Because we value the development of the whole person, the university honors faith and reason as ways of knowing, promotes ethical reflection, and prepares people who respond to the needs of the world and its human family.

Approved by the Board of Regents January 30, 2010

Profile of the University of Portland: Selected Recognitions

For your reference, the following are some of the University's recognitions:



[U.S. News & World Report ranks UP eighth overall; among top ten for 19th consecutive year](#)



[University of Portland is top Oregon School in Kiplinger's Personal Finance 2013-14 Best Value Private Colleges rankings](#)



[University of Portland among top producers of Fulbright scholars, ranked third in the nation](#)



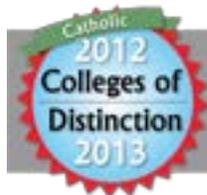
[UP named one of America's "Green Colleges" for fifth consecutive year by The Princeton Review](#)



[Bloomberg Businessweek names UP top College in Oregon for 'return on investment' in 2011, 2012](#)



[UP one of two Oregon Colleges named to the President's Higher Education Community Service Honor Roll with Distinction](#)



University of Portland included in 2012 - 2013 Colleges of Distinction List because it excels at the Four Distinctions: Engaged Students, Great Teaching, Vibrant Communities, and Successful Outcomes.



[UP ranked in top three nationally for service in Washington Monthly's annual College rankings in 2010, 2011, and 2012](#)



[The University of Portland ranks No. 3 on Peace Corps' 2011 rankings of Colleges and universities in the small category \(less than 5,000 undergraduates\)](#)



[University of Portland recognized by national publications, named 11th best nationally by Washington Monthly and an "A-List" College by Parade Magazine](#)

Profile of the University of Portland: Accreditations

The University of Portland is accredited by the Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E., Ste. 100, Redmond, WA, 98052-3981.

The bachelor's and master's degrees in drama are accredited by the National Association of Schools of Theatre, 11250 Roger Bacon Drive, Suite 21, Reston, VA, 20190, (703) 437-0700.

The bachelor's degree in music is accredited by the National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA, 20190, (703) 437-0700.

The Dr. Robert B. Pamplin, Jr. School of Business Administration's undergraduate and graduate programs are accredited by the Association to Advance Collegiate Schools of Business (AACSB International), 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602-5730, (813) 769-6500 (Fax: 813-769-6559).

The School of Education is accredited undergraduate and graduate level through the National Council for Accreditation of Teacher Education (NCATE) and Council for the Accreditation of Educator Preparation (CAEP), 2010 Massachusetts Avenue NW, Suite 500, Washington, D.C., 20036-1023, (202) 466-7496.

The bachelor of science degree programs in civil, electrical, and mechanical engineering are accredited by the Engineering Accreditation Commission and that in computer science is accredited by the Computing Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD, 21202, (410) 347-7700.

The School of Nursing baccalaureate, master's, and doctoral degree programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC, 20036-1120, (202) 887-6791.

The bachelor's degree in social work is accredited by the Council on Social Work Education, 1725 Duke Street, Suite 500, Alexandria, VA, 22314-3457, phone (703) 683-8080; Fax: (703) 683-8099; E-mail: info@cswe.org.

The chemistry department at the University of Portland is certified by the American Chemical Society. The bachelor of science curriculum in chemistry leads to an ACS certified degree. American Chemical Society 1155 Sixteenth Street, NW Washington, DC 20036.

Profile of the University of Portland: University Core Curriculum

Beginning with the rise of universities in Paris and Bologna in the twelfth century, the Catholic intellectual tradition has been rooted in reasoned inquiry that crosses scholarly disciplines to engage and inform each of them. This tradition creates a framework in which great questions facing humankind can and should be addressed.

This undergraduate program was crafted to educate students so that they will make contributions to the world guided by concerns for issues of justice and ethical behavior.

The core curriculum will offer courses to help students:

- Develop the foundational knowledge and skills necessary for informed inquiry, decision making, and communication;
- Develop the knowledge, skills, and commitment for acting ethically in everyday life;
- Learn to use and value the lenses of different disciplines, and seek the connections among them;
- Examine faith, its place in one’s own life, and in the lives of others;
- Critically examine the ideas and traditions of western civilization;
- Learn to live and contribute in a diverse society and interdependent world; and
- Value the importance of learning and reflection throughout one’s life.

Fundamental Questions

The faculty of the University of Portland fashions this core curriculum because we believe that learning originates in seeking answers to important life questions. Learning springs from active inquiry conducted through different intellectual disciplines, each with its own tools, methods, and measures. Learning is ongoing and integrates various perspectives. University of Portland students learn how various disciplines use their different lenses to study the same universe and all its experience. As a community of scholars, faculty and students approach key questions about life by gathering and assessing evidence about them: we explore cultures of the past and present for their answers; we examine the natural world and universe for data about them; we study religious traditions and practices, philosophies, literature and other arts, and ourselves for answers. Through this process, we know that good questions lead to more questions.

As a Catholic university, these fundamental questions, threaded throughout students’ years here, must engage us all:

- Who am I? Who am I becoming? Why am I here?
- How does the world work? How could the world work better?
- How do relationships and communities function? What is the value of difference?
- What is the role of beauty, imagination, and feeling in life?
- Who or what is God? How can one relate to God?
- What is a good life? What can we do about injustice and suffering?

Lenses for Examining the Questions

In creating this core curriculum, the faculty has been guided by the University of Portland’s place in the history of Catholic higher education and by its contemporary mission. Therefore, the faculty requires that students use these courses as the lenses through which to begin their study of the fundamental life questions introduced by the core curriculum.

Hrs.	Area	Hrs.	Area
3	Fine Arts	6	Philosophy
3	History	6	Science
3	Literature	6	Social Sciences (2 disciplines)
3	Mathematics	9	Theology

The upper division theology course may be a Theological Perspectives class that can be used to satisfy the distribution requirements of both theology and a companion subject.

Lenses for Seeing and Learning Essential Skills and Values

The faculty is committed to teaching students essential skills and values for learning and life. Enhanced attention to writing, oral communication, critical thinking, technological literacy, information literacy, and the implications of diversity will be embedded elements of courses distributed throughout the core curriculum. Students will thus have opportunities in their core courses to learn and refine their understanding and application of each of these elements.

The University requires course work in:

Hrs.	Area	
3	Fine Arts	—Fulfilled by FA 207 only.
3	History	—Fulfilled by any history course up to and including 300 level.
3	Literature	—Fulfilled by ENG 112 only.
3	Mathematics	—Fulfilled by any mathematics course above MTH 120.
6	Philosophy	—Fulfilled only by PHL 150 and PHL 220.
6	Science	—Fulfilled by courses in a science major. Consult programs for options.
6	Social Sciences	—2 disciplines fulfilled from among SOC 101, PSY 101, ECN 120, POL 200, POL 203, POL 205, CST 225, SW 205
9	Theology	—Lower-division requirements fulfilled only by THE 101 and 205. Upperdivision THE course may be a Theological Perspectives class that can be used to satisfy the distribution requirements of both theology and a companion subject.

The core curriculum applies to transfer students. No substitutions may be made without special permission from the Dean.

Exemptions from the University core will be evaluated by the Academic Senate in collaboration with the President. Exemptions will be reviewed at the time of the internal review process that normally takes place in the year preceding the periodic external accreditations of the professional Schools.

Profile of the University of Portland



Profile of the University of Portland: Major Programs

The University of Portland consists of one College with fifteen Departments, four professional Schools, and a graduate School. Undergraduate majors are available in all Departments of the College of Arts and Sciences and in each of the professional Schools.

The Graduate School offers advanced degrees in the Schools/Departments of business administration, communication studies, drama, education, engineering, music, and nursing.

Students entering the University indicate the program of studies they wish to follow and will be under the direction of the Dean of the College or School administering that program. Students may elect at any time to petition for a change of major or change of School.

College of Arts & Sciences

Biology, B.A., B.S.
Chemistry, B.S.
Communication, B.A.
Drama, B.A.
English, B.A.
Environmental Ethics and Policy, B.A.
Environmental Science, B.S.
French Studies, B.A.
German Studies, B.A.
History, B.A.
Mathematics, B.A., B.S.
Music, B.A.
Organizational Communication, B.S.
Philosophy, B.A.
Physics, B.A., B.S.
Political Science, B.A.
Psychology, B.A.
Social Work, B.A.
Sociology, B.A.
Spanish, B.A.
Theology B.A.

Dr. Robert B. Pamplin, Jr.

School of Business Administration

Accounting, B.B.A.
Economics, B.B.A., B.A.
Entrepreneurship & Innovation
Management, B.B.A.
Finance, B.B.A.
Global Business, B.B.A.
Marketing, B.B.A.

Operations and Technology
Management, B.B.A.

School of Education

Elementary Education, B.A.Ed.
Secondary Education, B.S.S.E.

Donald P. Shiley School of Engineering

Biomedical Engineering, M.BME.
Civil Engineering, B.S.C.E.
Computer Science, B.S.C.S.
Electrical Engineering, B.S.E.E.
Mechanical Engineering, B.S.M.E.

School of Nursing

Nursing, B.S.N.

Graduate

Business Administration M.B.A.
Communication M.A.
Directing M.F.A.
Education M.A., M.A.T., M.Ed., Ed.D.
Education licensure and post-master's
[Engineering](#), M.Eng.
Finance M.S.F
Management Communication M.S.
Nonprofit Management E.MBE.
Nursing M.N.E.
[Nursing D.N.P.](#)
Operations and Technology Management
M.S.O.T.M.
Pastoral Ministry M.A.P.M.

Profile of the University of Portland: Minor Programs

Minors consist of no fewer than 12 and no more than 18 credit hours of upper division courses excluding prerequisites. Academic regulations governing courses applied to major programs also apply to minors. Approved minors include:

Biology
Business Administration
Catholic Studies
Chemistry
Communication
Computer Science
Drama
Economics
Education
English
Entrepreneurship
Environmental Policy
Environmental Science
Fine Arts
French
Gender and Women's Studies
German
Hellenic Studies
History
Mathematics
Music
Neuroscience
Philosophy
Physics
Political Science
Psychology
Social Justice
Sociology
Spanish
Theology

Directions and Maps

Maps can be found at: <http://www.up.edu/about/default.aspx?cid=8307&pid=3177>



Statutes of the University of Portland

In order to preserve the historical heritage of the University of Portland as an institution committed to the liberal arts tradition of education, to providing opportunities for the acquisition of a determined level of competency in a specific profession or area of specialization, and to guarantee that the provisions of the Deed and Trust Agreements are preserved, the Board of Regents of the University of Portland, defines the philosophy, purposes, objectives and methods of the University in the Statutes of the University.

Statute 1 - Philosophy of Education

The nature of the University of Portland as an independent institution within which there exists integral academic theological programs of study as well as voluntary programs of pastoral services requires that all who are associated with the University recognize and understand this special characteristic of the institution. Although members of the faculty, staff or administration are not required to accept or agree with the theological or pastoral programs and activities at the University, they are presumed to find this theological and pastoral presence within the University setting, not incompatible with their own functions within the University.

All who associate themselves with the University are however, presumed to agree with the following propositions as expressing fundamental principles on which the educational structure of the University as an institution of higher learning rests:

Man is a rational creature; able to arrive at truth; to judge, to evaluate, free to choose.

It is the individual person who is to be educated. Education is not something which occurs within the student himself. It is the development of the individual person -- his mind, wills, ideals, goals, special talents.

Education is incomplete unless the individual has developed a philosophy of life - a knowledge of who he is, what he is and where he is going.

Education at the College level includes more than class lectures, completion of class assignments, directed reading and study. It involves fraternization with other men and women of similar intellectual ability, academic preparation and interest, but with a variety of social, cultural, geographic, religious and ethnic backgrounds.

In addition to breadth of general education, higher education at the University level must include opportunities for specialization in particular fields and preparation of economic self-sufficiency in the modern world.

Statute II: The Purpose of the University

The purpose of the University of Portland is to provide an intellectual, spiritual, cultural and social environment that encourages in the individual student, intellectual curiosity, growth in knowledge and understanding, precision of ideas and commitment to meaningful service in society.

Statute III: The Objectives of all Curricula at the University

While the Board of Regents recognizes the rights and responsibility of the faculty of the University to determine specific curricular requirements, the Board herewith establishes the parameters within which curricula at the University shall be developed.

A. General Objectives:

All programs of study at the University of Portland shall have as their general objectives:

- a. To develop respect for and realization of scholarly achievement; to assist the student to read, write, speak and listen intelligently; to motivate him to independent thought and study; to foster creativity and originality.

To develop an appreciation of literature and the arts and a capacity for aesthetic judgments.

To develop an understanding of the physical universe.

To develop an awareness of the ideas and events which have shaped our civilization and which influence contemporary society.

To develop as fully as possible an understanding of man in all his relationships.

The University of Portland shall therefore require of every student, course work in five fields of study; The Arts, the Exact Sciences, the Behavioral Sciences, Philosophy and Theology. It shall be left to the faculty of the University to determine how best these general objectives are to be attained and the specific kinds of courses to be required in the five fields of study indicated above.

B. Special Objectives:

Programs of study at the University of Portland shall offer the student an opportunity to acquire some determined level of competency in a specific profession or area of specialization, along with those general competencies and interests which characterize an educated person.

Statute IV: Methods of the University:

While the Board of Regents again recognize the rights and responsibilities of the faculty to determine methods of instruction, the following general principles shall be observed:

- A. Although various methods of instruction may be used at the University, all should be considered a subordinate to the instructional method which involves an intellectual dialogue and exchange between student and faculty.

The faculty shall encourage the development of close student-faculty relationships both in and outside the classroom.

Attention to the individual student shall be considered the ideal toward which student-faculty relationships shall tend.

- B. The importance of the examined life shall be emphasized in the following ways:
- a. Members of the faculty are expected to give living testimony to the importance of a scale of values, the necessity of commitment and the compatibility of intellectual growth and achievement with such commitment.
 - b. The core curriculum should be designed in such a way as to raise the fundamental questions of human life and existence.
 - c. Instructional methods, including dialogue and discussion should demand an individual response to questions posed.
 - d. Courses of study should be structured so as to enable students to achieve a deeper understanding of the Divine-human relationships as presented by specific theological traditions.
 - e. Extra and co-curricular activities, campus facilities and opportunities for involvement in a variety of community services shall be designed to support the curricular focus of attention on moral, ethical and spiritual questions.

The University of Portland is a private institution of higher learning, Christian in orientation, Catholic in tradition. Rooted in the Judeo-Christian heritage, the University seeks to provide an environment that encourages and facilitates the intellectual, spiritual, cultural, and social growth of a diverse student body.

Within the University there exists integral theological programs of study as well as voluntary programs of pastoral services.

The University intends to preserve its nature and to foster its distinctive characteristics through the employment of personnel at all levels who desire to support and espouse its ideals and its philosophy of education. It requires that all who are associated with the University recognize and understand the nature and special characteristics of the institution. Although members of the regents, administration, faculty, or other staff are not required to agree with the theological or pastoral presence and activities at the University, they are presumed to respect them, to be able to support them and to find them compatible with their own functions within the University.

The Religious of Holy Cross possess a special relationship with the University, which stems from their founding of the institution in 1901, their 66 years of direct control of the institution, and through the Deed and Trust Agreement they currently have with the governing board. The Board of Regents desires to preserve and foster this special relationship through the continued presence of the Holy Cross Community within the

University in responsible capacities and in sufficient numbers. Accordingly, special consideration is given to qualified members of the Holy Cross Community, and the board encourages the Holy Cross Community to present interested and qualified candidates, not only for faculty positions, but also for administrative positions, and most especially for the office of President of the University.

With these distinctive characteristics and special considerations understood, it is the policy of the University of Portland:

The University of Portland does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, or any other basis protected by federal, state, or local law in its educational programs, admissions policies, scholarship and loan programs, athletic and other School-administered programs or in employment.

The designated coordination point for University compliance with Section 504 of the Rehabilitation Act of 1973 and for ADA is the Executive Vice President, in coordination with the University Health Center, Human Resources, and the Office for University Events.

These Statues may be amended by affirmative votes of two-thirds (2/3rd) of the total membership of the Board provided the proposed changes or amendments shall have been presented and discussed at a previous meeting of the Board.

Amended by the Board of Regents 5/13/2011

Bylaws of University Of Portland

ARTICLE I. REGISTERED OFFICE

Section 1. *Offices.*

The principal office of the University is at 5000 North Willamette Boulevard, in the city of Portland, county of Multnomah, state of Oregon.

Section 2. *Registered Office.*

The registered office of the University required by the Oregon Nonprofit Corporation Law to be maintained in the state of Oregon may be, but need not be, identical to the principal office in the state of Oregon, and the address of the registered office may be changed from time to time by the Board of Regents (the “Board”).

ARTICLE II. BOARD OF REGENTS

Section 1. *Membership.*

The governing body of the University shall be a board consisting of

- a) Elected Members;
- b) Ex-Officio Members;
- c) Regents Emeriti; and
- d) Life Regents.

Section 2. *Number, Tenure, and Election.*

a) Elected Members.

The Elected Members of the Board shall consist of at least 22, and not more than 45 persons, as the Board shall from time to time prescribe. Not less than 10 percent shall be alumni of the University. At least one alum shall be a “young alum” under the age of thirty (30) years at the time of his/her election, who shall serve only one term. A second young alum (of opposite gender) may also be elected by the Board. The Committee on Regents shall submit candidates for the consideration of the Board at any regular or special meeting of the Board. An affirmative vote of two-thirds of the members present for the meeting shall be necessary to elect a member of the Board. Voting shall be by written ballot. Board members shall serve for a three-year term and, except for the young alum, may be elected for additional terms if re-nominated by the Committee on Regents. The terms of the Elected Members shall be staggered into approximately three equal groups and shall expire at the spring Board meeting of the last term year.

b) Ex-Officio Members.

Ex-Officio Members of the Board shall consist of up to a maximum of eleven persons, categorized as follows:

Category 1: At least five and up to nine members from the Congregation of Holy Cross. They shall serve until their own successors are appointed, according to the procedures which the Congregation of Holy Cross, United

States Province of Priests and Brothers shall establish. Two of the Category 1 Ex-Officio Members shall be the Provincial Superior of the Congregation of Holy Cross, United States Province of Priests and Brothers and the Religious Superior of the Holy Cross Community at the University of Portland (the “local Religious Superior”). If the Provincial Superior cannot attend a meeting, he may designate an Assistant Provincial to attend in his place, with full voting privileges. None of these Category 1 Ex-Officio Members, with the exception of the local Religious Superior, shall be employed by the University during their terms of office.

Category 2: The President of the University, who shall serve for the period of time corresponding with incumbency in office.

Category 3: The Chair of the University’s National Alumni Board, who shall serve for the period of time corresponding with his/her incumbency in office.

c) Regents Emeriti.

Members of the Board of Regents, who have served with distinction, shall be eligible for election as Regents Emeriti of the Board. Candidates for such position shall be proposed by the Committee on Regents, and shall be elected in the same manner as if nominated for election as Elected Members of the Board. They shall have all the rights of members of the Board, except that they shall have no vote and shall have no responsibility for the decisions of by the Board or any Board committees of the Board, and shall incur no liabilities by reason of their status. Regents Emeriti shall serve at the pleasure of the Board.

d) Life Regents.

Members of the Board of Regents, who have served a minimum of four consecutive three-year terms, exhibited an exemplary record of attendance at Board and committee meetings, exhibited a record of contributing expertise and time to the improvement of the University, exhibited a record of financial support consistent with his/her means, and attained the age of seventy (70) may be eligible for election as a Life Regent. Candidates for such a position shall be nominated by the Committee on Regents upon recommendation of the Chair of the Board in consultation with the President of the University and shall be elected in the same manner as if nominated for election as Elected Members of the Board. Life Regents shall have all rights of members of the Board, except that they shall have no vote and shall have no responsibility for decisions of the Board or any Board committees, and shall incur no liabilities by reason of their status. They may be appointed to any ad-hoc Board committee; e.g., Presidential search committees, at the discretion of the Chair of the Board.

Section 3. *Powers and Duties of the Board.*

Subject to the provisions of the Oregon Nonprofit Corporation Law, the Articles of Incorporation of this corporation, the Deed and Trust Agreement and Agreement (each dated April 21, 1967), the Statutes of the University, and these Bylaws (all of which have been or may be revised from time to

time), the Board has full power and complete responsibility for the governance of the University. The Board shall at all times support a policy to guarantee academic freedom and integrity of the University.

Without limiting the generality of the foregoing, the Board shall establish general policies deemed necessary for the development and administration of the University, and publish statements defining the overall policies and procedures of the University, including, but not limited to, an Administration Manual, a Faculty Handbook, a Student Handbook, and similar publications prepared by the officers of the University with the advice of faculty, and under the direction of the University President. The Board shall be responsible for relating the likely needs of the future to predictable resources, for husbanding the endowment, for obtaining needed capital and operating funds, and for the development of long-range financial planning for the guidance of the administration and faculty. The Board shall have the power and authority to borrow money on behalf of the University for the purpose of meeting the University's obligations in connection with the ownership, operation, repair, maintenance, and control of its property. All capital improvements shall be approved by the Board. All contracts for new construction or major remodeling, including contracts with architects or contractors, shall have approval of the Board. Although the Board has final institutional authority, it entrusts the conduct of the administration of the University to its officers and the conduct of teaching and research to the University faculty.

Section 4. *Regular Meetings.*

The Board shall hold three regular meetings each year, one in the fall, one in the winter, and one in the spring, at times to be determined by the Executive Committee. The meetings shall be held at the University unless otherwise determined by the Chairman of the Board or the Vice Chairman. Two weeks written or electronic notice of such meetings shall be given to all members of the Board.

Section 5. *Special Meetings.*

Special meetings of the Board may be called by the Chairman, or upon written request of any eight members of the Board and upon one week's written or electronic notice. The written or electronic notice shall describe the purpose of the special meeting, the location of the meeting, and the business to be transacted thereat.

Section 6. *Electronic Meetings.*

Meetings of the Board and/or Board Committees may be conducted by telephone, video conference, or other electronic media to the extent allowed by law provided that each Regent can be heard by all other Regents participating in said meeting.

Section 7. *Quorum.*

One-third of the total of Elected Members and voting Ex-Officio Members shall constitute a quorum of the Board; provided, however, that at least three members of those present must be Category 1 Ex-Officio Members of the Board. Non-voting members shall not be counted in determining a quorum or in determining any of the voting requirements of these Bylaws.

Section 8. *Manner of Acting.*

The act of a majority of the members present at a meeting, at which a quorum is present, shall be the act of the Board, unless the act of a greater number is required by law or by these Bylaws.

Section 9. *Removal, Death, or Resignation of a Board Member.*

Any Elected Member of the Board may be removed there from for cause by an affirmative vote of four-fifths of the members of the Board. Upon the death, resignation, or expulsion of an Elected Member of the Board, the Committee on Regents may nominate a candidate to complete that member's term. Such a candidate may be elected by the Board at the next regular or special meeting according to the procedure described in Section 2(a) of Article II above. Any member elected to fill an unexpired term shall serve for the remainder of that term. Any member filling an unexpired term shall be eligible for election if re-nominated by the Committee on Regents, in accordance with Section 2(a) of Article II, above. Any member of the Board may resign at any time, by giving written or electronic notice thereof to the Secretary of the Board. Such resignation shall take effect at the time specified therefore, and, unless otherwise provided with respect thereto, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE III. OFFICERS OF THE BOARD

Section 1. *Number and Term of Office.*

The Officers of the Board shall be a Chair, Vice Chair, and Secretary. Such Officers shall be elected from among the Elected Members of the Board for a one-year term, with the exception of the Chair, who shall be elected for a three-year term. The Chair may be elected for successive three-year terms, and the other officers for successive one-year terms. Other officers, as the Board deems necessary, may be appointed from time to time.

Section 2. *Election.*

The Committee on Regents shall propose candidates for election as Officers of the Board at the regular spring meeting of the Board. Officers of the Board shall be elected by a majority vote of the Board Members present at the meeting and shall take office at the beginning of the next fiscal year of the University.

Section 3. *Removal of Officers of the Board.*

Any officer elected or appointed by the Board, or appointed by the Chairman of the Board, may be removed by the vote of the Board whenever, in its judgment, the best interests of the University would be served thereby; but such removal shall be without prejudice to the contract rights, if any, of the person so removed. An affirmative vote of two-thirds of those present at any regular or special meeting of the Board shall be required for such removal. Voting shall be by secret written ballot.

Section 4. *Vacancies.*

A vacancy in the office of Chairman of the Board, because of death, resignation, or otherwise, shall be filled for the unexpired portion of the term. The Vice Chairman of the Board, or in the event of inability to act, the Secretary of the Board, or in the event of inability to act, the President of the University, shall instruct the Committee on Regents to propose in nomination candidates for Chairman of the Board to the Board at its next regular or special meeting. The Chairman of the Board shall fill vacancies in other elected offices, by appointment.

Section 5. *Chairman of the Board.*

The Chairman shall preside at all meetings of the Board and, subject to these Bylaws, shall execute all legal documents and instruments on behalf of the Board, except as otherwise provided in Section 3 of Article VI, below. The Chairman shall appoint members of all committees of the Board as provided in these Bylaws. The Chairman shall be an Ex-Officio Member of all committees of the Board. The Chairman's primary responsibilities are:

- a. To secure highly qualified persons to serve as members of the Board;
- b. To provide stability and continuity of purpose of the University;
- c. To see that all the provisions of these Bylaws and Agreements of the University, including, but not limited to, the Deed and Trust Agreement and Agreement (each dated April 21, 1967) and any modifications thereto, are faithfully carried out; and
- d. To appoint officers to fill vacancies in other elected offices of the Board.

Section 6. *Vice Chairman.*

The Vice Chairman shall preside at all meetings of the Board in the absence of the Chairman. The Vice Chairman shall carry out all duties of the Chairman in the event of temporary inability to function.

Section 7. *Secretary.*

The Secretary, in cooperation with the Chairman of the Board and the staff officers to the various committees, shall be responsible for the minute book of the University, in which shall be maintained and preserved the Deed and Trust Agreement and Agreement (each dated April 21, 1967); the Statutes

of the University; the Articles of Incorporation; Bylaws; and minutes of regular and special meetings of the Board, the Executive Committee and the other standing committees of the Board. The Secretary or his or her delegate shall keep and record accurate minutes of all such meetings, along with an accurate record of votes, and shall see that notice is given as required in these Bylaws for all meetings of the Board.

Section 8. *Other Officers.*

The Board may, from time to time, appoint such other subordinate officers, including (an) Assistant Secretary(s), as may be necessary or desirable to implement the business of the University.

ARTICLE IV. OFFICERS OF THE UNIVERSITY

Section 1. *Number.*

The Officers of the University shall be the President of the University, a Provost, an Executive Vice President, and a Secretary. The President may also add other officer positions as needed, subject to Board approval. The President shall name people to such officer positions after consulting with and receiving advice from the Chairman and not less than two other members of the standing committee pertinent to each such officer's duties and responsibilities. Any two or more positions may be held at the same time by one person. These officers shall have duties and responsibilities as determined by the President.

Section 2. *Responsibilities and Duties.*

The responsibilities and duties of the Officers of the University shall be as stated here and in the Academic Administration Manual, as approved by the Board.

Section 3. *Removal of Officers.*

The President may be removed from office, in accordance with the procedure set forth in Article III, Section 3, above. All other officers may be removed by action of the President.

Section 4. *President.*

The President of the University shall be elected by the Board and shall hold office for a period of time mutually agreed upon by the President and the Board. The President's employment contract shall be signed by the Chairman of the Board. In the event of a vacancy, the Chairman of the Board, with the approval of the Board, shall establish a search committee, which shall include but not be limited to representation from the University faculty and the Congregation of Holy Cross. The committee shall seek and scan applications according to a process established by the Board. The search committee shall present its recommendation on a final candidate or

candidates to the Board, along with a brief report on all applicants. Election shall be made by written secret ballot and shall require affirmative vote of the majority of the Board present at the meeting of the Board held for that purpose. The President shall be the Chief Executive Officer of the University, and shall have full power and authority to manage and direct the business and affairs of the University, subject to these Bylaws and the policies established by the Board. The President shall make appointments to the academic and non-academic staffs of the University and shall be an Ex-Officio Member of all committees of the Board.

Section 5. *Provost.*

The Provost shall be the Chief Academic Officer of the University and shall have primary responsibility for the supervision of all academic programs and personnel and other responsibilities assigned by the President. The Provost shall be responsible for the oversight and maintenance of the Academic Administration Manual. The Provost shall be the staff officer for the Academic Affairs Committee. This officer shall also serve as Secretary of the University.

Section 6. *Executive Vice President.*

The Executive Vice President shall be responsible for duties assigned by the President.

Section 7. *Death, Incapacity, or Absence of the President.*

In the event of the death, incapacity, or absence of the President, the Provost shall serve as Acting President and shall perform all of the President's duties and be vested with Presidential authority pending further action of the Board. Following the Provost, the Executive Vice President shall serve as acting President. On at least an annual basis, the President shall disclose to the Executive Committee an order of succession by the name of the individual.

ARTICLE V. STANDING COMMITTEES

Section 1. *Official Status.*

Each of the committees named in this Article shall be a standing committee of the University, and the acts of each shall be subject to the limitations prescribed by the Oregon Nonprofit Corporation Law and shall be subject to review and approval by the Board. The designation and appointment of any such committee, and the delegation thereto, of authority shall not operate to relieve the Board or any individual Member of any responsibility imposed by law.

Section 2. *Executive Committee.*

The Executive Committee shall consist of 14 members constituted as follows: The Chairman of the Board, as Chairman; the Vice Chairman of

the Board, as Vice Chairman; the Secretary of the Board, as Secretary; the Provincial Superior of the Congregation of Holy Cross, United States Province of Priests and Brothers, or his delegate; the President of the University; the Chairs of each of the other Standing Committees herein, together with two members at large, elected from the Board by a majority vote at the meeting, at which the Chairman of the Board is elected, or as soon thereafter as practicable. Elected Members shall serve for terms of one year and may serve for successive terms. In the interval between the meetings of the Board, the Executive Committee shall have full power to conduct the ordinary business and management of the Board, except as limited by law or other provisions of these Bylaws. The Executive Committee shall not have power to elect or to discharge officers of the Board or the President. Meetings of the Executive Committee shall be held at the call of the Chairman. Special meetings may be held upon call of the President, or any two members of the Executive Committee, and upon three days written notice. Seven members shall constitute a quorum. The Secretary will record all actions of the Executive Committee in minutes, a summary of which shall be presented by the Chairman of the Board at the regular meeting of the Board.

Section 3. *Investments Committee.*

The Investments Committee shall consist of at least five members. It shall be the function and principal duty of the Investments Committee to supervise the investment and re-investment of funds of the University, including all trust funds and endowments. By majority vote of the Committee, the Investments Committee may employ appropriate investment counsel at the expense of the endowment funds being administered. All purchases and sales transactions shall be reported quarterly to all members of the Investments Committee, and periodic summary reports shall be made to the Executive Committee. The Chair of the Investments Committee shall make a report to the Board at each of its regular meetings.

Section 4. *Academic Affairs Committee.*

The Academic Affairs Committee shall consist of at least five members. In addition, the Chairman of the Academic Senate shall serve as a non-voting member of the Committee. The Academic Affairs Committee shall have, as its primary responsibility and concern, University policies relating to the academic life of the University, its faculty and students. The Committee shall work with the committees of the faculty in formulation of rules for the government of the Academic Senate, including such revisions as may, from time to time, be appropriate. The rules governing operation of the Academic Senate shall be submitted to the Board of Regents for its approval. The Chairman of the Academic Affairs Committee shall make a report on the activities of the Academic Affairs Committee to the Board at each of its regular meetings.

Section 5. *University Relations Committee.*

The University Relations Committee shall consist of at least five members. In addition, the Chair of the National Alumni Board shall serve as a non-voting member of the Committee. The University Relations Committee shall have, as its primary responsibility and concern, policies and procedures relating to development, public relations, and alumni affairs. The University Relations Committee shall also participate in planning and execution of capital campaigns designed to ensure the continued qualitative growth of the University. The Chairman of the University Relations Committee shall make a report of the activities of the Committee to the Board of Regents at each of its regular meetings.

Section 6. *Student Affairs Committee.*

The Student Affairs Committee shall consist of at least five members. The President of the Associated Students of University of Portland (“ASUP”) and the Director of the Office of Campus Ministry shall serve as non-voting members of the Committee. The Committee shall have, as its primary responsibility and concern, issues relating to student life at the University. The Chairman of the Student Affairs Committee shall make a report of the activities of the Committee to the Board at each of its regular meetings.

Section 7. *Committee on Regents.*

The Committee on Regents shall consist of at least five members. The Committee shall have responsibility for selection, nomination, orientation, and evaluation of Regents. The Committee shall be sensitive to the Board’s intent to be highly selective in approaching maximum membership; maintaining a balance between a board large enough to fulfill its responsibilities, yet small enough to retain its personal nature. The Committee shall seek individuals who demonstrate an ability and willingness to commit, participate, and be involved in the matters of the Board. In addition, the Committee is responsible for nomination of members for election as Officers of the Board and at large members of the Executive Committee. The Chairman of the Committee shall make a report of the activities of the Committee to the Board at each of its regular meetings.

Section 8. *Finance/Audit Committee.*

The Finance/Audit Committee shall consist of at least five members. The Committee shall review important issues arising from audit examinations and reports thereon, and shall report its conclusions and recommendations to the Board. It shall recommend to the Board the appointment of independent auditors for each fiscal year. The Chairman of the Committee shall submit a copy of the annual independent audit to the Board in a timely manner.

The Finance/Audit Committee shall review the annual operating budget of the University and shall advise the Executive Committee and the Board concerning all proposed capital expenditures. The Chairman of the Committee shall make a financial report to the Board at each of its regular meetings. The report shall include an annual operating statement and balance sheet, which accurately reflect the financial condition of the University.

Section 9. *Athletics Committee*

The Athletics Committee shall consist of at least five members. The Director of Athletics shall serve as a non-voting member of the Committee. The Committee shall review and provide counsel on University policies and practices related to varsity and intramural athletics. The Committee should be knowledgeable in issues of compliance, operation, and finances. The Chairman of the Athletics Committee shall make a report of the activities of the Committee to the Board at each of its regular meetings.

Section 10. *Appointments of Standing Committees.*

With the exception of the Chairman of the Executive Committee, chairmen of all other Standing Committees created under this Article V shall be appointed for a one-year term and may serve successive terms. The remaining members of each committee shall be appointed by the Chairman of the Board after consultation with the Committee Chairman thereof. Members of each Standing Committee shall serve at the pleasure of the Chairman of the Board, who shall fill any vacancies by appointment.

Section 11. *Meetings.*

All Standing Committees created under this Article V shall meet at the call of their Chairmen, but not less frequently than twice annually. A majority of a committee shall constitute a quorum.

ARTICLE VI. DEPOSITS, CONTRACTS AND CONVEYANCES

Section 1. *Cash on Deposit.*

All cash and all income from the invested funds shall be remitted to the Vice President for Financial Affairs of the University and shall be deposited in one or more banks, as designated by the Board. Checks, drafts, or other withdrawals from bank accounts shall be made upon signatures of persons approved by the Board.

Section 2. *Securities and Investments.*

The Vice President for Financial Affairs shall administer all securities, endowment funds, and other non-operating properties of the University, in accordance with policies and procedures established by the Investments Committee and approved by the Board. The services of an investment

counselor may be utilized pursuant to Article V, Section 3 of these Bylaws. For safekeeping, all securities shall be delivered to, and held by, a bank as custodian or shall be placed in a bank safety deposit box. All securities shall be checked and examined as a regular part of the audit by the external auditors of the University. Access to safe-deposit boxes or other repositories of securities shall be upon signatures authorized by the Board.

Section 3. *Real Property Transactions.*

All purchases and sales of real property shall be authorized by the Board, except that purchases and sales of real property not exceeding Five Hundred Thousand Dollars (\$500,000.00) in any single transaction may be authorized by the President or the Vice President for Financial Affairs, with the approval of the President. Deeds may be executed by either of such officers.

Section 4. *Contracts.*

The President shall have authority to sign all contracts in the ordinary course of the business of the University not exceeding One Million Five Hundred Thousand Dollars (\$1,500,000.00). These contracts may also be signed by other Officers of the University, as may be authorized, from time to time, by the Board, the Executive Committee, or the President. All other contracts shall first be approved by the Executive Committee before signing by the President or designated Officer.

ARTICLE VII. INDEMNIFICATION OF OFFICERS AND BOARD MEMBERS

Section 1. *General.*

The University shall indemnify any person who was or is a party, or is threatened to be made a party to, any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the University), by reason of the fact that such person is or was a Regent, Officer, employee, or agent of the University, against expenses, (including, but not limited to, attorneys' fees; judgments; fines; and amounts paid in settlement actually and reasonably incurred in connection with the action, suit, or proceeding, if such person acted in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the University, and, with respect to any criminal action or proceeding, had no reasonable cause to believe the conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that such person did not act in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the University, and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

Section 2. *Suit by University.*

The University shall indemnify any person who was or is a party, or is threatened to be made a party to, any threatened, pending, or completed action or suit by, or in the right of, the University to procure a judgment in its favor by reason of the fact that such person is or was a Regent, Officer, employee, or agent of the University against expenses, including, but not limited to, attorneys' fees, actually and reasonably incurred in connection with the defense or settlement of the action suit, if such person acted in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the University, and except that no indemnification shall be made with respect to any claim, issue, or matter, as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of such person's duty to the University, unless and only to the extent that the court, in which the action or suit was brought, shall determine, upon application, that despite the adjudication of liability, but in view of all circumstances of the case, such person is fairly and reasonably entitled to indemnification for the expenses, which the court shall deem proper.

Section 3. *Mandatory Indemnification.*

To the extent that a Regent, officer, employee, or agent of the University has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Sections 1 and/or 2 of this Article, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expenses, including, but not limited to, attorneys' fees actually and reasonably incurred in connection therewith.

ARTICLE VIII. FISCAL YEAR

The fiscal year of the corporation shall be from July 1 to June 30 of each year.

ARTICLE IX. AMENDMENTS TO BYLAWS

These Bylaws may be amended by a majority vote of the Members present at any meeting of the Board, provided that such proposed amendments shall have been sent in writing to each Member of the Board at least 30 days before such meeting.

I certify that this copy of the Bylaws of the University of Portland is a complete and accurate copy of the original document.



Thomas G. Greene
Secretary



Academic Administration Manual

Academic Administration

President

The President is the Chief Executive Officer of the University and has full authority to manage and direct the business and affairs of the University subject to its Statutes and Bylaws. The President shall make all appointments to the faculty and staff, and shall be an ex-officio member of all committees of the Board of Regents and the Academic Senate.

Provost

The Provost is the administrative head of the academic division of the University and has responsibility under the President for the administration, coordination, supervision, and development of all academic activities and functions of the University. The Provost is an Officer of the University, and the staff officer to the Academic Affairs Committee of the Board of Regents. The Provost is also the ex-officio chair of the Committee on Academic Standing, and an ex-officio member of the Academic Senate and of the Committees on Curriculum and Academic Regulations.

1. Appointment:

According to the Bylaws of the University, the President shall appoint the Provost (and Vice Presidents) after consulting and receiving advice from the Chairman and not less than two other members of the standing committee pertinent to each such Officer's duties and responsibilities.

2. The principal duties of the Provost:

- a. To administer the academic regulations of the University and to coordinate the regulations of the College and Schools;
- b. To secure with the assistance of the Deans and the Chairs of the Departments, the most qualified teachers for the faculty;
- c. To forward to the President, along with his personal recommendations, faculty proposed by the Committee on Rank and Tenure for appointment or promotion;
- d. To grant final approval to the course offerings and the assignment of courses of teachers;
- e. To hold meetings with the Academic Deans for the purpose of effecting proper uniformity of administrative procedures;
- f. To make, on the recommendations of the Deans, and on his own authority, exceptions to the general academic regulations of the University in specific instances;
- g. To serve as liaison officer of the University with ROTC programs on campus;
- h. To approve the teaching load of the academic personnel;
- i. To prepare the calendar for the academic year;
- j. To supervise the preparation of the University Bulletin in cooperation with the Department of Marketing and Communications;
- k. To grant final approval to all Departmental bulletins and publications;
- l. To make required reports to the National and State educational organizations with which the University is associated, and to approve all reports on Academic Affairs of the University before they are submitted to any agency or institution outside of the University;

- m. To supervise Commencement;
- n. To approve and forward to the Financial Vice President budget recommendations for the academic areas of the University;
- o. To periodically report to the President on the academic status of the University;
- p. To serve as affirmative action officer for academic personnel;
- q. To fulfill any and all other duties the President may deem appropriate from time-to-time.

Associate Provost /Assistant Provost /Assistant to the Provost

The Provost, with the approval of the President, may establish university-wide administrative positions (Associate Provosts /Assistant Provost /Assistant to the Provost) with the academic division for specific purposes. These positions report directly to the Provost with duties as assigned. Such positions serve at the will of the Provost.

Academic Deans

Each College or School of the University shall be headed by an Academic Dean appointed by the President on the recommendation of the Provost. Deans have jurisdiction in matters relating to their College or School. Deans are ex officio members of the Committee on Curriculum and Academic Regulations, and in addition in those cases involving their students, they are ex-officio members of the Committee on Academic Standing. The term of office is for five years and is renewable. The Dean's duties are:

1. To be responsible within the College or School for the fulfillment of academic regulations of the University;
2. To recommend to the Provost new appointments to the faculty;
3. To cooperate with the Dean of Admission in admitting students to the College or School;
4. To be responsible for their students' programs: registration, changes in registration, classification, and certification of graduation requirements;
5. To dismiss at his/her discretion, a student who has been on probation for two consecutive semesters and below a 2.0 overall GPA;
6. To grant to students within the College or School, authorization to withdraw from any class within the stated time limitation;
7. To recommend to the Academic Senate, after consultation with the Department Chairs or Faculty, the establishment, modification, enlargement, or discontinuance of any Department of the College or School;
8. To formulate, in consultation with the Department Chairs or the Faculty, the program of courses for any degree conferred in the College or School and to submit each program through the Provost to the Academic Senate for approval;
9. To submit the program of courses to be offered each semester and the assignment of teachers within his/her College or School, to the Provost on the date requested.
10. To prepare the section of the University Bulletin proper to the College or School;
11. To hold periodic meetings of the faculty of the College or School.
12. To hold meetings with the Department Chairs within the College or School, where applicable, at least twice each semester;
13. To conduct a thorough review of regular faculty members at the midpoint of the service period required for their formal tenure review;
14. To forward to the Chair of the Committee on Rank and Tenure recommendations with

- supportive data for faculty promotions and grant of tenure;
15. To submit to the Provost each year, a report covering the following matters:
 16. Recommendations concerning appointment, promotion, reappointment or non-reappointment of members of faculty and/or Department Chairs in the College or School.
 17. The conditions, achievements and needs of the College or School;
 18. The budget of the entire College or School for the next fiscal year.
 19. To perform the duties assigned to Department Chairs in those Schools not organized into Departments;
 20. To fulfill any and all other duties the Provost may deem appropriate from time-to-time.

Associate Deans/Assistant Deans /Assistant to the Dean

The Dean with the approval of the President and Provost may establish administrative positions (Associate Deans/Assistant Deans /Assistant to the Dean) within the College or School for specific purposes. Such positions report directly to the Dean with duties as assigned. These positions serve at the will of the Dean.

Department Chairs

Department Chair shall be appointed by the President of the University after consultation with the Provost and the Deans of the College and Schools. The appointment is for three years and is renewable. The appointment will normally be from those selected by the Departmental faculty. Department Chairs are to be both administrators and representatives of the Departmental faculty. While it is their duty to supervise the application of University policy within their Departments, it is also recognized that their representation of the views of their Departments is influential in the development of that policy. The other faculty services of Department Chairs will be delineated in accordance with the extent of their administrative duties, as determined by the Dean of the College, and approved by the Provost.

The specific duties of Department chairs are:

1. Before each semester to state what is expected of each faculty member of the Department by way of teaching, scholarship, laboratory supervision, student advising, and other faculty services;
2. To prepare and submit to the Dean the program of courses to be offered within the Department for each semester and summer session at the time requested;
3. To evaluate the effectiveness of faculty members, to discuss the evaluation, and transmit the written evaluation to the Dean;
4. To make initial contacts with potential faculty members and prepare adequate evaluations of those proposed to the Dean for faculty positions;
5. To work closely with the Dean in anticipating faculty changes and additions;
6. To prepare and transmit to the Dean, by June 15th, recommendations regarding faculty members applying for promotion or tenure to Associate Professor the following academic year, and by November 30, recommendations regarding faculty members applying for promotion to Professor the following academic year;
7. To provide for orientation of new faculty members and their introduction into the Department and its faculty. During the first year of their employment, they shall guide new faculty members in adapting to the policies, procedures and regulations of the University;

8. To develop in conjunction with the Dean and with other Departmental chairs, interdisciplinary programs, seminars and lectures and to use these and other means to keep the faculty in contact with current developments in their fields of interest;
9. To maintain a file of current syllabi for all courses taught within the Department. These shall contain statements on the specific goals and objectives of the courses, materials and references, teaching procedures, learning activities of the students, number and nature of tests and examinations. These syllabi should be reviewed periodically and updated by the faculty;
10. To check on absences of teachers from class and to provide for substitutes when necessary;
11. To determine with the faculty proposals for major programs of study to be offered by the Department. To propose these to the Dean and the Committee on Curriculum and Academic Regulations. To prepare the Bulletin material for the Department for transmittal to the Dean in accord with the approved programs;
12. In accordance with general policy approved by the Dean, to grant program deviations from Bulletin requirements for individual students, permission to challenge courses, and for directed study;
13. To accept and dismiss majors in the Department in accordance with the norms agreed upon within the Department and approved by the Dean;
14. To counsel and register Departmental majors or to supervise these activities of the faculty;
15. To supervise orders for textbooks, library and laboratory;
16. To supervise senior examinations or thesis work or to delegate this to faculty members;
17. To prepare each year a report to the Dean on the state and plans of the Department within the context of the University's Strategic Plan;
18. To prepare budget requests by announced deadline and to supervise administration of the budget and student help and Departmental travel.
19. To fulfill any and all duties the Dean may deem appropriate from time to time.

Dean of the Graduate School

The President on the recommendation of the Provost, to whom the Dean is immediately responsible, appoints the Dean of the Graduate School. This office exists primarily to guarantee the integrity of graduate programs, as they exist within Departments in the College of Arts and Sciences and in each of the Schools. The Dean is an ex-officio member of the Committee on Curriculum and Academic Regulations, and also ex-officio Chairman of the Graduate School Advisory Council composed of the Graduate Program Directors. In cases involving graduate students, the Dean is a member of the Committee on Academic Standing. The term of office is for five years and is renewable.

The principal duties and responsibilities of the Dean are:

1. To develop policies and procedures for the operation of the Graduate School;
2. To be responsible within the Graduate School for the fulfillment of academic regulations of the University;
3. To admit to the Graduate School those students who fulfill the general University admission requirements for graduate work, and those of the Department in which they will enroll;
4. To monitor graduate students academic progress in their respective programs;
5. To dismiss at his/her discretion, after consultation with the appropriate Graduate

- Program Director, a student who has been on probation for two consecutive semesters;
6. To approve graduate students for graduation;
 7. To review all proposals to establish, modify, enlarge or discontinue a graduate program prior to the proposal being sent to the Committee on Curriculum and Academic Regulations;
 8. To prepare the section of the University Bulletin proper to the Graduate School;
 9. To hold meetings with the Advisory Council of Graduate Program Directors at least twice each semester;

Although there is no separate Graduate School Faculty, the Dean of the Graduate School is ultimately responsible to see that those members of the faculty who are teaching graduate level courses are qualified for this assignment. The Dean exercises this responsibility through the Graduate Program Directors who have the immediate responsibility for this determination;

1. To collect and disseminate information of interest to those who are seeking fellowships, assistantships, postdoctoral opportunities and other financial assistance for graduate study at other universities;
2. To submit to the Provost each year, a report on the Schools together with recommendations for any modifications and the projected operating budget for the ensuing fiscal year;
3. To fulfill and all other duties the Provost may deem appropriate from time-to-time.

Graduate Program Directors

Graduate Program Directors are appointed by the President on the recommendation of the College or School, Dean of the Graduate School and the Provost, as appropriate. They are appointed for a three-year period and may be reappointed. They are ex-officio members of the Graduate School Advisory Council. In some academic areas, the Department Chair or Dean of the School may carry out the functions of the Graduate Program Directors.

Further, many of the activities of the Graduate Program Director may take place at regular meetings of the Department or School, since there is no separate graduate School faculty and consequently there is a close interrelationship of graduate and undergraduate activity within the Department.

It is understood, therefore, that the duties of the Graduate Program Directors as listed below will be carried out in conjunction with the members of the Department and the Dean of the College or School, and then submitted as indicated to the Dean of the Graduate School for his/her action.

The individual designated as Graduate Program Director must see to it that the duties are carried out and so is considered as being immediately responsible within his/her Department or School for the following functions:

1. To formulate the program of courses to be offered each semester and summer session and to submit them to the Department Chair or the Dean of the School for final approval;
2. To prepare and submit to the Dean of the Graduate School the section of the University Bulletin proper to the graduate programs of their Department;
3. To recommend standards for admission to graduate studies, and to approve or not approve of an applicant to their Department or School to the Dean of the Graduate School;

4. To recommend the programs of studies for all graduate degrees granted by the Department and to submit them to the Dean of the Graduate School for final approval;
5. To determine each semester and summer session the courses to be taken by each graduate student in the Department;
6. To submit at least one month prior to the beginning of the semester or summer session the graduate students recommended by the Department as recipients of Teaching Assistantships;
7. To submit to the Dean of the Graduate School by April 15th of each year, a report on the conditions, plans, needs and recommended changes with respect to the graduate level; programs of their Department;
8. To fulfill any and all duties the Dean may deem appropriate from time-to-time.

Academic Senate

The Academic Senate shall, subject to the Statutes and Bylaws of the University and in furtherance of the mission of the University, establish policies covering all academic areas including, but not limited to curriculum, degree requirements, academic regulations, methods of instruction, faculty development, faculty appointments, reappointments, decisions not to reappoint, dismissal of faculty, promotions in rank, and the granting of tenure. Policies approved by the Academic Senate are to be submitted, in writing, and with a proposed effective date, to the Board of Regents through the Academic Affairs Committee. In all other matters, which are not purely academic, the Academic Senate is recognized as the official voice of the faculty in expressing advice and opinion to the appropriate Administrative Officers and to the Board of Regents. Fiscal requirements of the Academic Senate shall be incorporated in the budget presented by the University Administration to the Board. These shall include ongoing administrative level support, to ensure the orderly continuity of the Senate's work.

Faculty

Membership

1. Regular:
 - a. Academic Officers:
 - 1) President
 - 2) Provost
 - 3) Deans of the College and the Schools
 - 4) Dean of the Graduate School
 - 5) Dean of the University Library
 - b. Teaching, Administrative, and Research Faculty (includes Associate Provost, Associate Deans, Endowed Department Chairs, Librarians, Registrar, and University Archivist).
2. Adjunct:
 - a. Fulltime University personnel other than those described above who teach on a part-time basis.
 - b. Teaching, Administrative, and Research Faculty who are employed part-time by the University.
3. Concurrent:
 - a. A concurrent faculty appointment is appropriate for staff or faculty who hold fulltime positions elsewhere in the University. Appointment to a concurrent - position requires the recommendation of both the appointing Department and the Department in which the faculty member holds a fulltime position. Compensation for a concurrent appointment is subject to certain limitations based on overall compensation from the University.
4. Special:
 - a. Lecturers are fulltime faculty appointed to specifically defined positions.
 - b. Visiting and Guest Professors are ordinarily for a specific duration.
 - c. Emeritus faculty
 - d. In-residence Teaching and Consulting Associates.
 - e. Instructors are fixed-term full time faculty.

Faculty Rank

1. Regular:
 - a. Academic Officers shall have the rank of Associate Professor or Professor in their respective disciplines or University rank.
 - b. Members of the Regular Faculty shall have the terminal degree in his/her respective discipline and also have the ranks of Assistant Professor, Associate Professor and Professor in their respective disciplines.
 - c. Librarians shall hold the rank of Assistant Librarian, Associate Librarian, and Senior Librarian.
2. Adjunct:
 - a. Members of the Adjunct Faculty who do not have a terminal degree shall hold the rank of Adjunct Instructor.
 - b. Those with a terminal degree are Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor in their respective disciplines.

3. Special:

- a. Lecturers shall be known by that title in their respective disciplines.
- b. Visiting faculty members shall hold the rank as that in their resident institution.
- c. Emeriti. The title of emeritus/a, along with the rank held at the time of retirement, may be conferred by the President of the University on faculty of senior rank, who have ordinarily served 10 or more years of appointment in good standing in the ranks of the Regular Faculty upon the recommendation of their respective Deans and the Provost.
- d. In-residence Teaching, Consulting, and Clinical Associates shall be known by that title in their respective disciplines.
- e. Instructors shall be known by that title in their respective disciplines.

Qualifications for Appointment and Promotion

1. Regular Faculty

The criteria set forth in the Statutes and Bylaws of the University are applicable to the Academic Officers and shall be used in conjunction with the criteria set forth below for all Regular Faculty Members. Members of the Regular Teaching, Administrative, and Research Faculty should be excellent teachers and exemplary leaders of their students. They must be experts in their discipline and demonstrate a scholarly way of life.

Judgments on appointment and promotion will take into account the following criteria:

a. Teaching

Since excellent teaching is creative, both in teacher and student, there can be a variety of signs of excellence in teaching, such as: presenting subject matter with the clarity that arises from a deepening grasp of the central facts and their vital interplay; exhibiting enthusiastic commitment to seeking, possessing, and sharing knowledge; bringing subject matter, when appropriate, to bear on the present human situation; consciously creating the atmosphere that will draw students on to development and use of their powers of invention and discovery; creating the desire in students for further education.

b. Scholarship

Beyond the advanced degrees earned, there must be other acceptable evidence of a habit of scholarship during the time of service on the UP faculty such as:

- 1) Continued study and progress in general and specialized areas of one's discipline;
- 2) Familiarity with current scholarship and publications in one's field;
- 3) Direction of and participation in research or in the production of creative works and/or performances of quality;
- 4) The advancement of theory and methodology;
- 5) Participation in scholarly symposia;
- 6) Scholarly or professional contributions to public service, government, or industry;
- 7) Conference papers, reviews, analyses, bibliographies, textbooks, and pedagogical works;
- 8) Publication of significant research or creative works;
- 9) The respect of competent colleagues and professional recognition;
- 10) And other marks of scholarship.

- Schools and Departments shall provide to the administration and the Committee on Rank and Tenure statements concerning accepted scholarly practices in their disciplines. These statements must be in concert with the scholarship requirements listed in this Faculty handbook and the Handbook of the Committee on Rank and Tenure.
- c. University and Community Involvement
 - 1) Faculty members show a sense of responsibility in achieving the objectives of their academic unit and of the University in carrying a share of the nonteaching functions usually expected.
 - 2) Faculty members are actively involved in professional societies in their field of competence.
 - 3) Faculty members make a contribution to the public service role of the University through community involvement as it relates to its teaching and scholarship.
 - d. Personal Attributes

Personal attributes are those qualities of character and personality that contribute to the objectives of the University as specified in the Statutes of the University.
2. Academic Qualifications for Appointment and Promotion
- a. Assistant Professor
 - 1) Possession of an earned doctorate or the highest degree in the professions in which the doctorate is uncommon or nonexistent; waiver may be considered in various cases.
 - 2) Evidence of competence in teaching and some achievement in scholarship.
 - 3) Possession of those personal attributes indicated in the general qualifications for appointment.
 - b. Associate Professor
 - 1) Possession of earned doctorate or the highest degree in the professions in which the doctorate is uncommon or nonexistent. Waiver may be considered only in exceptional cases.
 - 2) Evidence of increased effectiveness in teaching and advancing scholarship.
 - 3) Cooperation in achieving the objectives of the Department, College, or School, and the University.
 - 4) The rank of associate professor is considered senior rank and presumes high achievement; a member of the faculty may remain indefinitely in this rank.
 - 5) Possession of those personal attributes indicated in the general requirements for appointment.
 - c. Professor
 - 1) Possession of earned doctorate or the highest degree in the professions in which the doctorate is uncommon or nonexistent. Waiver may be considered only in very exceptional cases.
 - 2) Distinguished fulfillment of teaching, scholarship and service.
 - 3) Established reputation among scholars or notable contribution in public service, government, or industry.
 - 4) Initiative and sense of responsibility in achieving the objectives of the Department, College, or School, and the University, and service on College or School and University committees.

5) Possession of those personal attributes indicated in the general requirements for appointment.

d. Adjunct Faculty

The criteria used for appointment and promotion as set forth in the above section for Regular Faculty shall be used.

e. Special Faculty

Appointment as lecturer is based on the criteria used for authorization of each lectureship. Criteria for lectureships are developed by the Department and School and must be approved by the Committee on Rank and Tenure, the Provost, and the President. In approving a position as a lectureship and the qualifications necessary for appointments, the Committee on Rank and Tenure, the Provost and President will follow the guidelines for this purpose. Positions will be evaluated annually by the Department and its Dean to ensure that the responsibilities of the lecturer conform to the authorized criteria. Changes in the position must be approved by the Committee on Rank and Tenure, the Provost, and the President. Otherwise appointment to Special Faculty status is based in general on the same criteria as used for appointment to Regular Faculty. There is no promotion within the Special Faculty.

Appointment and Promotion

1. Appointment

All appointments to the Faculty, except that of the President, shall be made by the President on the recommendation of the appropriate Dean and the Provost.

a. Regular Faculty

Regular appointments are expressed in a letter from the President that specifies the designated rank and the date the appointment is effective. Deans, with the approval of the Provost, provide the details of the appointments, salary, and the year when the faculty member is eligible to apply for tenure. These are nine-month appointments unless otherwise specified. Deans forward appointment recommendations to the Provost with the designated rank, the period of service, the requirements of service, and the payment schedule. Summer appointments are made on an annual basis.

b. Adjunct Faculty

Adjunct appointments are expressed in the appointment form that specifies the designated rank, the period of service, the requirements of service, and the payment schedule. Service and rank rendered under adjunct appointment does not give tenure and may not be considered in the period of service for attainment of tenure nor toward promotion in Regular Faculty Rank.

c. Special Faculty

Appointments are expressed in a letter of appointment between the appointee and the President. The letter specifies the designated rank, the period of service, the requirements of service, and the payment schedule. These appointments carry no obligation to reappointment on the part of the appointee or of the University. Service rendered under special appointment does not give tenure and is not ordinarily considered in the period of service required for attainment of tenure or toward promotion in Regular Faculty rank.

Appointment to a lectureship will be made only to a position, which has been approved by the Committee on Rank and Tenure, the Provost, and President of the University.

2. Promotion:

All promotions in rank are made by the President upon the recommendations of the Committee on Rank and Tenure and Provost.

a. Regular Faculty

The formal procedure for determining recommendations for promotion is initiated by the candidate's immediate academic supervisor. Thus, in the College of Arts and Sciences, the recommendation would be initiated by the Department Chair, forwarded to the Dean. In the Schools of the University, the Dean of the School would initiate the procedure.

The faculty member has the right to initiate his/her own recommendation for promotion if his/her academic supervisor does not initiate the action. Every year, by September 1, the Deans of the College and Schools shall forward to the Chair of the Committee on Rank and Tenure written recommendations with supportive data on the candidates they are reviewing for tenure and promotion. For promotion to professor, the deadline is January 31. This supportive data must clearly evidence the general and special qualifications outlined in Section 2 for the rank recommended.

The Committee on Rank and Tenure shall submit its recommendations on all such candidates, along with all supportive materials to the Provost, who will present them, along with his own recommendations, to the President. The President shall communicate in writing to each faculty member his decision concerning the recommendations of the Committee on Rank and Tenure.

b. Adjunct Faculty

Every year, by September 1, the immediate administrative officer of a member of the Adjunct Faculty shall forward through his/her Department Chair and Dean to the Chair of the Committee on Rank and Tenure of the Academic Senate written recommendations with supportive data on the candidates that are proposed for promotion in rank.

c. Special Faculty

There is no promotion in the Special Faculty classification.

Non-Renewal of Appointment

1. Regular Faculty

Notice of non-reappointment or of the intention not to recommend reappointment shall be made in writing by the faculty member's academic supervisor in accordance with the following standards:

- a. Three months prior to the end of the academic year, if the faculty member is in his/her first academic year of service at the University.
- b. Six months prior to the end of the academic year, if the faculty member is in his/her second academic year of service at the University.
- c. Twelve months prior to the end of the academic year if the faculty member has served two years or more at the University.

2. Adjunct Faculty

Notice of non-reappointment or of the intention not to recommend reappointment shall be made in writing by the faculty member's academic supervisor as early as is possible. No fixed time is prescribed for presentation of notice on non-reappointment.

3. Special Faculty

Notice of non-reappointment or of the intention not to recommend reappointment of the lecturer shall be made in writing by the faculty member's academic supervisor at the earliest possible time but no later than

- a. Three months prior to the end of the academic year if the faculty member is in his/her first academic year of service at the University.
- b. Six months prior to the end of the academic year if the faculty member has served one or more academic years at the University.
- c. Appointments of other special faculty carry no obligation to reappointment on the part of the appointee or the University.

Procedures and Qualifications for Tenure

Tenure means permanence of appointment, which cannot be terminated except for reasons described in this Manual. Its purpose is to protect academic freedom and to provide economic security. Tenure does not apply to administrative positions, whether academic or non-academic, but only to member of the Regular Faculty with academic rank. Tenure does not apply to members of the Adjunct Faculty, the Special Faculty and to Librarians appointed after 1985. There is no separation of promotion and tenure, effective June 1, 2010. In the rare possibility that a faculty member would be approved for early promotion, the individual will also be considered for tenure at the same time.

At the time of hiring, Deans arrange the exact year when an individual will be evaluated for tenure. These arrangements are carefully agreed to following the Administrative Manual's criteria for faculty eligible for tenure, and any exception to this agreement should be rare. It is extremely important that faculty not tenured work closely with their Department chairs and Deans at the time of their annual evaluations to determine his/her progress toward promotion and tenure. Also, the third year review, or half-way-to-tenure review mandated for faculty members who have had previous appointments on a regular faculty before coming to the University, must be included in the individual's files for the Rank and Tenure Committee.

The Provost, in conjunction with the Academic Deans, shall make an annual analysis in the spring semester of faculty within the University to determine the particular faculty members who are eligible for tenure review the following academic year. Eligibility for tenure review is determined through meeting the required years of service as a member on regular appointment in an accredited College or university.

The Provost will advise those faculty members eligible for tenure review and their Academic Dean, and, if applicable, Department Chair by January 15.

Procedure for Tenure Review

The individual faculty member's immediate supervisor initiates the necessary research, letters of recommendation, and other supportive data relating to the faculty member's tenure review. Thus, in the College of Arts and Sciences, the Department Chair would

initiate the action and forward all materials to the Dean for review, comment, and recommendation. In the Schools, the Dean of the School will initiate and complete the supportive data relating to the faculty member's tenure review and make a recommendation.

Annually, by September 1, the Dean of the College of Arts and Sciences and the Deans of the Schools shall forward to the Chairman of the Committee on Rank and Tenure, written recommendations with all supportive data on the faculty members they are submitting for tenure review. The data presented should clearly support the recommendations being made.

The Committee on Rank and Tenure will review the recommendations and make its recommendation, favorable, or unfavorable, concerning the grant of tenure to each candidate. The Committee will send its recommendations, along with all supportive materials to the Provost, who will present them, along with his/her, own recommendations as to these candidates to the President.

In those cases where the individual faculty member receives a favorable recommendation from the Committee on Rank and Tenure and the President does not accept the recommendation and denies tenure the candidate may request a special appeal committee, consisting of the Provost as Chair, the Dean of the College or School involved, the Chair of the Rank and Tenure Committee, one other member of the committee selected by the committee, one faculty member chosen by the candidate, and one faculty member chosen by the President. Four votes are necessary to dissent from the President's decision, in which case the President then presents it to the Board of Regents through the Academic Affairs Committee for final disposition.

Criteria for Grant of Tenure

The basis on which tenure is awarded is fulfillment of the following conditions:

1. Six years of service as a faculty member on regular appointment in an accredited College or university, four years of which must be at the University of Portland.
 - a. Faculty without prior fulltime service (or less than one year of prior service) at another accredited College or university will be evaluated for tenure during their sixth year of service at the University of Portland.
 - b. In extraordinary circumstances, tenure-track faculty member may request a delay in evaluation for tenure of up to two years. In addition, tenure-track faculty members taking a qualified family leave or who experience a qualifying major life event under FMLA, prior to their mandatory tenure evaluation year, may request a one-year extension of the tenure clock; no more than two extensions will be granted to a faculty member under such circumstances. All requests must be initiated by the faculty member in writing and made to the appropriate Department chair (if applicable), or Dean of the College or School, and approved by the Chair (if applicable), Dean, and the Provost of the University.
 - c. Faculty with one year of prior fulltime service at another accredited College or university will be evaluated for tenure during their fifth year of service at the University of Portland. Faculty with two or more years of prior fulltime service will be evaluated during their fourth year of service at the University of Portland.

- d. Tenure is effective upon receipt of the letter of notification from the President of the University.
2. Fulfillment of the following conditions:
 - a. Demonstrate ability and willingness to work with their colleagues in achieving Departmental or School objectives, especially those objectives reflected in the University Statutes and its Mission Statement;
 - b. Possess the highest degree commonly accepted for permanent appointment in their disciplines;
 - c. Be highly competent teachers;
 - d. Show evidence of scholarly habits likely to qualify them for senior rank;
3. The anticipated needs of the University, in the judgment of the President:
 - a. To meet the requirements of its academic programs;
 - b. To maintain adequate staffing for student enrollment;
 - c. To maintain financial stability.

Notification of Tenure

Tenure is not granted automatically; that is, the University does not recognize implied tenure. Tenure is granted only by written notification from the President.

The President's written notification of grant of tenure is sent:

1. At the completion of the tenure review process as described above, or
2. At the time of initial appointment through a special grant of the President.

Periodic Review of Tenured Faculty

The University and the Faculty recognize that the professional competency of the faculty is manifested in a consistent growth throughout one's academic career. In order that faculty members may be made aware of the state of their academic development and the estimate in which their peers hold them, there are periodic reviews of both tenured and non-tenured faculty.

Tenured faculty are reviewed periodically as follows:

1. Each year there is a discussion between the faculty member and his Dean (or Department chair if so arranged by the Dean) concerning the qualifications of teaching quality, productive scholarship, and participative criteria.
2. Every eight years after attaining tenure a more formal process of evaluation, involving the items of the last paragraph above, is conducted. Written reports from the faculty member, the Department chair and the Dean are presented to the Rank and Tenure Committee. The Committee judges whether or not the faculty member continues to manifest those qualifications upon which the original grant of tenure was based. If the Committee's judgment is positive, the candidate, the respective Dean, The Provost, and the President are so informed. If the Committee's judgment is negative:
 - a. A conference is held between the faculty member, the Dean and a member of the Committee. If the faculty member accepts the opinion of the Committee, a program is agreed upon whereby,
 - 1) The faculty member undertakes a program to correct the deficiencies which have been brought to his/her attention, and
 - 2) The University commits itself to aid the faculty member in this program.
 - b. If the faculty member objects to the findings of the Committee, he/she may request a review of the findings by a Committee consisting of five members: the Provost, a

member of the Rank and Tenure Committee chosen by the Chair of the Rank and Tenure Committee and a tenured member of the faculty chosen by the faculty, the chair of the Committee on Faculty Welfare, and a tenured member of the faculty appointed by the Chair of the Academic Senate. The findings of the Committee will be final.

- c. When a tenured faculty member is on a program of improvement, reports are made to the Rank and Tenure Committee each year concerning his/her progress by the faculty member, his/her Department chair and the Dean. The Committee determines if sufficient progress is being made and communicates this judgment to the faculty member. After two successive positive reviews, the faculty member is relieved of the annual review and is again in the status of all tenured faculty members, namely that of a major evaluation.
- d. When a faculty member is on a program of improvement and two subsequent negative judgments are made by the Committee upon his/her progress, the Committee recommends to the Provost that the next notification of salary letter contain a statement that the following academic year will be terminal if the problem is not corrected within six months.

Termination of Appointments

1. Temporary Appointments (those without tenure) terminate at the end of the period specified in the contract. In the case of regular appointments, the appointee will be notified of non-reappointment or the intent not to recommend reappointment in accord with the provisions above (Non Renewal of Appointment).
 - a. Temporary appointments may also be terminated for cause. The causes are the same as those described below. Procedures in such cases will be the same as those given in this section.
2. Permanent appointments (those with tenure) may be terminated:
 - a. By the faculty member through voluntary resignation to take effect at the end of the academic year. Notice should be given to the faculty member's immediate - academic superior in writing, with a copy to the Provost and the President, at least four months prior to the end of the scholastic year.
 - b. By the University for any of the following reasons:
 - 1) Because of discontinuance of offerings in the field of interest of the faculty member. The University will endeavor, in such case, to utilize the services of the faculty member in another field, or to aid him/her to obtain employment elsewhere. A faculty member whose services are no longer required for this reason will receive full salary for one year from the date of notification whether or not his/her duties are continued during that time.
 - 2) Because of demonstrable financial stringency. In such a case, termination of appointments shall proceed by release of those most recently employed on the faculty, retaining the senior in service.
 - 3) For serious cause—Dismissal for serious cause consists of one of the following: dishonesty; professional incompetence or continued neglect of academic duties, regulations, or responsibilities; conviction of a felony; continual serious disrespect for the Catholic character of the University; causing notorious and public scandal; prolonged mental or physical incapacity; or grave moral delinquency.

3. If it is necessary to consider the dismissal of a faculty member for serious cause, the following criteria and procedures are observed:
 - a. Before formal charges involving dismissal for such cause are brought against a faculty member, the Provost appoints two members of the Executive Senate of the Academic Senate to attempt conciliation in private.
 - b. If conciliation fails and if the accused member requests a hearing, he/she must do so within ten days. The Administration then informs the accused of the charges in writing and makes its charges known to the Executive Committee of the Academic Senate.
 - c. Within ten days the Executive Committee of the Academic Senate selects a committee of five tenured Regular Faculty Members to conduct a formal hearing.
 - d. The accused faculty member is given reasonable time—up to ten days—to prepare the defense.
 - e. At the hearing the faculty member has the right to bring counsel, to confront the accusers and adverse witnesses for questioning, and to present witnesses in that faculty member's own behalf. A full stenographic report of the hearing is made available to all parties.
 - f. The Hearing Committee presents in writing its findings and recommendations to the Provost and to the accused faculty member.
 - g. On the basis of the Committee's report, the Provost makes a determination of the case and informs the charged faculty member and the members of the Hearing Committee in writing of the decision. If the decision is for dismissal, the faculty member has the right to appeal to the President of the University within 10 days after receipt of notice of the decision.
 - h. If there is an appeal, the President directs the Executive Committee of the Academic Senate to select a Review Board of five tenured Regular Faculty Members, none of whom served on the Hearing Committee, to study the case and submit a recommendation to the President, who then makes the final decision. In cases where the cause is notorious and public scandal or conviction of a felony, dismissal may immediately follow the final decision as reached by the procedures defined above, and salary payments will terminate as of the date of dismissal. In any other serious cause dismissals, the date for dismissal will be determined along with the decision to dismiss.

Academic Freedom and Responsibility

The University of Portland subscribes to the following principles:

1. Teachers are citizens, members of a learned profession and officers or members of the University of Portland. When they speak or write as citizens they are free to present their position as they see it, but they should recognize that their special position in the community imposes special obligations.
2. Faculty members are free to plan their courses and discuss the subjects according to the dictates of their training and knowledge. Where controversial matter is introduced as part of the class instruction, teachers must present as clearly and as objectively as possible all aspects of the problems and the various solutions proposed. They should clearly indicate when they are presenting their own position or opinion, and should permit a free discussion and questioning of their position by the students.
3. Faculty members as teachers and scholars are free to seek the truth in research as they

see it, and as their particular professional training direct them to it, and to publish the results of their research.

4. As persons of learning, as officers or members of the University, they should remember that the public might judge both their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and must make every effort to indicate that they are not institutional spokespersons.
5. Teachers must acknowledge their obligations to encourage the free pursuit of learning by the students of the University, to hold before them the best scholarly standards and to respect the students as persons. Recognizing their role as intellectual guides and counselors, faculty members respect the confidential nature of the professor-student relationship and make every reasonable effort to foster honest academic conduct by the students and to evaluate students according to their true merit and accomplishment.
6. Only the President of the University, or individuals specifically authorized by the Board of Regents or the President, may act as official spokesmen for the University.
7. Except for the provisions contained or implied in the Statutes of the University, there are no other express or implied limitations on the academic freedom of the faculty, staff or academic officers of the University.

Rights of Faculty Members

1. Regular faculty members and lecturers of the Department, College or Schools, both individually and collectively have the right to present a proposal to a committee of the Academic Senate which normally considers the subject matter involved. Regular faculty members and lecturers have the further right to place on the agenda of the Academic Senate for the next regular meeting, any item presented by petition when such petition is signed by either three Senators or ten Regular Faculty Members or Lecturers. Under special circumstances, a faculty member may request permission to be heard personally by the Senate. Such requests should be addressed in writing to the Chair of the Academic Senate.
2. All Regular Faculty members and Lecturers of a College or School may submit to the Dean a written proposal respecting any action which the College or School is empowered to take. The same privilege is enjoyed by members of Departments with regard to any action the Department is empowered to take.
3. Any member of the faculty may appeal from any action or decision of a superior, which affects his/her interests. The order of officials to be observed as appropriate is: Department Chair, Dean of College or School; Provost; President.
As part of the appeal procedure, the faculty member may request impartial review to enlist aid prior to the final appeal, which is to the President. The procedure is to make a request to the Chair of the Academic Senate who will appoint an ad hoc Review Committee within ten days. The Review Committee is to be made up of six members of the regular faculty:
 - a. The Chair of the Academic Senate or the Chair's designee
 - b. One member chosen by the faculty member who is appealing
 - c. One member chosen by the President
 - d. Three members chosen by the Committee on Committees.

The Review Committee will:

- a. Review all facts available in the case

- b. Formulate a recommendation for resolving the grievance
- c. Present the recommendation to the faculty member and to the President within ten days of completion of its work.

All actions and reports of the Review Committee will be held confidential by the Committee and can be revealed only to the faculty member initiating the appeal and to the President.

Faculty Service

Faculty Service includes both instructional and non-instructional requirements. This service is expected to constitute a normal fulltime job responsibility for those engaged as regular faculty. The dates during which this service is required are expressed in the annual salary notification letter. Under the current practice, salary notifications generally reflect nine months' service and are ordinarily written to extend from August 15 through May 15. Full year commitments are written from July 1 to June 30.

The faculty member is expected to be available for either instructional or non-instructional services during the period covered by the contract, with the exception of the vacation periods specifically stated in this handbook.

1. Instructional Services:

- a. Faculty members are responsible for fulfilling their teaching and research obligations. These include, among others, preparation of course syllabi, meeting their classes as scheduled, counseling and advising of students, submitting grade and other reports and schedules at the times requested, and adhering to the academic regulations of the University. In this regard, faculty members are to submit copies of their course syllabi to their Dean at the beginning of each semester, post suitable office hours for student counseling, and in the event circumstances require them to miss or cancel one of their sessions, to inform the Dean of their proposed absence and provide opportunities for their students to make up any work missed because of their absence.
- b. No hard and fast rule can be prescribed to cover the wide variety of circumstances, which will govern the determination of the instructional services for each faculty member. The maximum load for regular faculty is 4 classes per semester. The normal load for regular faculty is 3 classes per semester. However, Deans may reduce the number of classes assigned to a faculty member to permit time for professional development and some administrative duties. Deans and faculty members may agree to courses loads above the normal expectation per semester, which may include overload compensation. Demonstrated financial stringency can result in the assignment of four classes per semester. It is the responsibility of the Dean of the College or School, in cooperation with the Department Chair where applicable; to provide for an equitable workload for each member of the faculty in conformity with stated University policy defining student-teacher ratios. Special circumstances may require that the ratio differ in a particular College, School or Department. In determining the instructional requirement, the Dean shall take into consideration the faculty member's class responsibilities, credit hours, contact hours, number of students served, laboratory and thesis supervision, research activities and other academic responsibilities.
- c. The involvement of a faculty member in the University's Continuing Education program may or may not be considered as fulfilling part of the instructional service

- requirement. A determination shall be made by the faculty member's Dean and the Provost.
- d. Academic Deans are expected to teach one course each semester in order that they might remain current in their field and have firsthand knowledge of the classroom situations in which members of their faculties must operate.
2. Non-Instructional Requirements:
- a. The non-instructional service requirements of a faculty member include participation in the general programs for the counseling of students, assistance at preregistration and registration of students when requested by the Deans and service on Committees. Members of the Faculty are expected to attend general meetings of the Faculty as well as those of their own College, School or Department, and to attend Commencement exercises and other normal academic events in academic regalia when requested.
 - b. The Non-Instructional services include a public relations aspect:
 - 1) Members of the Faculty are expected to cooperate fully in promoting favorable public relations for the University. This is accomplished primarily through the competent instruction and counseling of students, the courteous treatment of students and their families, and the avoidance of any conduct, which is not in furtherance of the Statutes of the University.
 - 2) When speaking or writing as a citizen, a member of the faculty should be and is free from institutional censorship or obligations. As a person of learning, and member of the University of Portland, he/she should remember that the public might judge the profession and the institution by his/her utterances. Hence, the faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that he/she is not an institutional spokesperson.
 - 3) A member of the faculty may not use the name of the University, not any of its parts, nor may he/she refer to his/her professional connection therewith in any opinion or certificate concerning the merit or credit of any business undertaking, the value of any scientific or practical invention, the endorsement of any commercial product, or any endorsement of a political nature, without the specific approval of the President.
 - c. Other involvement in Professional Association and Public Service
 - 1) The University, insofar as it is able, encourages attendance at meetings of learned societies in the belief that both members of the faculty and the University derive benefits from such attendance.
 - 2) In drawing up the annual estimated budget for a Department, the Chair of the Department, in conjunction with the members of the Department, should decide upon the meetings which members of the Departmental faculty should attend during the next School year and estimate the expenses involved. If approved by the Dean of the College, the expenses will be submitted as items of the College budget. Requests for unanticipated travel should be made to the Provost; ordinarily, such exceptional requests will be granted only if the faculty member concerned has been requested to present a paper at the meeting in question.
 - 3) The academic program is not to suffer because of the absence of members of the faculty for whatever reason. Before leaving for meetings, members of the

faculty, Chairs of Departments and Deans of the Colleges or Schools are to arrange for satisfactory substitutes for classes or academic duties during absence. These arrangements are to be reported, through Chairs/Deans to the Provost.

Summer Appointments and Compensation

Summer teaching is not considered a part of most faculty member's regular appointment. Instead, summer appointments are made at the discretion of individual academic units with the approval of the Dean and Provost.

1. Maximum teaching load for full-time faculty members in the summer is six credit hours.
2. Variable credit course hours count toward the maximum teaching load.
3. Exceptions to the maximum teaching load must be approved by the Dean and the Provost.
4. Adjuncts cannot teach more than six credit hours under any circumstance.
5. Faculty members receiving a Summer Stipend Butine award may teach only four credit hours during the summer.
6. For the purpose of compensation, multiple sections of internship/research credits will be counted as one course each session, even when listed separately in the course listing.
7. Faculty cannot receive both a University of Portland stipend and a salary for directing the same undergraduate research project.
8. Compensation for regular faculty members is 75% of the tuition billed for a course up to a maximum of 1/27 of the person's nine-month salary per credit hour taught.

Consultantships and Outside Work

Consultantships are encouraged, for in many fields they provide experience complementary to that gained through University teaching and scholarship. Such experience contributes to professional growth. In certain fields, professional services of various sorts are considered as the equivalent of consultantships and are governed by the same University policy. Faculty members may therefore hold consultantships, for which they may receive consultant fees, under the following conditions:

1. Consultantships, teaching at other institutions and outside work may not be undertaken without prior formal approval of the respective Dean and the Provost.
Deans shall ascertain that consultantships and outside work do not interfere nor conflict with the interests of the University, e.g., where a research or service contract can be brought into the University, this must be encouraged over a faculty member undertaking the work on a consulting basis.
2. When a request to accept a consultantship or outside work is disapproved because it is judged to interfere with the University duties of a faculty member, the member may ask through written petition to the Provost for a modification of his/her University commitment in order to accept the consultantship or outside work if he/she so wishes.
3. In order to protect the professional status of faculty members, it is expected that each member of the faculty will exercise prudent judgment in electing any nonacademic employment during the time that he/she is not engaged by the University.
4. If in the judgment of the Academic Senate of the University a member of the faculty is engaged in work derogatory to the status as a member of the University faculty, the

faculty member will be asked to relinquish either this work or the affiliation with the University. Refusal to do so would constitute basis for dismissal from the faculty “for cause.”

Holidays and Vacations

Members of the Faculty under nine-month commitments are granted vacations as follows:

1. Thanksgiving Day and the Friday following
2. December 24 through January 1, inclusive
3. Good Friday

Members of the Regular Faculty under twelve-month commitments (under current calendar, July 1 through June 30) are granted vacations as follows:

1. Thanksgiving Day and the Friday following
2. December 24, Christmas
3. New Year’s Day
4. Good Friday
5. Memorial Day
6. Fourth of July
7. Five weeks vacation. They shall arrange with their immediate academic supervisor the actual days they intend to take this vacation so that essential services will be provided in their absence. Faculty on twelve-month contracts may not accumulate vacation hours greater than a two-year accrual. Once accrual has reached the two-year maximum, vacation hours will not accrue until some vacation time has been used. There is no compensation for vacation time earned but not taken in the prescribed manner.

Sabbaticals, Leaves of Absence, Sick Leaves

1. Sabbaticals:
 - a. Applicants are eligible after seven years of fulltime teaching at the University of Portland.
 - b. Sabbaticals are available for at least one faculty member each semester.
 - c. The University provides for a semester sabbatical at full salary, plus fringe benefits, or an entire School year sabbatical at half salary, with corresponding fringe benefits
 - d. Requests for sabbaticals are made in context with Departmental and School planning and within the context of the annual faculty development plan. The request should indicate a description of the intended project and its impact on the applicant’s teaching, scholarship, and development.
 - e. Criteria for the decision will include:
 - 1) Merit of the project;
 - 2) Its impact on the applicant and the University;
 - 3) The applicant’s length of service to the University;
 - 4) Previous awards to the applicants; and
 - 5) Funds available
 - f. Recipients of sabbatical leaves will be required to submit to the Provost within a month of the completion of the sabbatical a written account of the work accomplished during the leave.

- g. If a member is awarded a sabbatical with remuneration and fails to return to the University at the end of the sabbatical period, he/she is required to repay the full amount granted by the University in compensation during the period of the sabbatical. Service after sabbatical return is ordinarily defined as one year of full time service so that students might benefit from the faculty member's sabbatical experiences.
2. Leaves of Absence
 - a. Leaves of Absence may be granted to a member of the Regular Faculty for a School year, a semester, or a summer period for purposes of study and research, public service or participation in an exchange program.
 - b. Requests for Leave of Absence must ordinarily be submitted to the immediate academic supervisor by the faculty member at least six months in advance of the beginning of the period of leave requested.
 - c. All such leaves shall be in writing, signed by the President of the University, and shall specify the exact period for which the Leave is granted, the remuneration, if any, and any other pertinent details. Only such written documents shall serve as the basis for decisions regarding promotion, tenure and the University's obligation to offer a contract to the faculty member upon his/her return. If a member is awarded leave with pay and fails to return to the University at the end of the leave period, he/she is required to repay the full amount granted by the University in compensation during the period of the leave.
 3. Sick Leave
 - a. Faculty members who because of illness are unable to be present for their classes or administrative duties must notify their immediate supervisor as early as possible so that proper arrangements can be made.
 - b. Faculty members have 10 days of sick leave for minor illnesses that cause the faculty member to miss a few days of class teaching. No salary deductions shall be made for such absences due to illness up to a maximum of 10 days for each year, based upon the fiscal year beginning July 1st. Such sick leave is not cumulative from year to year. If more than a total of 10 days are missed due to minor illnesses in a given fiscal year prorated per diem deductions will be made from the salary.
 - c. In the case of continuing incapacitating sickness or serious accident the University obligates itself to pay a member's salary for a period of eight weeks. During this period medical reports are to be submitted to the Provost at two-week intervals. The 8 weeks of paid sick leave is in addition to the 10 sick leave days noted above and is intended to cover the longer term illness or disability that occurs from a major surgery, a serious accident, a bad fall and so on that may require several weeks out of the office. For more information please contact the Office of Human Resources.

Family/Medical Leave

The University complies with the [Family Medical Leave Act \(FMLA\)](#) and the [Oregon Family Leave Act \(OFLA\)](#) where FMLA and OFLA apply to University procedures and when an employee is eligible.

Generally speaking, FMLA leave may be taken for any of the following purposes:

1. Birth, adoption, or foster placement of a child under the age of 18, or adoption or foster placement of a disabled child 18 years or older who is incapable of self-care.
2. Serious health condition of a family member.
3. The employee's own serious health condition.
4. Qualifying exigency related to or affected by the active military duty or call to active military duty in the Reserves or National Guard of the employee's spouse, child, or parent. Examples of qualifying exigencies include short-notice deployment, military events and related activities, childcare and School activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities. For more examples, please contact [Human Resources](#).
5. Care for a spouse, child, parent, or next of kin who is a member of the Armed Forces and who is undergoing medical treatment, recuperation, therapy, is in outpatient status, or on the temporary disability retired list for serious illness or injury incurred in the line of duty while on active duty.

Generally speaking, OFLA leave may be taken for any of the following purposes:

1. Birth, adoption, or foster placement of a child under the age of 18, or adoption or foster placement of a disabled child 18 years or older who is incapable of self-care.
2. Serious health condition of a family member.
3. The employee's own serious health condition.
4. Care for a child or the employee who is suffering from an illness, injury, or condition that is not a serious health condition, but that requires home care.
5. Bereavement, including attending a funeral or other services, to make arrangements for a funeral for a deceased family member, or to grieve the death of a family member.

FMLA and OFLA provide an eligible employee up to twelve weeks of leave within the twelve month period preceding the leave. Employees who qualify for FMLA leave to care for an injured military service member can receive up to a combined total of 26 workweeks of leave during a single twelve month period. Covered bereavement leave under OFLA is limited to 2 weeks and must take place within 60 days of the death. Employees may also be eligible for more leave under OFLA in certain circumstances.

Leave may be taken intermittently, as well as in longer blocks of time off. In the case of parental leave, intermittent leave must be approved by the employee's manager.

FMLA and OFLA are similar in nature and, in some cases, both laws may apply to an employee's leave of absence. In this circumstance, the leaves will generally run concurrently, unless applicable law provides otherwise. Where both FMLA and OFLA apply, the University will follow the law most beneficial to the employee.

Employees who have worked for the University for a total of at least 12 months and at least 1,250 hours during the 12-month period preceding the leave are eligible for FMLA leave. Employees who have worked for the University for less than 180 days for an average of 25 hours per week are eligible for OFLA leave, however, the 25-hour-per-week requirement does not apply for parental leave.

FMLA and OFLA leave is unpaid leave. To receive pay, an employee must have sick or

vacation hours available. Employees are required by the University to exhaust all accrued sick and vacation hours during periods of such leave before taking unpaid leave.

Other mutually beneficial leave arrangements may be negotiated between the Dean and faculty member with Provost approval.

If the leave is anticipated, employees should give at least 30 days' notice in writing. If 30 days' notice is not possible, notice should be given as soon as possible under the circumstances. Oral notice must be given within 24 hours of an unanticipated emergency leave.

Employees should coordinate both with their direct supervisor for coverage purposes, as well as with the Human Resources office. A [Staff Leave of Absence Notice Form](#) or a [Faculty Leave of Absence Notice Form](#) generally must be submitted to Human Resources. Additionally, the University may require medical verification from the treating health care provider. Medical verification must be provided within 15 days of the University's request for such verification. In the case of an anticipated leave, documentation should be submitted prior to the first date of absence. Additionally, employees may be required to re-certify their leave on a periodic basis for intermittent or lengthy absences. Failure to provide required written notice and supporting documentation may result in the leave not being protected under the previously stated leave laws.

Employees on medical leave for their own serious health condition may be required to present authorization from the attending physician in order to return to work. An employee's return may be delayed without proper documentation.

If an employee fails to return to work at the expiration of the approved leave, the University will assume that the employee has resigned.

Military Leave

The University will grant a leave of absence without pay to eligible employees serving in the uniformed services of the United States for military training and service in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994. Employees may use accumulated vacation in lieu of unpaid leave. An employee who anticipates beginning a military duty leave should provide notice as far in advance as is reasonable under the circumstances. The University generally expects that employees will request military leave at least ten days in advance, although the University recognizes that in some cases a ten-day notice may not be possible.

The University also complies with military leave provisions under both the FMLA and OFLA, as applicable. These include qualifying exigency and caregiver leave.

Military Family Leave

If an employee's spouse is a member of the Armed Forces, National Guard, or Military Reserve and has been notified of an impending call or order to active duty, has been deployed, or is on leave from deployment, and the employee has worked an average of 20 hours per week, then said employee is allowed up to 14 days of unpaid leave for each

deployment of his/her spouse as provided by Oregon law.

Employees requesting any type of Military Leave must submit either a [Staff Leave of Absence Notice Form](#) or a [Faculty Leave of Absence Notice Form](#). Supporting documentation, such as deployment order or medical certification, may be required by the University.

Crime Victim Leave

Oregon State Law allows for a reasonable unpaid leave of absence for eligible employees who have been victims of a crime, or are the immediate family of a crime victim in order to attend criminal proceedings.

Employees who have worked for the University for at least 180 days for an average of 25 hours per week are eligible for leave under this section. Leave is generally unpaid, but an employee may use any accrued vacation or sick leave while on this type of leave.

Employees must provide reasonable notice of the need for the leave both to the immediate supervisor, and to [Human Resources](#). Either a [Staff Leave of Absence Notice Form](#) or a [Faculty Leave of Absence Notice Form](#) must be submitted to Human Resources. Documentation may be required by Human Resources to support the leave request. Notices and records related to crime victim leave will be kept confidential as provided by applicable law.

Domestic Violence Leave

Any University employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor child or dependent.

Reasons for taking leave include the need to seek legal or law enforcement assistance or remedies, to seek medical treatment for or recover from injuries, to seek counseling from a licensed medical professional, to obtain services from a victim services provider, or to relocate or secure an existing home. Leave is generally unpaid, but an employee may use any accrued vacation or sick leave while on this type of leave.

The University will generally require certification of the need for leave, such as a police report, protective order, other evidence of a court proceedings, or documentation from a law enforcement officer, attorney, health care professional, member of the clergy, or victim services provider. Notices and records related to domestic violence leave will be kept confidential as provided by applicable law.

Bone Marrow Donation

Oregon State Law allows for employees who work an average of 20 or more hours per week to use accrued paid leave in order to donate bone marrow. The length of the leave may not exceed the number of accrued leave hours or 40 hours, whichever is less, unless otherwise approved by the University. The employee should coordinate both with their direct supervisor for coverage purposes, as well as with the [Human Resources](#) office. Either a [Staff Leave of Absence Notice Form](#) or a [Faculty Leave of Absence Notice Form](#) must be submitted to HR. Documentation may be required by Human Resources to support the leave request, including verification by a physician.

Personal Leave of Absence

An unpaid leave of absence may be approved for personal reasons, such as public interest work that is aligned with the University's mission. Requests should be submitted in writing to the immediate supervisor as far in advance as possible and must state the reason for and duration of the request. Personal leave of absences are at the discretion of the Department reporting officer and may be subject to approval by the Executive Vice President. Any leave extending over 30 days is subject to periodic review to determine continuation.

Employee benefits are not earned during a personal leave of absence. Please speak with Human Resources about whether group health benefits may be maintained during leave. Each employee will be responsible for paying in advance for any medical insurance premiums due during the absence.

Upon the conclusion of the leave, return to any position is not guaranteed unless required by state or federal law.

Bereavement

In the event of the death of an immediate family member, regular full-time and regular part-time employees are eligible to receive up to three consecutive days of paid bereavement leave. This time off is available only in the case of bereavement and, if granted, the Controller's Office must be provided with the name and the relationship of the deceased.

Immediate family members include parents, spouse's parents, children, siblings, sons- and daughters-in-laws, or other close relatives who are members of the employee's household.

Bereavement leave is also covered under the Oregon Family Leave Act (OFLA) and details are described in the Family/Medical Leave section above. To request leave under OFLA, please contact Stacey Watanabe at watanabe@up.edu.

Jury Duty and Court Appearances

Regular full-time and part-time employees are eligible for jury duty leave. If summoned for jury duty, a copy of the subpoena must be provided to the supervisor as soon as possible.

While on jury duty, eligible employees will receive regular daily pay. Employees who are not eligible for jury duty leave may attend jury duty without pay as provided by Oregon Law. Employees reporting for jury duty and excused before 2 p.m. must report to work at their regular position.

If an employee is required to testify on behalf of the University, the employee will receive regular pay, less any witness fees he or she receives. If the employee must appear in court for personal matters not covered by the University's leave of absence policy, this time may be charged to vacation, or in the absence of accrued vacation, time off without pay. Requests for such personal absences must be made with sufficient notice so as not to disrupt the normal activities of the employee's Department.

Policies Governing All Leaves Of Absences

Documentation

Failure to provide required written notice and supporting documentation may result in the denial of leave or leave not being protected under applicable leave laws.

Outside Employment

An employee on an approved leave of absence may not work for another employer or be self-employed without prior authorization from the University.

Return to Work

If an employee fails to return to work at the expiration of the approved leave, the University will assume that the employee has resigned.

Copyrights

Members of the faculty have exclusive rights to copyright any manuscript, book or other published work which they produce, with the exception of reports and books dealing with research projects sponsored by the University itself or the University in conjunction with an outside agency.

Patents

Patentable ideas developed by faculty members in conjunction with their work at the University either in teaching, university or outside supported research, shall be submitted to the Provost with the understanding that the University will either agree to attempt to obtain a patent or refuse to do so within 60 days. In the case of refusal, the University will have no further claim on the idea or any patents issuing there-from. If the University obtains a patent, the faculty member or members responsible for the idea involved shall be entitled to 25 per cent of the revenue derived there-from. This may be modified in accordance with the terms of contracts with outside agencies.

Research and Creative Activity

1. The University expects all members of the Faculty to be engaged in research and creative activity, to provide the basis for continued integrity and competency in their fields and to enrich their teaching, and to enable them as teacher-scholars to provide by example a model of scholarship to their students.
In cases when faculty and students have developed research or invention as a course of university business, faculty members retain all rights in order to protect ongoing research and development.
2. The University expects all members of the faculty to be engaged in organized research and creative activity which produces works of various kinds—books, scholarly papers, musical compositions, poetry, plays and the like. For it is by this kind of activity that the teacher-scholar extends the limits of knowledge within his/her area of specialization, helps other scholars grow in knowledge, and serves the world beyond the campus.
3. Within the constraints of plant, facilities, and budgets, the University supports individual organized research projects and encourages sponsored research in a variety of ways:
4. The Academic Senate Committee on Teaching and Scholarship administers the Arthur Butine Faculty Development Fund that supports faculty research. Applicants for these

grants should follow the guidelines and directions for proposals developed by the Committee on Teaching and Scholarship.

5. Individual faculty collaborating with colleagues, Department chairs or Deans are also encouraged to apply for external funding of their scholarship. The Director of Foundations/Corporations in the Development Office is available for faculty in identifying and preparing grants to external foundations and corporations to support faculty scholarship.
6. In cases when faculty and students have developed research or inventions together, faculty members retain all rights to protect ongoing research and development.

Applications for research grants and budgetary changes of grants must be approved by the proper administrative officers—Department Chair, Dean of the College or School, the Provost, the Executive and Financial Vice President and the President before they are submitted to the funding agency. If University funds or other resources are involved along with those of the outside funding agency, the approval of the President must also be secured. The criteria used by the various administrators to decide whether or not the proposed project should be approved, shall include among others, the contribution the proposed project can make to the objectives, and its effect on the instructional programs of the Department, College or School of the University. All funds received for such research projects shall be deposited with the Vice President for Financial Affairs of Financial Affairs and disbursed in accord with regular University procedures or any special requirements set by the grant or by proper University authority.

Faculty Retirement

In regular retirement, faculty are required to meet with the Dean at least one year prior to the requested retirement date, along with submitting a written, formal request for retirement, including the projected date. This plan will be reviewed by the Dean, who will then submit a written notification to the Provost.

Faculty may also apply for phased retirement by submitting a plan to the Dean for reduced workload and salary. As a rule, phased retirement should take no more than two years. This plan should receive the support of the faculty member's chair and Department before proceeding and should be submitted at least a year in advance. The Dean will present the plan to the Provost for written approval.

Faculty on phased retirement are scheduled for half a normal teaching load, with the expectation of a reasonable amount of service, to be determined in consultation with the Chair/Dean. Faculty on phased retirement may be asked to share an office.

Periodically, the University may offer special retirement programs. Contact the Provost Office to inquire if any special programs are available.

Office of Institutional Research

The Office of Institutional Research (OIR) provides and coordinates information support for reporting, decision-making, and planning activities to help fulfill the stated mission and goals of the University of Portland. The Office provides the administration, regents, faculty, and other internal and external constituencies of the University with information and research assistance. The office is a central locale for collecting, coordinating and

analyzing data about and for the University, serving as the source of official University data. In addition to carrying out regularly scheduled projects, including statistical reports and survey analyses, the office aims to respond in a timely manner to ad hoc requests for data from both within and outside the University. OIR coordinates with many offices across campus to initiate and conduct studies on a wide range of University issues. The institutional research activities and offices commonly involved include:

1. Financial Affairs Vice President: OIR provides annual enrollment projections for financial planning, as well as supporting data for internal and external financial reports released by the Financial VP office.
2. Student Affairs Vice President: OIR assists the various student services offices to assess the effectiveness of their services by providing supporting data and survey analysis. Each office maintains data on the level of services they provide and students they reach, as well as doing occasional surveys of constituents, which supplement the university-wide assessments conducted by OIR.
3. Registrar: Studies related to student enrollment trends, majors, degrees, and student demographics. The Office of the Registrar has responsibility for coordinating replies to federal and state government agencies and other regulatory bodies, with data support from OIR.
4. Dean of Admissions and the Office of Financial Aid: Profiles of applicants, accepted enrolling and non-enrolling students for the purpose of tracking trends and successes, and for analyzing the effectiveness of targeting various potential student populations. The Office of Admissions provides regular reporting of the status of applicant numbers and characteristics throughout the admissions process. The Office of Financial Aid provides reports on numbers and amounts of grants, loans, campus jobs and other financial aids awarded in relation to enrollment rates and academic qualities of recipients.
5. Dean of the Graduate School: Coordinates with OIR to maintain enrollment and degree statistics of graduate students; provides and analyzes assessment tools such as surveys of enrolled and graduating students.
6. Alumni Office: Provides demographic and giving data to OIR to be used in studies of alumni activities and characteristics. These are used in conjunction with regular alumni surveys administered and analyzed by OIR to assess the outcomes and successes of University graduates.
7. Deans of the College and Schools: OIR provides studies, survey analyses and statistical reports that track students through their College careers to assess the characteristics of successful students, the effects of curriculum initiatives, and strengths and weaknesses of both academic and student services aspects of the College experience. OIR also provides research of curricular issues, including grading trends, course enrollment patterns, and comparison institution data studies. In addition to regular reporting, responds to Deans offices' ad hoc requests for data for both internal and external reporting needs
8. Provost: The source of faculty personnel and salary data reported to external agencies (e.g., AAUP and CUPA), used by OIR to create historical trends and comparison analyses, as well as to complete external reporting requirements.
9. Fulfills any and all duties the Provost may assign from time to time.

The Registrar

The Registrar is appointed by the President on the recommendation of the Provost who is the immediate superior of the Registrar. The ex-officio secretary of the Committee on Academic Standing, the Registrar's duties are:

1. To arrange the day, times and room assignments for the various course offerings;
2. To arrange the examination schedules;
3. To arrange the schedules (time, place, etc.) of individual students after the program of studies has been approved by the Dean;
4. To file and maintain permanent student records which he/she shall not allow to be removed from his/her office;
5. To report to parents, guardians or students the quality of the student's work in compliance with policy and law;
6. To compile the Deans' list and the probation lists;
7. To provide official transcripts of credits;
8. To prepare statistical studies of general interest to administrative officers and faculty members;
9. To supply the Deans with information pertinent to the standing and graduation requirements of their students;
10. To oversee, in conjunction with a liaison in the Department of athletics, the NCAA eligibility certification of all varsity student-athletes (continuing freshman, and transfer students), and to maintain a working knowledge of relevant NCAA rules.
11. To prepare and submit to the Provost a budget for the operation of the Registrar's Office for the next fiscal year;
12. To fulfill any and all other duties the Provost may assign from time-to-time.

Librarians

Dean of the University Library

The University Librarian shall be appointed by the President on the recommendation of the Provost and is directly responsible to the Provost. The term of appointment is for five years, and it is renewable. He/she shall hold the rank of Senior Librarian upon appointment. The principal duties of the University Librarian are:

1. To serve as the chief operating administrator of the University Library.
2. To serve as the chief planning officer for the operation and development of the University Library in accordance with professional standards.
3. To appoint at his/her discretion an Associate Director.
4. To provide for the Library's Committee on Promotion, which provides the peer review process for the review of library faculty.
5. To submit to the Provost reports covering the following matters:
 - a. Recommendations concerning appointment, promotion, reappointment, or non-reappointment of library faculty and staff.
 - b. Conditions, achievements and the needs of the Library within the context of the University's Strategic Plan,
 - c. The budget of the Library for the next fiscal year.
6. To provide for the articulation of expectation and the specific responsibilities for each librarian;
7. To evaluate annually the effectiveness of library faculty and staff;

8. To hold regular meetings of the Library faculty and staff;
9. To oversee the planning process for the Library within the context of the University's Strategic Plan.

Library Faculty

Library faculty shall hold one of the following four ranks that are determined by the Library's Committee on Appointment and Promotion.

1. Visiting Librarian: appointments to this rank shall have a specified date of termination.
2. Assistant Librarian: appointments at this rank shall be provisional and for two years.
3. Associate Librarian: appointments at this rank shall be for five years.
4. Senior Librarian: appointment at this rank shall be for eight years

Library faculty are appointed to a rank that is in recognition of the expertise they have developed throughout their careers. The Library's Committee on Appointment and Promotion determines these ranks based on the criteria for appointment, renewal and promotion that include a peer review process including a self-evaluation.

The criteria for appointment, renewal, and promotion serves as the basis for the review of all library faculty. These criteria shall also serve as the basis for the document presented by the Library Committee on Appointment, Renewal and Promotion to the University Committee on Rank and Tenure concerning accepted scholarly practices and standards of professional competency for library faculty holding tenured appointments (Library Faculty tenured before 1/1/98 may hold the rank of Assistant Professor, Associate Professor, or Professor and are permanent faculty appointments).

Academic Advisor For Student Athletes

The Assistant Athletic Director for Academic Services is appointed by the President upon the recommendation of the Provost. This position reports to the Provost, with a dotted line report to the Senior Associate Athletic Director, and serves as the primary coordinator of academic support specific to student-athletes. All student-athletes are assigned faculty/Department academic advisors. Along with the Student Development Coordinator, the Assistant AD for Academic Services serves as a back-up advisor to all student-athletes primary faculty advisors.

The specific duties of the Assistant Athletic Director for Academic Services include:

1. To act as a liaison between faculty and coaches, including checking with professors on academic progress of student-athletes and clarifying athletic expectations for faculty (e.g., practice schedules, excused absences for games, etc.).
2. To facilitate early registration of student-athletes.
3. To co-teach HPE 108, including the coordination of speakers and providing appropriate assignments.
4. To coordinate the tutoring program for student-athletes.
5. To track progress toward degrees of student-athletes including meeting with them when they change majors, or drop and add courses.
6. To have a complete understanding of the University's academic policies.
7. To supervise study "table," including procurement of proctors when needed.
8. To serve as a member of the Presidential Advisory Committee on Athletics.
9. To work closely with the administration and head coaches of the Athletic Department.

10. To attend meetings of the Athletic Department, West Coast Conference, and the NCAA when appropriate.
11. To maintain individual academic files on all student-athletes.
12. To develop and generate appropriate student-athlete progress reports.
13. To meet regularly with the Provost.

Commanders of ROTC

1. Commander of Air Force ROTC
 - a. The Provost shall serve as the liaison officer of the University with the Reserve Officer Training Program of the United States Air Force established at the University.
 - b. The Professor of Air Science of the Detachment shall for academic purposes be considered as the Chairman of a Faculty with corresponding duties and responsibilities.
2. Commander of Army ROTC:
 - a. The Provost shall serve as the liaison officer of the University with the Reserve Officer Training Program of the United States Army established at the University.
 - b. The Professor of Military Science of the Detachment shall for academic purposes be considered as the Chairman of a Faculty with corresponding duties and responsibilities.



Academic Regulations

Code of Academic Integrity

Academic integrity is openness and honesty in all scholarly endeavors. The University of Portland is a scholarly community dedicated to the discovery, investigation, and dissemination of truth, and to the development of the whole person. Membership in this community is a privilege, requiring each person to practice academic integrity at its highest level, while expecting and promoting the same in others. Breaches of academic integrity will not be tolerated and will be addressed by the community with all due gravity.

Expectations

The University of Portland defines academic integrity as “openness and honesty in all scholarly endeavors.” This standard is to be upheld by Faculty, Students, Administration, and Staff to the extent that their roles in the University involve or influence scholarly activities, both on and off campus. The University expects each Faculty member and each Student to engage in and promote scholarship in such a way that peers and experts will recognize his or her work as a scholarly undertaking, thorough and consistent with regard to the standards of one’s discipline, appropriately cautious and self-critical, and cognizant and respectful of the contributions of others, including differing or opposing points of view.

The University’s interest in maintaining compliance with this standard is grounded in nothing less than its identity as a scholarly community in the Roman Catholic tradition. As a Roman Catholic institution of higher learning, the University seeks to provide an educational opportunity for its students within a Judeo-Christian context that promotes respect, honesty, and fairness in service to God and neighbor. In the words of its mission, the University is committed to providing “an environment that fosters development of the whole person,” including the moral and ethical self, and to promoting “a concern with issues of justice and ethical behavior” that is “central to the daily life of the University.”

As a scholarly community, the University believes that it is vital to the academic process, as well as desirable in itself, to maintain an environment in which ideas, accomplishments, and information can be exchanged freely and creatively without misgivings as to the honesty and openness of one’s colleagues. Beyond this, the University’s stature and reputation as a scholarly community depend on the quality of its research and pedagogy, as well as its ability to certify its achievements in these areas. In conferring credentials, recognizing competencies, and awarding degrees, honors, promotions, and distinctions to students, faculty, and other associates of the University, it is imperative that the University have full confidence that all concerned parties have conducted themselves in accordance with its standard of academic integrity.

In line with this, the University holds that a consistent, active commitment to its standard of academic integrity not only benefits all members of the University Community, but also is the responsibility of each and every member, without exception. Thus, each person who participates in the mission of the University of Portland and shares its privileges is accountable to the University not only for his or her own actions with regard to the

standard of academic integrity, but also for the actions of groups of which he or she is a part. Furthermore, each person is responsible for encouraging academic integrity in others by means of direct communication and personal example, for discouraging breaches of - academic integrity, confronting persons who commit breaches, and for reporting breaches to the appropriate authorities.

Guidelines for the Implementation of the University's Code of Academic Integrity

Examples of Violations of Academic Integrity

Violations of academic integrity include cheating, forgery and plagiarism. The following are presented as examples only, not as a comprehensive list. For further examples or more precise information, one should consult the recognized sources of authority in a particular field of study. Students should consult directly with their teachers. Ignorance of these or other breaches of academic integrity will not be deemed by the University as an excuse for failure to meet its expectations.

Cheating

Cheating is the violation of the letter or spirit of an academic endeavor in order to gain an advantage, put someone else at a disadvantage, or both. It includes, but is not limited to: Using or attempting to use unauthorized materials, notes, information, and study aids on an examination;

1. Copying someone else's paper;
2. Fabricating or falsifying information;
3. Submitting the work of another as one's own;
4. Using or circulating previous examination materials without the instructor's permission;
5. Submitting the same work for more than one class without the permission of both instructors;
6. Accessing or using computer information without authorization;
7. Encouraging, assisting, or otherwise facilitating any violation of academic integrity;
8. Any form of intentional obstruction or destruction that inhibits the progress, accomplishment, or evaluation of academic endeavors in order to gain an advantage, put someone else at a disadvantage, or both.

Forgery

Forgery refers to falsifying or inventing information, data, or citations. It includes, but is not limited to:

1. Fraudulently using academic records;
2. Falsifying or inventing academic credentials or letters of recommendation;
3. Falsifying official signatures of any member of the University community;
4. Altering documents affecting academic records.

Plagiarism

Plagiarism is the use or representation of words or ideas of another without attribution, so that they appear to be one's own. It includes, but is not limited to:

1. Using another's words, ideas, methodology, or formulation of a problem without proper acknowledgment;
2. Using approximate wording or paraphrasing inappropriately;

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3. Claiming someone else's work as one's own;
4. Allowing students or research assistants to gather research information without recognition of their work;
5. Failure to acknowledge all sources of information or contributions to an assignment or other academic work.

Levels of Violations

All violations of Academic Integrity will be penalized as appropriate. In determining the appropriate penalty, consideration should be given to the knowledge-level and experience of the person committing the violation, the degree of intention in the violation, the nature of the violation, and whether or not this is a first offense or a repeat offense.

Level 1

Level 1 violations may occur because of the violator's lack of knowledge in cases where this knowledge could be reasonably expected. The violation is not intentional and is the first offense. In general, the nature of the violation is minor and may involve only one assignment in a course. Penalties are educative rather than punitive, and may include:

1. Making up the assignment;
2. Requiring the student to rewrite a paper for a minimally passing grade;
3. Requiring acquisition of specific knowledge related ethics;
4. Community service for a specified number of hours.

Level 2

Level 2 violations are of a more serious nature. The violation occurs when the violator has some knowledge or experience and the violation was committed with some degree of intent. Penalties may include:

1. An academic warning for a stated period of time (not to exceed one year) during which time any further violation will constitute grounds for a Level 3 penalty;
2. Assigning no credit to the work;
3. Assigning a failing grade in the course;
4. Writing a short paper on the ethical issues related to the violation and what was learned from the experience.

Level 3

Level 3 violations are of a very serious nature. The violation is intentional and premeditated. It directly benefits the violator or harms others, or both. The nature of the violation is major. Repeated Level 2 violations may constitute a Level 3 offense.

Mitigating circumstances may include the acceptance of responsibility by the violator when confronted. Penalties may include:

1. Academic probation for a stated period of time (may exceed one year and include the loss of some or all benefits of programs, university related scholarships, and the like); during this time any further violation will constitute grounds for a Level 4 penalty;
2. Assigning a failing grade in the course;
3. Restitution for damages;
4. Probated suspension from the University for one or more semesters with notification that further violations will result in dismissal from the University;
5. Withdrawal of University funding.

Level 4

Level 4 violations are the most serious violations. The violation is intentional and premeditated. It directly benefits the violator and harms others. Repeated Level 2 or 3 violations may constitute a Level 4 offense. Penalties may include:

1. Dismissal from the University;
2. Permanent notation on the student's transcript;
3. Restitution for damages;
Revocation of an awarded degree.

Procedures for Addressing Violations

All individuals accused of a violation of academic integrity have the right to notice of the specific charges, a fair consideration of the charges, a fair review of the evidence, and confidentiality as allowed by law and in fairness to other affected persons.

Any person who believes that there has been a violation of this policy and wishes to report it, should report it to an appropriate faculty member. In some cases the faculty member will be the only person aware that there may have been a violation.

The faculty member will:

1. Meet with the student to discuss the incident and to determine if a violation occurred.
2. Gather and preserve any relevant evidence.
3. Document the incident and the evidence as soon as possible.
 - a. If a violation is deemed to have occurred, prepare a report for the student's Dean, including a description of the incident, the evidence, and the penalty. Where the penalty requires the powers of the Dean to implement it, the faculty member will make a recommendation of the appropriate penalty.
 - b. Normally the faculty member is expected to take action and/or make a recommendation within one week after receiving a report or witnessing an incident.

The Dean will:

1. Review the report, including any recommendation.
2. Maintain a file of all reports.
 - a. If the Dean agrees that a violation has occurred, he or she will:
 - 1) Determine an appropriate penalty if further action is necessary, document the violation, and notify the Provost.
 - 2) In appropriate circumstances, obtain the approval of the Provost before taking further action.
Inform the student in writing of the charge and the penalty.
 - b. If the Dean disagrees with the recommendation of the faculty member, he or she will notify the faculty member of this determination his or her reasons for disagreement.
3. Appeals
 - a. Students may appeal the decision of the Dean. Such appeals will follow the University of Portland appeals process as published in the University Bulletin under "Grading Appeals."

Course Registration

The following regulations apply to course registration:

1. The dates for registration of students in both semesters and summer session are set forth in the University calendar contained in this Bulletin.
2. Providing the general requirements for admission to the University are met, the Dean of each College or School of the University has the sole right to admit and register students in his or her College or School.
3. Students will not receive credit for any class for which they are not properly registered. Students who register for a class, fail to attend, and fail to withdraw properly will be assigned a grade of F for the course.
4. No one may register for any course after the latest date for registration. Students may change courses (drop/add) with the permission of the Dean of the College or School involved, within the time specified for such change, at the beginning of the semester.
5. Students may not register for more than 18 semester hours of credit (nine semester hours in the summer session), unless the normal requirements of their program specify more, without the consent of their Dean. The “normal requirements of their program” are never to apply to students making up work because of courses failed.
6. The University reserves the right to cancel courses for which there is not sufficient registration, to close enrollment in courses which are filled, and to modify course offerings when necessary. Every effort will be made to announce such changes promptly.
7. The dates for closing the late registration and the latest date for dropping or adding of classes are listed in the University calendar.
8. Registration is not complete until a student has been cleared by the Office of Student Accounts (by payment of all tuition and fees and the signing of any financial aid checks, etc. prior to the start of the term). The University reserves the right to cancel the registration of any student who has not been cleared once the term has begun.
9. Advanced undergraduate students may enroll in a graduate course for either undergraduate credit or reservation for possible graduate credit. The written approval of the Department chairman, Dean, and graduate program director is required.
10. Certain Departments/Schools offer courses which represent guided inquiry by special arrangement with faculty members, or which carry varying amounts of credit based upon the level of work being submitted. These directed study or variable credit courses require the written approval of the instructor and Dean of the School in which the course is offered.
11. Students who register for classes but decide not to attend them must cancel their registration in writing at the Office of the Registrar by the last day for registration. If classes have begun, students must follow the withdrawal procedure.

Course Requirements and Credits

Course requirements are defined as follows:

1. If a teacher is 10 minutes late, the class is considered dismissed.
2. The instructor of a class determines the requirements for the successful completion of a given course. The instructor will inform students in writing of these requirements and grading policies within the first week of the opening of the class. In those cases in which a student misses class meetings due to participation in activities which are

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officially approved by the Provost, the student will be permitted to fulfill the missed requirements of the course.

3. As a general standard, one semester credit hour is to represent 45 hours of student involvement. In the fall and spring semesters the portion of this involvement that is dedicated to recitation or lecture is established as 55 minutes in length per week over 14 weeks. In summer sessions and in other time-shortened arrangements an equivalent of this dedication is required exclusive of registration and final examination periods. For every hour of in-class instruction, students should spend two hours on assignments.

Examinations

In courses in which semester examinations are required, the examinations are to be given during the scheduled times published by the registrar. During the week prior to final examination week, no examinations may be given, except in laboratory practica.

Grades and Enrollment

The following regulations apply to grading practices and enrollment:

Mid Term Grades and Academic Warning

At least by the midpoint of each semester, instructors shall give a written academic warning to each student who is doing failing or near failing work. A copy of this warning will be turned in to the Office of the Registrar.

Academic warning slips are available in the Deans' offices and in the Department offices. These warnings may and should be used to alert students who are failing to meet the requirements of the course, who are delinquent in assignments or in attendance, or who fail to participate as expected. The warnings can be used even for students whose graded work is not below standard but who seem to need special attention or help whether this help is to come from yourself or someone else.

Warnings given early in the semester are more likely to allow students the opportunity to give special attention and effort to the course and to build a more satisfactory record.

While withdrawal from class should be an extraordinary remedy for deficiencies in a specific course, some students will wish to exercise this option. The latest that a student can withdraw from a class without academic penalty is the tenth week of the semester; consequently the University Calendar (on page ii of the Bulletin) indicates the date for issuing warnings for each semester. This date allows time for students to confer with advisors about courses in which they are experiencing difficulty and to plan for the next semester's coursework. It is important that students have substantive graded exercises or tests in the first half of the semester so that both student and instructor can evaluate progress.

Give special attention to freshmen and transfers, who usually need to make new assessments of their success in the changed academic environment of the University.

Change of Grade

No one but the instructor of a course can give a grade in that course or change a grade once given. The change of any grade other than the I and IP must be justified in writing to the assistant to the Provost.

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Cheating

Because of the University's commitment to academic integrity, cheating by a student in course work or examinations will result in penalties that may include assignment of a grade of F for the specific examination or project, an assignment of a grade of F for the course, or dismissal by the Dean from the University. Any instance of cheating must be reported to the Dean of the College or School in which the course is offered and to the Dean of the College or School in which the student is currently enrolled.

Grade Report

A grade report (complete unofficial transcript) is mailed directly to each student at the student's permanent address during the week following the close of each semester; the report is a complete listing of all courses taken at the University. There is a \$6.00 fee for each additional copy, and \$2.00 for each multiple copy requested. To have a grade report mailed to a temporary address or to a new permanent address, the student should notify the Office of the Registrar in writing. Grades will not be released or redirected over the telephone. If a student has any account balances or obligations such as tuition, library or parking fines, loans, etc., a "hold" will be placed on grade reports, transcripts, and/or diplomas until such accounts have been settled.

Grading System

The grading system is based upon achievement in course work attempted. The grades and honor points of this grade point average (G.P.A.) system are as follows:

Honor Points per Semester Hour Grade

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.7
C+	2.3	F	.0

In addition, the following symbols are used:

P — Pass

NP — No Pass

AD — Audit

I — Work Incomplete

IP — In Progress (given only for Thesis 549 and other approved courses)

W — Withdrew (with permission)

NG — No Grade Submitted

The G.P.A. is the total honor points divided by the total semester hours in which grades of A through F are received. All courses which the student does not successfully complete will be denoted on the transcript by the symbol **I**, **IP**, **F**, or **NP**.

Incomplete

The symbol 'I' may be given only when no further formal instruction is needed in the course but when students, under circumstances beyond their foresight and outside their personal control, have been unable to complete some requirement of the course. The

Academic Regulations

instructor is required to inform the Dean in writing of these reasons. A student who receives a grade of 'I' has one year to complete the unfinished work and receive a passing grade. Otherwise, the 'I' automatically becomes an F.

Pass/No Pass

Certain courses, because of their content and scope, are graded on the pass/no pass basis. These courses are determined by the Dean of the College or professional School which offers the courses involved upon recommendations of the faculty of a Department or professional School. Such courses will not be subject to the regulations on student options below.

Courses that are required by the University core, College curriculum, or Departmental program may not be taken pass/no pass. To fulfill the remaining credit hours for graduation, three courses may be taken pass/no pass. The student must have the approval of his/her academic advisor and Dean.

Courses attempted under the pass/no pass system and completed successfully will carry academic credit, while unsuccessful performance will carry no credit but will be listed on a student's transcript. However, neither result will be included in the computation of the grade point average. Grades assigned will include P for performance ranging from D to A and NP for F. The instructor will not be made aware that a student is enrolled under the system. The grades he/she submits will be translated into either a P or an NP by the registrar. Within the parameters above, one change in registration from regular status to pass/no pass or vice versa will be allowed in a given course up to two weeks after the midpoint in each semester.

Repeating Courses

Only courses in which a grade of **C-, D+, D, D-, F, or NP** has been received may be repeated at the University of Portland for academic credit. A course may be repeated only once and only the latest grade is included in the computation of the G.P.A. and the total number of credit hours required for graduation. Both courses and grades will remain on the permanent academic record, with the original course denoted by the symbol **E**.

While courses repeated at the University of Portland may change one's grade point average, equivalent courses taken at another institution, even when fulfilling University requirements, cannot be used to replace any course or grade entered on the permanent academic record, or to change one's University of Portland grade point average.

Withdrawal

To receive a **W**, a student must officially withdraw from a course in which he/she chooses not to continue. The withdrawal is effective the date it is filed in the registrar's office and in no instance later than the tenth week of the semester or after two-thirds of a summer term.

Students who seek an exception from this regulation for individual courses after this deadline must meet with the appropriate Department head and academic Dean who will make a recommendation to the assistant to the Provost in accord with Reg. XI e. In no instance will a request be considered for a late withdrawal from an individual course without academic penalty that has not been forwarded with the recommendation of the academic Dean.

Medical Leave of Absence

Medical leave of absence is designed to allow an undergraduate or graduate student to pursue treatment for medical or psychiatric conditions, or to accommodate students too ill to complete the semester. A granted medical leave allows a student to leave School for not more than one year without subsequent financial or academic penalty. The student will have grades of **W** recorded for the semester. A medical leave of absence is granted at the discretion of the Office of the Provost; however, requests for a medical leave of absence originate at the University health center.

Grading Appeals

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Whenever students believe that their work has been improperly evaluated or that they have been treated in a capricious or prejudiced manner, they are expected to discuss this directly with the faculty member involved. If, after earnest inquiry, the matter remains un-reconciled, the students may seek assistance through the following steps:

1. Appeal the question to the head of the Department (unless the Department head is a party to the grievance).
2. Submit the appeal to the Dean of the academic College. The Dean together with the Department head shall take all reasonable and proper actions to resolve the question at their level.
3. Should the aggrieved students believe that their rights were abridged at the Departmental and College levels, they may file a request for review with the assistant to the Provost, making clear the substance of the appeal. The assistant to the Provost will consult with the Dean, the Department head, and faculty member in question and make a recommendation regarding the issue: that the original evaluation and decision should stand; or that there appears to have been unfair evaluation or treatment by the instructor. In the latter instance, the assistant to the Provost will suggest that the instructor correct the wrong.

Advanced Placement

1. Students may challenge courses and/or receive advanced placement with credit upon permission from their academic Dean and on certification from the head of the Department which offers the course. Courses may be challenged only once. Courses may not be challenged in which the student has been previously enrolled at the University of Portland.*
2. Credit may be granted for advanced placement for those courses required in the student's major program.*
3. Students who have earned 60 or more semester hours of College credit cannot gain additional credit through the College Level Examination program (CLEP) general tests. They may receive credit for satisfactory scores in specialized subject examinations.

*Forms for requesting approval to challenge courses and for certifying credit are available in the Office of the Registrar, and must be presented to the proper academic Dean before examination is taken.

Probation and Dismissal Due to Poor Scholarship

Any student who earns a semester G.P.A. below 2.00 will be placed on academic probation. Furthermore, the records of those students who withdraw from more than four credit hours during a semester will be reviewed by the Dean. When the academic progress of such a student is judged unsatisfactory, that student will be placed on academic probation.

If at the end of the next regular semester the student is not placed on probation, prior probation is lifted. A student who is placed on probation for two semesters in any twelvemonth period may be dismissed from the University.

In addition, regardless of the number of semesters on probation, a student may be dismissed if, in the opinion of the Dean, the student's academic progress is inadequate to assure successful continuation at the University. Students who have been dismissed from the University for academic reasons may appeal in writing to the Academic Standing Committee for a review of the decision of dismissal and/or for readmission to the University. The letter should be addressed to the assistant to the Provost, who is chair of the Academic Standing Committee. It is only with the approval of this committee that a student, once dismissed, may be readmitted to the University.

Transfer of Credits

The following regulations apply to transfer credits from other universities and Colleges as well as transfers within the University of Portland:

1. Transfer to the University or from one College or School within the University to another may be made only with the approval of the Dean in each area. For students who transfer within the University, courses common in requirements to all Schools and divisions of the University will be accepted in transfer and both credit earned and grade received shall be used in computing the G.P.A. of the student. Other courses may be accepted at the discretion of the Dean and shall be used in computing the G.P.A.
2. If, after enrolling in a degree program at the University of Portland, a student wishes to take a course at another institution and use it toward the degree, prior approval of the student's academic Dean should be obtained. Official transcripts of credits earned in other institutions (high School, College, or university) must come directly from the School to the University of Portland.

Student Classification

For a variety of purposes, students are classified as follows:

1. Students are classified as freshmen if they have earned less than 30 semester hours; as sophomores if they have earned at least 30 semester hours; as juniors if they have earned at least 60 semester hours; as seniors, if they have earned at least 90 semester hours.
2. Special students are those who qualify by maturity and ability to perform satisfactorily at the university level, but who fail to meet the requirements for freshman or advanced standing.
3. Non-matriculated students are those who have been admitted in order to register for credit but who have not been accepted into any degree program at the University. See page 30 of the Bulletin for specific requirements for admission to this student status.

4. Postgraduate students are those who have earned an undergraduate degree and are in a program that leads to a certificate or other non-degree credential.
5. Graduate degree-seeking students are those who have earned a baccalaureate degree and who have been accepted into a program leading to an advanced degree.

Graduation and Degrees

The following regulations apply to graduation and degrees:

1. In order to earn a baccalaureate degree, students must successfully complete at least 120 semester credit hours, and more in most programs. The particular requirements in each College or School are listed under each program in the Bulletin. A minimum of 30 semester hours at the University of Portland is required for a degree. Normally, these 30 semester hours must be those which immediately precede the completion of degree requirements. It is expected that students will complete all of the upper division courses in their major at the University of Portland. However, the Deans of the Schools or Colleges may accept up to 25 percent of the upper-division major course requirements in transfer from other accredited institutions. Students seeking a second baccalaureate degree from the University are required to complete an additional 30 semester hours at the University and fulfill the course requirements of the College or School in which the second degree is sought.
2. In addition to satisfying the above quantitative requirements, students must have a cumulative G.P.A. of at least 2.0 in courses taken at the University of Portland, and a 2.0 average in their major field.
3. The undergraduate and graduate degrees listed elsewhere in the Bulletin are granted by the University through the College of Arts and Sciences and the various Schools. (For master's degree requirements, refer to the Graduate School chapter of the Bulletin.)
4. Eligible candidates for graduation should file an application for degree with the registrar and pay the appropriate fees during the first week of the term in which graduation is expected, but no later than the date specified in the academic calendar.
5. Although a number of administrative and faculty advisors are ready to help students in planning and checking the progress of their degree program, the final responsibility for completing all requirements for a degree rests with the student. If a student has not satisfied all of the requirements, the degree for that student will be withheld pending adequate fulfillment.

Honors at Graduation

Honors at graduation are determined one semester prior to graduation by computing the G.P.A. in all courses (both University of Portland and transfer) applicable toward graduation. Transfer students who have not completed 30 semester hours in residence by one semester prior to graduation will be evaluated at the conclusion of all work. Summer semester graduates are included with the previous spring semester graduates in determining honors at graduation. Honors are based on the following formula: within a given College or School, summa cum laude will be awarded to all students receiving a 4.00 G.P.A.; maxima cum laude to the next 3%; magna cum laude to the next 7%; cum laude to the next 10%.

Last Week of Classes

The Academic Regulations in the University Bulletin direct that “during the week prior to final examination week, no examinations may be given, except in laboratory practica.” Without elaborating further regulations, we would like to appeal to faculty to cooperate with the spirit of the stated regulation. For example, no graded homework assignments, mandatory quizzes, or examinations should be given during the last week of the semester except:

1. In classes where graded homework assignments or quizzes, are routine parts of the instructional process;
2. Classes with laboratories where the final examination will not test the laboratory component. In such a case, the last laboratory session(s) may be used to examine students on that aspect of the course.

Major papers or projects about which the student has had reasonable notice may be called due in the last week of the semester.

Faculty should not solicit student compliance with the establishment of another date and hour for the final exam as a pretext for ignoring the regulation. Taking a “vote” in class to move the examination, for example to the final regularly scheduled class meeting, is inappropriate in itself and creates pressure on dissenting students to cooperate with the accommodation.

It seems unlikely that we can adopt regulations that will please everyone in this regard. Consideration of the problems faced by students who wish to prepare adequately for finals in several courses will go a long way toward alleviating undue complications.

Applicability

Students and University personnel are bound by all published University rules and regulations.

Administrative Withdrawal

The University reserves the right to withhold or terminate the privilege of attending the University when such official action is deemed advisable or necessary in the interest of the student or of the University or both. When such action involves termination of attendance within a semester or session, it shall be termed “Administrative Withdrawal.” An appropriate record shall be kept in the confidential files of the vice President for student services and a notation of such action shall be kept in the student’s file in the Office of the Registrar.

Course Numbers

The number assigned to a course indicates in a general way its academic level. Generally, courses numbered in the one hundreds (1xx) are for freshmen; courses numbered in the two hundreds (2xx) are for sophomores. Courses numbered in the three hundreds (3xx) are upper-division courses for undergraduates only. Four hundred courses (4xx) are principally for upper-division undergraduate students, but a limited number of such courses may be applied toward advanced degrees with the permission of the Department head and the assistant to the Provost. Five hundred courses (5xx) are graduate courses which may be taken for undergraduate credit by advanced students with the permission of the head of the Department in which the course is taught and the Dean of the

Academic Regulations

College. Courses numbered in the seven hundreds (7xx) are reserved for continuing education credit courses ordinarily not acceptable as fulfilling requirements in programs leading to academic degrees. Course numbers in the eight hundreds (8xx) are reserved for noncredit continuing education courses. Course numbers in the nine hundreds (9xx) are reserved for continuing education courses taken for continuing education units (CEUs) only.

Dean's List

The undergraduate Dean's list is compiled at the end of each semester by the Office of the Registrar. To qualify for the Dean's list, such students must complete at least 12 semester hours of credit which count toward their grade point average; receive a grade of C or above in all classes which count toward their grade point average, receive no F or NP grades; and earn a semester G.P.A. of 3.50 or higher. There is no Dean's list in the Graduate School.

Exceptions

Exception to any academic regulation is permitted only for extraordinary reasons, and then only by the Provost.

Student Account Holds

When payment is not made by the due date, the following hold policies apply:

1. A student whose account is past due \$.01-\$24.99 will receive a hold that restricts access to grades, transcripts and diplomas.
2. A student whose account is past due \$25.00 or more will receive a hold that restricts access to grades, transcripts and diplomas, and does not allow changes to current registration or registration for future semesters. Students who owe \$25.00 or more who need to drop a course before the withdrawal deadline must contact the Student Accounts office for approval.
3. The hold will remain on the student account until the balance is paid in full. A student with an account hold is encouraged to contact the Office of Student Accounts.
4. Payments made by personal or electronic check may not release the hold until two weeks after the receipt date. If a hold is released and the payment is subsequently returned unpaid, the University reserves the right to immediately cancel the next semester's registration.
5. Official academic transcripts will be withheld for default on an education debt or failure to repay an education grant overpayment. A single unofficial copy of the academic transcript will be provided in cases involving bankruptcy. Unofficial transcripts will be stamped with the words "UNOFFICIAL" and may note unpaid financial obligations to the University.

Transcripts

A transcript of credit is a complete and faithful copy of the student's university academic record. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, transcripts are issued only upon the written request of the student. Only original, signed, written requests by the student will be accepted. Telephone requests cannot be accepted. Every attempt is made to honor requests within two full working days. As this is not always possible, students should request transcripts well in advance of their

need for them in order to allow time for processing and for mailed transcripts to reach their destination. Official transcripts bear the seal of the University and the signature of the registrar and are sent only to other Colleges, universities, prospective employers, etc. The University will not issue transcripts for anyone with outstanding account balances or obligations. Note: For transcripts from previous educational institutions attended, students must contact each institution directly.

Withdrawal

The student who withdraws at any time during the School year must complete the withdrawal form available from the Office of the Registrar. Failure to do so will result in responsibility for grades submitted by the instructors.

Use of Classrooms

Classrooms and meetings rooms are very limited on campus, and to assure that we make efficient use our facilities, it is important that faculty, staff and students who need to reserve space follow directions for reserving rooms. When using these campus spaces, it is also important to take care that these rooms are maintained and left in good order when a class or meeting is finished. Cooperating in the usage of campus facilities assures everyone of having the opportunity to schedule necessary space for classes and meetings, and also being assured that when using the space, it will be in good order.

1. Procedure for Scheduling Rooms for Courses and Meetings
 - a. In scheduling individual requests for specific classrooms for courses, faculty must submit these requests at the time of scheduling the course. Configuration of the room, available technology, and size of class enrollments are the main factors in assigning classrooms.
 - b. Requests for classroom changes should be directed to classrooms @up.edu. Requests to this email will be responded to as soon as possible.
 - c. To request an additional classroom for a not regularly schedule class (i.e. lab meeting, review session) please make the request through EMS. The EMS calendar shows which rooms on campus are available, and allows others to see what events are being planned.
2. Care of Classrooms and Meeting Rooms

Because classroom space is limited, it is imperative that in using these rooms care is taken to:

 - a. End your class or event on time so that others scheduled to use the room next will find it available.
 - b. See to it that the room is left in good order: chalk boards are erased, chairs in their original configuration (not in groupings or stacked on the side) and, maps and charts are not left in the center of the room.
 - c. Do not move furniture from one room to another.
3. Other Requests for Rooms
 - a. All other meeting spaces are scheduled through EMS. The Corrado Room and Holy Cross Lounge in Franz Hall are not ordinarily scheduled for meetings. The Corrado Room is designated as the Faculty Library, and is reserved as a quiet space for faculty. When using these meeting rooms, your cooperation is asked in returning them to their original configurations and not moving furniture in an out

of these rooms. Window treatments are provided to make these rooms comfortable and raising blinds and opening windows have serious ramifications with heating and air conditioning.

Approved by the Officers of the University, December 10, 2007

Course Evaluation Process

All courses must be evaluated.

1. An online course evaluation program is provided to facilitate the distribution of surveys to students for aggregation and disaggregation of the data for supervisor and faculty review.
2. Ordinarily, course evaluation surveys are completed during the last two weeks before final examinations.
3. Faculty cannot have access to reports from the system until after grades are posted.

Other Policies and Practices

Academic Calendar

Current Academic Calendar issued by the Registrar can be found at:

<http://www.up.edu/registrar/default.aspx?cid=5691&pid=903>

Arthur Butine Faculty Development Fund

The Arthur Butine Faculty Development Fund was established in 1993 for the purpose of furthering academic endeavors among the faculty. The fund is supported by the income generated from an endowment set aside specifically for grants and awards to faculty. The fund is administered by the Academic Senate Committee on Teaching and Scholarship.

The general spirit of the fund is to promote faculty excellence in academic and professional endeavors that benefit the University of Portland. The majority of the funds are distributed during the fall semester as Butine Grants. One eighth of the total funds are distributed as Butine Supplemental grants during the spring semester.

The purpose of the faculty development fund is to promote academic excellence among the faculty. Faculty development involves encouraging and enabling faculty to pursue activities related to teaching and learning, professional development, and basic and applied scholarly endeavors. Such activities are intended to have a significant and direct impact on the career of the faculty and, in turn, advance the academic mission of the institution. It is recognized that as faculty members enter various career stages, their interests and priorities may cause them to widen the range and scope of their work. Butine funds attempt to make career stage specific awards available at appropriate professional junctures for maximum effectiveness and to foster special developmental opportunities. Butine funds are not intended support faculty as they carry out the more routine or expected aspects of their roles or are they not intended to be the sole source of support for faculty development over the lifespan of a faculty career.

Consensual Relationship Policy

Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the University of Portland prohibits any faculty or staff employee from engaging in a romantic and/or sexual relationship with any undergraduate or graduate student currently enrolled at the University of Portland. Exceptions to this prohibition will be considered on a limited, case-by-case basis by the Office of the Provost, or the Director of Human Resources who will bring the issue to the attention of the appropriate Officer(s) of the University of Portland.

Likewise, because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the University of Portland prohibits any member of the University community from engaging in a romantic and/or sexual relationship with any other member of the University community whom that person supervises or evaluates in any way.

Exceptions to this prohibition will be considered on a limited, case-by-case basis by the Office of the Provost, or the Director of Human Resources who will bring the issue to the attention of the appropriate Officer(s) of the University of Portland.

In keeping with the University of Portland philosophy and mission, if charges of sexual harassment are made, the existence of a consensual relationship, in any of the contexts stated above, shall not be a defense in any proceedings brought by the Office of Residence Life, the Office of the Provost, or the Director of Human Resources as a result of alleged violations of the University of Portland's Sexual Harassment Policy.

Check Cashing Procedures

An automatic teller machine (ATM) is located in the Pilot House lobby and provides extended hours of access while the building is open. Employees are encouraged to use this automated banking system. The Cashier's Office will cash checks for employees of the University of Portland within these parameters:

- Checks cannot exceed \$50.00.
- No second-party checks will be accepted.
- Identification is required. Employee's ID or a driver's license is sufficient.
- There will be a \$20.00 charge for any check returned by the bank for any reason.
- An employee will lose his or her check cashing privileges for 180 days if two returned checks are received from the bank.

The Cashier's Office is located in Suite 130, Waldschmidt Hall and is available from 8:30 a.m. to 3:30 p.m., Monday through Friday, except holidays.

Travel Expenditures and Advances

A University-wide travel policy was adopted in 1992, governing how travel expenses involving University funds are conducted. The full text of this policy is available from the Controller's Office located in Suite 300, Waldschmidt Hall. A few main points are these:

- Two travel agencies have been designated as "approved agencies" for University business. Invoices from these agencies are the only ones recognized for Departmental charges.
- All travel must be approved by the Dean or Departmental head. A travel advance equal to estimated out-of-pocket costs may be requested and obtained from the controller's office once travel has been approved. After a trip has been completed, an Expense Voucher must be completed, approved, and submitted to the controller's office for reimbursement or to offset the earlier advance.

Equal Opportunity and Nondiscrimination Policy

The University of Portland does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, or any other basis protected by federal, state, or local law in its educational programs, admissions policies, scholarship and loan programs, athletic and other School-administered programs or in employment.

The designated coordination point for University compliance with Section 504 of the Rehabilitation Act of 1973 and for ADA is the Executive Vice President, in coordination with the University Health Center, Human Resources, and the Office for University Events.

Statement on Inclusion

At the University of Portland, a Catholic University guided by the Congregation of Holy Cross, all dimensions of our communal life teaching and learning, faith and formation, and service and leadership are informed and transformed by prayer, scripture, and the Christian tradition. Our belief in the inherent dignity of each person is founded upon the social teaching of the Catholic Church. At the center of that teaching is the fundamental mandate that every person, regardless of race, color, religion, gender, sexual orientation, social or economic class, age, or disability shall be treated with respect and dignity.

Moreover, we seek to create and sustain an inclusive environment where all people are welcomed as children of God and valued as full members of our community. We condemn harassment of every kind, and assert that no one in our community should be subject to physical or verbal harassment or abuse. Further, no one shall be denied access to programs, services, and activities for any unlawful reason. We provide all who live, learn, and work at the University the opportunity to actively participate in a vibrant, diverse, intellectual community that offers a broad range of ideas and perspectives, so that we may all learn from one another.

This statement was adopted by the Board of Regents on May 13, 2011

Payroll Procedures

All new employees must report to the Payroll Office in Waldschmidt Hall 110 to complete a W4 and other necessary payroll forms. Any changes in withholding status must be reported to the Payroll Office. Payday for monthly salaried employees is the last working day of each month. Hourly employees are paid on the 5th and 20th of each month. Checks are sent to the respective offices through campus mail. Direct deposit is available.

Policies & Disclosures

As required by the Higher Education Opportunity Act 2008, the University of Portland provides a variety of information to the campus community and prospective students. Links to these policies and reports and to the offices that provide them are included on the Policy & Disclosures website.

<http://www.up.edu/services/default.aspx?cid=9441>

Policies on Sales and Solicitation

1. University policies and procedures which apply to sales and solicitation for student organizations and University Departments:
2. "Sales" are defined as any effort to ask for support, donation or contributions of money, goods or services. "Solicitation" is defined as any effort to ask for support, donations or contributions of money, goods or services.
3. Sales are permitted only from behind tables in locations designated by and reserved through the Office of Student Activities. Door to door sales and/or solicitation are expressly prohibited in residence halls and academic/administrative buildings.
4. A member of the sponsoring organization or University Department must be present at the sale and/or solicitation site at all times. Members of student organizations and University Departments directing or participating in the sale must be currently registered for classes or employed by the University.

5. Authorization and/or sponsorship of such sales or solicitation is not an endorsement by the University, which cannot vouch for, guarantee or otherwise be held responsible for goods or services sold under the provisions of this policy.

Procedure

1. It is the responsibility of the Office of Student Activities to implement this policy.
2. Off-campus individuals or groups may not sell or solicit on campus unless sponsored by a University Department or recognized student organization. Exceptions may be made for charitable groups.
3. Locations for selling are Buckley Center Lobby (to the side of the Art Gallery), the Pilot House Lobby, the Commons Lobby, and the lower level lobby in Franz Hall. Locations must be scheduled in advance in the Office of Student Activities, and will be assigned on a space available basis. Should the sale be judged inappropriate by the Office of Student activities, the request will be denied.
4. Locations for, and the appropriateness of, solicitations will be decided by the Office of Student Activities.
5. Final Office of Student Activities approval of sales and/or solicitation locations is contingent upon the approval of the appropriate building managers.
6. The sponsoring Department/organization must earn a minimum of \$5vs.10% of the gross sales, whichever is greater. The sponsoring Department/organization may negotiate a larger fee or percentage at its own discretion.

For further information contact the Office of Student Activities, St. Mary's Student Center at 503.943.7470.

Purchasing

The University of Portland Purchasing Card program is designed to make the purchasing process both convenient and well-controlled. On this page you will find information about how to obtain and use your purchasing card. Cardholders are responsible to know and adhere to the policies outlined in the [Purchasing Card Handbook](#). Please review this information carefully.

Contracts with Vendors, Agencies, Etc.

Only an officer of the University as defined in the University By-Laws can sign a contract obligating the University.

Roster Reconciliation

Faculty are required to submit attendance reports to the Registrar's Office several times during the semester. These reports should be send to roster@up.edu. For each class the faculty member teaches they should indicate who is attending but not listed on the roster and who is listed on the roster but not attending. Roster reports are due three times during the semester. The deadlines for these reports can be found at: <http://www.up.edu/registrar/default.aspx?cid=9274&pid=902>. This procedure is necessary in order to comply with federal regulations related to Financial Aid.

Sexual Harassment Policy

Title VII, Section 703 of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act) state that employees and students must be

provided an environment free from any harassment based upon their race, color, religion, sex, age, marital status, national origins, or handicaps. Sexual harassment undermines the University of Portland's mission of teaching, faith, and service.

Based upon the Equal Employment Opportunity Commission's guidelines, the University defines sexual harassment as follows:

Unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile, or offensive work or learning environment.

It is the policy of the University to provide a campus environment free from acts of sexual harassment. Any act of sexual harassment is prohibited at the University and is subject to disciplinary action by the University.

Subpoena Protocol

1. Most Common Types of Subpoenas
 - a. For Employment Records
 - b. For Student Education Records
 - c. For Health Center Records
2. Key Legal Rules Concerning Disclosing Information in Response to a Subpoena
 - a. Employment records can generally be disclosed in response to a validly issued subpoena. If particularly sensitive information would be disclosed in responding, it is wise to consider asking the issuing attorney if it is possible to obtain an authorization from the employee or former employee to release the records.
 - b. Records that have personally identifying information directly related to a student are usually education records. Under the Family Educational Rights and Privacy Act (FERPA), the University may provide education records in response to a valid subpoena (or a court order) so long as the University first notifies the student of its intent to comply with the subpoena. There is an exception to this notification requirement when the subpoena is for a law enforcement purpose and the subpoena indicates that its existence and contents are not to be disclosed to the student.
 - c. Health records may be provided when the attorney for the party issuing a subpoena requesting production of individually identifiable health information serves a protective order or an affidavit demonstrating that: (1) the party has made a good-faith attempt to provide written notice to the individual or the individual's attorney that the individual or the attorney had 14 days from the date of the notice to object to the subpoena; (2) the notice included the proposed subpoena and sufficient information about the litigation in which the individually identifiable health information was being requested to permit the individual or the individual's attorney to object; (3) the individual did not object within the 14 days or, if objections were made, they were resolved and the information being sought is consistent with the solution. The party issuing a subpoena must also certify that he or she will, promptly upon request, permit the patient or the patient's representative to inspect and copy the records received. Health records may also be provided

- when the subpoena is accompanied by an authorization to release protected health information.
3. Common Issues Involving Subpoenas
 - a. Scope of Requested Information. Many subpoenas have very broad descriptions about the information sought. Often the issuer is seeking less information than the language would suggest, however. Discussing the scope with the issuer often a paralegal or lawyer may lead to a simpler and less onerous response. If a party does not narrow an overly broad subpoena, the University may in some instances submit a formal objection to the issuer.
 - b. Validity. Although many subpoenas are valid, some issuers do not pay careful attention to the rules for issuing a subpoena. Providing records in response to an invalid subpoena could result in exposure to a claim of invasion of privacy.
 - c. Timing. Some subpoenas have a short time frame in which to respond. This can create problems in ensuring that the University is complying with its obligations, for example, its obligation to notify students. A short time frame may also create difficulty in complying with the terms of the subpoena. If the issuer does not provide adequate time to respond, this can be a basis for an objection.
 - d. Privileges. Oregon has a variety of privileges that make certain information confidential. Privileges exist, for example, for some communications between attorneys and clients, physicians and nurses and patients, and counselors and clients. When records reflecting these communications are responsive to a subpoena, the University must evaluate whether the records should be withheld.
 4. Preference for Authorizations
 - a. It is often possible to obtain an authorization from a student, former student, employee, or former employee that eliminates any risk in complying with a subpoena. Obtaining an authorization is also consistent with the University's goal of being forthright with members of the University community and ensuring that they understand their rights. When a subpoena requests health records, the University prefers to obtain an authorization to release records from the individual whose records are sought.

5. Protocol
 - a. The University has determined that it should have a standard protocol for responding to subpoenas. This allows a key point of contact for subpoenas to ensure that the issues described here are evaluated.
 - b. Any staff member who receives a subpoena must immediately provide it to the President's Delegate(s) for Legal Affairs, currently the Executive Assistant to the President. Delay in providing the subpoena to the Delegate can compromise the University's ability to comply with its obligations.
 - c. The Delegate for Legal Affairs will review the subpoena and determine (1) whether to notify the University's attorneys because of any concerns about the subpoena, (2) whether to discuss the subpoena with any attorney involved in the proceeding to address scope or whether obtaining an authorization is possible, (3) whether there are privileges at issue that require information to be withheld from the response, and (4) whether the subpoena requests information from the Health Center.
 - d. If a subpoena requests information from the Health Center, the Delegate for Legal Affairs will notify the Director of the Health Center. The University will request an authorization to release health information unless there is a specific reason not to. If the issuing party or the individual whose health records are subject to the subpoena objects to providing an authorization or is unable to arrange for providing one, the University will evaluate whether it must comply with the subpoena and what steps to take to ensure compliance with all applicable laws.
 - e. If the Director of the Health Center or designee receives a subpoena, the Director will notify the Delegate for Legal Affairs and will provide the Delegate with a copy of the subpoena. The Delegate will make the evaluation described in V.B (1)-(2) above. The Director of the Health Center or designee will then make an evaluation of whether there are privileges at issue that require information to be withheld from the response. The Director will consult with the Delegate for Legal Affairs if the Director has concerns related to the issues set forth in V.B (3).

Approved by Officers of the University
August 9, 2010

Syllabus Requirements

In keeping with the University's commitment to the best pedagogical and assessment practices, all syllabi for courses must indicate the following:

1. Course Purpose
2. Office Hours
3. Learning Objectives
4. Schedule of Classes
5. Methods/Activities
6. Evaluation Tools
7. Performance Criteria
8. Grading Standards or Descriptors
9. Method of Determining Final Grade and Final Grade Descriptors Referenced in the Bulletin and Faculty Handbook

All syllabi must include the following statements on academic integrity, assessment disclosure, disability, and the availability of the University's Learning Resource Center

University Policies and Resources

University of Portland's Code of Academic Integrity

Academic integrity is openness and honesty in all scholarly endeavors. The University of Portland is a scholarly community dedicated to the discovery, investigation, and dissemination of truth, and to the development of the whole person. Membership in this community is a privilege, requiring each person to practice academic integrity at its highest level, while expecting and promoting the same in others. Breaches of academic integrity will not be tolerated and will be addressed by the community with all due gravity.

Assessment Disclosure Statement

Student work products for this course may be used by the University for educational quality assurance purposes.

Disabilities Statement

If you have a disability and require an accommodation to fully participate in this class, contact the Office for Students with Disabilities (OSWD), located in the University Health Center (503-943-7134), as soon as possible. If you have an OSWD Accommodation Plan, you should make an appointment to meet with me to discuss your accommodations. Also, you should meet with me if you wish to discuss emergency medical information or special arrangements in case the building must be evacuated.

The Learning Resource Center

The Learning Resource Center, located in Franz 120, houses the Writing Center, Math Resource Lab, Speech Resource Center, and the International Language Lab.

Writing. Go to www.up.edu/lrc/writing. You will need to register as a user the first time you go there. If you cannot make any of the posted office hours, you can arrange an appointment by emailing writing@up.edu.

Math. Math assistants are available on a walk-in basis. Please go to www.up.edu/lrc/math for a current schedule of hours math assistants are available.

Speech. Speech assistants are available to help with public presentations on a walk-in basis. Please go to www.up.edu/lrc/speech for a current schedule of hours speech assistants are available.

Group Process. Group process tutors are available on a walk-in basis. Please go to www.up.edu/lrc/groupprocess for a current schedule of hours group process assistants are available.

International Languages. Go to www.up.edu/lrc/languages/signup. You will need to register as a user the first time you go there.

The Learning Assistance Counselor. He or she teaches learning strategies and skills that enable students to become more successful in their studies and future professions. The Counselor provides strategies to assist students with reading and comprehension, note-taking and study, time management, test-taking, and learning and remembering.

Requirements for Syllabi of University Core Courses

In addition to discipline-specific goals and objectives, syllabi for all core courses are to contain clear statements of the:

1. Core question(s) to be addressed in the class
2. Intended core goals(s)

3. Core skill(s), including performance objectives and means of assessment

Title IX Coordinator

The Title IX Coordinator for the University is Bryn Sopko, Associate VP for Human Resources. Dr. Matthew Baasten, Associate Provost, is the Deputy Title IX Coordinator for faculty members. Contact information is:

Bryn Sopko, Associate VP of Human Resources

501 Waldschmidt Hall

MSC 168

(503)943-8987

sopko@up.edu

Dr. Matthew Baasten, Associate Provost, Graduate School Dean, Associate Professor

Graduate School

MSC 177

(503)943-7160

All inquiries concerning the applications of Title IX and its implementing regulations may be referred to the University's Title IX Coordinator or to the Office for Civil Rights (OCR).

University Awards

Christus Magister

The name of the award is taken from the Latin title of the University's Chapel, Christ the Teacher. The award is bestowed on those persons who have given witness in their own lives to the elements of the mission of the University: teaching, faith, and service. The award consists of a bronze medallion of the University's crest surround by the words: The University of Portland, Christus Magister Award. The year and the name of the recipient are engraved on the reverse side of the medal. The President has designated this award as the University's highest honor and is presented at Commencement.

University Faculty Awards

Culligan Award

The James Culligan Award, established in 1953 is presented annually to a member of the faculty in recognition of distinguished service inside the classroom and in the larger University community. Winners of the Culligan Award wear the medal with their academic regalia, as a sign of the University's highest faculty honor.

Faculty Award for Outstanding Teaching

This award is presented annually by the University's Committee on Teaching and Scholarship to a faculty member who is a particular exemplar of the University's commitment to superb teaching. The requirements of the award are "commitment to students and their learning, the creation of instructional settings and their learning, the creation of instructional settings that engage students, a deep understanding of the subject and effective ways to teach it, critical and systematic thinking and practice of teaching, and wide respect for the teacher as expert and resource for other professors."

Faculty Award for Outstanding Scholarship

This award is presented annually by the University's Committee on Teaching and Scholarship to a faculty member who presents unusually significant and meritorious achievement in professional scholarship during the past two academic years, and whose work substantively enhances the effectiveness of his or her classroom teaching.

Deans' Award for Faculty Leadership

This award is selected annually by the University's Deans to a tenured faculty member who exemplifies, in an extraordinary way, the qualities of teaching and scholarship described in the University's Academic Administration Manual for appointment, advancement in rank, and tenure. Over the course of his or her career at the University, this faculty member has also made significant contributions to the professional development of his or her colleagues and to the advancement of the University.

The Alexander Christie Award (25 Years of Recognition)

The award has been named for Archbishop Alexander Christie, the founder of the University. This award, consisting of a crystal bowl and a pedestal marked with the name of the award, the recipient and the year in which the award was given, has been inaugurated in order to offer a symbol of the University's appreciation and admiration to those who have made such a significant contribution to its mission.

University Honorary Doctorates

The University of Portland annually awards honorary doctorates to selected men and women it deems particular exemplars of the central tenets of its mission – teaching and learning, spiritual exploration and commitment, and service to the community as prayer in action. By choosing to honor men and women of proven and admirable creativity and accomplishment in the arts, sciences, government, law, religion, education, health care, engineering, business, and the non-profit sector, the University wishes to not only applaud substantive achievement, but to present to its graduates inarguable examples of the University's mission taken to heart over the course of a lifetime.

The awarding of honorary doctorates, a tradition that harks back a thousand years to the first great universities in Europe, is not only a way for the University to offer a final lesson in creative service to its graduates, on their final day on The Bluff. It also provides the University a welcome chance to bring men and women of sterling accomplishment into direct personal contact with faculty, staff, students, alumni, and regents, and to offer our annual guests a chance to discover one of the finest small Catholic universities in America.

University Professorships and Endowed Chairs

Tyson Distinguished Professorships

The Tyson Distinguished Professorships, established in 2003 to honor former University President Rev. David T. Tyson, C.S.C., recognize and reward a career of teaching, scholarship, and service to the University. A Tyson Distinguished Professor is a tenured member of the faculty who has held the rank of full professor for at least ten years. A Tyson Distinguished Professor is appointed for five years and receives a cash stipend each year of the term. Candidates are nominated by the Deans and recommended to the President by the Provost.

Dr. Arthur A. Schulte, Jr. Distinguished Professorship

The Dr. Arthur A. Schulte, Jr. Distinguished Professorship was established to honor Dr. Arthur A. Schulte, Jr. for his many years of teaching and service as a faculty member, a Dean, an officer of the University and twice as Interim President of the University. This professorship has been designed to recognize a senior faculty who has outstanding records of teaching, scholarship and service, and who has generously served students, colleagues, and University administration. The Schulte Professorship is appointed for five years and receives a cash stipend each year of the term. Candidates are nominated by the Dean of the Pamplin School of Business and recommended to the President by the Provost.

David Sutherland Professorship in Drama

The David Sutherland Professorship in Drama was established in 2005 to support the Department of Performing and Fine Arts in an effort to attract accomplished professionals to enhance the quality and visibility of the University Drama Department. The Sutherland Professorship is an appointment for five years and receives a cash stipend each year of the term. Candidates are nominated by the Performing and Fine Arts Department and the Dean of the College of Arts and Sciences to the President by the Provost.

E. John Rumpakis Professorship in Hellenic Studies

The E. John Rumpakis Professorship in Hellenic Studies was established in 2012 to promote the study of the influence of Greek culture on western civilization. The holder of the chair is appointed by the Dean for a three-year term, subject to review, upon the recommendation of a selection committee, appointed by the Dean and selected from faculty in the humanities.

Margaret M. and Vincent P. Aquino Professorship in Engineering

This professorship is in loving memory of Vincent Aquino's parents, Margaret M and Vincent P. Aquino. The endowment provides income which will provide the Dean of the School of Engineering the opportunity to apply these resources to a professorship position in the Donald P. Shiley School of Engineering. This fund will support a faculty member in the School of Engineering who is dedicated to full-time teaching of undergraduate students.

Rev. John Molter, C.S.C., Chair in Science

Endowed Chair established in 1991.

Franz Chair in Entrepreneurship

Endowed Chair established in 1998.

Sweo Chair in Engineering

Endowed Chair established in 1993.

Ed Sweo, an independent inventor and business consultant, graduated from the University with honors in 1956. He founded two engineering companies and was President of another. The Endowed Chair in Engineering was established through the couple's generosity.

McNerney-Hanson Chair in Ethics

The McNerney-Hanson Endowed Chair in Ethics was created with a gift from two alumni in honor of their mothers during the University's centennial campaign. The Chair represents the commitment of this Catholic university to ethical reasoning, social justice, and the development of character.

General Services

Admissions

Admission is highly competitive. The University actively seeks to enroll an exceptionally distinguished student body from among its broadly diverse and richly talented applicant pool.

A minimum of 14 units in academic subjects is necessary for admission to the University. Course work in the following areas is strongly suggested: English composition, mathematics, social studies, science, and foreign language. To prepare for some majors, a more intensive background in certain academic areas is recommended.

Variations from the recommended program will be considered by the University, depending on the student's promise of academic success as judged by the quality of the overall record.

The University encourages applicants to visit the campus and to meet an admissions counselor, the Dean of the College or School they wish to enter, some members of the faculty, and some of the students.

Admissions Office

Jason McDonald, Dean

Waldschmidt Hall, Suite 200

503. 943.7147; TTY 943.7152

8 a.m.–5 p.m., Mon.–Fri.

The Admissions Office:

1. Provides information to prospective students via high School visits and College fairs
2. Conducts on-campus visitation programs
3. Meets individually with students who want to learn more about the University of Portland

Alumni Relations

Craig Swinyard, Ph.D., Director

Alumni House, 6625 N. Portsmouth Ave.

503. 943.7328

<http://alumni.up.edu>

8:30 a.m.–4:30 p.m., Mon.–Fri.

Alumni Relations maintains contact with alumni in all fifty states and Guam, as well as in countries around the world. The program and services provided by the Office of Alumni Relations are intended to enable students and alumni to maintain a lifelong connection to each other and to the University. From the moment freshmen and transfers and graduate students arrive on campus, they are members of the University of Portland family and are entitled to the same benefits and privileges as those extended to alumni.

Programs and services provided to current students include:

1. An annual etiquette dinner in the fall semester where students and alumni learn how to conduct themselves in a professional manner while doing business
2. UP Alumni Linked In connects students with alumni in various professional fields and provides opportunities for informational interviews, career advice and getting an early look at life after graduation

Faculty Information

3. The Student Alumni Association (SAA), which provides twice-a-year benefits for students while also encouraging interaction between students, alumni, faculty, and staff through activities and events
4. Bimonthly networking opportunities where students can meet with young alumni and learn about various topics in the business world
5. Financial aid through the National Alumni Board Scholarship

Athletics

Scott Leykam, Director

Chiles Center

503. 943.7117

<http://www.portlandpilots.com>

8:30 a.m.–5 p.m., Monday-Friday

Through the Department of Athletics, students are offered a number of participation opportunities at both the highest level of national competition, as well as at a recreational level within the campus community.

Competitive sport and recreational opportunities include:

Fifteen intercollegiate sports for both men and women, all at the NCAA Division 1 level in the West Coast Conference;

An extensive intramural program;

Recreation programs for students, faculty and staff, including activities such as aerobics, yoga, martial arts, skiing and whitewater rafting

Ongoing exercise programs for the campus community

Tennis facilities, playing fields, exercise equipment, a pool, a gym, and an aerobics room on campus.

For more information about exercise programs, intramurals and other recreational activities, see the section on Recreational Sports/Intramurals/Outdoor Program in this chapter. For more information on hours for facilities, including information about the Louisiana Pacific Tennis Center, check the chapter on General Information in the Student Handbook. For information on student-run sports clubs, see the Office of Student Activities.

Archives and Artifacts

Basement of Shipstad Hall

503. 943.7178.

Monday through Friday, from 8 a.m. to 4 p.m.

Archives and Artifacts encompass the University's Archives and Museum. The Archives houses collections of historical documents, publications, and photographs relating to the history of the University. The Archives are open to researchers

The Museum houses a display of photos and objects connected with the history and development of the University. Students and faculty are encouraged to visit the museum.

Bookstore

Erin Bright, Manager

Pilot House

503. 943.7125

bksuportland@bnCollege.com

The UP campus bookstore is run by Barnes & Noble College Bookstores. Available here are:

1. New and used textbooks
2. Supplemental reading materials and study guides
3. National campus bestsellers and popular paperbacks
4. Titles by campus authors
5. Special book orders
6. Office and School supplies
7. Apparel and gifts and greeting cards
8. Candy and convenience items
9. UP logo merchandise

The bookstore also hosts book signing events throughout the year.

For bookstore hours, see “Hours for Facilities” in the chapter on General Information in the Student Handbook.

Career Services

Amy Cavanaugh, Director

Orrico Hall, lower level

503. 943.7201

career@up.edu

<http://www.up.edu/career>

8:30 a.m.–4:30 p.m., Mon.–Fri.

evening hours by appointment

Career Services assists students in all aspects of career development, from helping identify and choose major fields of study, planning and developing careers, to applying effective job search skills for finding internships, summer jobs, and fulltime employment.

Professional staff are readily available for one-to-one sessions or workshops to guide you at every stage of your College and career preparation.

Freshman through seniors and alumni are encouraged to visit and use the progressive facility for:

1. Individual career counseling and job search assistance
2. Guidance in choosing a major
3. Resources including career information and directories, computers, copier, scanner, fax, phone for career search, extensive career library
4. Workshops on various topics including resume writing, job searching, choosing a major, interviewing, and career transition
5. On-campus recruiting and job fairs
6. Electronic job postings, internship and summer job information
7. Contact with corporations and alumni for informational interviews

Campus Ministry

Rev. Mark DeMott, C.S.C., Director

Pilot House

503. 943.7131. Toll free (800) 227.4568, ext. 7131.

<http://www.up.edu/campusministry>

The Office of Campus Ministry works in support of the University's mission to educate the whole person, to concern itself with issues of justice and ethics, and to serve God and neighbor. The University of Portland is a Catholic university, and campus ministry, as an institutional Catholic presence, witnesses to the University's mission in all areas of campus life. It does not minister exclusively to the Catholic community but offers a variety of activities open to all members of the University.

Programs

1. Each year campus ministry offers to the University community a variety of retreat experiences. The Encounter retreat is almost entirely planned and given by students themselves. Other retreats are organized with special groups in mind (e.g., seniors or freshmen). Faculty and staff from the University are invited to participate in the retreats.
2. Campus ministry provides sacramental preparation for those preparing for marriage. The Rite of Christian Initiation for Adults and preparation for the sacrament of confirmation are also offered.
3. The campus ministry staff assists with the organization and guidance of interdenominational Bible study groups on campus. They also provide resources to the University community for prayer, meditation, and study groups.
4. Campus ministry collaborates closely with the Office of Volunteer Services because of the intimate connection between faith and service to those who are most in need. It also supports other University efforts to sensitize the community to the plight of the poor.
5. Campus ministry collaborates with the Office of Residence Life through its Pastoral Residents Program, which places committed Christian adults (usually Holy Cross priests and brothers) in residence in student residence halls. Pastoral residents are available to students for spiritual direction and pastoral counseling; they also are a resource for hall staffs. Campus ministry assists in the celebration of hall Masses on week nights. Campus ministry also maintains a conveniently located office in the student lounge area of the Pilot House.

Chapel of Christ the Teacher

The principal center of activity for campus ministry is the Chapel of Christ the Teacher. The director of campus ministry and the associate directors have offices in the chapel building and in the Pilot House.

The primary activity in the chapel is worship. It is open and available for prayer and meditation to all members of the University community every day of the year. Each Sunday the Catholic Eucharist is celebrated at 10:30 a.m. and 9 p.m. In addition, Mass is celebrated every weekday at noon. The life of prayer and worship is at the heart of what campus ministry contributes to the University and much time and energy is invested in it. Students, faculty, and staff are encouraged to participate in the Mass as musicians, singers, readers, and Eucharistic ministers as well as to help plan other prayer and worship activities that take place in the chapel. During the special seasons of the Church's year (for

example, Advent, Lent, and Easter) appropriate liturgical services are planned to enhance their observance.

Dining Facilities

Faculty have a number of dining options on campus: the faculty and staff dining room, the Cove grill, The Anchor, or the Bauccio Commons dining hall.

The faculty and staff dining room, located in Bauccio Commons, serves buffet-style food. Prices are reasonable, though it is cash only. The atmosphere is restaurant-like, with servers, tablecloths and changing menus. Lunch includes salad and sandwich bar, hot entrees and side dishes, soup, and dessert choices. Go early and get a table with a view of the Willamette River.

1. The Cove is a fast-food style grill located in the Pilot House. It includes a variety of “grab and go” items, from soups, salads, wraps, and deli sandwiches to hamburgers and other hot sandwiches. The Cove also offers snack foods, frozen yogurt, fresh fruit, cookies and fruit smoothies. Eat in or take your food back to your office. A full hot breakfast menu is available in the mornings, as are bagels and doughnuts. A coffee bar, serving a full selection of espresso and other specialty coffee drinks, is also located in the Cove.
2. Bauccio Commons is the main student dining hall but is visited by all members of the community. It offers breakfast, lunch, and dinner. Its food-station format offers a wide variety of choices, including pizza, pasta, a selection of daily hot entrees, a salad bar, soup, and made to order sandwiches. There are also a variety of espresso drinks, smoothies, and snacks.
3. In the basement of Franz Hall, there is a coffee cart, or go to The Anchor, located in Haggerty Hall, to purchase grilled Panini’s, sandwiches, salads, and a variety of drinks, including espresso.

For specific hours and additional information, go to www.cafebonappetit.com/up.

Division of Student Affairs

Rev. Gerard J. Olinger, C.S.C., JD, Vice President for Student Affairs

Rev. John Donato, C.S.C., Ed.D., Associate Vice President for Student Development

Waldschmidt Hall Suite 216

Phone: (503) 943-8532

Fax: (503) 943-7401

<http://www.up.edu/studentaffairs/>

The Division of Student Affairs is charged with developing and maintaining a quality of student life consistent with the University’s mission and Catholic identity. The division is committed to the development and formation of the whole person in a safe environment that allows students to challenge their intellect, develop their character, provide service, maintain healthy minds and bodies, and deepen their faith. Student Affairs builds community where the dignity of each person is respected and where our students learn from interactions with the University community and the larger world.

Financial Aid

Janet Turner, Director

Telephone: 503 943-7311; toll free: (800) 227-4568;

finaid@up.edu.

The University wishes to help students and their families secure the financial resources necessary to pay the cost of baccalaureate education. To meet this goal, financial - assistance of more than \$85 million in scholarships, loans, grants, and work is provided annually. Detailed information covering eligibility, financial aid programs, application procedures and tuition payment options are contained in the University's undergraduate or graduate Financial Aid Handbook, available online at www.up.edu in Financial Aid section under "Forms & Links," or by contacting the Office of Financial Aid,

Franz Center for Leadership, Entrepreneurship and Innovation

Robin Anderson, Franz Chair in Entrepreneurship, Executive Director

Peter Rachor, Director for Entrepreneurship and Innovation

Pete Rooks, Director for Leadership

Buckley Center, Room 216

8:30 a.m.- 4:30 p.m., Mon-Fri

up.edu/cfe

Vision

The Franz Center collaborates with faculty and staff campus wide, to support all University of Portland students in the development of leadership, entrepreneurship, and innovation skills, knowledge and mindsets. Exemplary programs are created with strategic partners in the region and around the world.

Leadership

The Franz Center emphasizes the development of core leadership competencies for all students and prepares students to practice values infused leadership. The annual Leadership Lecture Series, Leader Certificate Program, and Faith-Based Leader Program are administered by the Franz Center.

Entrepreneurship

Entrepreneurship at the University of Portland combines experiential learning opportunities with a values-based education that emphasizes integrity, opportunity recognition, risk-taking and hard work. The Franz Center facilitates connections among students, alumni, faculty and industry practitioners that enable powerful collaboration and real-world results. Entrepreneurship events and programs administered by the Franz Center include the \$100K Challenge Venture Competition, annual Bauccio Lecture in Entrepreneurship, and Entrepreneur Scholars Program.

Innovation

Successful innovators are creative, passionate, strategic, and action-oriented. The Franz Center provides co- and extracurricular experiences that equip students, faculty and staff with the skills necessary to make their ideas reality, administers an Innovation Lab, and coordinates the Dean's Innovation Challenge for business and engineering students.

Garaventa Center for Catholic Intellectual Life and American Culture

Karen Eifler, Ph.D and Fr. Charlie Gordon CSC, Ph.D., Co-Directors

Franz 330

eifler@up.edu (503-943-8014); gordon@up.edu (503-943-8512)

wordpress.up.edu/garaventa

The Garaventa Center for Catholic Intellectual Life and American Culture was dedicated in June 2005 with a gift from the Garaventa family of Concord, California. The Garaventa Center explores and deploys the fruits of faith, reason and imagination that constitute the Catholic intellectual tradition to illuminate and enliven something that is implicit but often unregarded: the working of grace in human communities. The Center strives to ensure that the resources of the Catholic intellectual tradition, particularly as it is lived in the Congregation of Holy Cross, are made available to constituencies at the University of Portland and beyond, collaborating avidly with students, faculty and staff to discover and develop exciting ways to engage with the intellectual dimension of the university's Holy Cross Mission. Contact us for information on or help with:

1. exhibits
2. performances and films
3. inter-disciplinary dialogues
4. lectures

Graduate School

Matthew Baasten, Associate Provost, Graduate School Dean, Associate Professor

Waldschmidt Hall, Room 332

503. 943.7107

<http://www.up.edu/graduate>

8:30 a.m.–4:30 p.m., Mon.–Fri.

The Graduate School was established as a separate administrative unit of the University in 1950. Graduate education motivates faculty and students alike to develop and extend intellectual capacities; to expand the body of knowledge; and, in some areas, to develop knowledge and functional skills so that graduates may perform as professionals in chosen fields. Mirroring the diversity of the undergraduate curriculum, the graduate programs range from those with traditional academic underpinnings to those with a professional specialization.

The Graduate School encompasses 12 degree programs in nine academic areas. The courses, curricula, and faculty are provided cooperatively by the Schools of Business Administration, Education, Engineering, and Nursing, and by the College of Arts and Sciences. Each program is administered by a director in the appropriate School or Department. These directors, together with the assistant to the Provost, comprise the Graduate School Council.

Human Resources

Bryn Sopko, Associate VP for Human Resources

Waldschmidt Hall 501

503.943.8987

<http://www.up.edu/hr>

Refer to the HR website for the most current fringe benefits.

All new employees must report to the Office of Human Resources WH 502-504 within the first three days of employment to complete an I-9, please bring 2 forms of personal identification with you. Any changes in withholding status, address or legal name must be reported to Human Resources.

Institutional Review Board

John C. Orr, Ph.D., Assistant to the Provost

Buckley Center, Room 161

503.943.7857

<http://www.up.edu/irb/>

irb@up.edu

8:30 a.m.–4:30 p.m., Mon.–Fri.

The Institutional Review Board serves as a safeguard to address the rights of participants in human subjects research undertaken with or by members of the University of Portland community. Although the primary responsibility for treating research participants in an ethical and responsible manner lies with the principal investigator (in the case of students this is the faculty advisor), the IRB is responsible for considering whether research is undertaken in compliance with relevant guidelines defined by the United States government's Office for Human Research Protections (OHRP).

A project requires review if any of the following is true:

1. The project results in harm or discomfort anticipated from the research are greater than those ordinarily encountered in daily life.
2. The project involves children, prisoners, pregnant women, or persons with mental illness or are incompetent.
3. The project findings will be disseminated beyond the University.

Opportunities for faculty members to be involved:

- Serve as a committee member on the UP's Institutional Review Board

International Student Services

Michael Pelley, Director

Christie Hall, Room 022

503.943.8117

<http://www.up.edu/iss>

8:30 a.m.–4:30 p.m., Mon.–Fri.

The Office of International Student Services provides services to more than 150 international students from more than 40 sovereign nations. The director serves as the liaison to the U.S. Immigration and Naturalization Services, the National Association of International Educators, the Institution of International Education, and other local, state, national, and international programs and agencies.

The Office of International Student Services provides:

1. assistance to prospective international students
2. assistance and advocacy for international students with academic, personal and practical matters
3. international student orientation
4. guidance and assistance with immigration related issues
5. administration of the international student scholarship program
6. assistance in gaining release of foreign exchange or facilitating scholarship remittance
7. sponsorship of international and cross-cultural activities
8. sponsorship of the Friendship Partners Program, which matches international students with returning students, staff, faculty or families
9. coordination of the International Peer Health Educators, who assist students with academic and health care
10. guidance to the International Club, which promotes mutual understanding and acceptance among students, and sponsors International Week and other programs for the campus
11. administration of the Cultural Connections Program, a speaker's bureau which promotes cultural learning and exchange within the University of Portland community

Mailing Services

Mary Scroggins, Director of mail center and print shop

Buckley Center, Room 115

503. 943.7179

Window Hours

Monday-Friday

8:00 a.m. to 4:30 p.m.

Switchboard

Monday-Friday

8:00 a.m. to 5:00 p.m.

Mailing Services provides comprehensive postage and mailing services to the University community. We sort and deliver mail to all campus locations as well as provide services for outgoing mail in the U.S. and internationally for USPS and UPS. At our full-service window, located in Buckley Center, we will assist you in your mailing and packaging needs. We also sell stamps and envelopes and provide shipper envelopes and boxes free of charge.

Office of Institutional Research

Karen Nelson, Director

Franz Hall, 340

503. 943.7485

<http://www.up.edu/ir>

The Office of Institutional Research (OIR) provides and coordinates information support for reporting, decision making, and planning activities to help fulfill the stated mission and goals of the University of Portland. The Office provides the administration, trustees, faculty, and other internal and external constituencies of the University with information and research assistance. The office is a central locale for collecting, coordinating and analyzing data about and for the University, serving as the source of "official" University

data. In addition to carrying out regularly scheduled projects, including statistical reports and survey analyses, the office aims to respond in a timely manner to ad hoc requests for data from both within and outside the University. OIR coordinates with many offices across campus to initiate and conduct studies on a wide range of University issues.

Office Of Marketing and Communications

Rachel Barry-Arquit, Chief Marketing Officer

Waldschmidt 330

503. 943.7202, fax 503. 943.7178

<http://www.up.edu/marketing>

8:30 a.m.–4:30 p.m., Mon.–Fri.

Mission

The Office of Marketing & Communications manages all aspects of the brand of the University of Portland to both internal and external constituencies.

What We Do

The Office of Marketing & Communications enhances the University's reputation, brand awareness and builds relationships through precise and purposeful communication and active promotional efforts. We are also responsible for producing cost-effective, non-duplicative communications in print and electronic and digital formats and for maintaining brand identity by communicating the University's unique features and benefits to key constituent groups including:

1. Students (current and prospective) and their parents;
2. Donors, current and prospective;
3. Alumni and friends;
4. Opinion leaders;
5. Internal audiences: faculty, staff, regents, and their families;
6. Media and bloggers;
7. Community, businesses, and the general public;
8. Elected officials; leaders from other universities;
9. Congregation of Holy Cross

To accomplish this mission, the office handles the following:

1. Media and public relations
2. Social media including Facebook, Twitter, YouTube and others
3. Publications
4. Portland magazine
5. Electronic newsletters
6. Web content for up.edu
7. Invitations and collateral associated with events
8. Special event consultation and leadership
9. Merchandising approvals
10. Graphic and visual identity standards and usage
11. Counseling the President and officers of the University
12. Crisis management
13. Institutional and program or School specific advertising
14. Electronic Media
15. University of Portland website
16. Periodicals

17. Portland Magazine
18. Newsletters for internal and external audiences
19. Admissions Materials and Collaterals
20. Development materials
21. Publications
22. Promotional and informational materials intended for external and internal audiences
23. Stationery
24. Photography and videography
25. Print Shop
26. Mail Center
27. Campus signage and banners

Office of Undergraduate Scholarly Engagement

John C. Orr, Ph.D., Assistant to the Provost
Buckley Center, Room 161
503.943.7857
8:30 a.m.–4:30 p.m., Mon.–Fri.

Fellowships & Grants

scholars@up.edu

www.up.edu/fellowships/

The Fellowships & Grants office supports students and alumni applying for external fellowships and grants requiring an institutional endorsement (i.e. Fulbright, Goldwater, Rhodes), as well as assisting students with personal statements for other competitive opportunities.

Opportunities for faculty members to be involved:

1. Note high-achieving students (not just seniors) and send their names to scholars@up.edu
2. Assist in the process of preparing student applications (reviewing essays, writing letters of recommendation)
3. Serve on campus-wide application review and interview committees
4. Serve on mock interview panels

Founders' Day

scholars@up.edu

www.up.edu/foundersday/

Founders' Day is when the University of Portland pauses to celebrate its rich past and its promising future: the past as we honor the bold leaders who dared to dream of a Catholic university overlooking the Willamette River; the future as we learn from our most outstanding seniors whose research as undergraduates portends great things for the future. In recognition of the importance of both the past and the future, the University holds no classes on a Tuesday in April and instead opens its doors to all to learn from our best and brightest students.

Opportunities for faculty members to be involved:

1. Direct student research projects, which students then present at Founders' Day
2. Promote Founders' Day to students as an alternative pedagogical experience

Honors Program

honors@up.edu

www.up.edu/honors/

The Honors Program enhances the intellectual life of the University community by mentoring high achieving and intrinsically motivated students to serve as public intellectuals at the University and beyond. The program fosters in these passionate and gifted students a love for the life of the mind and the desire to enrich their communities. Honors students may be enrolled in any major.

Opportunities for faculty members to be involved:

1. Serve as a mentor to incoming Honors students
2. Teach core courses for freshmen and sophomore Honors students
3. Teach discipline-specific courses for junior and senior Honors students
4. Direct senior Honors project(s)
5. Teach interdisciplinary Honors readings courses

Undergraduate Research

ur@up.edu

www.up.edu/ur/

The Undergraduate Research office is a resource providing opportunities for University of Portland students to engage in a student-faculty collaboration that examines, creates, and shares new knowledge or works in ways commensurate with practices in the discipline. In addition to exposing students to an enhanced pedagogical environment, these collaborations will assist students in honing their skills and discerning their career path and future direction.

Opportunities for faculty members to be involved:

1. Enhance the curriculum of their courses with research experience for students
2. Mentor students in discipline-specific research processes
3. Engage in a collaborative research opportunity with student(s)
4. Disseminate results of collaborative research projects through publications and presentations

Physical Plant

André Hutchinson, Director of Physical Plant

Physical Plant Office MSC #148

503-943-7306

Monday – Friday, 8:00 am – 5:00 pm

On-call for emergencies 24/7/365

The Department of Physical Plant is the largest non-faculty Department on campus, comprised of approximately 90 people providing critical services across campus to the entire university community. The Department is responsible for the stewardship of our unique 150 acre waterfront campus, the maintenance and operation of approximately 40 buildings and 50 university-owned rental houses, and also provides critical services 24/7/365 including Arborist, Auto Shop, Automated Building Controls, Boilers and Steam Plant, Building Access Controls and Security, Building Mechanics, Carpentry, Custodial, Events, Grounds, Horticulturist, Housekeeping, HVAC, Keys, Locksmith, Metal

Fabrication, Paint, Signage, etc. – as well as support staff for all on-campus university events and NCAA athletic competitions.

Printing Services

Mary Scroggins, Director of mail center and print shop

Buckley Center-22

Monday-Friday 7:30 a.m -4:00 p.m.

Office phone 503.943.7200 Fax 503.943.8080

printjobs@up.edu

Printing Services offers the latest technologies in digital imaging to provide the University with high resolution black and white and color copies. We can print from hard copy originals or digital files saved in several formats and created in most business and graphic document applications. These services are provided to support the university's administration, academic instructors and students', providing the requested material is School related. We cannot reproduce personal jobs. Please send jobs in PDF format whenever possible to printjobs@up.edu. Please include an order request form with each submission.

Copyright Policy Strictly Enforced

Printing Services can obtain copyright permission for you to ensure the material we print are in compliance with the United States copyright Law especially concerning class course packs. We can assist in explaining the University's policy of the copyright laws and guidelines for fair use. Planning ahead is vital; the deadline for submission of materials for copyright clearance is eight weeks prior to the start of the term. Due to legal restrictions resulting from copyright laws, copyrighted material will not be duplicated by Printing Services unless WRITTEN PERMISSION is received from the copyright holder. If it appears that duplication of material received by Printing Services would violate copyright law, the material will be returned to the requesting party.

Public Safety

Gerald Gregg, Director

5415 N Warren, haggerty hall Suite 100

x4444 if you need an immediate response from Security; number only works from an on-campus phone.

503 .943.7444 is also for an immediate response but works from both on and off-campus phones.

503 .943.7161 for non-emergency business

<http://www.up.edu/publicsafety>

The Public Safety Department is open 24 hours a day, seven days a week

All crimes and traffic accidents on campus should be reported immediately to Public Safety.

Public Safety Offers

1. University of Portland identification cards for student and employees
2. Escort service (SafeWalk, SafeRide) for safety purposes on campus and into the nearby neighborhood for students, faculty, and staff
3. Tri-Met information and schedules, including the sale of discounted monthly passes and bus tickets

4. Campus parking permits including general parking and carpool permits
5. Payment of parking citations/appeal forms for parking citations
6. Training sessions and resources on personal safety on topics such as crisis and emergency management planning, residence hall safety, identity theft, threat assessment, fire and life safety, and more
7. Protection of University property and the safety and security of all campus community members
8. Enforcement of University regulations and applicable Oregon state laws
9. Personal property inventory forms and crime prevention booklets
10. Bicycle registry for university and national use
11. Informational materials, such as driver's manuals and accident report forms

Building Access

The buildings and facilities of University of Portland are available for general use by University employees and students for educational purposes. Under normal circumstances, the buildings will be opened (outside doors unlocked) for business, scheduled activities, classes, labs and library hours, as required. After-hours access to the buildings may be gained via the use of a building key, an electronic key card, or by calling Public Safety.

University Employee Procedure for Issuing and Returning Keys

University keys are issued when an employee begins campus employment, is promoted, transfers Departments, or changes room assignments. University keys are returned when an employee terminates campus employment, retires, resigns, is promoted, transfers Departments, or changes room assignment. University key requestes are made through the Public Safety office. All keys will be issued from and returned to the Physical plant Lock Shop after Public Safety approval. The Public Safety Department is available for after-hours key return

Vehicle Use and Drivers for University Activities and Business

The University has policies governing the use of University vehicles, rental vehicles, and personal vehicles in conjunction with University activities and business, as well as policies for students, faculty, and staff who drive these vehicles for these purposes. The policies and guidelines address safety and liabilities issues.

Student, faculty, and staff who intend to drive vehicles in conjunction with University activities or business must contact the Public Safety Department in advance to obtain the relevant policy information and take the time to comply with all safety and registration guidelines.

Recreational Services/Fitness Facilities

Brian Dezzani, Director

Howard Hall

503. 943.7177

<http://www.up.edu/recservices>

Recreational Services offers all that you need to keep fit, get outdoors, and meet new people. The program includes sports leagues, an outdoor program, equipment center, bike shop, aquatics, and fitness classes.

Recreational Services offers:

Team sports, such as flag football, volleyball, softball and soccer

1. Individual recreational opportunities, such as swimming, bicycling and weight training
- 2.
3. Tennis courts at the Louisiana-Pacific Tennis Center
4. Outdoor recreation, such as day and overnight hikes, cycling and rock climbing
5. Equipment checkout, including bicycles, and assistance in organizing recreational activities
6. Jobs for students in intramural sports, the pool, the weight room, the bike shop, and outdoor pursuits

There are also sports clubs at the University, such as women's & men's soccer, women's & men's ultimate and women's & men's lacrosse; for more information check with the Office of Student Activities.

For more information about Howard Hall and the Tennis Center, see Facility Hours in the chapter on General Information in the Student Handbook or on the Rec Services website.

Shepard Freshman Resource Center

Brenda Greiner, Director

Buckley Center, Room 113

503.943.7895

<http://www.up.edu/sfrc>

8:30 a.m.–4:30 p.m., Mon.–Fri.

The Director of the Shepard Freshman Resource Center reports to the Provost. The Director is responsible for improving the University's services to first-year students and for helping them have a successful first year. The Director also provides every first-year student the assistance needed to have a successful first year of studies and help them remain at the University of Portland. A successful first year requires the joint participation of freshman students, faculty, and parents.

Shepard Freshman Resource Center's purpose is to coordinate services for freshmen and work with various campus Departments to oversee freshman counseling and academic advising, and help freshmen resolve problems with career planning, financial aid, registration and social adjustment. The Center also works with undeclared first-year students as they decide to select a major course of studies.

Specific Programs

1. Freshman Seminar/First-Year Workshop Program. Upper-class leaders direct workshops on College success skills and assist and acquaint first-year students to University culture and procedures that are frequently misunderstood or unknown. The workshop is required in the fall for all CAS students.
2. First-Year Mentoring Program. Upper-class mentors assist first-year students with both academic and social adjustments.
3. Freshman and Parent Newsletters. Biweekly newsletter for freshman and a monthly newsletter to freshman parents piloting them through events and milestones.
4. Undeclared First-Year Advisor Program. The faculty receive training in advising and are given a resource book to help them become knowledgeable on the University's numerous academic majors and programs. A survey of first-time undeclared students provides advisors with questions and fears students have, giving the advisor topics to discuss with students beyond class selection.

Faculty Information

5. Freshman Alert Program. A proactive alert system and intrusive advising, one-on-one with freshmen identified as “asterisk” by faculty, hall directors, parents, or themselves. Faculty refer students who miss classes, receive academic warnings, or are discipline/social problems.
6. Academic Probation Mentoring Program. This program is for freshmen, usually during their spring semester. Deans refer freshmen who were placed on probation or academic contract during their fall semester. Over 80% of students who met with a mentor improved their grades and successfully completed their academic probation. Only 40% of freshmen students who did not meet with mentors successfully completed academic probation.

Students with Disabilities

Melanie Gangle, Coordinator

Orrico Hall, upper level

503.943.7134; TTY 503. 943.7484; Fax 503. 943.7199

<http://www.up.edu/healthcenter>

8:30 a.m.–4:30 p.m., Mon.–Fri.

Students with disabilities and students who believe they may have a disability should contact this office as early as possible. Documentation of the disability is required, and providing such documentation is the student’s responsibility.

The Students with Disabilities office will:

1. Assist students in obtaining appropriate documentation of a disability
2. Develop an Individual Accommodation Plan for students to ensure necessary and appropriate classroom accommodations
3. Facilitate non-classroom accommodations
- 4.

Student Activities

Jeromy Koffler, Director

St. Mary’s Student Center

503. 943.7470

<http://www.up.edu/activities>

8:30 a.m.–4:30 p.m., Mon.–Fri., hours extended to 6 p.m. Mon-Thurs. during School year Student Activities aims to enhance the educational experience of students by encouraging and supporting a wide range of student interests and programs. Students who take advantage of the activities and participate gain invaluable experience in leadership and organizational skills, technical and professional skills, and political and social skills. Staff members intentionally work to creating opportunities for students to learn and practice decision-making as it pertains to their core values and the benefits of the community.

Programs and services provided to current students include:

The Associated Students of the University of Portland (ASUP), its Senate and services provided to students, including Campus Program Board (CPB), Pilot Express (shuttle service during breaks), Espresso UP, Advantage (publicity service), and Pilot Audio and Lighting.

Over 80 recognized clubs in a variety of categories: academic, honorary societies, club sports and special interest groups. These groups are required to have a faculty or staff member as an advisor.

Class specific programming, including New Student Orientation, Sophomore Escape, and Junior Parents and Families Weekend.

Pilots After Dark, a series of weekend and late night programs

Multicultural Programs includes a variety of events throughout the year such as Diversity Dialogues Week to educate and celebrate around topics of diversity and cultural difference. Provides support to first-year multicultural students through the Ohana Pre-orientation Program and UP Connections Peer-Mentorship Program.

The Beacon, student newspaper.

The Log, student yearbook.

KDUP, student radio station.

Policies on Sales and Solicitation

The University recognizes the desirability of permitting recognized student organizations and University Departments an opportunity to supplement their allocated resources. The University is also aware that a reasonable and orderly scheduling of facilities, resources and personnel is necessary to maintain educational and social functions and to accommodate the needs and respect the rights of the University community.

“Sales” are defined as the activity of exchanging a product or service in exchange for money, goods or other services. “Solicitation” is defined as any effort to ask for support, donations or contributions of money, goods or services.

Individuals may not sell or solicit among the general University population unless they are sponsored by a recognized student organization or University Department and must submit a request form for approval through the Office of Student Activities at least two weeks prior to the beginning of the sale or solicitation.

Individual students who are fulfilling a class assignment which involves sales or solicitation in order to meet an approved curricular objective (e.g. for a marketing class) may conduct such projects on campus, and may keep a portion of the proceeds in keeping with the class assignment’s objectives. Students who are conducting sales or solicitation as a class assignment must follow all University policies and procedures which apply to sales and solicitation for student organizations and University Departments.

Sales are permitted only from behind tables in locations designated by and reserved through the Office of Student Activities. Door to door sales and /or solicitation are expressly prohibited in residence halls and academic/administrative buildings.

A member of the sponsoring organization or University Department must be present at the sale and/or solicitation site at all times. Members of student organizations and University Departments directing or participating in the sale must be currently registered for classes or employed by the University.

Authorization and/or sponsorship of such sales or solicitation is not an endorsement by the University, which cannot vouch for, guarantee or otherwise be held responsible for goods or services sold under the provisions of this policy. Use of the University’s name, logos, seals and symbols on any merchandise must be approved by the Office of Marketing and Communications. Additional approval may be required from the Office of Development for any solicitation to off-campus individuals, organizations or businesses.

For further information contact the Office of Student Activities, St. Mary’s Student Center at 503.943.7470.

Studies Abroad

Fr. Art Wheeler, CSC, Assistant to the Provost, Director
Buckley Center 161
503-943-7857
wheeler@up.edu

The Office of Studies Abroad, which coordinates all undergraduate credit-awarding programs offered by the University of Portland in foreign countries, reports to the Provost. (Transfer credit from overseas universities in programs not sponsored by UP must be approved by the student's Dean. Overseas excursions attached to on-campus courses are governed by the Deans. Volunteer programs without academic credit are run by the Moreau Center.) The University has full-year, semester and summer programs at its center in Salzburg, Austria. Semester programs operated by UP in partnership with other institutions are also available in Fremantle (Australia), Galway (Ireland), Granada (Spain), London, Rome, and Tokyo. In addition, UP is a full member of IES, a nationally-prominent consortium with more than twenty sites overseas. For summer studies, UP sponsors a wide variety of programs using a combination of faculty from the home campus and local faculty, in such countries as Australia, Austria, Chile, China, Costa Rica, England, France, Ireland, Italy, Japan, South Africa, and Spain.

Studies Abroad is part of a broad-based University commitment to internationalization as part of the formation of the whole person during the College years. Studies Abroad programs provide learning environments different from those available on the home campus, and focus on the use of local resources. Some programs aim at increased proficiency in foreign language, while others provide core course instruction or advanced study in the major or professional specialization. Any UP faculty member teaching overseas must be approved by the Provost, as well as by the appropriate Dean. All courses must have approval from the Department or professional School. Any student participant must have approval from the Director of Studies Abroad, as well as from his or her Department or professional School.

Teaching and Learning Collaborative

Karen E. Eifler, Ph.D., Director
Franz Hall 330 (Garaventa Center)
eifler@up.edu
503-943-8014

<https://wordpress.up.edu/tl/>

The Teaching & Learning Collaborative (TLC) is a network of faculty and staff that coordinates efforts to support excellent teaching in all units on campus. Working with many campus constituencies such as New Faculty Academy and the Committee on Teaching and Scholarship, TLC offers a variety of peer-led workshops, brownbag lunches and all-day institutes on topics of interest to faculty, such as formative assessment strategies, flipping the classroom and using technology to promote student learning. TLC works closely with Academic Technology Services to provide face-to-face and online training in digital tools and other forms of instructional media; we strive to cross-list all TLC offerings with those provided by Academic Technology Services.

To leverage the power of peer-led faculty development, in 2013 TLC launched a series of 5-15 minute videos created by faculty members from all over campus, each offering a specific teaching strategy or resource that can be employed in many teaching contexts.

Topics were elicited from faculty, to ensure that the content is meaningful. The timeframe is designed to be maximally flexible, the idea being to offer professional development on teaching in the amount of time it takes someone to drink a cup of coffee while viewing the video on their computer. Topics include internationalization, increasing participation, implementing the UP Core and peer review of writing. TLC welcomes additional suggestions for this series, which is posted on our website, <https://wordpress.up.edu/tl/>. TLC also facilitates the creation and use of Teaching Circles to enhance teaching efficacy and to supplement information contained in student teaching evaluations—feedback from Teaching Circles can be included in portfolios submitted for annual reviews, promotion and tenure applications. For an introduction to Teaching Circles, please follow this link: <https://wordpress.up.edu/tl/a-brief-intro-to-teaching-circles/>

University Events

Bill Reed, Director

6605 Portsmouth

503 .943.7523

<http://events@up.edu>

8:30 a.m.–4:30 p.m., Mon.–Thurs.

8:30 a.m.–1 p.m., Fri.

The Office of University Events coordinates most official University events on behalf of the officers of the University, including commencement and related events; works with outside groups holding events on the UP campus; oversees reservations for campus space; and manages the Chiles Center facilities.

The Office of University Events will:

1. Provide assistance with nonacademic and event planning needs
2. Reserve space on campus for meetings
3. Arrange for event set up and tear down
4. Coordinate audio visual equipment
5. Plan and implement large-scale campus events

University Health Center

Paul Myers, Director

Orrico Hall, upper level

503 .943.7134

Fax: 503.943.7199

<http://www.up.edu/healthcenter>

8:30 a.m.–4:30 p.m., Mon.–Fri.

The University Health Center strives to maintain the health of heart, mind and body. Health and counseling services are offered within a single health care center. The Office for Students with disabilities is also located in the health center. The health center staff seeks to affirm the dignity and worth of each person while providing a range of services that can be integrated to meet individual needs. Health care services provided to each student are kept confidential.

The University Health Center provides:

1. Free health and counseling care to students on an appointment basis

Faculty Information

2. Assistance complying with Oregon state law on measles immunizations and university policy regarding tuberculosis screening
3. Group health insurance

Health care services include:

1. Health care, wellness education, immunization clinics, and community referral services provided by nurse practitioners

Counseling services include:

1. Mental and behavioral health counseling as well as clinically-oriented services for more serious mental health concerns
2. Learning assistance to improve academic performance and workshops on this topic
3. Substance abuse assessment, counseling, and referral for students

University Operations

James Ravelli, Vice President for University Operations

Waldschmidt Hall 400

503.943.7540

<http://www.up.edu/is>

The University of Portland envisions leveraging information technology to stimulate the exchange and creation of knowledge in an integrated environment that fosters an open, collaborative, and unifying culture. IS pursues this vision by sustaining a technological environment that supports the access, analysis and management of information benefiting all University constituencies. IS strives to provide the highest quality, most reliable, contemporary, and integrated technology based services to students, faculty, staff, and the University community to facilitate accomplishment of the University's mission as it applies to learning, teaching, research, and service. The people that provide these services are dedicated information technology professionals that stand ready to meet your needs. Please consult with them whenever you have a question, problem, or a need relating to information technology.

Technology Support Center

The IS Technology Support Center (TSC) is the main point of contact for requesting technology services and support. Located in BC12, the TSC is open Monday-Thursday from 8 a.m. to 9 p.m. and Friday from 9:00 a.m. to 5:00 p.m. The TSC provides account services (e.g., network, electronic mail, portal, and Banner); scanning equipment for multiple choice bubble tests and evaluations (faculty must provide their own bubble sheets); audiovisual equipment and services (see below); technology training for a wide variety of software and applications (see below), and telephone and onsite support for help with software applications, hardware issues, and telephones (including voicemail). You can reach the TSC through the Help Desk at 5039437000, x7000 on campus, or help@up.edu.

Audiovisual Equipment and Services

Audiovisual equipment and services are available via the TSC located in BC 12.

Equipment such as overhead projectors, slide projectors, audio recording and playback decks, VCRs, cameras, video (computer) projectors, screens, easels, flip charts, and laptop computers and peripherals may be checked out or scheduled for delivery. Additional services include satellite feed and recording of education shows and production assistance

with instructional media materials (e.g., audio tape recording, duplication, videotape duplication, editing). Semester long, standing orders should be made a week before the semester begins. Onetime orders should be made at least 48 hours in advance. All requests are filled on a first come, first serve basis. Students requiring the use of audiovisual equipment require a release form completed and signed by the sponsoring faculty.

Technology Training

IS provides a variety of ongoing training and support opportunities for students, faculty, staff, and the University community to enable them to use technology more creatively and more effectively. If you would like to request a class, training session or if you would like to receive more information on how to implement technology in your classroom, please contact or visit the TSC located in BC 12.

Computer Classrooms

There are nine computer classrooms on campus with computers for students and an instructor's computer connected to a video projector. The computer classrooms are located in Franz 107, Franz 125, BC 15, BC 211, BC 212, Eng 313, Eng 314, Old Science 201, and Old Science 206. The computer classrooms contain personal computers (PCs) with the exception of Franz 125 and BC 212 which contain Macintosh computers. All computer classrooms have network and Internet access.

Interactive Classrooms and Carts

There are sixteen interactive classrooms on campus. Each room contains a computer, VCR, DVD player, video projector, and sound system. All interactive classrooms have network and Internet access. These rooms can be used for instructor lectures and student presentations. As a result of the high demand for these rooms, IS continually adds more interactive classrooms each year. By request, classrooms can also be equipped with an interactive cart on a first come, first served basis. Each cart contains a laptop, VCR, DVD player, video projector, and sound system.

Computer Labs (General Purpose)

There are four general purpose computer labs on campus. The computer labs are located in Franz 111, Franz 120, Library, and BC 212 (when not being used as a computer classroom). Each lab contains PCs or Macintosh computers or, in some cases, a mix of these assets. The operating hours for the labs match the facility hours and labs are staffed with student workers the majority of the time.

Computer Labs (Special Purpose)

There are six special purpose computer labs on campus. The computer labs are located in BC 304, Eng 214, Eng 215, Swindells 128, Swindells 143, and Swindells 241. Each lab contains PCs or Macintosh computers and specialty software as determined by faculty. The labs are available for use by students enrolled in courses in engineering, biology, chemistry, mathematics, computer science, nursing, physics, and foreign languages. In some cases, a computer classroom will double as a computer lab for certain courses (e.g., music, GIS, and remote sensing). IS employs student workers as laboratory assistants. The laboratory assistants are responsible for all laboratory operations including answering questions, cleaning computers, filling printers with paper/toner, and reporting broken and/or missing equipment.

Access Computing

There are 20 full-featured kiosk PCs that provide “quick stop” access to email and the Internet. They are located in the Pilot House, St. Mary’s Lounge, Buckley Center, and Franz Hall. Additionally, each resident hall has a cluster of PCs available for use by residents and staff.

Wireless Networking

Wireless networking is available in three locations on campus. Students, faculty, staff, and members of the University community are encouraged to take advantage of wireless networking in St. Mary’s Lounge, the Pilot House, and in the Library using 802.11b and 802.11g wireless devices such as laptops, notebooks, tablets, PDAs, handhelds, Palms, PocketPCs, Blackberrys, and cell phones. IS endeavors each year to add additional classrooms, entire buildings, and areas of the campus to the University wireless network.

PilotsUP

PilotsUP (<https://pilots.up.edu>) is the new campus portal accessible since the Fall of 2005, your “onestop” online source for access to email, Banner, and the new course management Learning@UP system. PilotsUP was introduced in its baseline form and is growing as it responds to the online needs of students faculty, and staff.

Learning@UP

Complete course management tasks provided including class email, announcements, assignments, PowerPoint presentations, online quizzes, online grading, course links, and discussion boards. Learning@UP is powered by Moodle, an open source course management system. It is accessible via the PilotsUP portal (<https://pilots.up.edu>).

Email

IS invested \$150,000 in a new secure, standards based messaging and collaboration system known as Microsoft Exchange. The new system provides timely, seamless, and integrated access to information through Microsoft Outlook (PC), Microsoft Entourage (Mac), Outlook Web Access (OWA), and Outlook Mobile Access (OMA). Faculty and staff are authorized a maximum of 200MB of storage on the messaging and collaboration system. Standardizing the file storage associated with these accounts provides a reasonable balance between the need for storage, the integrity of the entire messaging and collaboration system, and the cost associated with maintaining the system. OWA is available from within the PilotsUP portal (<https://pilots.up.edu>). You can also access OWA directly at <https://webmail.up.edu>.

Web Services

IS is actively defining and communicating an integrated strategy for the development, maintenance, and use of the Web as a strategic tool for the University. In addition to content management support and training, space on supported web servers and access to specialized applications, IS provides specialized software and training to over 100 SuperUsers who manage campus group websites ranging from the College and Schools to student groups and media organizations.

Software

Faculty is asked twice a year to provide their software requirements to IS for the summer/fall and spring computer classroom/lab software builds. The College and Schools are responsible for funding specialized software. IS requires compliance with all software

copyright laws and regulations. There is software, Deep Freeze, on all of the computers in the classrooms and labs that bring the computers back to their original state when rebooted.

Telephone Service

IS provides telephone service, including voicemail, to faculty and staff and local dial tone to students in the residence halls. Please contact the TSC in BC 12 if you need to reset your voicemail or request telephone service. Voice teleconferencing equipment can be reserved from the TSC on a limited basis. Video teleconferencing requires special equipment and circuit activations that must be funded by the College and Schools.

Policies

The following policies are available via the IS website:

1. **Acceptable Use Policy.** This policy reflects the ethical principles of the University community and indicates, in general, the privileges and responsibilities of those using University computing resources.
2. **Backup Policy.** This policy articulates the information technology best practices which call for daily, weekly, monthly, and yearly system backups.
3. **Electronic Letterhead.** This document provides guidance for the standardized University electronic letterhead as well as the template itself.
4. **Email Policy.** This policy standardizes the naming of email accounts and the file storage associated with these accounts.
5. **Mass Email Policy.** This policy articulates the University's position involving mass email (sometimes called "bulk email") to distribute official and commercial messages to members of the University community.
6. **Password Policy.** This policy establishes a standard for the creation of strong passwords.
7. **Peer-to-Peer Policy.** This policy articulates the University's position involving any peer-to-peer application that promotes copyright infringement or the illegal sharing of copyrighted files without permission of the owner or distributor.

Clark Library

Drew Harrington, M.L.S., Dean

503. 943.7111 or (800) 841.8261 (toll free). fax number 503 943.7491.

Please check the Library's website for the current hours.

<http://library.up.edu>

Constructed in 1957 and transformed with a sweeping renovation in 2013, Clark Library is named for three generations of the Clark family who have generously supported the University and its library. It plays a central role in campus life as a dynamic teaching and learning library. In addition to its teaching mission, the library combines the latest information technology and digital resources with traditional resources to serve students, faculty and staff seeking information and pursuing knowledge.

Services

1. The library staff of seven faculty librarians and ten paraprofessionals provides campus and distance education instruction, research expertise, library collection development, and day to day library assistance.

Faculty Information

2. Reference librarians provide one-on-one research support and teach course specific Information Literacy sessions on how to find, evaluate and apply information resources.
3. The library's interlibrary loan/document delivery unit requests and rapidly delivers electronic and print materials not held in our collections.
4. The library's circulation unit manages checkout of library materials and assists students and faculty with both electronic and print course reserves.
5. The Digital Lab serves students with space, equipment, and software for multimedia projects—video, audio, photography, and design. There is also a self-service area for creating posters and signs. The entire campus community is invited to use the lab, but faculty should be aware that Academic Technology Services delivers a full range of services specifically for faculty.
6. The Collection Services Department of the library acquires and manages electronic and print collections and creates and maintains the library's online catalog and related access tools.
7. In addition to University of Portland Library collections, students, faculty, and staff can tap into more than 26 million additional library resources through the University's membership in the Orbis Cascade Alliance, which provides easy SUMMIT borrowing from the collections of 37 academic libraries in Oregon, Washington and Idaho.