

# **DIVINE WORD COLLEGE POLICY HANDBOOK**

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	<b>CHAPTER 01: INTRODUCTION: MISSION, BELIEFS, VALUES</b>	Appd. 2018.09.07
<b>1.01</b>	<b>MISSION STATEMENT</b> <p>Divine Word College, a Roman Catholic seminary in the tradition of the Society of the Divine Word, educates men and women for missionary service as priests, brothers, sisters and laypersons. For this purpose, we offer an education that combines spiritual formation, a liberal arts curriculum, language learning and mission preparation within an environment that teaches and honors the rich cultural diversity of the world. This spiritual, academic, and experiential preparation serves the particular learning needs of our students, promotes their development as whole and responsible persons, and fosters a lifelong commitment to serving God's people.</p>	
<b>1.02</b>	<b>NON-PROFIT EDUCATIONAL INSTITUTION</b> <p>Divine Word College is a corporation perpetually established in the State of Iowa as a nonprofit educational institution under the provisions of Chapter 504-A of the 1966 Code of Iowa. It is an integral part of the training program of the Society of the Divine Word in its worldwide mission of education and work for the welfare of all peoples.</p>	
<b>1.03</b>	<b>DIVINE WORD COLLEGE POLICY HANDBOOK DISCLAIMERS</b> <ul style="list-style-type: none"> <li>• Divine Word College adheres to the policy of employment at will, which permits the College or the employee to end the employment relationship at any time, for any reason, with or without cause or notice. This handbook does not alter the "at-will" relationship between employer and employee.</li> <li>• This handbook does not create a contract, expressed or implied.</li> <li>• This handbook is not all-inclusive; it is only a set of guidelines.</li> <li>• This handbook does not guarantee employment for any definite period of time.</li> <li>• This handbook supersedes any previous handbook or unwritten policies.</li> <li>• This handbook can only be changed by the decision of the President of Divine Word College, after prior consultation with the Board of Administration of the College.</li> </ul>	

1.04	<p><b>NON-DISCRIMINATION</b></p> <p>Divine Word College does not discriminate on the basis of sex, race, color, national or ethnic origin, or handicap in the educational program which it conducts, or in its employment policies, practices or procedures. Divine Word College complies with all pertinent State and Federal regulations concerning affirmative action, non-discrimination and equal employment opportunity.</p>	
1.05	<p><b>BOARD OF TRUSTEES APPROVAL FOR THE DIVINE WORD COLLEGE POLICY HANDBOOK</b></p> <p>The Board of Trustees has the legal responsibility to see that the College fulfills its mission. The academic policies and administrative procedures specified in this handbook are established by the Board of Trustees and the President of Divine Word College, in a working relationship with the College administration and faculty. Various committees provide faculty, students and staff opportunities to participate in the recommendation of policy. As policies are approved by the Board of Trustees, the President is charged with the implementation of these policies and is assisted in this responsibility by the Board of Administration. The President is responsible for seeing that these policies are consistent in all official documents, and are implemented according to legally accepted time-lines.</p>	
1.05.01	<p><b>Specific Approval.</b> The Board of Trustees must review and give approval for the following specific policies (DWC Bylaws, Article VII):</p> <ul style="list-style-type: none"> <li>• Changes in the educational programs of the institution.</li> <li>• Policies and procedures regarding salary schedules, appointment, promotion, and dismissal of faculty members.</li> <li>• All earned and honorary degrees awarded by the College.</li> <li>• Due process policies and procedures.</li> </ul>	
1.05.02	<p><b>Academic policies</b> related to the following are also forwarded to the Board of Trustees for approval:</p> <ul style="list-style-type: none"> <li>• The kinds and number of degrees or certificates awarded by the College.</li> <li>• Substantial changes in the content of the program that fulfills the general education requirement of a specific degree.</li> <li>• The courses required for a specific degree.</li> <li>• The addition or deletion of academic programs or departments within the College.</li> </ul>	

<b>1.06</b>	<b>DIVINE WORD COLLEGE POLICY HANDBOOK REVIEW AND CHANGES IN POLICY</b>  This handbook is intended to guide decision-making and the resolution of operational and procedural questions. To guarantee maximum usefulness and to assure that the statements of policy and procedure are up-to-date and reflective of current norms and practices in higher education, the handbook requires regular review.	
1.06.01	<b>Administrative policies.</b> The Board of Administration initiates review and revision of administrative policies. Any member of the College community may request a review of an existing policy or addition of a new administrative policy as a means of promoting fair and efficient institutional operations.	
1.06.02	<b>Educational policies.</b> Any faculty member may propose to the Vice President for Academic Affairs a change in policy or addition of a new policy regarding academic concerns. After due consideration, and following the vote of the Faculty Senate, the Vice President for Academic Affairs will present the policy and the vote to the President. The President, in consultation with the Board of Administration, approves or rejects the policy.	
1.06.03	<b>Approval Authority.</b> The President, in consultation with the Board of Administration, has the final authority to approve or reject changes to the Divine Word College Handbook, except those policies reserved for the Trustees. (cf. Divine Word College Bylaws).	
<b>1.07</b>	<b>HISTORY AND MISSION OF DIVINE WORD COLLEGE</b>  The history of Divine Word College in Epworth goes back to 1931 when the Society of the Divine Word purchased property and opened a high school seminary in buildings that had formerly housed a Methodist seminary and a military academy. The Society's seminary was named St. Paul's Mission House.  Some years later, the Society decided on a major change in training for its worldwide ministries. A new building was constructed at Epworth, and the four-year college program was phased in, beginning in the fall of 1964.	

1.08	<p><b>CORE BELIEFS OF DIVINE WORD COLLEGE</b></p> <p>Divine Word College embodies and gives expression to several beliefs fundamental to the Society of the Divine Word.</p> <ul style="list-style-type: none"> <li>• The Church is missionary by its very nature.</li> <li>• God calls some to give special witness to the Church's missionary mandate.</li> <li>• The missionary charism of the Society of the Divine Word, its history, heritage and hopes, is a significant contribution to the Church's missionary outreach.</li> <li>• Service to the local churches through apostolic ministry demands the proper education and spiritual formation of future missionaries.</li> </ul>	
1.09	<p><b>CORE VALUES OF DIVINE WORD COLLEGE</b></p> <p><b>Diversity.</b> Student recruitment efforts, the intercultural studies major, the spiritual formation program, intercultural activities, and the international teaching experience of the faculty foster and support cultural diversity at Divine Word College. Students, faculty, staff and friends of the college grow in intercultural community, reflecting the strong international mission of the Society of the Divine Word.</p> <p><b>Opportunity.</b> A program of generous scholarship assistance, an Intensive English Language Institute, a low teacher-student ratio and other academic resources meet the learning needs of Divine Word College students, especially those from immigrant and refugee communities. This commitment of College resources demonstrates an historic interest of the Society of the Divine Word in the United States in enabling the marginalized to assume their rightful place within the Church.</p> <p><b>Community.</b> Active involvement by members of the Society of the Divine Word in the life of the College, the organization of students into small faith communities, the <i>Friends Across Nations</i> program, and the interdependence among departments and personnel foster a close-knit community at Divine Word College. College personnel in community portray the determination of the priests and brothers of the Society of the Divine Word to build community among themselves, their collaborators and those they seek to serve.</p> <p><b>Spiritual Growth.</b> An integrated program of spiritual direction, group retreats, daily and special liturgies, and regular prayer opportunities support Divine Word College students, faculty, staff, and friends in the</p>	

	<p>discernment of their call to follow Jesus Christ. While pursued within community, spiritual growth is highly and intensely personal.</p> <p><b>Service.</b> Outreach to the elderly at area nursing homes, to the poor in homeless shelters and at soup kitchens, to youth in religious education programs, and to disabled children in local care facilities are important aspects of Divine Word College's efforts to follow the example of Jesus Christ who came "not to be served, but to serve." Students and faculty members regularly put themselves at the service of the local and regional community.</p> <p><b>Integrity.</b> Honesty in academic policies and practices, respect for each student's freedom in vocational discernment, the provision of just compensation and fair treatment for employees, and an adherence to high ethical standards in fundraising efforts and financial reporting help ensure that Divine Word College lives its mission and delivers on its promise.</p> <p><b>Lifelong Learning.</b> A liberal arts program opens students to new worlds of knowledge, broadens intellectual horizons, and provides the critical skills increasingly necessary for informed leadership and service. Carefully designed curricula lead students to an appreciation of the complex and changing social environments of our time. Educational programs open to the wider community demonstrate Divine Word College's commitment to lifelong learning as a key to effective religious and missionary service.</p>	
<b>1.10</b>	<p><b>VISION STATEMENT</b></p> <p>Divine Word College aspires to excel in the spiritual and academic formation of missionaries who are grounded in faith, broadly educated in the liberal arts, interculturally competent to appreciate and honor the rich diversity of the world, and committed to serving God's people. Toward these ends, the College seeks to advance the following goals and priorities:</p> <ul style="list-style-type: none"> <li>• Provide a continuously updated, high quality undergraduate education that is interculturally informed and rooted in the liberal arts.</li> <li>• Offer an outstanding religious formation program that embodies SVD charism, values, and objectives and, for seminary students, meets the expectations of the U.S. Catholic Bishops' <i>Program of Priestly Formation</i>.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Recruit, develop, and retain a cadre of well-qualified and competent faculty and staff who are committed to advancing the College's mission.</li> <li>• Maintain an optimum level of student enrollment that is consistent with the requirements of excellence in teaching and learning.</li> <li>• Take full advantage of technology to enhance teaching and learning as well as to maximize operational efficiencies.</li> <li>• Marshal adequate resources and strive toward financial independence through development efforts and endowment opportunities.</li> <li>• Assure adequate physical facilities through a program of scheduled maintenance and careful projection of future housing requirements.</li> <li>• Promote the international mission of the Society of the Divine Word and the College to external constituencies through a series of special cultural and educational events. School visits, support groups, and short-term visits to the College by external groups.</li> </ul>	
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	<b>CHAPTER 02: GOVERNING BODIES</b>	Appd. 2018.09.07
<b>2.01</b>	<b>BOARD OF DIRECTORS</b>  The purposes of the Board of Directors is to ensure that Divine Word College offers a comprehensive academic/formational program in accord with the Second Vatican Council Decree on the Training of Priests ( <i>Optatum Totius</i> ), the United States Catholic Conference of Bishops (USCCB) Program of Priestly Formation (PPF), the education/formation guidelines of the Society of the Divine Word and standard American educational practice. ( <i>The complete DWC Bylaws can be found in the appendix.</i> )	
2.01.01	<b>Members.</b> The Board of Directors shall consist ex officio of the Provincial Superior and the Vice Provincial of the Chicago Province; and three other members of the Society of the Divine Word elected by the Board of Directors. The term of office for elected members shall be for three years.	
2.01.02	<b>Chair.</b> The Chairman of the Board of Directors shall be the Provincial Superior of the Chicago Province of the Society of the Divine Word. The Vice-Chairman of the Board of Directors shall be the Vice-Provincial of that same Province who shall preside at meetings of the Board of Directors in the absence of the Chairman.	
2.01.03	<b>Powers.</b> As a legal entity distinct from the Board of Trustees, the Divine Word College Board of Directors shall have the following powers in accordance with the Bylaws of Divine Word College, with the Code of Canon Law, with the Constitutions of the Society of the Divine Word, and with the advice and counsel of the Board of Trustees: <ul style="list-style-type: none"> <li>• <i>to approve any changes in the College's statement of Mission</i> as may be recommended by the Board of Trustees;</li> <li>• <i>to receive and acquire monies</i> by gifts or otherwise and to hold or dispose of real and personal property, as well as to lease, sell, rent or exchange these holdings; to make investments of its funds; to borrow monies secured by mortgages on its property or otherwise; to accept gifts and bequests and to act as executor and trustee whenever necessary; in the case of bequests to apply the principal or interest as may be directed by the donor or as the Board of Directors may determine in the absence of such direction; to have and to hold, to buy and sell such property, real and personal, as may be necessary to carry out the purposes for which this Corporation is</li> </ul>	



	<p>formed; to borrow money for its uses and purposes and to execute and deliver notes or other evidences of indebtedness for the same;</p> <ul style="list-style-type: none"> <li>• <i>to amend the Bylaws of the College</i>, with approval of the Board of Trustees as stipulated in the Articles of Incorporation when necessary, in the manner as provided for in the Articles.</li> </ul>	
2.01.04	<p><b>Annual Meeting.</b> The annual meeting of the Board of Directors shall be held in May at a place designated by the Chairman, pursuant to 14 days advance written notice duly given of the time and place where said meeting shall be held.</p>	
<b>2.02</b>	<p><b>BOARD OF TRUSTEES</b></p> <p>The purposes of the Board of Trustees shall be policy-making, the assurance of sound management, and active participation in the provision of necessary funds to operate the College. (<i>The complete DWC Bylaws can be found in the appendix.</i>)</p>	
2.02.01	<p><b>Members.</b> The Board of Trustees of the College shall consist of not less than thirteen (13) nor more than thirty-five (35) members. These members shall be the following:</p> <ul style="list-style-type: none"> <li>• <i>Ex Officio Members:</i> All members of the Board of Directors and the President of the College shall be ex-officio members of the Board of Trustees.</li> <li>• <i>Elected Members:</i> The remaining members, other than Ex-Officio Members, shall be elected by the currently serving Board of Trustees.</li> </ul>	
2.02.02	<p><b>Appointment and Term of Office.</b> Elected members serve for a period of three years each, and may be re-elected. After having served three consecutive terms, these trustees must step down from the Board for a one-year hiatus before becoming eligible for re-election.</p> <ul style="list-style-type: none"> <li>• New members of the Board of Trustees shall be elected by the Board from among nominees presented by the Membership Committee.</li> <li>• After each three-year term the trustee will complete a personal self-evaluation of his or her participation on the Board and will dialogue with the Board Chair regarding the self-evaluation.</li> </ul>	
2.02.03	<p><b>Officers of the Board of Trustees.</b> The Chairman and Vice-Chairman of the Board of Trustees shall be the same persons who serve as Chairman and Vice-Chairman of the Board of Directors. In the absence of both, if a</p>	

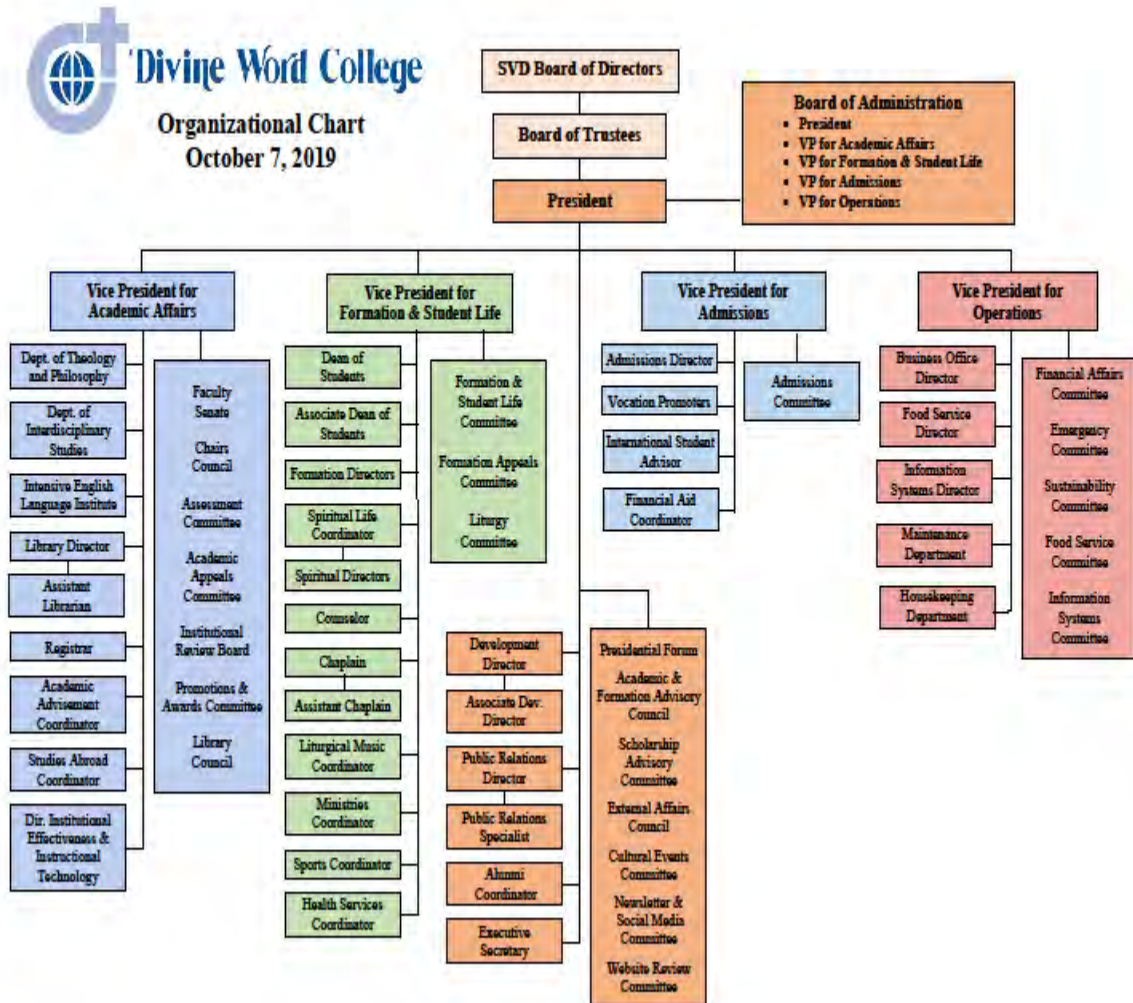
	quorum still exists, the President of the College shall substitute as Chairman.	
2.02.04	<p><b>Responsibilities.</b> The Board has responsibility to determine general, educational, financial and related policies deemed necessary for the administration and development of the College in accordance with its stated mission as ultimately approved by the Board of Directors. The Board of Trustees is responsible to:</p> <ul style="list-style-type: none"> <li>• review periodically the purposes and mission of the institution;</li> <li>• select the Chief Executive Officer commonly referred to as the President of the institution;</li> <li>• ensure that there is a sound institutional planning process;</li> <li>• recommend, review and approve changes in the educational programs of the institution, consistent with its mission;</li> <li>• establish policies and procedures regarding salary schedules, appointment, promotion, and dismissal of faculty members;</li> <li>• approve and authorize all earned and honorary degrees;</li> <li>• oversee and approve the budget of the institution, and establish policy guidelines for the endowment and for all investments and major fund raising efforts;</li> <li>• authorize the construction of new buildings and major renovations of existing buildings;</li> <li>• authorize the incurring of debts by the institution and securing thereof by mortgage and pledge or real and personal property tangible and intangible;</li> <li>• authorize officers or agents of the institution to accept gifts or bequests on behalf of the institution; and</li> <li>• ensure that adequate due process policies and procedures exist.</li> </ul>	
2.02.05	<p><b>Meetings.</b> There shall be two (2) regular meetings of the Board of Trustees annually.</p> <ul style="list-style-type: none"> <li>• <i>Quorum.</i> A majority of the Trustees shall constitute a quorum for the transaction of business.</li> <li>• <i>Regular meetings</i> shall be held in the spring and fall (on the first Saturday in October and May) on such date as may be designated either by the Board or by the Chairman or by the President at least a month in advance.</li> <li>• <i>Special meetings</i> may be held at the call of the Chairman or the President and it shall be the duty of the Chairman or the President or the Secretary to call such special meetings on the request of three (3) trustees, setting forth the objectives of the meeting. All</li> </ul>	

	members must be duly notified as to the time and place at least two (2) weeks before a special meeting.	
<b>2.03</b>	<p><b>PRESIDENT OF DIVINE WORD COLLEGE</b></p> <p>The President is elected by and responsible to the Board of Trustees for a term designated by the Bylaws. He is the chief educational and administrative officer of the institution, with responsibility for the overall affairs of the College. The President helps develop, define, and articulate a vision for the College, and he leads the College in fulfilling its mission.</p>	
2.03.01	<p><b>Liaison to the Society of the Divine Word.</b> The President serves as the primary liaison between the College and the Chicago Province through regular communication with the Provincial Superior and other Province offices regarding matters pertaining to the College, including personnel, finance, and recruitment.</p>	
2.03.02	<p><b>Liaison to Board of Trustees.</b> The President is the primary liaison between the College and the Board of Trustees. His responsibilities include:</p> <ul style="list-style-type: none"> <li>• <i>serving as an ex officio member of the Board of Trustees</i>, and of all committees of the Board;</li> <li>• <i>giving regular reports</i> to the Board of Trustees on the condition of the College, making such recommendations as are considered expedient, and bringing those matters to the attention of the Board of Trustees that are appropriate and necessary to keep it fully informed and to enable it to meet its policy-making responsibilities;</li> <li>• <i>organizing of all regular meetings</i> of the Board of Trustees in consultation with the Chair and prepares necessary background materials for such meetings;</li> <li>• <i>providing leadership in the recruitment and orientation</i> of new members of the Board of Trustees and maintaining personal contact with Trustees between meetings;</li> <li>• <i>assisting the Chair in the evaluation</i> and improvement of all functions of the Board of Trustees; and</li> <li>• <i>seeing that all policies established by the Board of Trustees are implemented</i> fully; that all legal requirements are met; that proper educational standards are observed; that everything possible is done to attain the stated objectives of the College, and to promote the best interests of the students and faculty.</li> </ul>	

2.03.03	<p><b>Chair of the Board of Administration.</b> The President presides at all meetings of the Board of Administration. In collaboration with the Board he attends to the following tasks:</p> <ul style="list-style-type: none"> <li>• <i>effective coordination</i> of activity among the various departments of the College;</li> <li>• <i>meeting regularly</i> with the individual members of the Board of Administration to discuss progress on particular program objectives, consult on issues affecting the whole College, and offer and receive encouragement;</li> <li>• <i>appointment and termination</i> of all administrative, faculty and staff members as necessary for the efficient conduct of the College's business;</li> <li>• <i>periodic performance reviews</i> of members of the Board of Administration and the President's Secretary; and</li> <li>• <i>service as an ex officio member</i> of all standing committees in the College.</li> </ul>	
2.03.04	<p><b>Represents the College.</b> The President represents the College to the general public, to educational groups and agencies, and, in general, is the spokesman in all external relations. At the direction of, and in cooperation with, the Board of Trustees, is responsible for:</p> <ul style="list-style-type: none"> <li>• <i>Financial Support.</i> Oversees financial support programs for the objectives and programs of the institution;</li> <li>• <i>External Representation.</i> Represents the institution or causes it to be represented, as may be necessary and appropriate, before the Church, other institutions of learning, and public and private bodies;</li> <li>• <i>Accreditation.</i> Assures that the College is current with trends and topics relating to accreditation and regulation at all levels. This includes assuring representation to accrediting agencies and provision of required reports to those agencies as well as governmental agencies.</li> </ul>	
2.04	<p><b>BOARD OF ADMINISTRATION</b></p> <p>The Board of Administration bears a major responsibility for the effective and efficient operation of the College. It aims to create an organizational environment in which all members of the College community, according to their various purposes, can learn and mature spiritually. It seeks to provide and coordinate human and material resources in support of the instructional and formational objectives of the College. It works to implement policies and objectives determined by the Board of Trustees.</p>	

	<p>The Board of Administration recognizes that the organization of the curriculum and the establishment of academic standards are primarily the responsibility of the instructional faculty. It respects the essential role of the instructional faculty through policies that ensure academic freedom, provide fair salaries and benefits, actively involve the faculty in the hiring of instructional personnel and evaluating service for promotion in rank, and encourage professional development.</p>	
2.04.01	<p><b>Members.</b> The Board of Administration shall ordinarily include as members the President, the Vice President for Academic Affairs, the Vice President for Formation, the Vice President for Admissions, and the Vice President for Operations and Finance.</p> <ul style="list-style-type: none"> <li>• During a prolonged absence of the President, the order of authority among the Board members shall be the following: the Vice President for Academic Affairs, the Vice President for Formation, the Vice President for Admissions, and the Vice President for Operations and Finance.</li> <li>• The Board may include other members appointed by the President.</li> </ul>	
2.04.02	<p><b>Responsibilities.</b> The Board collaborates with and advises the President on a wide range of issues affecting the general operation of the College. These include but are not limited to the:</p> <ul style="list-style-type: none"> <li>• recommendation of the preliminary budget to the Board of Trustees;</li> <li>• approval of scholarship and other financial aid awards;</li> <li>• planning of facility maintenance and improvements;</li> <li>• adequacy of various policies and practices;</li> <li>• approval of the annual liturgical and activities calendars;</li> <li>• evaluation of public and special events;</li> <li>• formulation of effective emergency procedures;</li> <li>• promotion, evaluation and implementation of institutional planning objectives;</li> <li>• consideration of special issues brought to the attention of the Board; and</li> <li>• review and assessment of the effectiveness of all college-wide committees, institution of new committees or discontinuation of existing committees as may be necessary.</li> </ul>	
2.04.03	<p><b>Meetings</b> The Board shall normally meet every two weeks during the academic year and as necessary during vacation periods.</p> <ul style="list-style-type: none"> <li>• A <i>quorum</i> shall consist of a majority of all the members (3). One of the three members must be the President or the Vice President for</li> </ul>	

	<p>Academic Affairs. In case of an emergency, a proxy be appointed by each absent member, the total of proxies not to exceed two, and provided further that the business transacted be subject to the approval of the rightful members.</p> <ul style="list-style-type: none"> <li>• <i>Agenda.</i> The President shall draw up the agenda and provide for its distribution to the members sufficiently in advance of the meeting to allow for the thoughtful consideration of the agenda items. Members may place items on the agenda by notifying the President sufficiently in advance of the meeting in which the item is to be considered.</li> <li>• <i>Minutes.</i> The secretary shall keep accurate minutes to be signed regularly by the secretary and countersigned by the President or Vice President for Academic Affairs.</li> <li>• <i>Communication.</i> Board decisions and actions are reported to the College community in a variety of ways. These include the communication of particular issues to the departments and offices affected; announcements and summaries in <i>The Log</i>; a memo to the faculty and/or staff employees; and presentations in a Presidential Forum, Academic and Formation Advisory Council, Faculty and Staff Forum, Student Senate, or Dean's Forum.</li> <li>• <i>Special Meetings.</i> The President may call special meetings as may seem necessary. Other members may request the calling of a special meeting.</li> </ul>	
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### **CHAPTER 03: ADMINISTRATIVE AND SUPERVISORY PERSONNEL**

- 3.01 President of Divine Word College
  - 3.01.01 Development Director
  - 3.01.02 Associate Development Director
    - 3.01.02.A Development Office Secretary for Vietnamese Outreach
    - 3.01.02.B Development Office Secretary
  - 3.01.03 Public Relations Director
  - 3.01.04 Public Relations Specialist
  - 3.01.05 Divine Word Alumni Director
    - 3.01.05.A Assistant to the Director of the Alumni Association
  - 3.01.06 Executive Secretary to the President
- 3.02 Vice President for Academic Affairs
  - 3.02.01 Registrar
  - 3.02.02 Director of Intensive English Language Institute
  - 3.02.03 Department Chair
  - 3.02.04 Studies Abroad Coordinator
  - 3.02.05 Academic Advisement Coordinator
  - 3.02.06 Library Director
    - 3.02.06.A Library Technical Assistant
  - 3.02.07 Assistant Librarian
  - 3.02.08 Director for Institutional Effectiveness
- 3.03 Vice President for Admissions
  - 3.03.A Admissions Office Secretary/Bookkeeper
  - 3.03.01 Admissions Director
  - 3.03.02 Vocation Promoters
  - 3.03.03 International Student Advisor
  - 3.03.04 Financial Aid Coordinator
- 3.04 Vice President for Formation and Student Life
  - 3.04.01 Dean of Students
  - 3.04.02 Associate Dean of Students
  - 3.04.03 Formation Director
  - 3.04.04 Spiritual Life Coordinator
  - 3.04.05 Spiritual Director
  - 3.04.06 Counselor
  - 3.04.07 Ministries Coordinator
  - 3.04.08 Assistant Ministries Coordinator
  - 3.04.09 College Chaplain
  - 3.04.10 Assistant College Chaplain
  - 3.04.11 Liturgical Music Coordinator
  - 3.04.12 Assistant Liturgical Music Coordinator
  - 3.04.13 Sports Coordinator
  - 3.04.14 Health Services Coordinator



- 3.05 Vice President for Operations and Finance
  - 3.05.01 Business Office Director and Controller
    - 3.05.01.A Business Office Receptionist/Secretary
    - 3.05.01.B Business Office Bookkeeper/Secretary
  - 3.05.02 Information Systems Director
    - 3.05.02.A Information System Assistant
  - 3.05.03 Archivist
  - 3.05.04 Food Service Director
    - 3.05.04.A Food Service Worker
  - 3.05.05 Maintenance Director
    - 3.05.05. A Groundskeeper
  - 3.05.06 Maintenance Worker
  - 3.05.07 Housekeeper/Work-Study Coordinator
  - 3.05.08 Housekeeper/Laundry Worker

	<b>CHAPTER 03: ADMINISTRATIVE AND SUPERVISORY PERSONNEL</b>	2019.04.05
	<p>Administrative and supervisory services are organized into five sections: external affairs, academic affairs, admissions, formation and student life, and operations. The President and Vice Presidents oversee their respective sections.</p> <p>Full job descriptions for all employees are in the appendix.</p>	
<b>3.01</b>	<p><b>PRESIDENT OF DIVINE WORD COLLEGE</b></p> <p>The President is elected by and responsible to the Board of Trustees and is the primary liaison between the College and the Board of Trustees. He is the chief executive officer of the institution, with responsibility to oversee all educational and administrative affairs of the College. He oversees the work of the Vice Presidents and also the external affairs of the College.</p> <p>The following administrators report directly to the President of the College:</p> <ul style="list-style-type: none"> <li>Vice President for Academic Affairs</li> <li>Vice President for Admissions</li> <li>Vice President for Formation and Student Life</li> <li>Vice President for Operations and Finance</li> <li>Executive Secretary to the President</li> </ul> <p>The President also oversees the following external affairs positions:</p>	
3.01.01	The <b>Development Director</b> is accountable to the College President and is responsible for fundraising and bears primary responsibility for securing strong financial support for operations as well as for capital and endowment growth.	
3.01.02	The <b>Associate Development Director</b> is accountable to and cooperates with the Development Director in all matters pertaining to fund raising and development activities at Divine Word College and maintains the office's activities in an appropriately confidential manner. The Associate also bears a major responsibility for visitation of major donors and for the solicitation of major gifts.	

3.01.02.A	The <b>Development Office Secretary for Vietnamese Outreach</b> is directly accountable to the Associate Development Director. The Development Office Secretary for Vietnamese Outreach handles routine tasks of the office according to prescribed procedures and instructions in an appropriate confidential manner.	
3.01.02.B	The <b>Development Office Secretary</b> is directly accountable to the Associate Development Director. The secretary handles routine tasks of the office according to prescribed procedures and instructions in an appropriate manner.	
3.01.03	The <b>Public Relations Director</b> is accountable to the College President and is responsible to interpret and appropriately publish the College's goals, achievements and needs to the general public.	
3.01.04	The <b>Public Relations Specialist</b> is accountable to and works directly with the Director of Public Relations to promote the College's mission and achievements with the public as well as to support the recruitment efforts of the Vocation Department.	
3.01.05	The <b>Divine Word Alumni Director</b> is accountable to the College President and works in collaboration with the Public Relations and Development Office. The Alumni Director designs and implements a comprehensive program of outreach and contact with persons who attended any SVD formation and education program in the United States.	
3.01.05.A	The <b>Assistant to the Director of the Alumni Association</b> is accountable to the Director of the Alumni Association and works directly with the Director of the Alumni Association to promote the efforts of the Divine Word Alumni Association.	
3.01.06	The <b>Executive Secretary to the President</b> is accountable to the College President and performs clerical and administrative support tasks as assigned by the President, establishing and ensuring an orderly, professional office environment.	
<b>3.02</b>	<b>VICE PRESIDENT FOR ACADEMIC AFFAIRS</b>  The Vice President for Academic Affairs, the chief Academic Officer, is accountable to the College President and assumes leadership and responsibility in the shaping and implementation of the curriculum, course planning, and assignment of teaching loads and maintains	

	<p>faculty records and all other major academic concerns of the College and its faculty.</p> <p>The Vice President for Academic Affairs oversees the following positions:</p>	
3.02.01	The <b>Registrar</b> is accountable to the Vice President for Academic Affairs and, under appropriate supervision, directs the operations of the Registrar's Office to organize, lead, and provide services related to record-keeping, student registration, class and room scheduling, producing and sharing enrollment reports, and monitoring of student progress.	
3.02.02	The <b>Director of Intensive English Language Institute</b> is accountable to the Vice President for Academic Affairs. The Director is a collaborative leader who contributes to, and advances, shared academic governance by representing the administration to the ESL Instructors and the Instructors to the administration	
3.02.03	The <b>Department Chair</b> is accountable to the Vice President for Academic Affairs. The Chair exercises leadership in advancing the Mission and Strategic Planning Goals of the College by cultivating quality faculty, continuously improving degree programs, and facilitating effective teaching and advisement of students.	
3.02.04	The <b>Studies Abroad Coordinator</b> is accountable to the Vice President for Academic Affairs and follows the guidelines for the Studies Abroad Program as approved by the Board of Administration. The Coordinator informs students of their acceptance in the program after the necessary approvals have been received.	
3.02.05	The <b>Academic Advisement Coordinator</b> is accountable to the Vice President for Academic Affairs and oversees academic advising, encouraging students to complete their studies promptly.	
3.02.06	The <b>Library Director</b> is accountable to the Vice President for Academic Affairs and is responsible for the administration, maintenance, and development of the Library.	
3.02.06.A	The <b>Library Technical Assistant</b> is accountable to the Library Director and handles many of the day-to-day operations of the Library according to the procedures and policies established by the Library Director.	

3.02.07	The <b>Assistant Librarian</b> is accountable to the Library Director and processes and manages all serials and subscriptions.	
3.02.08	The <b>Director for Institutional Effectiveness</b> is accountable to the Vice President for Academic Affairs, and provides ongoing support and training to faculty and personnel in the use of educational technologies. The Director also collects, analyzes, and interprets data to facilitate institutional effectiveness in the areas of planning, program assessment, learning outcomes assessment, and curriculum improvement.	
<b>3.03</b>	<p><b>VICE PRESIDENT FOR ADMISSIONS</b></p> <p>The Vice President for Admissions is accountable to the College President and coordinates all new student recruitment, the application process, and the College's admissions policy. The Admissions Office serves the College and all three SVD provinces in North America.</p> <p>The Vice President for Admissions oversees the following positions:</p>	
3.03.A	The <b>Admissions Office Secretary/Bookkeeper</b> is accountable to the Vice President for Admissions and performs a wide range of secretarial and accounting functions with discretion and in a confidential manner.	
3.03.01	The <b>Admissions Director</b> is accountable to the Vice President for Admissions and is responsible for processing all applications to the College and informs all applicants of their acceptance or rejection by the Admissions Committee.	
3.03.02	The <b>Vocation Promoters</b> are accountable to the Vice President for Admissions, and participate in general vocation promotion activities to find candidates interested in the Society.	
3.03.03	The <b>International Student Advisor</b> is accountable to the Vice President for Admissions, and assists all international students with the necessary process for applying for their visas as well as changing and maintaining appropriate status.	
3.03.04	The <b>Financial Aid Coordinator</b> is accountable to the Vice President for Admissions and assists students in securing adequate funding, responds to questions regarding their financial aid eligibility, and	

	ensures institutional compliance with internal policies and governing agency regulations.	
<b>3.04</b>	<p><b>VICE PRESIDENT FOR FORMATION AND STUDENT LIFE</b></p> <p>The Vice President for Formation and Student Life is accountable to the College President and coordinates the efforts of the formation personnel to achieve the aims and purposes of the Religious Formation Program.</p> <p>The Vice President for Formation and Student Life oversees the following positions:</p>	
3.04.01	The <b>Dean of Students</b> is accountable to the Vice President for Formation and coordinates and supervises the daily activities of the students, exercising general supervision over the social and cultural activities of students.	
3.04.02	The <b>Associate Dean of Students</b> is accountable to the Dean of Students and shares responsibility with the Dean of Students for the implementation of the Religious Formation Program and student affairs at DWC.	
3.04.03	The <b>Formation Director</b> is accountable to the Vice President for Formation and accompanies and is directly responsible for the development of the students in his/her formation group in the areas of Human Formation, Spiritual Formation, Intellectual Formation, Intercultural Community Formation, and Missionary Ministry Formation.	
3.04.04	The <b>Spiritual Life Coordinator</b> is accountable to the Vice President for Formation and directly supervises the Spiritual Directors for spiritual life to help students establish sound habits for a personal life of holiness.	
3.04.05	The <b>Spiritual Director</b> is accountable to the Spiritual Life Coordinator and assists the students to mature in their commitment to the religious/missionary life according to the teaching of the Catholic Church, and the charism of the Society of the Divine Word.	
3.04.06	The <b>Counselor</b> is accountable to the Vice President for Formation and renders services in accordance with the applicable College	

	policies and the standards of the American Counseling Association's Code of Ethics.	
3.04.07	The <b>Ministries Coordinator</b> is accountable to the Vice President for Formation and coordinates all ministry activities of the College, including the Field Education Programs (during summer and Spring Break) so that students engage effectively in various ministries, reflect theologically upon their work, and gain deeper insights into the mission of the Church in the modern world.	
3.04.08	The <b>Assistant Ministries Coordinator</b> is accountable to and works with the Ministries Coordinator in the implementation of the Ministries Program.	
3.04.09	The <b>College Chaplain</b> is accountable to the Vice President for Formation and is responsible for all liturgical services at the College.	
3.04.10	The <b>Assistant College Chaplain</b> is accountable to and works in close collaboration with the College Chaplain and the Liturgical Music Coordinator.	
3.04.11	The <b>Liturgical Music Coordinator</b> is accountable to the Vice President for Formation and selects the music for all public liturgies, in collaboration with the College Chaplain, and provides for the community rehearsal as well as the training of the choir, cantors, instrumentalists and other liturgical musicians.	
3.04.12	The <b>Assistant Liturgical Music Coordinator</b> is accountable to the Liturgical Music Coordinator and prepares the student cantors and instrumentalists for scheduled liturgical functions and accompanies music for the Sunday Eucharistic and weekday daily liturgy as scheduled by the Liturgical Music Coordinator.	
3.04.13	The <b>Sports Coordinator</b> is accountable to the Dean of Students and plans and coordinates the sports program of the College, and coordinates the maintenance and use of the gym and adjacent rooms, the exercise room, the pool and the athletic equipment.	
3.04.14	The <b>Health Services Coordinator</b> is accountable to the Dean of Students and renders services in accordance with the applicable College policies and coordinates health services for all students.	

3.05	<p><b>VICE PRESIDENT FOR OPERATIONS AND FINANCE</b></p> <p>The Vice President for Operations and Finance is accountable to the College President and is responsible for the efficient management of the College's day-to-day operations, its buildings and grounds and its human resources. These responsibilities include the management of the business office, information systems, maintenance, housekeeping, and the kitchen.</p> <p>The Vice President for Operations and Finance oversees the following positions:</p>	
3.05.01	The <b>Business Office Director and Controller</b> is accountable to the Vice President for Operations and Finance and handles the daily activities of the business office according to standard accounting and business practices and in accord with College policy. The Director prepares the annual College budget.	
3.05.01.A	The <b>Business Office Receptionist/Secretary</b> is accountable to the Business Office Director and Controller and works with the Business Office Bookkeeper/Secretary to handle many routine tasks assigned by the Business Office Director and Controller, greets visitors, and answers the switchboard, maintaining a high level of confidentiality.	
3.05.01.B	The <b>Business Office Bookkeeper/Secretary</b> is accountable to the Business Office Director and Controller and performs a wide range of secretarial and accounting payroll functions with discretion and in a confidential manner.	
3.05.02	The <b>Information Systems Director</b> is accountable to the Vice President for Operations and Finance and is responsible for the overall planning, organizing, and execution of all information system functions at the College. This includes directing all information systems operations to meet the needs of faculty, staff, students, and the SVD community as well as the support and maintenance of existing applications and development of new technical solutions.	
3.05.02.A	The <b>Information Systems Assistant</b> is accountable to the Vice President for Operations and Finance and is responsible for assisting the Information Systems Director with all information systems functions at the College. This includes information systems operations to meet the needs of faculty, staff, and students.	



3.05.03	The <b>Archivist</b> is accountable to the Vice President for Operations and Finance and requires identifying, collecting, processing, and preserving the College's inactive permanent records.	
3.05.04	The <b>Food Service Director</b> is accountable to the Vice President for Operations and Finance, and has immediate supervisory responsibility for all full-time and part-time food service workers and any work-study personnel assigned to work in the dining room or kitchen area. The Director manages personnel, food preparation, ordering, and cleanliness.	
3.05.04.A	The <b>Food Service Worker</b> is accountable to the Food Service Director and assists the director in preparing food, cleaning utensils and kitchen storage areas, and stocking supplies. Exercises general care of dining facilities.	
3.05.05	The <b>Maintenance Director</b> is accountable to the Vice President for Operations and Finance and oversees the maintenance and upkeep of the grounds, buildings, vehicles, and equipment of the College.	
3.05.05.A	The <b>Groundskeeper</b> is accountable to the Maintenance Director and maintains the grounds of all College properties.	
3.05.06	The <b>Maintenance Worker</b> is accountable to the Vice President for Operations and Finance and performs a variety of maintenance and janitorial duties.	
3.05.07	<p>The <b>Housekeeping and Work-Study Coordinator</b> is accountable to the Vice President for Operations and Finance and is responsible for the supervision of work-study students and oversees the cleaning of all areas of the College buildings.</p> <p>Housekeeping provides cleaning, janitorial and laundry services for the College and SVD community.</p>	
3.05.08	The <b>Housekeeper/Laundry Worker</b> is accountable to the Vice President for Operations and Finance and provides cleaning, janitorial, and laundry services for the College and the SVD community.	

## **CHAPTER 04: COLLEGE-WIDE STANDING COMMITTEES/COUNCILS**

- 4.01 Academic and Formation Advisory Council (Dissolved 3/4/2022)
  - 4.01.01 Members
  - 4.01.02 Responsibilities
- 4.02 Academic Appeals Committee (forthcoming)
- 4.03 Admissions Committee
  - 4.03.01 Members
  - 4.03.02 Responsibilities
- 4.04 Academic Assessment Committee
  - 4.04.01 Members
  - 4.04.02 Responsibilities
  - 4.04.03 Meetings
- 4.05 Campus Sustainability Committee
- 4.06 Chairs Council
  - 4.06.01 Members
  - 4.06.02 Responsibilities
  - 4.06.03 Meetings
- 4.07 Cultural Events Committee
  - 4.07.01 Members
  - 4.07.02 Responsibilities
- 4.08 Emergency Response Team
  - 4.08.01 Members
  - 4.08.02 Responsibilities
- 4.09 Emergency Committee
  - 4.09.01 Members
  - 4.09.02 Responsibilities
- 4.10 External Affairs Council
  - 4.10.01 Members
  - 4.10.02 Responsibilities
- 4.11 Faculty Promotions and Awards Committee (forthcoming)
- 4.12 Faculty Senate
- 4.13 Financial Affairs Committee
  - 4.13.01 Members
  - 4.13.02 Responsibilities
- 4.14 Food Service Committee
- 4.15 Formation and Student Life Committee
  - 4.15.01 Members
  - 4.15.02 Responsibilities
- 4.16 Formation Appeals Committee (forthcoming)
- 4.17 Information Systems Committee
  - 4.17.01 Members
  - 4.17.02 Responsibilities

- 4.18 Institutional Review Board (forthcoming)
- 4.19 Justice, Peace and Integrity Council (forthcoming)
- 4.20 Library Council
  - 4.19.01 Members
  - 4.19.02 Responsibilities
- 4.21 Liturgy Committee
  - 4.20.01 Members
  - 4.20.02 Responsibilities
  - 4.20.03 Meetings
- 4.22 Newsletter Editorial Committee
- 4.23 Presidential Forum
- 4.24 Scholarship Advisory Committee
  - 4.24.01 Members
  - 4.24.02 Responsibilities
- 4.25 Social Media Content Crew
- 4.26 Website Review Committee

	<b>CHAPTER 04: COLLEGE-WIDE STANDING COMMITTEES/COUNCILS</b>	2019.06.10
	<p>College-Wide Standing Committees are established to expedite the work of the Board of Administration and the Board of Trustees by closer investigation and discussion of matters which fall within their competence. By reporting their findings and decisions to the governing bodies, they play a significant role in shared governance.</p> <p>Membership on all Standing Committees continues from school year to school year until committees have been reconstituted according to the usual election and/or appointment procedures in order to enable committees to deal with issues that may arise during vacation periods or early in a new academic year prior to committee elections/opportunity. The President is a member of all standing committees, with exception of the Faculty Senate and the Faculty Promotions and Awards Committee. The President is a non-voting member in committees where membership is not “ex officio.”</p>	
<b>4.01</b>	<p><b>ACADEMIC AND FORMATION ADVISORY COUNCIL</b> (Dissolved 3/4/2022)</p> <p>The Academic and Formation Advisory Council is an advisory body that reports to the President.</p>	
4.01.01	<p><b>Members.</b> The Council consists of all the members of the faculty and the formation personnel. While members of the Board of Administration may participate in the meetings of the Council, they do not hold membership in the Council with voting privileges.</p> <ul style="list-style-type: none"> <li>• The Council elects its Chair who draws up the agenda and runs the meetings.</li> <li>• The Chair serves a two-year term.</li> </ul>	
4.01.02	<p><b>Responsibilities.</b></p> <ul style="list-style-type: none"> <li>• The Council meets a minimum of once a semester.</li> <li>• Facilitate effective collaboration and integration of academic and formation programs to help develop students as whole and responsible persons, as stated in the College’s mission.</li> <li>• Identify and resolve operational issues relating to the coordination and integration of academic and formation programs.</li> <li>• Make recommendations to the Board of Administration for specific actions.</li> </ul>	

<b>4.02</b>	<b>ACADEMIC APPEALS COMMITTEE</b> (forthcoming)	
<b>4.03</b>	<b>ADMISSIONS COMMITTEE</b>  The Admissions Committee votes on applicants to the College and proposes admission policy. The Committee is responsible to the Vice President for Admissions.	
4.03.01	<b>Members.</b> The Admissions Committee consists of the Vice President for Admissions as Chair, the Vice President for Academic Affairs, the Vice President for Formation, the Director of the Intensive English Language Institute, and one additional SVD member appointed annually by the President. (9/1/17) <ul style="list-style-type: none"> <li>• In the absence of the Admissions Director, the Vice President for Academic Affairs will chair the Admissions Committee.</li> <li>• A quorum shall consist of three official committee members.</li> </ul>	
4.03.02	<b>Responsibilities.</b> <ul style="list-style-type: none"> <li>• Decide by vote as to the acceptance or rejection of all applicants seeking full-time attendance at Divine Word College.</li> <li>• Assist the Admissions Director in the formulation of admission policies for presentation to the Board of Administration.</li> </ul>	
<b>4.04</b>	<b>ACADEMIC ASSESSMENT COMMITTEE</b>  The Academic Assessment Committee facilitates the assessment of student learning and program effectiveness in the College's academic programs. Academic assessment is an important responsibility of instructional faculty in the Undergraduate and ESL programs. Under the leadership of its Chair, the Academic Assessment Committee coordinates the collection, analysis, and reporting of data with the purpose of providing data-driven recommendations for curricular improvements in accord with the College's Assessment Plan.  The Academic Assessment Committee is responsible to, and collaborates with, the Vice President for Academic Affairs.	
4.04.01	<b>Members.</b> The Academic Assessment Committee is comprised of four members: <ul style="list-style-type: none"> <li>• The Director for Institutional Effectiveness (Chair, ex officio)</li> <li>• One appointed faculty member from the Department of Interdisciplinary Studies [DIS]</li> </ul>	

	<ul style="list-style-type: none"> <li>• One appointed faculty member from the Department of Theology &amp; Philosophy [DIP]</li> <li>• On appointed faculty member from the Intensive English Language Institute [IELI]</li> </ul> <p>The Vice President for Academic Affairs, after consultation with the Director for Institutional Effectiveness and the respective Department Chairs, recommends three faculty members for appointment by the College President to the Academic Assessment Committee.</p> <p>Appointed faculty members serve two-year terms.</p>	
4.04.02	<p><b>Responsibilities.</b> The Academic Assessment Committee is responsible for providing assistance to departmental faculty in the implementation of the Assessment Plan as it pertains to the College's academic programs. In particular, these responsibilities include assistance with:</p> <ul style="list-style-type: none"> <li>• Collection and analysis of assessment data on student achievement of Program Learning Outcomes (PLOs) in the Undergraduate degree programs and the English as a Second Language (ESL) program;</li> <li>• Crafting annual assessment reports by Undergraduate Department Chairs and the Intensive English Language Institute (IELI) Director;</li> <li>• Making specific data-driven recommendations for improvements in curriculum and curricular alignment across all academic programs, and;</li> <li>• Completing the Annual Program Review process.</li> </ul>	
4.04.03	<p><b>Meetings.</b> The Academic Assessment Committee shall meet four times each semester as published in the annual College Almanac:</p> <ul style="list-style-type: none"> <li>• Fall Semester: August, September, October, November</li> <li>• Spring Semester: January, February, March, April</li> </ul> <p>The Chair may call additional meetings as required.</p> <p>The Chair shall ensure that meeting minutes are recorded, amended, approved, and preserved in accord with established protocols.</p>	
4.05	<p><b>CAMPUS SUSTAINABILITY COMMITTEE (suspended 9/2020)</b></p> <p>The Campus Sustainability Committee's purpose is to transform the SVD commitment to sustainability into a lived and witnessed reality at</p>	

	<p>Divine Word College—in the academic and formation curriculum, in student life, and in institutional management.</p> <p>The committee helps Divine Word College to live our responsibility as an institution of Catholic higher education by modeling sustainable environmental practices for the surrounding community.</p> <p>The Campus Sustainability Committee is now part of the Justice, Peace and Integrity Council (JPIC).</p>	
<b>4.06</b>	<p><b>CHAIRS COUNCIL</b></p> <p>The Council functions as an advisory body to the Vice President for Academic Affairs.</p>	
4.06.01	<p><b>Members.</b> The Chairs Council consists of the Vice President for Academic Affairs, the Registrar, the Chairs of the academic departments, and the Director of the IELI Institute. The Vice President for Academic Affairs prepares the agenda and chairs the meetings of the Council.</p>	
4.06.02	<p><b>Responsibilities.</b></p> <ul style="list-style-type: none"> <li>• Facilitates excellence in teaching and assessment of learning outcomes.</li> <li>• Promotes faculty’s creative and scholarly activities, professional development, and service.</li> <li>• Helps develop and update courses and curriculum.</li> <li>• Collaborates with faculty and administration in developing, updating, and implementing academic policies and procedures.</li> <li>• Assists in advancing the College’s academic strategic plan.</li> <li>• Reviews faculty office assignments and recommends new or changed office assignments to the Vice President for Academic Affairs prior to the beginning of each semester.</li> </ul>	
4.06.03	<p><b>Meetings.</b> The Committee meets a minimum of three times during a semester or as called by the Vice President for Academic Affairs.</p>	
<b>4.07</b>	<p><b>CULTURAL EVENTS COMMITTEE</b> (currently dormant)</p> <p>The Committee shall develop an annual cultural events program at Divine Word College featuring performance, visual and literary artists. The program will give emphasis to artists who incorporate ethnic and</p>	

	<p>international themes in their presentations, thereby furthering the educational and intercultural objectives of Divine Word College.</p> <p>The Committee reports to the College President.</p>	
4.07.01	<p><b>Members.</b> The Cultural Events Committee will include members who have an interest in or background in the performing, visual or literary arts. The chair is appointed by the College President. The committee includes the Director of the Weyland Gallery (ex officio); lecture series representative (appointed by the College President); the Director of Public Relations (ex officio), the Dean of Students (ex officio); a faculty member from the performing arts (ex officio), and a student representative (nominated by the Student Senate and appointed by the College President). The members of the Committee shall serve a two-year term and may be re-appointed.</p>	
4.07.02	<p><b>Responsibilities.</b></p> <ul style="list-style-type: none"> <li>• Prepare and submit an annual budget.</li> <li>• Plan and host a maximum of two (2) public events per semester each school year. Public events include lectures, visual and performing arts.</li> <li>• Prepare an annual calendar of cultural events in collaboration with the Dean of Students and the Vice President for Academic Affairs.</li> <li>• Publish an annual announcement of the year's cultural events for the College community and the public.</li> </ul>	
<b>4.08</b>	<p><b>EMERGENCY RESPONSE TEAM</b></p> <p>The Emergency Response Team will be ready to respond and take action in the case of any emergency at Divine Word College.</p>	
4.08.01	<p><b>Members.</b> The Emergency Response Team is composed of three ex officio SVD members: the President, the Dean of Students, the Rector. Additional members may be appointed by the President. Appointed members shall serve for three-year terms. Members may also serve on the Emergency Committee.</p>	
4.08.02	<p><b>Responsibilities.</b></p> <ul style="list-style-type: none"> <li>• Provide leadership to the College community during any emergency.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Use the paging system to evacuate the building during an emergency.</li> <li>• Reset the fire alarm system following activation.</li> <li>• Meet with the Emergency Committee once each semester to review emergency procedures.</li> <li>• Submit recommendations and suggestions for security and safety improvements to the President.</li> </ul>	
<b>4.09</b>	<b>EMERGENCY COMMITTEE</b>  The Emergency Committee is established to assist the administration of Divine Word College in providing for the welfare and safety of the College community. The Committee reports to the President.	
4.09.01	<b>Members.</b> The Emergency Committee shall consist of not more than eight members appointed by the President. Members may also serve on the Emergency Response Team. The members shall serve a three-year term.	
4.09.02	<b>Responsibilities.</b> <ul style="list-style-type: none"> <li>• Update the emergency procedures annually.</li> <li>• Prepare an annual presentation to the students, faculty, staff and SVD community on the importance of following the emergency procedures.</li> <li>• Distribute copies of the Emergency Procedures plan to the College community at the beginning of each year.</li> <li>• Meet with the Emergency Response Team once each semester to review emergency procedures.</li> <li>• Schedule fire and tornado drills (the chair) at the beginning of each academic year as required by the State Fire Marshall, and monitor the response to these drills.</li> <li>• Monitor CPR and First Aid Certification and set up recertification for faculty, staff, and the SVD members who have volunteered to serve in this capacity. (CPR requires recertification yearly; First Aid Certification requires recertification every three years.)</li> <li>• Keep current on security issues and emergency trends by attending area workshops and conferences when relevant.</li> <li>• Submit recommendations to the President when changes are necessary to upgrade security or emergency procedures.</li> </ul>	

<b>4.10</b>	<b>EXTERNAL AFFAIRS COUNCIL</b>  The External Affairs Council assists the President in overseeing the areas of Development, Public Relations, and the Alumni Association.	
4.10.01	<b>Members.</b> The External Affairs Council is composed of the College President as chair, the Development Director, the Associate Development Director, the Public Relations Director, the Public Relations Specialist, and the Divine Word Alumni Director. The chair may also invite others to participate as needed.	
4.10.02	<b>Responsibilities.</b> <ul style="list-style-type: none"> <li>• Meets once a month during the academic year.</li> <li>• Plans and carries out the goals and objectives set forth in the Strategic Plan.</li> <li>• Serves as an advisory committee to the College President on the specific areas of external affairs.</li> <li>• Promotes collaboration among the participating departments.</li> </ul>	
<b>4.11</b>	<b>FACULTY PROMOTIONS AND AWARDS COMMITTEE</b> (forthcoming	
<b>4.12</b>	<b>FACULTY SENATE</b>  Members of the Senate are all full-time faculty, the College librarians, and the registrar. Full-time employees of the College who teach part-time are also considered faculty if they teach at least two courses per year. While adjunct faculty members, the College President, and the Vice President for Academic Affairs may attend Faculty Senate meetings, they do not hold membership in the Faculty Senate.	
<b>4.13</b>	<b>FINANCIAL AFFAIRS COMMITTEE</b>  The Committee prepares the annual budget and gives counsel on financial matters. The Committee is responsible to the Vice President for Operations and Finance.	
4.13.01	<b>Members.</b> The Financial Affairs Committee shall be composed of the Business Office Director and Controller as Chair, the Vice President for Operations and Finance, the Development Director, the Vice President for Admissions, and the Financial Aid Coordinator. Other members may be appointed by the College President.	

4.13.02	<b>Responsibilities.</b> <ul style="list-style-type: none"> <li>• Prepares the annual budget in collaboration with the Business Office Director and Controller in consultation with the President, the heads of the various offices and programs. Recommends a preliminary budget for approval by the Board of Administration and ultimately the Board of Trustees.</li> <li>• Reviews the monthly financial report.</li> <li>• Serves in an advisory and oversight capacity for the Financial Aid Office, periodically reviewing financial aid practices, evaluating the quality of financial aid services based on Department of Education certifications, the annual audit, student and other relevant feedback. In matters pertaining to student financial aid, the Financial Aid Coordinator and the Vice President for Admissions act as non-voting committee members.</li> <li>• Serves, at the President's request, as an ad hoc advisory committee on special financial issues.</li> </ul>	
4.14	<b>FOOD SERVICE COMMITTEE</b>  The Food Service Committee is established to assist the Vice President for Operations and Finance with oversight of the contracted kitchen services at Divine Word College.	
4.14.01	<b>Members.</b> The Food Service Committee consists of five members: the Food Service Director, the Vice President for Operations and Finance (Chair), one (1) off-campus employee, one (1) SVD member, and one (1) student, all appointed by the College President.	
4.14.02	<b>Responsibilities.</b> <ul style="list-style-type: none"> <li>• Make recommendations regarding food, facilities, and hours of operation.</li> <li>• Review community feedback/surveys and make recommendations for improvement.</li> <li>• Receive progress report from the Food Service Director and give feedback.</li> <li>• Meet once per academic semester.</li> <li>• Other food service issues as needed.</li> </ul>	
4.15	<b>FORMATION AND STUDENT LIFE COMMITTEE</b>  The Formation Committee oversees the Religious Formation Program. The Committee reports to the Vice President for Formation.	

4.15.01	<b>Members.</b> The Formation Committee consists of the Vice President for Formation as Chair, the Dean of Students, the Associate Dean of Students, the Ministries Director, the Spiritual Life Coordinator, the Counselor, the College Chaplain, the Formation Directors, and three non-voting student representatives, at least one of whom is a female student. A representative of the faculty regularly attends as a non-voting member.	
4.15.02	<b>Responsibilities.</b> <ul style="list-style-type: none"> <li>• Meets regularly each month.</li> <li>• Implements and oversees the Religious Formation Program.</li> <li>• Recommends changes or revisions in the Religious Formation Program to the Board of Administration for approval.</li> </ul>	
4.16	<b>FORMATION APPEALS COMMITTEE</b> (forthcoming)	
4.17	<b>INFORMATION SYSTEMS COMMITTEE</b>  The committee is to advise the Information Systems Director on the allocation of funds, on the acquisition and allocation of computing equipment, on College Information Systems policies, and on setting and reviewing goals for the College's Information Systems. The Committee reports to the Vice President for Operations and Finance.	
4.17.01	<b>Members.</b> The Information Systems Committee shall consist of the College's Information Systems Director as the Chair of the Committee, the Vice President for Operations and Finance, the Library Director, the Instructional Technology Support Specialist, and such other representatives of the programs and offices as may be appointed by the College President. The term of the office for appointed members is two years, and may be renewed. The number of members is no fewer than five (5) and no more than eight (8). No more than half of the members should turn over in one year.	
4.17.02	<b>Responsibilities.</b> The Committee meets at least twice during each semester to assist the Director to: <ul style="list-style-type: none"> <li>• Prioritize needs and requests for equipment and upgrades so that computing equipment is distributed in an equitable and responsible fashion;</li> <li>• Submit an annual budget to the Vice President for Operations and Finance of Divine Word College;</li> </ul>	

	<ul style="list-style-type: none"> <li>Recommend policy for the operation of the College websites.</li> </ul>	
<b>4.18</b>	<b>INSTITUTIONAL REVIEW BOARD</b> (forthcoming)	
<b>4.19</b>	<b>JUSTICE, PEACE AND INTEGRITY COUNCIL</b> (forthcoming)	
<b>4.20</b>	<b>LIBRARY COUNCIL</b>  The Library Council advises the College Library Director and reports to the Vice President for Academic Affairs.	
4.20.01	<b>Members.</b> The Library Council shall consist of the College Library Director as Chair and the Assistant Librarian as ex official members. Additional members from each academic program are to be nominated by the respective programs, and a student representative nominated by the Student Senate, to be appointed by the College President. Faculty representatives shall be appointed for terms of two years. The Student representative shall be appointed for one year.	
4.20.02	<b>Responsibilities.</b> <ul style="list-style-type: none"> <li>The Library Council shall meet at least at the beginning and mid-term of each semester.</li> <li>The Library Council reviews the allocation of funds, the acquisition of library material, and the library policies.</li> </ul>	
<b>4.21</b>	<b>LITURGY COMMITTEE</b>  The Liturgy Committee is established in order to ensure that all liturgical and para-liturgical functions shall be well prepared to insure that the charism and spirituality of the Society of Divine Word are preserved and communicated. The Committee reports to the Vice President for Formation.	
4.21.01	<b>Members.</b> <ul style="list-style-type: none"> <li>the College Chaplain, Chair;</li> <li>the Assistant Chaplain, Co-Chair</li> <li>the Rector of the SVD community</li> <li>the Dean or Associate Dean of Students</li> <li>the Liturgical Music Coordinator</li> </ul>	

	<ul style="list-style-type: none"> <li>• a member of the Faculty appointed by the President; and,</li> <li>• a student nominated by the Student Senate and appointed by the College President.</li> </ul>	
4.21.02	<b>Responsibilities.</b> <ul style="list-style-type: none"> <li>• To serve as a sounding board in liturgical matters regarding ordinary and extraordinary liturgical and para-liturgical functions at Divine Word College.</li> <li>• To help set overall liturgical goals for the semester and the academic year and to review these goals periodically.</li> <li>• To review present liturgical policies and, when needed, to recommend changes to the President.</li> <li>• To provide flexibility in liturgical and para-liturgical observances and adaptation to the needs of the College and its community while, at the same time, insuring that required liturgical norms are followed.</li> </ul>	
4.21.03	<b>Meetings.</b> In order to fulfill its duties and purposes the Committee shall meet as often as needed. In particular meetings should be scheduled: <ul style="list-style-type: none"> <li>• At the beginning of each semester to prepare a schedule of special liturgical and para-liturgical celebrations, in line with the calendars of the Church, the Society, and any particular feast traditionally celebrated at the College.</li> <li>• To discuss and recommend to the Board of Administration when an outside group or groups should be invited to participate in or play a major role in any College liturgical function.</li> <li>• To insure communications between the Committee and the President, the Chair of the Committee shall meet with the President at least once each semester, preferably after the Committee has prepared its schedule of celebrations for that semester.</li> </ul>	
<b>4.22</b>	<b>NEWSLETTER EDITORIAL COMMITTEE</b> <p>The Newsletter Advisory Committee assists the Public Relations Specialist in the development of <i>The DWC World</i> newsletter.</p>	
4.22.01	<b>Members.</b> The committee consists of the Public Relations Specialist, as chair, and the Associate Development Director, as ex officio members. <ul style="list-style-type: none"> <li>• The College President, in consultation with the chair, appoints faculty and staff representatives.</li> <li>• The College President appoints student representatives, in consultation with the chair.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Faculty and staff representatives serve two-year terms.</li> <li>• Student representatives serve one-year terms.</li> </ul>	
4.22.02	<p><b>Responsibilities.</b></p> <ul style="list-style-type: none"> <li>• Attend a pre-publication meeting prior to each new issue of the newsletter (at least three times per academic year).</li> <li>• Provide feedback on the most recent issue.</li> <li>• Suggest content for upcoming issues.</li> </ul> <p>Proof-read draft of newsletter prior to printing.</p>	
<b>4.23</b>	<p><b>PRESIDENTIAL FORUM</b></p> <p>The Presidential Forum is the gathering of the faculty and staff to facilitate communication on College-wide matters.</p> <ul style="list-style-type: none"> <li>• All employees of the College are members of the Presidential Forum.</li> <li>• Meetings of the Presidential Forum are called and chaired by the President or by the President's designee.</li> <li>• Meetings are usually held in the beginning of each semester or as may be deemed necessary. Since the purpose of the meeting is to facilitate communication, the forum does not vote on any item unless the President explicitly requests an advisory vote on any specific matter.</li> </ul>	
<b>4.24</b>	<p><b>SCHOLARSHIP ADVISORY COMMITTEE</b></p> <p>The Scholarship committee assists the President in awarding scholarships and grants to students of DWC.</p>	
4.24.01	<p><b>Members.</b> The committee consists of five ex-officio members:</p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President for Formation-Student Life</li> <li>• Vice President for Admissions-Recruitment</li> <li>• Financial Aid Coordinator</li> <li>• International Student Advisor</li> </ul> <p>The President appoints the chair, and may also appoint additional members to the committee.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
4.24.02	<p><b>Responsibilities.</b></p> <ul style="list-style-type: none"> <li>• The committee meets as necessary to provide appropriate counsel to the President on the awarding of scholarships.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Recommends policies for the awarding of Scholarships and Grants.</li> <li>• Determines priority characteristics for the awarding of DWC and Named scholarships.</li> <li>• Organizes and review the applicants for DWC scholarships.</li> <li>• Reviews and recommends to the Board of Administration recipient students for DWC, Honor, and Presidential Scholarships.</li> <li>• Assists with correspondence regarding scholarships (as needed).</li> </ul>	
<b>4.25</b>	<b>SOCIAL MEDIA CONTENT CREW</b>  The Social Media Content Crew assists the Public Relations Department with developing relevant and interesting content for the college social media accounts: Facebook, Instagram, YouTube, etc.	
4.25.01	<b>Members.</b> The Public Relations Director, as chair, and the Public Relations Specialist serve as ex officio members. <ul style="list-style-type: none"> <li>• The College President, in consultation with the chair, appoints faculty and staff representatives to serve.</li> <li>• The College President, in consultation with the chair, appoints students to serve on the Social Media Content Crew.</li> <li>• Faculty and staff representatives serve two-year terms.</li> <li>• Student representatives serve one-year terms.</li> </ul>	
4.25.02	<b>Responsibilities.</b> <ul style="list-style-type: none"> <li>• Meet once per month during the academic year.</li> <li>• Brainstorm topics for social media campaigns.</li> <li>• Assist the Public Relations staff in gathering appropriate content – words, photos, video, etc. Suggest social media content between meetings as appropriate.</li> </ul>	
<b>4.26</b>	<b>WEBSITE REVIEW COMMITTEE</b>  <i>The Website Review Committee performs a thorough review of <a href="http://www.dwci.edu">www.dwci.edu</a>, <a href="http://www.svdvocations.org">www.svdvocations.org</a>, and <a href="http://www.SVDalumni.org">www.SVDalumni.org</a> websites to ensure that all content and images are clear, relevant and correct.</i>	
4.26.01	<b>Members.</b> The committee consists of the Public Relations Director, as chair, the Public Relations Specialist, the Vice President for Academic Affairs, the National Vocation Director, and the Divine Word Alumni Director as ex officio members.	



	<ul style="list-style-type: none"> <li>• The College President, in consultation with the chair, appoints faculty and staff representatives to serve.</li> <li>• The College President, in consultation with the chair, appoints students to serve on the Social Media Content Crew.</li> <li>• Faculty and staff representatives serve two-year terms.</li> <li>• Student representatives serve one-year terms.</li> </ul>	
4.26.02	<b>Responsibilities.</b> <ul style="list-style-type: none"> <li>• Meet at least once per semester to review content and images for the websites.</li> <li>• Test all links to be sure websites are operating optimally.</li> <li>• Suggest new content.</li> <li>• Provide updated content/information as appropriate.</li> </ul>	

**CHAPTER 05: DIVINE WORD COMMUNITY POLICIES  
(FACULTY, STAFF, AND STUDENTS)**

- 5.01 Anti-Bullying Policy
  - 5.01.01 Nature of Bullying
  - 5.01.02 Reporting Bullying Actions
  - 5.01.03 Procedure for Dealing with Bullying
- 5.02 Anti-Harassment/Sexual Misconduct Policy
  - 5.02.01 Harassment
  - 5.02.02 Sexual Harassment
  - 5.02.03 Sexual Abuse
  - 5.02.04 Stalking
  - 5.02.05 Dating Violence
  - 5.02.06 Domestic Violence
  - 5.02.07 Protection and Safety Tips
  - 5.02.08 Reporting Sexual Assault
  - 5.02.09 Retaliation
  - 5.02.10 Security Awareness
  - 5.02.11 Formal Complaint and Reporting Procedures
  - 5.02.12 Appeals
- 5.03 Awards and Recognition
  - 5.03.01 Service Recognition Program
  - 5.03.02 Employee Retirement
  - 5.03.03 Matthew 25 Award
  - 5.03.04 Donaghey Service Award
  - 5.03.05 Rev. Michael Hutchins, SVD, Excellence in Leadership Award
  - 5.03.06 Charles Malin Excellence in Teaching Award
  - 5.03.07 Bro. Anthony Kreinus, SVD, Distinguished Service Award
  - 5.03.08 Donna Puccio Distinguished Service Award
  - 5.03.09 Brother Leonard Bauer Service Award
  - 5.03.10 St. Arnold Janssen Oral Presentation Award
- 5.04 Budget Process – Timeline
- 5.05 Children in the Workplace
- 5.06 College Facilities – Use of
  - 5.06.01 Swimming Pool
  - 5.06.02 Gymnasium, Other Indoor Facilities, and Outdoor Sport Areas
  - 5.06.03 Rules for Use
  - 5.06.04 Priority Given
  - 5.06.05 Overnight Guests
- 5.07 The College LOG
- 5.08 College Safety and Security
  - 5.08.01 Security
  - 5.08.02 Emergency Procedures

- 5.08.03 Epidemic Response Plan
- 5.09 Drug Free Workplace and College
  - 5.09.01 Condition for Employment/Matriculation
  - 5.09.02 Counseling
  - 5.09.03 EDGAR Compliance
- 5.10 Family Education Rights and Privacy Act (FERPA)
- 5.11 FAX
- 5.12 Food and Beverages
- 5.13 Graduation Policy
  - 5.13.01 Objectives of Commencement Exercises
  - 5.13.02 Preparation of Commencement Activities
  - 5.13.03 Policies Governing Commencement
  - 5.13.04 Organizing Commencement Activities
- 5.14 HIV/AIDS Policy
  - 5.14.01 Rights of the Individual
  - 5.14.02 Resource Services
- 5.15 Inclement Weather
- 5.16 Internet/Email
- 5.17 IT/Computer/Information Technology Policies
- 5.18 IT/Computer Hardware and Software Acquisition Policy
- 5.19 IT/Computer Resources and Technology Policy
- 5.20 IT/Digital Millennium Copyright Act Compliance
- 5.21 IT/Information Systems – Waste Disposal
- 5.22 IT/Information Technology Emergency Services
- 5.23 Key Distribution Procedure
- 5.24 Mail Service
- 5.25 Personally Owned Property
- 5.26 Property & Equipment Disposal Policy
  - 5.26.01 General Policy
  - 5.26.02 Surplus Definition
  - 5.26.03 Disposal Procedures
- 5.27 Protection of the Human Subject of Research
  - 5.27.01 Institutional Review Board (IRB): Appointment and Responsibilities
  - 5.27.02 Procedure
  - 5.27.03 Informed and Voluntary Consent
  - 5.27.04 Confidentiality of Records
- 5.28 Records Retention Schedule Guide
- 5.29 Smoke Detectors/Fire Alarm
- 5.30 Smoking Policy
- 5.31 Solicitation of Funds
- 5.32 Student Retention Policy
- 5.33 Telephone/Cell Phones

	<b>CHAPTER 05: DIVINE WORD COMMUNITY POLICIES (FACULTY, STAFF, AND STUDENTS)</b>	Appd. 2019.05.24 Rev.2020.02.14
<b>5.01</b>	<b>ANTI-BULLYING POLICY</b>  Divine Word College is committed to providing all students and employees a healthy and safe work and academic environment. The College will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved.  Divine Word College considers bullying unacceptable and will not tolerate it under any circumstances. This policy applies to all students and all employees, regardless of his or her employee status (i.e. managerial vs. hourly, full-time vs. part-time). Any employee or student found in violation of this policy will be disciplined, up to and including termination or dismissal.	
5.01.01	<b>Nature of Bullying.</b> Bullying is unwanted offensive and malicious behavior which undermines an individual or group through negative verbal or psychological abuse. There is typically an element of vindictiveness and the behavior is calculated to threaten, undermine, patronize, humiliate, intimidate, or demean the recipient.	
	Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. Persons who witness bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.	
	Examples of behaviors that meet the definition of bullying include, but are not limited to: <ul style="list-style-type: none"> <li>• Staring, glaring or other nonverbal demonstrations of hostility;</li> <li>• Exclusion or social isolation;</li> <li>• Excessive monitoring or micro-managing;</li> <li>• Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);</li> <li>• Being held to a different standard than the rest of an employee's work group;</li> <li>• Consistent ignoring or interrupting of an employee in front of co-workers;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Personal attacks (angry outbursts, excessive profanity, or name-calling);</li> <li>• Encouragement of others to turn against the targeted employee;</li> <li>• Sabotage of a coworker's work product or undermining of an employee's work performance;</li> <li>• Stalking;</li> <li>• Invasion of another person's personal space;</li> <li>• Unreasonable interference with an employee's ability to do his or her work (i.e. overloading of emails);</li> <li>• Use of electronic devices to convey a message (text, image, audio, video) that defames, intimidates, harasses, stalks, posting sexually explicit photos or harassing comments on social media sites.</li> <li>• Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;</li> <li>• Abusive and offensive language;</li> <li>• Trivializing of work and achievements;</li> <li>• Criticizing continually in front of others;</li> <li>• Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property;</li> <li>• Nonverbal threatening gestures;</li> <li>• Conduct that a reasonable person would find hostile, offensive, and unrelated to the employee's work.</li> </ul>	
	<p><b>Mobbing</b> is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.</p>	
5.01.02	<p><b>Reporting Bullying Actions</b></p> <p><b>Students</b> – A student who believes he or she has been the subject of bullying, or an individual who believes a student has engaged in bullying behavior should report the behavior to the Dean of Students or to his or her formation director. The student should report the acts of bullying to the person they feel most comfortable with and that is most appropriate to the situation.</p> <p><b>Staff</b> – An individual who believes he or she has been the subject of bullying, or an individual who believes a staff member has engaged in bullying behavior should report the behavior to his or her supervisor,</p>	

	<p>the College Counselor or a member of the Board of Administration. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.</p> <p><b>Faculty</b> – A faculty member who believes he or she has been the subject of bullying, or an individual who believes a faculty member has engaged in bullying behavior should report the behavior to the Department Chair, the Counselor, or the Vice President for Academic Affairs. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.</p>	
5.01.03	<p><b>Procedure for Dealing with Bullying.</b></p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• All members of management, i.e., academic department chairpersons and administrative supervisors, are held accountable for the effective administration of this policy.</li> <li>• All employees and students shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint of bullying or assisting in an investigation.</li> </ul>	
	<p><b>Informal Resolution.</b> It is advantageous to all members of the College community for allegations of bullying to be resolved promptly through the use of informal process whenever possible. Therefore, a complainant is strongly encouraged, but not required, to pursue an informal resolution first.</p> <p>Any person who feels that he or she has been subjected to bullying should contact an administrator of the College with whom that person feels comfortable lodging the complaint. This contact should ideally occur as soon as possible after recognition of the problem. The contact person with the consent of the complainant is responsible to carry the complaint on behalf of the complainant. The contact person should contact the Human Resource representative (currently the Vice President for Operations and Finance). The Human Resource representative will assign a mediator to help mediate the complaint. The mediator is responsible to attempt an informal resolution of the complaint directly with the accused person. The Human Resource representative shall keep the name of the complainant, the accused person, and the mediator on file. If a pattern of repeated names emerges, the Human Resource representative may decide on some other or further course of action.</p>	

	<p>At this informal level, discussions must remain confidential in order to protect the rights and identity of both the complainant and the accused person. No formal, written record of the details of these discussions should be kept.</p> <p>If the matter cannot be resolved to the complainant's or accused person's satisfaction through this informal process, one should proceed with the formal grievance procedures.</p>	
	<p><b>Formal Grievance Procedures.</b> Any person who believes he or she has been subjected to bullying should report the complaint to the academic or administration department head under whose supervision the person being charged works. If the person being charged with bullying occupies a supervisory position, the complaint should be reported to that person's immediate supervisor. If the matter cannot be resolved to the complainant's or accused person's satisfaction, through the formal mediation of the supervisor, then a formal complaint should be filed with the Human Resource representative. If no supervisory or power relationship exists, and the alleged bullying occurs between two individuals of equal status/rank/authority, then the formal complaint should be filed with the Human Resource representative. The Human Resource representative shall take immediate steps to investigate the complaint and decide on the validity. The Human Resource representative may form a subcommittee to hear the charges and conduct an administrative hearing to decide on the validity of the complaints. If the complaint is determined to be valid, appropriate disciplinary action will be taken up to and including termination for college employees and expulsion for students.</p> <p>Supervisors or department chairpersons observing such bullying shall take immediate action to stop it and report the incident to the Human Resource representative.</p>	
<b>5.02</b>	<p><b>ANTI-HARASSMENT/SEXUAL MISCONDUCT POLICY</b></p> <p>Divine Word College is a Catholic college seminary that reflects the values and heritage of the Society of the Divine Word. The College is committed to creating and maintaining a safe and respectful environment for all of its students, employees and visitors. All forms of harassment and sexual misconduct by members of the Divine Word College community will not be tolerated. This policy refers not only to a supervisor's actions with subordinates, or to a</p>	

	<p>professor's/professional staff's actions with students, but also applies to actions between co-workers, co-students, and others with whom students and workers interact during the course of their education or employment at Divine Word College. Disciplinary sanctions will be taken up to and including termination of College employees and expulsion of students.</p> <p>Divine Word College strives to provide equal employment opportunity, equal educational opportunity, nondiscrimination in programs/services and use of facilities, and an affirmative action program.</p>	
5.02.01	<p><b>Harassment.</b> Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, gender identity or other protected group status. The College will not tolerate harassing behavior that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working or educational environment for members of the Divine Word College community.</p> <p>Harassment is not always intentional, and does not have to be intentional to be illegal. It is the behavior that counts, not the identity of the participants. A person can feel harassed even if he or she is not the intended target of the behavior. While not all harassing behavior meets the standard of illegal conduct, any workplace harassment is inappropriate and will not be tolerated. Someone who feels harassed or is aware of incidents of harassment at Divine Word College, has a right and a responsibility to communicate and address the situation.</p>	
5.02.02	<p><b>Sexual Harassment</b> is defined under this policy as severe, persistent or pervasive and objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature that limits or denies a person's ability to participate in or benefit from the College's education programs or activities, or creates a hostile working environment when:</p> <ul style="list-style-type: none"> <li>• Submission to, or rejection of, the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;</li> <li>• The conduct has the effect of unreasonably interfering with a person's work, professional or educational performance,</li> </ul>	



	productivity, physical security, participation in living arrangements, extracurricular activities, academic or career opportunities, services or benefits – or of creating an intimidating, hostile, or offensive learning or work environment.	
	<p>Examples of sex discrimination and sexual misconduct may include, but are not limited to the following examples of unwelcome acts:</p> <ul style="list-style-type: none"> <li>• <b>Verbal:</b> Insults, threats, jokes or derogatory comments based on gender; sexual innuendo or suggestive comments; sexual propositions or advances; pressure for sexual favors; corruption of a minor; importuning or public indecency.</li> <li>• <b>Nonverbal:</b> Posting of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, or whistling; making obscene gestures; corruption of a minor; importuning; voyeurism or public indecency.</li> <li>• <b>Physical:</b> Touching, pinching, squeezing, patting or brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse or assault, rape or sexual battery; sodomy or assault with an object; corruption of a minor; importuning; public indecency; felonious penetration including oral penetration, penetration with a body part, or penetration with an object no matter how slight; or prostitution.</li> <li>• <b>Social Media:</b> Posting sexually explicit photos or harassing comments on social media sites.</li> </ul>	
5.02.03	<p><b>Sexual Abuse.</b> Iowa law, Code 709.1 (1992), defines sexual abuse as any sexual act between any persons including non-consensual sexual intercourse (rape); non-consensual sexual contact (sexual assault and sexual exploitation) by either one when the act is performed with the other participant in any of the following circumstances:</p> <ul style="list-style-type: none"> <li>• The act is done by force or against the will of the other. If the consent or acquaintance of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-induced sleep, or is otherwise in a state of unconsciousness or the act is done against the will of the other.</li> <li>• When the victim is incapable of giving consent because he or she suffers from a mental defect or incapacity or lacks the mental capacity to know the right and wrong of conduct in sexual matters.</li> <li>• The other person is a child (under age 18 and not married).</li> </ul>	

	<p><b>Sex Act.</b> Iowa law defines “sex act” as follows: The term sex act means any sexual contact between two or more persons by penetration of the penis into the vagina or anus; contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person, . . . or by use of artificial sexual organs or substitutes therefore in contact with the genitalia or anus. Iowa Code 701.17 (1992)</p>	
	<p><b>Consent</b> is informed, through mutually understandable words, which indicate a willingness to participate in mutually agreed upon sexual activity. At any time during consensual sexual activity, a person may refuse to continue further with any sexual activity. From the point of refusal; previous consent is rendered invalid.</p>	
5.02.04	<p><b>Stalking.</b> Divine Word College is determined to provide an atmosphere free of violence for all members of the college community. The college does not tolerate stalking, and will hold students or employees who engage in stalking behaviors accountable and will report them to local authorities.</p> <p>Victims of stalking have the right to learn the outcome of their case, including any recommended sanctions against the accused.</p> <p>The College is committed to supporting victims of stalking through the College counselor who can assist with referrals to community-support services. This policy applies to all members of the College community.</p> <p>The College defines stalking as a course of conduct directed at a specific person that would cause a reasonable person to feel fear/significant emotional distress. Stalking behaviors may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear</li> <li>• Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a victim</li> </ul>	

	<ul style="list-style-type: none"> <li>• Surveillance and other types of observation, whether by physical proximity or electronic means</li> <li>• Trespassing</li> <li>• Vandalism</li> <li>• Non-consensual touching</li> <li>• Direct physical and/or verbal threats against a victim or a victim's loved ones</li> <li>• Gathering information about a victim from family, friends, co-workers and/or classmates</li> <li>• Manipulative and/or controlling behaviors such as threats to harm oneself or threats to harm someone close to the victim, defamation or slander against the victim.</li> </ul>	
5.02.05	<p><b>Dating Violence.</b> Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to threaten, harm, intimidate, or control another person in a dating relationship. Violent behavior is unacceptable in the College community and should be reported.</p>	
5.02.06	<p><b>Domestic Violence.</b> Domestic violence is defined as felony or misdemeanor behavior with a current or former spouse, domestic or intimate partner, someone who shares custody of a child, someone who cohabitates, or someone who is situated as a spouse. (Section 4002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a).) (Roommates are not considered a domestic relationship unless they are involved in a relationship defined as domestic above.) Violent behavior is unacceptable in the College community and should be reported.</p>	
5.02.07	<p><b>Protection and Safety Tips.</b></p> <ul style="list-style-type: none"> <li>• Educate yourself about the realities of sexual assault. Knowledge can be a powerful tool in abuse prevention.</li> <li>• Argue against dangerous gender roles and stereotypes that can lead to and perpetuate sexual violence.</li> <li>• Trust your instincts. Pay attention and listen to your “inner voice” that tells you when something is wrong or feels unsafe.</li> <li>• Communicate physical and sexual boundaries clearly and assertively. Your body belongs to you. You never lose the right to say “no” and can withdraw your consent in a sexual situation at any time.</li> <li>• Be cautious when choosing to use alcohol or drugs, as they can increase the risk of sexual violence.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Stay in well-lit areas when walking at night. Walking alone is not recommended. If a person must walk alone then he/she should let someone at the destination know when to expect him/her.</li> <li>• Locks to cars and living areas should be in working order and always used.</li> <li>• Be aware if someone suspicious is in the residence hall or walking around outside, call the Dean of Students or another College officer.</li> <li>• Know that sexual assault is never the victim's fault, regardless of the situation they were in.</li> </ul>	
5.02.08	<p><b>Reporting Sexual Assault.</b> Anyone who believes he/she is the victim of sexual abuse at Divine Word College should immediately contact the Dubuque County Sheriff at 911 and the President of the College or appropriate administrator. Sexual assault may be reported to the College Counselor, who will maintain strict confidentiality unless the student or employee releases the information to other authorities.</p> <ul style="list-style-type: none"> <li>• The victim has the right to choose to remain anonymous or keep a report confidential when reporting an incident.</li> <li>• Do not wash, douche, shower or launder your clothes after an assault, as such could result in destroying evidence.</li> <li>• Report to a hospital emergency room as soon as possible for treatment and evaluation.</li> <li>• Cooperate with police and College officials who will contact you for information to proceed with the case.</li> <li>• Contact the College Counselor to receive assistance and access to counseling resources from a trained advocate. Victims of sexual abuse are referred to the Riverview Center in Dubuque, Iowa (563-557-0310) or the nearest Emergency Room at Finley Hospital (563-582-1881) or MercyOne Hospital (563-589-9666).</li> <li>• In compliance with Title IX Law, a person accused of assault while residing at the College may be relocated or may be asked to leave the College pending investigation of the complaint as all students have the right to housing free of sexual or physical intimidation,</li> <li>• If allegations of sexual assault are, through investigation, demonstrated, appropriate action for the complaint will be taken up to expulsion or termination of employment (title VII, Pub. L. 88-352, 78 Stat.253 (42 U.S. C 2000e et sez.)</li> <li>• The College has a number of Campus Security Authorities (CSAs). These individuals, by law, must report any incident for the College to be in compliance with the Jeanne Cleary Act. Mandatory reporters include but are not limited to the President, Dean of</li> </ul>	

	Students, Vice President for Operations and Finance, Vice President for Academic Affairs, and the Rector of the SVD religious community.	
5.02.09	<p><b>Retaliation.</b> It is prohibited to retaliate against anyone reporting or thought to have reported sex discrimination/sexual misconduct behaviors or who is a witness or otherwise is involved in sex discrimination/sexual misconduct proceeding. Such retaliation is a serious violation of the policy and will be investigated as an independent act of sex discrimination. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Unfair grading, evaluation or assignments</li> <li>• Unfair changes to conditions of employment</li> <li>• Information being withheld or made difficult to obtain</li> <li>• Ridicule (public or private)</li> <li>• Oral or written threats or bribes</li> </ul> <p>The fact that someone did not intend to sexually harass an individual is not necessarily a defense to a complaint of sex discrimination. Regardless of intent, it is the duration, effect and characteristics of the behavior that determine whether the behavior constitutes sex discrimination. Harassing conduct may be disciplined even if the complaining person is not the intended target of the conduct.</p> <p>This policy covers all members of, and visitors to, Divine Word College and those otherwise associated with the College including but not limited to: administrators, faculty, staff (administrative, professional and hourly), students, vendors, contractors, and volunteers.</p>	
5.02.10	<p><b>Security Awareness.</b> Divine Word College safety and security policies are reviewed with all students during the orientation period when school begins in the fall and with new students arriving for the spring semester. Policies are also reviewed with new employees. All College policies are available in the Student and Divine Word College Policy Handbook.</p>	
	General information about sexual harassment and abuse are available in the College Counselor's Office. Information is also disseminated on area workshops regarding safety, security and sexual abuse.	
5.02.11	<p><b>Formal Complaint and Reporting Procedures.</b> It is the College's intent to investigate all complaints in accordance with the procedures</p>	

	identified in this policy. Complaints that may be addressed under this policy include complaints based on the conduct of students, faculty and staff members, and other persons acting in College capacities. To the fullest extent practicable, the College will keep complaints and the terms of their resolution confidential.	
	<p><b>Reporting.</b> Individuals who believe they have been harassed or discriminated against and wish to file a formal complaint should address their concerns to the appropriate administrative official at the College as set forth below.</p> <ul style="list-style-type: none"> <li>• A Faculty Member reports to the Vice President for Academic Affairs</li> <li>• A Staff Member reports to the Human Resource representative</li> <li>• A Student reports to the Dean of Students</li> <li>• A Vice President reports to the President</li> </ul>	
	If the complainant feels uncomfortable going to their appropriate administrator above, or the appropriate administrator is the subject of the harassment or discrimination allegations, the complainant should direct the complaint to one of the other appropriate administrators.	
	Official allegations of harassment or discrimination are to be made in writing to the appropriate administrator as soon as possible and not later than thirty (30) calendar days from the date of the alleged harassing or discriminatory event. The complaint must include the following information: 1) name, address and telephone number of the complainant; 2) the nature of the complaint; 3) date(s) and location(s) of the alleged occurrence(s); 4) evidence on which the complaint is based; and 5) and the redress sought by the complainant.	
	<b>Supervision.</b> In extreme cases where the safety of individuals, the protection of property, or the continuity of the educational process may be in danger, the appropriate administrator, in consultation with the President, can decree the immediate suspension of an individual or individuals. In these cases, the individual must respond to the charges within 72 hours of notification, or waive his/her right to further appeals process.	
	<b>Investigation.</b> The appropriate administrator will have twenty (20) calendar days in which to conduct an investigation of the complaint. The appropriate administrator may act as investigator or may arrange for another individual to act as the investigator in the matter. The	

	<p>purpose of the investigation is to establish (1) whether there is reasonable basis for believing the alleged and a violation of the policy has occurred, and (2) the factual circumstances surrounding the claim.</p> <p>At the present time Divine Word College does not have a trained investigator on staff so a trained person with expertise will be contracted from an area organization in the Dubuque area to investigate and conduct hearings in a manner that “protects the safety of victims” and “promotes” accountability.</p>	
	<p>The investigator will interview the complainant, the person against whom the complaint is made, and may interview any other persons believed to have pertinent factual knowledge. A copy of the College’s anti-harassment policy and complaint procedure will be provided to both complainant and accused. At all times, the investigator will take steps to maintain strict confidentiality to the fullest extent practicable. The parties and any notified administrator of the College or supervisor will maintain strict confidentiality as well.</p>	
	<p>The investigation will afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The investigator will be in communication with the complainant until the complaint is resolved. The complainant will be informed of general actions taken but will not be informed of specific conversations held with the person against whom the complaint is made.</p>	
	<p>Both the complainant and the accused have the same right to have an advocate present during the interviews. This would be a person of the student or employee’s choosing.</p>	
	<p>The standard of evidence used by the investigator is preponderance of evidence standard of proof. This means that the College resolves complaints based on what they believe is more likely than not to have happened.</p>	
	<p><b>Determination of Facts.</b> Upon the expiration of the twenty (20) calendar day period the investigator will have an additional ten (10) calendar days to produce a written report summarizing the findings of fact. This report will be provided to the appropriate administrator of the College or supervisor and to the Title IX Coordinator, currently the Vice President for Operations and Finance. The Title IX Coordinator will review the report within ten (10) days and determine appropriate</p>	

	sanctions if any. Both parties involved will then be notified concerning the determination of facts and any sanctions imposed.	
	<b>Sanctions.</b> Sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances. If sanctions are imposed this report will become part of the personnel file of the individual against whom the complaint is made.	
5.02.12	<b>Appeals.</b> If either part disputes the findings or is dissatisfied with the sanctions, they may appeal by filing a written appeal with the President of the College within fifteen (15) calendar days of notification of the findings. The President of the College will review the record of the matter and will reach a final determination as to any action to be taken within ten (10) calendar days of receipt of the appeal.	
	The determination of the President in the appeal is final.	
<b>5.03</b>	<b>AWARDS AND RECOGNITION</b>	
5.03.01	<p><b>Service Recognition Program.</b> Divine Word College recognizes employees, faculty members, and SVD priests and brothers for their years of service to the College.</p> <ul style="list-style-type: none"> <li>• Service pins are awarded to employees according to their years of service, beginning with the completion of ten years, and in ten-year intervals, i.e. 10, 20, 30. Service pins are usually presented as part of a prayer service opening the academic year.</li> <li>• A special recognition gift is presented to employees who have served the College for 25 years. Recognition gifts are usually presented at the Recognition and Award Luncheon held in the spring of each academic year.</li> </ul>	
5.03.02	<b>Employee Retirement.</b> The College may host a retirement reception for an employee retiring after 20 or more years of service to the College. The reception is in common for those employees retiring in a given year. The College sets the date for and manages the details of the reception.	



5.03.03	<p><b>Matthew 25 Award.</b> The Matthew 25 Award is an annual award by which Divine Word College recognizes a person engaged in direct ministries with the “least among us,” in the spirit of the Gospel of St. Matthew, Chapter 25. Recipients are men and women who minister among immigrants and refugees, street people, AIDS victims, inner-city youth, prisoners, among those who live at the “margins” of our society and Church. Recipients are individuals who are rooted in our local community – i.e. either working within the Archdiocese of Dubuque or with religious or family connections within the greater Tri-State area.</p>	
	<ul style="list-style-type: none"> <li>• Recipients will be persons who are not members of the Divine Word College Board of Trustees, employees, students, or members of the Society of the Divine Word.</li> <li>• Award recipients receive an honorarium of to support their particular ministry. A special recognition ceremony is held usually in the month of November near the feast of Christ the King. The evening includes a vesper service, followed by a banquet, speeches and presentation of a plaque to the recipient. The recipient invites a limited number of personal friends and family members to the ceremony. The recipient’s photo is displayed in a place of honor within the College. (See Appendix)</li> </ul>	
5.03.04	<p><b>Donaghey Service Award.</b> Divine Word College established the Donaghey Award for Outstanding Service to recognize and thank special friends, who through their service, have helped strengthen Divine Word College. The award is named for Fr. John Donaghey, SVD, a dedicated and long-time Divine Word College faculty member and administrator.</p>	
	<ul style="list-style-type: none"> <li>• Eligible recipients include any friends of the College who have given of their own free will, whether through service, their personal resources, or a combination thereof to the betterment of Divine Word College. Members of the Divine Word College Board of Trustees, employees, students, and members of the Society of the Divine Word are not eligible recipients.</li> <li>• The award ceremony usually takes place in March with the Donor Appreciation Mass and Brunch. The recipient receives a plaque and is honored at Sunday brunch with the College community and the recipient’s invited guests. A photo of the recipient is displayed in a place of honor within the College. (See Appendix)</li> </ul>	
5.03.05	<p><b>Rev. Michael Hutchins, SVD, Excellence in Leadership Award.</b> The College established this award in honor of Fr. Michael Hutchins, SVD, who led the College for 18 years as President. Fr. Hutchins</p>	

	exemplified servant leadership informed by a passion for justice, integrity, and dedication to the Mission of Divine Word College.	
	<ul style="list-style-type: none"> <li>Administrators and trustees (current and previous) are eligible for the award. Previous recipients of the award are not eligible for nomination. It honors those employees who demonstrate exceptional leadership in advancing the mission of the College.</li> <li>The Board of Administration receives nominations during the month of January from within the College community. The Board will make the selection according to the established criteria. It is not necessarily an annual award.</li> <li>The award recipient is announced and presented at the Recognition and Award Luncheon held in the spring of each academic year. The recipient's name and award year are added to the College plaque permanently displayed at the College. (See Appendix)</li> </ul>	
5.03.06	<p><b>Charles Malin Excellence in Teaching Award.</b> The Charles Malin Award honors a particular teacher for excellence in teaching. The award is presented during the Recognition and Award Luncheon held in the spring of each academic year. The recipient's name is inscribed on a plaque honoring all Charles Malin Award recipients.</p> <ul style="list-style-type: none"> <li>Faculty eligibility and the selection process is outlined in Chapter 8.</li> </ul>	
5.03.07	<p><b>Bro. Anthony Kreinus, SVD, Distinguished Service Award.</b> The College established the Distinguished Service Award to honor Brother Anthony Kreinus, SVD who served the college with great generosity, selflessness, and dedication for nearly 30 years. The award is given to faculty members in recognition of his or her outstanding service to the College and the Community. The award is presented during the Recognition and Award Luncheon held in the spring of each academic year. The recipient's name and award year are added to the College plaque permanently displayed at the College.</p> <ul style="list-style-type: none"> <li>Faculty eligibility and the selection process is outlined in Chapter 9. (See Appendix)</li> </ul>	
5.03.08	<p><b>Donna Puccio Distinguished Service Award.</b> The College established the Distinguished Service Award to honor Donna Puccio who has served the college with great generosity, grace and dedication for nearly 50 years. The award is given to a staff member for his or her outstanding service to the College community.</p>	

	<ul style="list-style-type: none"> <li>• All staff members employed full-time by the College for a minimum of three consecutive years are eligible. The president and members of the Board of Administration are not eligible. Previous recipients of the award are not eligible for nomination.</li> <li>• The Vice President for Operations and Finance receives nominations during the month of March. Nominations for the award may be made by any member of the College community (students, faculty, staff, and administrators). It is not necessarily an annual award.</li> <li>• The Board of Administration selects the recipient. The President will present the award during the Recognition and Award Luncheon held in the spring of each academic year. The recipient's name and award year are added to the College plaque permanently displayed at the College. (See Appendix)</li> </ul>	
5.03.09	<p><b>Brother Leonard Bauer Service Award</b> is named after Bro. Leonard Bauer, SVD, who gave tirelessly of his time and talents in service to the mission of Divine Word College.</p> <ul style="list-style-type: none"> <li>• The President, in consultation with the Board of Administration, may honor one or more graduating students with the Brother Leonard Bauer Service Award (previously the Presidential Service Award). Awardees are chosen for loyal, selfless service to Divine Word College "beyond the call of duty."</li> <li>• The recipient must be a graduate (two or four years). The award need not be given every year if no graduate meets the requirements. The recipient(s) is acknowledged during the Recognition and Award Luncheon held in the spring of each academic year.</li> </ul>	
5.03.10	<p><b>St. Arnold Janssen Oral Presentation Award</b> is bestowed upon the student that most eloquently and convincingly answers the question, "What does it mean to be a missionary disciple today." All full-time Divine Word College students are eligible. The Award is presented at the Recognition and Award Luncheon held in the spring of each academic year. (see Appendix)</p>	
<b>5.04</b>	<b>BUDGET PROCESS – TIMELINE</b>	
	Adjustments to the Chart of Accounts can be made by the Business Office Director and Controller, after consultation with the Financial Affairs Committee.	

	Adjustments to the following time-line can be made by the Business Office Director and Controller, after consultation with the Financial Affairs Committee.	
	<p style="text-align: center;"><b>BUDGET</b></p> <p>November 1-5                      Business Office Director and Controller initiates budget process</p> <p>November 26-30                      Department Chairs submit budget requests back to VPAA. Department supervisors submit requests back to VP for Operations and Finance</p> <p>December 10-15                      Budgets are due to Business Office Director and Controller</p> <p>January 15-20                      Business Office Director and Controller submits preliminary budget to DWC Financial Affairs Committee for approval/changes</p> <p>January 25-31                      Business Office Director and Controller submits preliminary budget to Board of Administration for approval</p> <p>February 20 – March 1                      Approved preliminary budget due to SVD Province Budget Committee</p> <p>First weekend of May                      Preliminary approval given by Board of Trustees</p> <p>Mid-June                      SVD Provincial Council – final approval – confirmed by email</p> <p>September 10-16                      Submit final approved budget to Board of Administration</p> <p>First weekend of October                      Board of Trustees give final approval</p>	

	<p style="text-align: center;"><b>FINANCIAL REPORTS</b></p> <p>August 9-15                      Email comes from SVD Province Treasurer requesting financial reports for fiscal year ending June 30</p> <p>August 16-25                      Business Office Director and Controller presents year-end report to DWC Financial Affairs Committee for approval</p> <p>September 1-6                      Business Office Director and Controller presents year-end report to Board of Administration for approval</p> <p>September 7 – 10                      Send approved year-end report to Province Budget Committee</p>	
<b>5.05</b>	<b>CHILDREN IN THE WORKPLACE</b>	
	Faculty, staff employees, and students should not bring minor children to the College during regular work/academic hours. The potential for injury and the resulting legal liability for Divine Word College, as well as the possible disruptive effect on colleagues in carrying out their regularly assigned duties, require this policy.	
	Divine Word College students may not function as baby-sitters or child caregivers while on the College premises without the explicit permission of the Dean of Students or the Associate Dean of Students. The College will not be responsible for any mishaps which may occur under such circumstances. Divine Word College is not a facility designed to ensure the safety of young children.	
	During informal visits, liturgical or social events, faculty, staff employees, and students should use discretion when bringing minor children to the College. On these occasions children should be closely supervised by the parents or adult chaperons who have brought them to the College. Children must remain in the safe and public areas of	

	the College, e.g. the kitchen is an area normally out of bounds to unattended visiting minor children.	
<b>5.06</b>	<b>COLLEGE FACILITIES - USE OF</b>	
	To carry out Divine Word College programs, the College facilities are designed and constructed to serve the needs of the College community. Care must be taken in scheduling the use of facilities, in order to respect the established use of facilities by certain groups (e.g. student use of athletic facilities from 5-6 p.m. on weekdays). The College also extends the use of its facilities to the immediate family members of faculty and staff employees, according to the same scheduling requirement described below.	
	The College also aims, when possible, to serve the community at large by making College facilities available for recreational, cultural and educational purposes. Again, scheduling of these events is on a non-interference basis with other College activities.	
5.06.01	<b>Swimming Pool.</b> Persons or groups from the local community who wish to use the swimming pool shall make their requests to the Public Relations Director, who consults with the Vice President for Operations and Finance. Request should usually be made at least 14 days prior to the date on which they wish to use the swimming pool. Since the State of Iowa requires that a certified lifeguard be on duty, the group must hire a lifeguard(s) and provide photocopies of the lifeguard's license. The Vice President for Operations and Finance handles these details.	
	Any person or group not associated with Divine Word College as students, members of the faculty or staff or their immediate family, who use the College swimming pool are required to secure independent liability insurance naming Divine Word College as an additional insured location. The liability must be at least one million dollars (\$1,000,000) and the College must have the insurance certificate in hand before the group uses the pool. All federal and state laws and regulations regarding the use of swimming pools must be adhered to.	
	The College gives priority use to the City of Epworth for a weekly swimming program for its citizens.	

	Special consideration is also afforded to local service groups with which the College staff and faculty are often associated. These groups may include, but are not limited to, scouting organizations, Church groups, etc.	
	The College also extends consideration to groups that have supported the College.	
	When the pool is not being used by these groups it is occasionally made available to other groups.	
5.06.02	<b>Gymnasium, Other Indoor Facilities, and Outdoor Sport Areas.</b> College facilities are reserved primarily for the use of students, religious community, faculty, and staff.	
	Every attempt is made to make the gymnasium, other indoor facilities, and outdoor sports areas available to others in the local community while balancing the College's need to safeguard its facilities, to preclude interference or restriction of its own programs, and to assure that the uses of its facilities are consistent with the philosophy and objectives of Divine Word College.	
	It is the responsibility of each group to assure adherence by its members and visitors to the safety, health, and security regulations of the College.	
5.06.03	<b>Rules for Use.</b> In order to ensure coordination of requests by non-college groups with the College's own needs for its facilities, and to exercise appropriate control on their use by others, the following rules shall apply: <ul style="list-style-type: none"> <li>• Requests for use of facilities by non-college groups shall normally be received by the Public Relations Director not less than 14 days prior to the date of the proposed program or event.</li> <li>• Applications shall be directed to the Vice President for Operations and Finance for initial review. If sports facilities are requested, approval of the dates must be given by the Dean of Students. If academic facilities, such as classrooms or Harold Rigney Hall, are requested, the Vice President for Academic Affairs must give approval. After dates have been approved, the request may be processed. No request shall be accepted by the College until the applicant has established to the reasonable satisfaction of the Vice President for Operations and Finance that:</li> </ul>	

	<ul style="list-style-type: none"> <li>• The applicant has taken reasonable steps to ensure, without cost to the College, that no person is likely to receive personal injury, and that no College property is likely to be damaged or destroyed as a result of use of College facilities;</li> <li>• The applicant has taken reasonable steps to ensure, without cost to the College, that upon completion of the program, such facilities and any College property affected will be restored to the same condition as when received by the applicant, including, but not limited to clean-up; and</li> <li>• The program or event intended to be conducted by the applicant will not unduly interfere with or restrict, normal operations and conduct of Divine Word College.</li> </ul>	
	Non-college groups will agree to indemnify and to hold the College harmless from any loss, damages, liability expense, claim, or demand that may arise from or be caused in any way by such use of College facilities.	
	Non-college groups shall be held responsible for any damage to College property.	
	Sales, possession or consumption of alcoholic beverages shall not be permitted without approval of the College.	
	No College facility shall be used for any program or event which, in the judgment of the Administration, is inconsistent with maintaining the tax-free status of the College or inconsistent with the College values.	
	The College reserves the right to reject the application of any group if that group on any previous occasion has misused, damaged or destroyed College facilities or property, or has failed to pay proper indebtedness to the College, or has breached any agreement with the College relative to the use of College facilities.	
	As a condition of approval, non-college groups may be required to furnish evidence of insurance coverage deemed necessary by the College.	
	The College may assess reasonable fees for use of College facilities. (See appendix)	
5.06.04	<b>Priority Given.</b> The College gives priority to:	



	<ul style="list-style-type: none"> <li>• Training programs for law enforcement, fire fighters, and EMT personnel.</li> <li>• Programs which are sponsored by the City of Epworth for the benefit of its citizens.</li> <li>• Local service groups with which the College staff and faculty are associated.</li> <li>• Groups which have supported Divine Word College.</li> </ul>	
5.06.05	<b>Overnight Guests.</b> The College makes its facilities available for retreat groups who also wish to use overnight accommodations. The College will set reasonable rates, comparable to other facilities, to defray these additional costs.	
	Youths require special supervision, and because the College can neither provide it nor adequately guarantee that these conditions will be met by others, the College does not ordinarily allow groups to sponsor overnight events for persons under age 18. (Exceptions are made only for groups who can clearly provide the necessary supervision.)	
<b>5.07</b>	<b>THE COLLEGE LOG</b>  The President's Office publishes The Log – the official weekly bulletin of Divine Word College – in an effort to ensure consistent and regular communication with all members of the DWC community. The Log reports communications from the College President, the Board of Administration, and other College entities on news items for general distribution within the College including: changes to College policies and procedures, proposals for discussion, decisions taken, activities of departmental and committee meetings, calendar events, and celebrations. Items for publication in The Log should be submitted to the Executive Secretary to the President.	
<b>5.08</b>	<b>COLLEGE SAFETY AND SECURITY</b>	
	The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report and an annual security report. These reports outline fire safety	

	systems, policies, practices, statistics, and emergency responses and procedures.	
	Divine Word College has an established Emergency Team in place to respond to any emergency. They are the President, Dean of Students, and the Rector of the SVD Religious Community. Students, faculty, staff and the SVD community are reminded that security is a shared responsibility and any emergency should be reported immediately to a member of the Emergency Team.	
	The Dean of Students or the formator on call is available 24 hours a day to assist students for any emergency on campus.	
5.08.01	<b>Security.</b> Students, faculty and staff are asked to exercise reasonable caution on campus and to be alert to suspicious persons or activities. Be certain that exit doors are not propped open. Do not give the access code or keys to the building or private rooms to others. For your protection, entrance doors are locked 24 hours a day in all buildings for your protection.	
	<p>Divine Word College complies with the requirements of the “Campus Crime Awareness and Campus Security Act of 1990” (Clery Act) and makes available information describing College policies related to fire safety, security and crime statistics to its students, faculty, and staff and to prospective students, faculty, and staff. These reports are available online from the DWC Website.</p> <ul style="list-style-type: none"> <li>• <b>Reporting</b> – Divine Word College does not have security officers but has assigned personnel who do have access to the county sheriff and ambulance service. If you are the victim of a crime or have information regarding a crime, report the crime immediately to the President, Dean of Students, or Rector of the Religious Community.</li> <li>• <b>Phones</b> – In an emergency, students living in the main College dorms and Megan Hall must contact the Dean of Students. Students living in off-campus housing will inform their supervisor.</li> <li>• <b>Timely Notice</b> – In cases where an emergency or criminal activity is reported, whether within one of the College buildings or outside the College campus, and that may pose a threat to others, the President or Dean of Students will use appropriate means to provide a general warning to the College community. This may include an electronic notice, intercom announcement, or bulletin board notice. It is your responsibility to be attentive to these announcements and act prudently when warned.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Dorms/Residence Halls</b> – Students are asked to be particularly careful about keeping all exterior doors closed and locked. For your safety and the safety of others, you should not permit non-residents into the dorm areas of the College, Megan Hall, or off-campus housing.</li> <li>• <b>Security Awareness</b> – It is the responsibility of the Dean of Students and appropriate staff members to provide information to the students about security procedures and fire safety at least once each semester.</li> <li>• <b>Contact Person</b> – At the beginning of each semester, students register for courses. At that time, students are asked to update their personal information. Students are also asked to list a contact person in the event of an emergency. This information is confidential and is only available to authorized personnel.</li> <li>• <b>Entrance/Exit Doors</b> – All exterior doors are locked twenty-four hours a day and require a code to enter. Please do not prop these doors open.</li> <li>• <b>Classrooms</b> – In the event of an intruder or hostile environment, all classrooms, labs, library, offices, etc. lock from the inside. If an announcement is made for a lockdown, you are to proceed to the nearest room, lock the door, and remain until law enforcement individuals or College personnel come to get you.</li> <li>• <b>Photo IDs</b> – Everyone at DWC is provided with a photo ID for security reasons. You are asked to wear your ID at all times. Should there be an emergency situation at the College, law enforcement officials will recognize you as being a student or employee of the College.</li> <li>• <b>Visitors</b> – Visitors who come to the College are asked to sign in at the front desk and to wear a visitor pass. If you see someone in the building without a visitor pass or believe they may not be an invited guest, immediately inform the Dean of Students or formator on call.</li> <li>• <b>Security Cameras</b>-Divine Word College utilizes security cameras on all of our buildings. Security cameras are used to monitor and record activity inside and outside the building. During business hours, the Business Office Receptionist monitors the main building cameras and reports any unusual activity to the Vice President for Operations and Finance. The DWC President can access video recordings as necessary.</li> </ul>	
5.08.02	<p><b>Emergency Procedures.</b> The Emergency Planning Committee and Emergency Team assist the administration of Divine Word College in providing for the welfare and safety of the College community. The</p>	

	Dean of Students reviews the emergency procedures with the student body at the beginning of each semester. Fire and tornado drills are conducted each semester according to state fire regulations.	
	<b>Fire:</b> <ul style="list-style-type: none"> <li>• Pull the nearest fire alarm if you see a fire/smoke.</li> <li>• When the fire alarm goes off leave the building immediately through the nearest exit! Walk fast, do not run!</li> <li>• Proceed to the soccer field and gather by your formation groups.</li> <li>• Stay on the field until the fire department gives the “all-clear” signal. If you are unable to return to the main building, proceed to Megan Hall. If you reside at Megan Hall and are unable to return to the building, proceed to the main building.</li> <li>• Contact persons are assigned to each formation group. They are to inform the fire department if someone is missing in their group. No one but the Fire Department is to go back into the building to look for someone who is missing.</li> <li>• Beware of emergency equipment that will come on campus.</li> </ul>	
	<b>Tornado:</b> <ul style="list-style-type: none"> <li>• When a tornado warning is announced over the PA system, go immediately to the basement corridor (near the east end). Megan Hall residents go to the south end of the Megan Hall basement. Arkfeld House residents go to the basement.</li> <li>• Stay clear of windows.</li> <li>• Gather in your formation group.</li> <li>• Remain there until the “all-clear” signal sounds.</li> </ul>	
	<b>Intruder:</b> <ul style="list-style-type: none"> <li>• When the announcement “THIS IS A LOCK DOWN” sounds over the PA system, remain where you are. Shut/lock the door and remain quiet. Stay away from the windows. Close blinds.</li> <li>• Remain where you are until you hear the “all-clear” call or the police notify you that it is safe to leave the room.</li> <li>• After the emergency is over, everyone gathers in the gym for a person count.</li> </ul>	
	<b>Bomb Threat:</b> <ul style="list-style-type: none"> <li>• When the PA system announces a bomb threat, leave the building immediately through the nearest exit.</li> <li>• Go to the soccer field and line up in your formation group.</li> <li>• Remain on the field until the “all clear” signal is given.</li> </ul>	

	<b>Severe Weather or Electrical Storm:</b> <ul style="list-style-type: none"> <li>The lifeguards or Dean of Students should evacuate the swimming pool, soccer field and tennis courts immediately.</li> </ul>	
	<b>Missing Student:</b> If an employee or student suspects or knows that another student is missing, he/she should report the situation to the Dean of Students immediately. The Dean of Students and the President of the College will work to substantiate that the student is missing and then proceed to contact area law enforcement. When a student is confirmed missing, the President will then inform the student's contact person about the missing student. If the student is under 18 years of age, the parent or guardian will be notified immediately.	
5.08.03	<b>Epidemic Response Plan.</b> In 2007, at the directive of the U.S. Department of Education, National Department of Health and Human Services and the Centers for Disease Control and Prevention, Divine Word College developed an Epidemic Response Plan. The plan is a guide for responding to an outbreak of an epidemic or pandemic scope to assist the College in managing the impact of a transmissible outbreak on campus. The plan is reviewed and updated as necessary. A copy of the plan can be found in the appendix of this Policy Handbook.	
5.09	<b>DRUG FREE WORKPLACE AND COLLEGE</b>  No employee or student shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules "I" through "V" of Section 202 of the "Controlled Substances Act (21 U.S.C. 812).	
5.09.01	<b>Condition for Employment/Matriculation.</b> As a condition of employment or matriculation, each employee or student shall abide by the terms of the College policy respecting a drug-free workplace.	
	Workplace is defined to mean the site for the performance of work including any college building or any college premises; any college owned vehicle used to transport students to and from college or college-sponsored or College approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the College.	

	As a condition of employment each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction.	
	As a condition of matriculation each student shall notify the Dean of Students of his conviction of any criminal drug statute for a violation occurring in the workplace a defined above. Such notification shall be provided no later than 5 days after such conviction.	
5.09.02	<b>Counseling.</b> Counseling for any drug problem and/or violation is available at the College Counseling Office. In addition, counseling is available from Substance Abuse Services Center, Dubuque, IA or the Turning Point at MercyOne, Dubuque, IA 52001.	
	An employee or student who violates the terms of this policy may have his/her employment/matriculation suspended or terminated.	
5.09.03	<p><b>EDGAR Compliance.</b> The Department of Education regulations regarding Drug-Free Schools and Campuses require that institutions notify all students and employees of the following:</p> <ul style="list-style-type: none"> <li>• standards of conduct;</li> <li>• possible legal sanctions and penalties;</li> <li>• statement of the health risks associated with Alcohol and Other Drug Abuse (AOD);</li> <li>• the institution's AOD programs available to students, staff, and faculty; and</li> <li>• disciplinary sanctions for violations of the standards of conduct.</li> </ul> <p>A written report to the Board of Administration is required annually .</p>	
<b>5.10</b>	<b>FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)</b>	
	NOTICE OF COMPLIANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 - Divine Word College pledges complete cooperation to the provisions of Section 513 of the "Family Education Rights and Privacy Act of 1974," commonly known as the Buckley Amendment. The amendment protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and/or formal	

	proceedings. The administrative rules and regulations to implement compliance procedures are available to interested parties, and may be reviewed during ordinary business hours in the Registrar's Office.	
	<p>The College observes the policy that no one outside the institution has access to a student's educational records without the written consent of the student. However, in accordance with the provisions of the Family Education and Privacy Act of 1974, the College establishes the right to publish directory information which includes:</p> <ul style="list-style-type: none"> <li>• Name and Address</li> <li>• Telephone listing</li> <li>• Electronic mail address</li> <li>• Enrollment status (e.g., undergraduate or graduate)</li> <li>• Photograph</li> <li>• Major field of study</li> <li>• Honors and awards received</li> <li>• Grade level</li> <li>• Date and place of birth</li> <li>• Full-time or part-time</li> <li>• Dates of attendance</li> <li>• Participation in officially recognized activities and sports</li> <li>• Weight and height of members of athletic teams</li> <li>• Degrees</li> <li>• The most recent educational agency or institution attended</li> </ul>	
	The student directory is shared with other college offices on a need-to-know basis. During Orientation Week each semester, new students will sign the College's FERPA release form. Each student has the option of withholding "directory information" and/or identifying individuals to whom the college may disclose specific information. While the release form is valid as long as a student is a student at Divine Word College, the student may revoke consent at any time by completing a new form.	
<b>5.11</b>	<p><b>FAX</b></p> <p>A FAX machine is available in the office of the President's Secretary for sending and receiving FAX messages. FAX service is generally available during regular office hours. She (in her absence someone in the Business Office) will ordinarily facilitate FAX transmission.</p>	
<b>5.12</b>	<b>FOOD AND BEVERAGES</b>	

	Eating and drinking are not permitted in the following areas: swimming pool, music rooms, chapel and chapel areas (including the organ loft, sacristies, crypt), computer room, and ESL Lab.	
	By special arrangement food and drink may sometimes be permitted in the crypt for special meetings, recollections, and retreats.	
<b>5.13</b>	<p><b>GRADUATION POLICY</b></p> <p>In recognition of their successful fulfillment of the academic requirements, the Board of Trustees, upon the recommendation of the faculty, grants to each graduate either a Bachelor of Arts Degree or an Associate of Arts Degree in the particular field of his/her concentration.</p> <p>This recognition and conferral takes place at the commencement ceremony.</p>	
5.13.01	<p><b>Objectives of Commencement Exercises.</b> The Board of Administration specifies certain objectives for the commencement exercises to:</p> <ul style="list-style-type: none"> <li>• Welcome the graduates into the community of scholars; to encourage them to continue their intellectual endeavors.</li> <li>• Encourage those graduates who are continuing in their commitment to Divine Word Missionaries; to encourage those not continuing with Divine Word Missionaries in their dedication and commitment to the Church, its world-wide mission and service to the people of God.</li> <li>• Encourage the student body in its pursuit of learning and vocational commitment.</li> <li>• Foster a closer union between Divine Word Missionaries and the relatives and friends of our students.</li> <li>• Say "farewell" officially and formally.</li> </ul>	
5.13.02	<p><b>Preparation of Commencement Activities.</b> The Board of Administration is the deciding body regarding the various aspects of the graduation ceremonies. It is free to consult with others and to delegate various responsibilities either to an individual or a committee. To ensure an orderly and joyful graduation, the Board of Administration has the right to establish the principles which guide the conduct of the graduation ceremonies.</p>	



	<p>The Vice President for Academic Affairs organizes and oversees the commencement activities. The Public Relations Director, in a timely fashion, informs the Vice President for Academic Affairs of the persons selected to serve as marshals, invocation, benediction, etc.</p> <p>The College President, in consultation with the Board of Administration, has the right to decide the following:</p> <ul style="list-style-type: none"> <li>• Select the commencement speaker.</li> <li>• Brief the commencement speaker on the purposes of graduation ceremonies in the light of the mission of the College.</li> <li>• Establish the date and time of the Commencement ceremony.</li> <li>• Approve the selection of the Valedictorian. The Valedictorian is a member of the graduating class who, in addition to above average academic achievement, exemplifies positive leadership in word and action. The graduates may nominate and propose to the Board of Administration their recommendations for the Valedictorian no later than February 15.</li> </ul>	
5.13.03	<p><b>Policies Governing Commencement.</b> The Board of Administration establishes the following policies:</p> <ul style="list-style-type: none"> <li>• The graduates, faculty, administration, trustees, and commencement speaker wear academic robes for the commencement ceremony.</li> <li>• The College does not pay for motel rooms for families and friends of the graduates.</li> <li>• The families and guests of the graduates may not use rooms at the College for overnight stays at graduation time. Guest rooms at the College are reserved for guests of the College and of the SVD members assigned to the College. Requests by alumni or other guests for accommodations in the student dorms require the approval of the Dean of Students per established College policies.</li> <li>• The College underwrites much of the expense pertaining to graduation. Included in these expenses are the cost of printing invitations and the commencement program, the stipend and travel for the commencement speaker, and the luncheon following commencement.</li> <li>• The College sets the Student Graduation fee.</li> <li>• Students pay the rental fee for their own caps and gowns.</li> <li>• The College pays for the academic regalia of the faculty.</li> <li>• Commencement is followed by a light lunch for all guests.</li> </ul>	

5.13.04	<p><b>Organizing Commencement Activities.</b> The Public Relations Director, in consultation with the College President and Vice President for Academic Affairs, will arrange and oversee the details of the Commencement Ceremony.</p> <p>She/he will consult and work with the College Chaplain, the Liturgical Music Coordinator, a representative of the graduating class, the Dean of Students, and the Vice President for Academic Affairs.</p> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• Design and print the invitations.</li> <li>• Provide invitations for the graduates to send to their family and friends.</li> <li>• Design and print the Commencement Program.</li> <li>• Select individuals who will take part in the commencement – marshals, readers, etc.</li> <li>• Organize set up and clean up.</li> <li>• Work with the Liturgical Music Coordinator and the College Chaplain for the selection of cantors, music, etc.</li> <li>• Work with the Vice President for Academic Affairs to provide information on the Commencement.</li> <li>• All other necessary details for the commencement ceremony.</li> </ul>	
5.14	<p><b>HIV/AIDS Policy</b></p> <p>The primary response of a College to the Human Immunodeficiency Virus (HIV) infection epidemic is education since the most effective way to prevent primary infection with HIV and to relieve irrational fears and anxieties about HIV infection is education about its nature, how it is and is not spread, and how to prevent its transmission. Such education is part of the responsibility the College has to protect the physical and mental well-being of its members, to foster a compassionate environment for a person with HIV infection, and to help students, faculty and staff serve in a world where HIV infection continues to be a significant concern.</p>	
	<p>The Catholic mission of the College calls us to exercise compassion, prayer and concern for all persons affected by HIV infection. At the same time, each individual must accept ultimate responsibility for his or her own health. Within this context, each person must also refrain from endangering or risking endangerment of another's health and well-being.</p>	

5.14.01	<p><b>Rights of the Individual.</b></p> <ul style="list-style-type: none"> <li>• HIV infection will not be a consideration in admission or employment decisions.</li> <li>• The College will not require newly admitted or current students to be screened for the HIV antibody; neither will mandatory screening of employees be implemented.</li> <li>• With a physician's recommendation, those who are known to be immunologically compromised may be excused from institutional recommendations for certain vaccinations, notably measles and rubella vaccines, as those vaccinations may lead to serious consequences in those with poorly functioning immune systems.</li> <li>• Human rights legislation prohibits discrimination on the basis of a disability. From a human rights standpoint, HIV infection will be treated as a disability.</li> <li>• Students and employees, whether symptomatic or not, will be allowed access to any campus common area or classroom and be permitted to attend classes or work in an unrestricted manner as long as they are physically able to attend classes or perform their duties and take appropriate precautions related to secondary infections. Because of secondary infections, restrictions may be necessary on a case-by-case base.</li> <li>• There is no medical necessity to advise others living in college housing of the presence of residents with a positive HIV antibody test. Whenever possible, an immuno-compromised individual should be offered the option of a single room to decrease his exposure to contagious diseases.</li> </ul>	
5.14.02	<p><b>Resource Services.</b></p> <ul style="list-style-type: none"> <li>• The Dean of Students and formation directors will provide appropriate information to students who have concerns about HIV infection. These services may include counseling, referrals to health professionals and support groups, or referrals for blood testing and medical care.</li> <li>• The Vice President for Operations and Finance will provide appropriate information to faculty and staff who have concerns about HIV infection. These services may include referrals for counseling, referrals to health professionals and support groups, or referrals for blood testing and medical care.</li> <li>• The President will be the official spokesperson to handle external inquiries regarding the institution's policies concerning HIV infection.</li> <li>• Instructors are encouraged to incorporate information and discussion about HIV infection in courses as appropriate.</li> </ul>	

<b>5.15</b>	<p><b>INCLEMENT WEATHER</b></p> <p>Divine Word College rarely cancels class days due to inclement weather. It is the responsibility of each faculty member to decide whether road conditions for his/her area prevent travel to the College. Employees whose absence from work is due to inclement or adverse weather conditions shall have the option of using vacation/PTO (personal) time or taking the absence without pay.</p>	
	<p>The same procedures apply if an employee feels he/she must leave work early because of inclement or adverse weather conditions. The employee shall inform his/her supervisor or the Vice President for Operations and Finance that he/she must leave work early because of the weather conditions. The employee shall have the same options as described above regarding pay for the absence.</p>	
	<p>For Faculty - The appropriate form (Faculty Absence Report) should be filed whenever a class is missed in order to assure instructional integrity. Alternative instruction is described in the faculty section. (See Chapter 7)</p> <p>Staff members should fill out an Absentee Report-Time Off Request Form.</p>	
<b>5.16</b>	<p><b>INTERNET/E-MAIL</b></p> <p>A college-wide network links faculty and administration computers and all computers accessed by students. The network provides intra college e-mail and various software, subject to periodic updating. A high-speed T1 connection provides access to the Internet, and faculty have access to their College e-mail accounts from their home computers. The College maintains a web page and subscribes to various Internet services, also subject to periodic updating.</p>	
<b>5.17</b>	<p><b>IT/COMPUTER/INFORMATION TECHNOLOGY POLICIES</b></p> <p><b>College Network – Use of and Security.</b> The DWC email system is to be used for conducting college business. Use of the email system is not for private purposes. DWC email accounts are not private and may be monitored or accessed for legitimate business purposes.</p>	
	<p>The Information Systems staff adheres to the following privacy policy.</p>	

	<ul style="list-style-type: none"> <li>• The Information Systems Director has access to DWC email accounts as needed to perform any essential job functions.</li> <li>• The IS Director will not deliberately access or monitor DWC email accounts or DWC online browser history without legitimate reasons, unless explicitly directed to do so by the College President.</li> <li>• The Information Systems staff will only enter private rooms when the resident has requested service, unless network services are affected, then they will enter along with another individual.</li> <li>• When normal network services are affected or potential policy violations are suspected, the Information Systems staff will collect and review relevant data with the permission of the Information Systems Director.</li> </ul>	
	<p>In all other cases, the Information Systems staff must have the permission from the President in order to monitor any particular user. Without permission, no individual users are allowed to collect and review any other network user's private data.</p> <p>Anyone suspecting unauthorized access of their DWC email account should immediately contact the IS Director, the Vice President for Operations and Finance, or the College President to report a suspected breach.</p>	
<b>5.18</b>	<p><b>IT/COMPUTER HARDWARE AND SOFTWARE ACQUISITION POLICY</b></p> <p>All computer systems, peripherals, and software programs belonging to the College need to be approved by the Information Systems Director before purchase and/or use. This approval should be in written form via an email or document stating the manufacturer, software version (if applicable) and the purpose for use.</p>	
<b>5.19</b>	<p><b>IT/COMPUTER RESOURCES AND TECHNOLOGY POLICY</b></p> <p>Divine Word College computing resources and technologies are for use by students, faculty, employees, and other authorized users. The College insists on appropriate, ethical, and legal use of these systems. Users agree to abide by all relevant policies as well as current federal, state, and local laws. Violations are grounds for sanctions that may include dismissal from the College, termination of contract, or loss of computing privileges and disciplinary action. Users with access to College resources are responsible for any use they knowingly facilitate of their accounts.</p>	

	Users of College resources are responsible for the content of their personal communications. The College accepts no responsibility or liability for any personal or unauthorized use of its resources.	
	The College respects the privacy of authorized users. System administrators endeavor to ensure the integrity of technology, resources, and data for the benefit of all users. They may therefore investigate security-related issues and with cause, review users' files, resources, and data for potential or actual policy violations.	
	<p>Computer users are prohibited from the following activities wherein they utilize in any way the computing media (such as computers, software, and network devices) of the College to:</p> <ul style="list-style-type: none"> <li>• transmit threatening or defamatory communications or persist in sending or posting unwanted communications to other users and groups,</li> <li>• gain access to passwords, files, resources, and computing devices without proper permission or authorization,</li> <li>• distribute, disseminate, use, or storing on durable media copyright programs and multimedia files without appropriate licenses or the copyright holder's permission,</li> <li>• disclose or transfer passwords and privileges of the College network to other parties without permission,</li> <li>• assume or falsify computing identities with the intent of concealing actions prohibited under the above regulations,</li> <li>• exploit technology resources for personal profit or gain, or exploit technology resources for an organization or group that is not authorized to use those resources,</li> <li>• exploit technology resources for illegal purposes: child pornography, inappropriate sexting, bullying, etc.</li> </ul>	
<b>5.20</b>	<p><b>IT/DIGITAL MILLENNIUM COPYRIGHT ACT COMPLIANCE</b></p> <p>Divine Word College adheres to the provisions of the Higher Education Opportunity Act, the Digital Millennium Copyright Act (DMCA) and all other applicable legal protection of intellectual property rights.</p>	
	<p>In the event of a DMCA notice of violation or other licensing violation the following steps shall be taken:</p> <ul style="list-style-type: none"> <li>• The Information Systems Director is the school's Digital Compliance Officer (DCO).</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Digital Compliance Officer will meet with the alleged offender asking the individual to remove the offending material, explaining the potential legal ramifications of non-compliance, and encouraging the removal their file sharing program.</li> <li>• A second notice triggers a written warning from the DCO to the alleged offender, with a copy to the appropriate administrators (Dean of Students, VP for Academic Affairs, or the VP for Operations and Finance). Appropriate bandwidth restrictions will be applied to the account of the alleged offender.</li> <li>• A third (and any subsequent notices) will be referred directly to the appropriate administrator for possible disciplinary action.</li> </ul>	
	The school prohibits the use of peer-to-peer file sharing or non-legal exchange of intellectual property, including but not limited to movies, videos, music, still images, text or software.	
	Only properly licensed software owned by the institution will be installed on the DWC network. The Digital Compliance Officer will maintain an inventory of all the software and printed copies of all documents to prove licensing, including actual license agreement.	
	<p>Annually, during the week following Christmas break, an email will go out from the Information Systems Department informing students and employees about the college policy related to the use of copyrighted material and the steps the College will take to enforce its Digital Millennium Copyright Act obligations.</p> <p>The appropriate use of digital media and compliance with the DMCA is presented during orientation for students.</p>	
	The Information Systems Department will monitor overall bandwidth usage and will use bandwidth shaping and such other methods as are required to lessen the likelihood of illicit traffic. As a class of service, all P2P sites and traffic will be blocked from use on campus.	
<b>5.21</b>	<p><b>IT/INFORMATION SYSTEMS - WASTE DISPOSAL</b></p> <p>The Information Systems Director is responsible for the proper disposal of electronic waste materials or of devices judged to be of no further value to the College.</p> <ul style="list-style-type: none"> <li>• All hard drives are erased before devices are donated or sold to employees.</li> </ul>	

	<ul style="list-style-type: none"> <li>• In consultation with the Vice President for Operations and Finance, these electronic devices of potential value will be offered for sale to or through the College community.</li> <li>• These devices may also be either donated or disposed of through reputable organizations.</li> <li>• Empty ink and toner cartridges should be brought to the Front Desk, and the Information Systems department will coordinate disposal of these items with the Business Office.</li> <li>• An important part of environmental stewardship is community awareness and education. Although the Committee cannot be responsible for the proper disposal of students' personal electronic devices, the department does support educational efforts that encourage students to dispose of their electronic waste responsibly.</li> </ul>	
<b>5.22</b>	<b>IT/INFORMATION TECHNOLOGY EMERGENCY SERVICES</b>	
	<p><b>Rationale.</b> Divine Word College's information technology services are subject to occasional failures that are either beyond our control or are unavoidable within cost limitations. Failures are to be expected to occur during off-hours, that is, outside regular business hours. The College maintains a wide range of technology services that are available to SVD personnel, students, and employees of the College. The College maintains systems with the best equipment that is still affordable. Cost considerations prevent maintaining systems completely free from failures. The continuity of these services is dependent not only on the fail-safe capacities of campus equipment but also on the fail-safe capacities of the Internet line and utility services. Whenever any of the external services are inoperable or degraded, they are beyond the College's control, but the effects are immediately felt in campus services.</p> <p><b>Definition of Information Systems Emergency.</b> An emergency in this context is a failure of servers or ancillary network equipment or software that threatens to impair the performance of essential services or duties within the College by administration, faculty, staff, or students. Failures in individual computers other than servers are not emergencies. Off-hours emergencies are those failures that occur outside regular business hours, where repairs are best not left until regular business hours. Possible reasons would be that the failure would seriously impair the resumption of essential services at the start of regular business hours or that these services are required in off-hours due to unusual circumstances, for example, a need to</p>	



	exchange critical e-mails pertaining to College business, off-hours completion of registration, very heavy demand by faculty and students during finals week, or the auditing of the Business Office.	
	<p><b>Action in Case of Emergency.</b> Individuals who feel that there is an off-hours emergency should not directly contact Information Systems department personnel at such times. They should wait until regular business hours or notify any one of the following persons who may be on campus: the President, Vice-President for Academic Affairs, Vice-President for Formation, Dean of Students, or Associate Dean of Students. Any one of those persons may decide that there is a bonafide off-hours emergency and contact Information Systems personnel.</p> <p>Information Systems personnel determine whether services can be restored during off-hours on a case-by-case basis. They attempt to restore services if the failure can be resolved with existing tools and equipment in a three-hour working period. If the failure cannot be corrected within three hours, they restore services at the earliest practicable time during regular business hours.</p>	
<b>5.23</b>	<p><b>KEY DISTRIBUTION PROCEDURE</b></p> <p>When an employee of the College, or SVD member needs a key, he/she should request the key from the Business Office. When a student needs a key, he/she should consult the Dean of Students.</p>	
	The Business Office will correspond with the maintenance department to make sure the keys are supplied to the Business Office.	
	The Business Office will supply copies of the key(s) to the employees. The recipient signs the form acknowledging receipt of the key(s). The form will be kept on file in the Business Office.	
	When an employee is leaving the employment of the College, their keys should then be returned to the Business Office and recorded on the original form.	
<b>5.24</b>	<p><b>MAIL SERVICE</b></p> <p>All out-going mail can be placed in the mailbox slot near the front entrance. Out-going mail is taken to the post office every day (Monday – Friday), at 8:30 a.m. and at 3:00 p.m. Incoming mail is</p>	

	picked up at the post office each morning (Monday – Friday) ,and placed in the individual and department boxes at approximately 9:00 a.m.	
<b>5.25</b>	<b>PERSONALLY OWNED PROPERTY</b>	
	<p>Divine Word College does not assume liability for the personal property of faculty, staff or students lost by theft or damage due to fire or other causes. Students and employees should lock their offices and rooms. They should not keep cash in their rooms or offices; they should not keep valuables in their desks or cabinets except as these may be needed for short-term use related to instructional purposes.</p> <p>Students and employees should report the loss of personal items to the Dean of Students, the Vice President for Academic Affairs or the Vice President for Operations and Finance.</p> <p>While reserving the right to do so, College officials will not ordinarily engage in a search of the premises for missing items.</p> <p>The Emergency Committee maintains a record of reports regarding missing or stolen items and their recovery.</p> <p>If the loss of an item of significant value appears to have resulted from theft, College authorities will inform the Dubuque County Sheriff's Department immediately.</p>	
<b>5.26</b>	<b>PROPERTY &amp; EQUIPMENT DISPOSAL POLICY</b>	
5.26.01	<b>General Policy.</b> The purpose of this policy is to insure the protection of the College assets and to provide a guideline for the College community when considering surplus/disposal of College property. All property and equipment purchased with College funds (including unrestricted College funds, grants, endowments or gifts), donated to the College, or acquired for College use through other means are the property of Divine Word College, and remains with the College at all times until asset disposal. The following describes the procedures to be followed to dispose of any College property (with a value over \$100).	
5.26.02	<b>Surplus Definition.</b> Surplus property is property that is either no longer in use or for which there is no further plan for use. It includes	

	all tangible assets such as equipment, materials, supplies and furniture.	
5.26.03	<p><b>Disposal Procedures.</b> Effective asset management encourages recycling within the College community. Recycling limits liability and costs associated with disposal and provides continued use of the property to other departments within the College. When a department seeks to declare property as surplus, the department head should contact the Vice President for Operations and Finance (VPO) for advice and determination of proper disposal procedures.</p> <p>College property may not be sold, traded-in, salvaged, scrapped, donated or otherwise disposed of without prior approval from the VPO. The VPO acts on behalf of the College President, in consultation with the appropriate Vice President. Special standing arrangements exist for computers, as outlined below, and for vehicles.</p> <p>Disposal of the College property will be at the lowest possible cost to the College. The following methods may be considered for the disposal of surplus property:</p>	
	<p><b>Disposal by Internal Departmental Transfer.</b> Priority is given to College departments in an attempt to repurpose surplus items. The only cost to a department for an internal transfer of goods is the costs of moving and installing the item(s).</p>	
	<p><b>Disposal by Sale.</b> If the item is deemed to have some value, it will be sold on a first come, first serve basis at a set price or open for best offer. Items will be sold “as is” for pickup. Personal purchase requests from members of the College community will have priority over those from outside parties. All funds collected from the sale of surplus items will be deposited into the college income account.</p>	
	<p><b>Disposal by Donation.</b> Items that cannot be reused internally or sold may be donated upon written approval from the VPO. Preference is given to not-for-profit institutions.</p> <p>Donation requests from various sources will be considered. The following guidelines address these requests.</p> <ul style="list-style-type: none"> <li>• Items may be donated if they are not sold after two (2) surplus sales or the donation may result in intangible (i.e. good will) benefits to the College.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A proposal to donate equipment or supplies no longer needed by the College must be reviewed by the VPO.</li> </ul> <p>Once a donation request is approved, the recipient will receive an acknowledgement letter from an authorized College Representative.</p>	
	<p><b>Disposal as Waste.</b> Items that cannot be sold or donated will be discarded through the College's normal waste removal process. Under no circumstances should items with a value over \$100 be discarded without the approval of the VPO.</p>	
	<p><b>Asset Disposal/Transfer Form Required.</b> For all of the above actions, an Asset Disposal/Transfer form shall be submitted to the VPO for approval. (Form can be found in Appendix)</p>	
	<p><b>Computers.</b> All college computers and computer related items require approval from the Information Systems Director prior to being declared surplus equipment. Computers and other electronic devices may have sensitive business or personal information and must be disposed of properly. The IS director, in consultation with the VPO, will work with the appropriate department to determine the best disposal method on an item-by-item basis. The IS director should be contacted for disposal information and approval.</p>	
<b>5.27</b>	<b>PROTECTION OF THE HUMAN SUBJECT OF RESEARCH</b>	
	<p>Divine Word College encourages faculty, staff, and students to engage in research and creative activities consistent with its educational mission. When human subjects are involved as subjects of such research, the College recognizes and complies with the ethical principles and standards contained in Federal Regulations and declarations that include: The Nuremberg Code (1948); The Belmont Report (1974); Code of Federal Regulations, 45 CFR 46; Declaration of Helsinki (last revised in 2000). In accordance with these standards, the following policy is intended to ensure that the privacy, welfare, and safety of the human subjects are protected while conducting research involving such subjects.</p>	
	<p>Research is defined as a "systematic investigation ... designed to develop or contribute to generalizable knowledge." (45 CFR 46). When such investigation involves collecting information about living persons through any form of intervention, observation, interaction or</p>	

	through the use of identifiable private information, it requires review and approval by an Institutional Review Board.	
5.27.01	<b>Institutional Review Board (IRB): Appointment and responsibilities:</b> <ul style="list-style-type: none"> <li>• The IRB will consist of four members and a Chair, and it will be appointed by the President of the College in consultation with the Vice President for Academic Affairs.</li> <li>• The IRB is charged with the responsibilities of assuring the protection of the human subject of research by faculty, students, staff, or others at Divine Word College.</li> <li>• Develops and implements procedures and provide training and education for researchers as may be needed.</li> <li>• Determines whether or not a proposed activity qualifies as research.</li> <li>• Assures that informed consent given by human subjects conforms to appropriate standards.</li> <li>• Has authority to approve, disapprove, or require modifications to the research proposal.</li> <li>• Communicates its decision in writing and explains the reason(s) for disapproval if a proposal is disapproved.</li> <li>• Reviews and approves/disapproves changes to the research proposal.</li> <li>• Reviews annually a research that lasts over one calendar year.</li> <li>• The IRB Chair may decide whether or not a research proposal qualifies for exemption, expedited review, or a full review.</li> <li>• The IRB Chair has authority to grant expedited review of the proposal that involves no more than minimal risk to human subjects.</li> <li>• The IRB Chair will maintain all documentation associated with the IRB actions.</li> </ul>	
	When in doubt as to whether or not an activity counts as research, the IRB shall be consulted. Researchers shall not make that determination for themselves.	
	Researchers shall assure that risks to the human subjects are minimized. This can be accomplished by constructing a sound research methodology, carefully designed procedures for data collection, assuring informed consent, and protecting the privacy and confidentiality of the human subject. Research involving especially vulnerable population such as children, mentally handicapped individuals, and prisoners must comply with additional requirements as stipulated by law.	

5.27.02	<p><b>Procedure.</b> The principal investigator(s) will submit the detailed research proposal to the IRB Chair prior to collecting any data on human subjects. The Chair determines whether or not the proposal qualifies for an expedited review or a full review by the entire Board. Expedited review may be conducted by the Chair without involving the full Board.</p> <p>If the researcher changes the approved research protocol during the course of the research, the changes must be immediately submitted to the IRB for review. If the project last over a year, continuing review will be necessary. The Chair will determine whether a full or an expedited review is appropriate to approve the proposed changes.</p>	
5.27.03	<p><b>Informed and Voluntary Consent.</b> Whenever a human subject is involved, the researcher is required to obtain the subject's informed consent prior to collecting data. Care shall be taken to assure that the prospective subject fully understands the purpose of the research, the procedures to be followed, and the expected duration of the research. Any foreseeable risks, discomforts, or any potential benefits shall be fully explained prior to obtaining consent. The prospective subject shall be given sufficient opportunity to consider whether or not to participate in the research and there shall be no pressure or influence coercing his or her participation.</p>	
5.27.04	<p><b>Confidentiality of Records.</b> In most instances, researchers are required to maintain all identifying and private information about the subject confidential. Only investigators or individuals directly associated with the study should be permitted to identify the subjects. Confidentiality is usually assured by using numbers rather than names on all forms and instruments. (Form can be found in Appendix)</p>	
5.28	<b>RECORDS RETENTION SCHEDULE GUIDE</b>	
	<p><b>Active Retention.</b> The record is held in the office of creation until the disposal date. If permanent, the record is held in the office of creation permanently unless it has historical significance.</p>	
	<p><b>Inactive Retention.</b> A department may request storage space in the Archives for inactive records.</p>	

	<b>Permanent Retention.</b> If a record is deemed to have historical significance, the record is transferred to the Archives for long-term preservation. See the <i>Archives Handbook</i> for more information on the types of records that should be transferred to the archives.	
	<b>Disposal.</b> Unless otherwise noted in the retention schedule, paper records should be confidentially destroyed by shredding. Paper records that do not contain confidential information and/or records created for personal use may be recycled. Electronic records should be deleted. Ensure that confidential records are completely erased from the hard drive, external drive, and/or cloud storage system.	
	<b>Storage and Format.</b> Active records may be stored electronically or physically. If records are stored in a maintained electronic system, the printed paper copies may be disposed of when their administrative use has ceased. If the electronic record is confidential, it should be password protected or have another form of secure authentication.	
	<b>In effect/Operative.</b> Once approved by the Board of Administration, the records retention schedule is in effect. The department(s) that are effected by the schedule should be notified of its approval and sent the requisite schedule. Departmental heads have the responsibility of publicizing the schedule throughout the department and ensuring employees abide by the schedule.	
	<b>Access to Records.</b> Access to confidential records should be enumerated by the President of the College, or if applicable, to the Vice-President of department-specific schedules.	
	<b>Release of Confidential Records.</b> As specified in section 6.04.05 of the Policy Handbook, "Unauthorized release or use of confidential information or records. Confidential information must not be divulged to third parties except with proper authorization of the individual concerned or due regard for legal requirements."	
	<b>Record Retention Schedule Principles.</b> The General Administrative Retention Schedule pertains to the entire College. Additional schedules are drawn up at the request of individual departments or offices by the College Archivist for Board of Administration review and approval.	
	<b>Liability.</b> The Board of the Administration is ultimately responsible for seeking legal counsel to determine the risk liability of approved records retention schedules.	

<b>5.29</b>	<b>SMOKE DETECTORS/FIRE ALARM</b>	
	<p>Smoke detectors are installed throughout the College to protect property and, most importantly, to protect the lives of students and staff.</p> <ul style="list-style-type: none"> <li>• Anyone attempting to disarm smoke detectors (by covering, by shutting off the electricity, etc.) shall be subject to dismissal.</li> <li>• Pulling a fire alarm in an intentionally foolish or careless way will lead to disciplinary action.</li> <li>• During fire drills, the fire/smoke alarm system is tested by maintenance, at least once per semester.</li> </ul>	
<b>5.30</b>	<b>SMOKING POLICY</b>	
	<p>In compliance with the Iowa Smokefree Air Act (HF-2212 142 D.1), and to protect the health of our students, faculty, staff and visitors, Divine Word College prohibits the use of tobacco products on its campus. Campus includes all College buildings, grounds, parking lots, College vehicles (regardless of location), athletic fields, dock areas and personal or commercial vehicles while on the DWC campus.</p>	
	<ul style="list-style-type: none"> <li>• Tobacco products include, but are not limited to: cigarettes, cigars, pipes, e-cigarettes, vaping, and all smokeless tobacco products such as chew and snuff.</li> <li>• This policy extends to employees, residents, visitors and students.</li> <li>• The policy applies at all times, including school-sponsored and non-school-sponsored events.</li> <li>• Under no circumstances may any tobacco product be sold on campus.</li> </ul>	
<b>5.31</b>	<b>SOLICITATION OF FUNDS</b>	
	<p>Divine Word College is responsible for the correct and legitimate use of funds raised in its name or for goals associated with the College's mission and purpose.</p>	
	<p>To carry out its obligations in this matter, the College must be fully aware of and give its approval for any solicitation of funds, either by an individual or a group, to initiate or complete a project or projects,</p>	



	as well as to support, partially or totally, the needs of an individual or individuals.	
	<p>The term "Project(s)" includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Solicitation of funds for equipment, academic and non-academic;</li> <li>• Solicitation of funds for missionaries, whether in this country or other countries; and</li> <li>• Solicitation of funds for the personal, legal, or extraordinary needs and expenses of a member of the faculty, staff or a student.</li> </ul>	
	All fund raising of Divine Word College for whatever purpose, falls under the purview of the Development Director. Any member of the faculty, staff or a student who solicits funds for any of the above mentioned projects will be considered by the one solicited as representing Divine Word College. Therefore, before any outside organization or individual may be approached for a contribution, the following procedures must be adhered to.	
	<ul style="list-style-type: none"> <li>• For academic equipment or programs, after consultation with the Vice President for Academic Affairs, the permission and approval of the Development Director must be secured.</li> <li>• For equipment related to student activities, e.g., sports equipment, gym equipment, etc., the Dean of Students must be consulted before approaching the Development Director for approval and permission.</li> <li>• To solicit funds for the needs, whether personal or otherwise, of a student or students, or for charitable purposes, the approval and permission of the President is required.</li> </ul>	
<b>5.32</b>	<b>STUDENT RETENTION POLICY</b>	
	Retention efforts at most college and universities center on improving student persistence and graduation rates by working closely with first-year students and with students who have various concerns, including health issues and academic needs. Retention managers/coordinators often work closely with other departments to track campus wide statistics related to persistence and graduation rates.	
	<p>At Divine Word College, typical retention efforts are addressed by several departments:</p> <ul style="list-style-type: none"> <li>• The formation staff, school counselor and spiritual directors work closely with students to address any concerns that impede their personal growth.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The academic dean and academic advisors closely monitor students' academic progress and intervene as needed to assist students.</li> <li>• The Vice President for Admissions conducts Exit Interviews.</li> <li>• The Registrar and Director of Instructional Technology and Institutional Effectiveness gather and report the necessary student data and statistics that are required by regulatory agencies and the College's internal needs.</li> </ul>	
	In regards to data for SVD candidates that participate in the SVD formation program at Divine Word College, the National Vocation Director for the Society of the Divine Word tracks pertinent data for this cohort of DWC students.	
<b>5.33</b>	<b>TELEPHONE/CELL PHONES</b>	
	College phones are primarily for College business. Generally, the College does not provide cell phones for employees or students.	
	To make an external call, dial "7" and then the telephone number.	
	Every member of the DWC community has voice mail. The phone system is capable of leaving external, internal and temporary greetings. Audio messages are delivered via email. If you incur any type of problem, please contact the Information Systems Department for assistance.	
	<p><b>Telephone Courtesy.</b> Often the telephone is the only contact people have with the College, and courteous telephone service can greatly enhance the public image of the College. Employees should extend to callers all appropriate courtesy. Each caller represents a potentially important friend of the College.</p> <ul style="list-style-type: none"> <li>• Answer all calls promptly, use proper identification, make inquiries tactfully, give undivided attention to the call, avoid unnecessarily long conversations, and treat the telephone as one of the College's most valuable public relations tools.</li> <li>• Except in case of emergency, do not page teachers or students when they are in class. When paging anyone, be courteous and respectful.</li> <li>• Personal calls, both incoming and outgoing, are discouraged during working hours. The College realizes there may be some occasions when personal calls must be made or received during business hours. Such calls must be held to a minimum and must</li> </ul>	

	<p>not interfere with the employee's work. The College encourages that such calls be made at breaks or during lunchtime. Employees are responsible to pay all their own long-distance charges.</p> <ul style="list-style-type: none"><li>• Emergency phone calls may be made or received. An emergency is an illness or serious injury in one's family, change in transportation plans when leaving work, extreme weather conditions, etc.</li><li>• Use of cell phones in the college seminary environment requires respect for others in the community, thus no calls in the dining room, during classes, in places where others are studying or expect quiet.</li></ul>	
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## **CHAPTER 06: POLICIES FOR FACULTY AND STAFF**

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- 6.25 Retirement Plan
- 6.26 Tuition Exchange Programs
- 6.27 Unemployment Policy
- 6.28 Whistleblower Policy
- 6.29 Work from Remote Locations

	<b>CHAPTER 06: POLICIES FOR FACULTY AND STAFF</b>	Appd. 2019.02.10
<b>6.01</b>	<b>ADMISSION TO EVENTS</b>  Faculty and staff members and their families receive free admission to athletic events, concerts, art openings, and other cultural events held at the College.	
<b>6.02</b>	<b>AMERICANS WITH DISABILITY ACT (ADA) POLICY</b>  Divine Word College is committed to complying fully with the Americans with Disability Act (ADA) and all other applicable federal, state and local laws, in order to ensure equal opportunity in employment for qualified persons with physical or mental disabilities. All employment practices and activities are conducted on a non-discriminatory basis and are periodically reviewed with an external Human Resource Consulting Agency.	
6.02.01	<b>Disabled Relatives.</b> The College is also committed to non-discrimination against qualified employees or applicants because they are related to or associated with a person with a disability.	
6.02.02	<b>Hiring.</b> College hiring procedures seek to provide meaningful employment opportunities to persons with disabilities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of the position.	
6.02.03	<b>Compensation/Benefits.</b> Qualified individuals with disabilities are entitled to equal treatment in regards to pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, and position descriptions. Time off, of all types, will be available to all employees on an equal basis.	
6.02.04	<b>Accommodation Procedures.</b> The College will make reasonable accommodation(s) to the duly established physical or mental limitations of the qualified applicants or employees with disabilities to enable them to perform essential job duties, unless such accommodation(s) would impose an undue hardship on the operation of the College. If an employee requires a change in accommodation, this constitutes a new ADA Claim and thus the process begins anew.	

	<ul style="list-style-type: none"> <li>Any employee with a disability, in need of an accommodation, shall report it to the internal Human Resource Liaison and to the external Human Resource Consultant.</li> <li>The external Human Resource Consultant will set up a confidential file for the employee separate from the employee's personnel file.</li> <li>The external Human Resource Consultant will communicate with the employee to discuss the disability and the accommodation process.</li> <li>The external Human Resource Consultant will request the employee to obtain medical documentation of the disability, along with duration of the disability and recommended accommodation(s) for the disability. If the medical documentation is insufficient, the College requires a second medical opinion in order to process the accommodation request.</li> <li>In light of the medical information, the external Human Resource Consultant evaluates the request for accommodation(s) and provides the internal Human Resource Liaison their recommendation for accommodation(s) (if any).</li> <li>Members of the Board of Administration, not including the College President and the employee's immediate supervisor, will form a Review Committee to consider the recommendation for accommodation. The Review Committee will determine what accommodation(s) (if any) will be made. The Review Committee will consult with the employee's supervisor to determine if the accommodation(s) will cause a hardship to the College.</li> <li>The Review Committee will communicate its recommendation to the Board of Administration. The Board of Administration makes the decision concerning accommodations, if any. The Human Resource Liaison will relay the information to the employee, the employee's immediate supervisor, and other appropriate individuals.</li> <li>The employee will report to the external Human Resource Consultant when there is a change in the status of the disability.</li> <li>If the decision of the Board of Administration is unsatisfactory to the employee or to the immediate supervisor, either may appeal, in writing, to the College President to review the documentation and determine what accommodation(s) (if any) will be made. The decision of the College President is final.</li> </ul>	
<b>6.03</b>	<b>BEREAVEMENT AND ILLNESS NOTICES</b>	
	The Divine Word College community will ordinarily want to offer support to a member of the community during a time of loss, illness, or	

	tragedy. In doing so, however, it is important that we respect the wishes of those going through the painful experience.	
	<ul style="list-style-type: none"> <li>When employees will be absent from work because of the death of a loved one, illness or tragedy, they should inform their supervisor. This will also ensure that someone will cover employees' responsibilities while they are away.</li> </ul>	
	<ul style="list-style-type: none"> <li>If employees wish to inform additional members of the College community of the death, illness or tragedy affecting them, they should communicate that information to their supervisor and to the President's Office. Unless specified otherwise, the President's Office will make a general communication of that information to the College community. If employees wish to inform only part of the community (e.g. SVD members only), or if they wish to restrict the information in any way, they should so specify.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Business Office will ordinarily arrange to send flowers or other gift on behalf of the College to employees who undergo surgery or are hospitalized. The Business Office will also send flowers or other memorial to the funerals of family members of our employees according to customary policy.</li> </ul>	
	<ul style="list-style-type: none"> <li>Various groups within the College (e.g. the Student Senate, certain offices, coffee break groups, and others) frequently send cards to those going through painful experiences. These are spontaneous gestures, and the College administration does not coordinate or regulate them. The various programs and offices work out their own procedures for representations that go beyond what is described above.</li> </ul>	
	<ul style="list-style-type: none"> <li>Death notices within the local area are published daily in the obituary section of the Dubuque Telegraph-Herald. Employees can always consult the newspaper for the time and location of wake and funeral services.</li> </ul>	
	<ul style="list-style-type: none"> <li>Regarding SVD members, the Rector's Office will communicate any illness or bereavement information to the member's family, the SVD provincial administration, and the College community.</li> </ul>	
<b>6.04</b>	<b>CONDUCT OF EMPLOYEES</b>	
	The personal conduct and job performance of each employee reflect directly upon the reputation of Divine Word College. The success of the College in attaining its various objectives, spiritual and material, depends on the readiness of all employees to comport themselves in a manner consonant with the College's mission and objectives.	



	In addition to following the principles and guidelines set forth in the Divine Word College Policy Handbook, employees are expected to honor basic requirements regarding student discipline as set forth in the Student Handbook, the Religious Formation Program documents, and all other College publications and pronouncements regarding student behavior.	
	Enumerated below are several illustrations of employee conduct that the College considers inappropriate and unacceptable. These illustrations provide specific exemplary causes for the initiation of disciplinary actions and alert employees to certain types of employee conduct violations. Such disciplinary actions could include dismissal. This list is not meant to be exhaustive.	
6.04.01	<b>Attendance</b> <ul style="list-style-type: none"> <li>• Excessive absenteeism, regardless of reason, the effect of which disrupts College operational effectiveness.</li> <li>• Repeated unauthorized late arrival or early departure from work or being absent without authorization.</li> </ul>	
6.04.02	<b>Behavior - General</b> <ul style="list-style-type: none"> <li>• Theft, embezzlement, misapplication of funds, report or statement with intent to defraud, and falsification of expense accounts.</li> <li>• Failure to report that a crime has been committed. Failure to report such actions could make the faculty member an accessory after the fact.</li> <li>• Willful or negligent violation of the Divine Word College Policy Handbook or related directives.</li> <li>• Conduct that discredits an employee or the College.</li> <li>• Harassing, coercing, threatening or intimidating other employees or the public the College serves.</li> <li>• Any act or conduct that is discriminatory in nature toward another person because of race, creed, color, national origin, gender, age, religious beliefs, political affiliations, or sexual orientation not related to job requirements.</li> </ul>	
6.04.03	<b>Courtesy</b> <ul style="list-style-type: none"> <li>• In all dealings with students, faculty, administration, staff, visitors, salespersons, etc., employees are expected to be competent, sensitive, patient and personable with genuine interest in everyone with whom the employee comes in contact. This sort of</li> </ul>	

	<p>professional behavior is all the more essential whenever aggravating or stressful situations arise.</p> <ul style="list-style-type: none"> <li>• Professional courtesy further entails that the employees in each office scrupulously respect the rights and responsibilities of the employees in every other College office.</li> <li>• Courtesy also entails that employees never work in a manner that willfully obstructs or hinders other employees from completing their assigned duties.</li> <li>• Personal problems between employees will not be allowed to intrude into the employees' work and life here at Divine Word College.</li> </ul>	
6.04.04	<p><b>Regarding Students</b></p> <ul style="list-style-type: none"> <li>• Dating students or giving the appearance of romantic and/or sexual involvement with students.</li> <li>• Illegally providing alcoholic beverages, tobacco, or controlled substances to students.</li> <li>• Participating with or encouraging students in the violation of established curfew.</li> <li>• Sharing College information of a confidential or restricted nature with students.</li> </ul>	
6.04.05	<p><b>College Property and Information</b></p> <ul style="list-style-type: none"> <li>• Unauthorized removal or use of any College property.</li> <li>• Careless, negligent, or improper use of College property, equipment or funds. The College's physical properties, information, and influence are not to be used for the private advantage of any employee or third person. This includes correspondence in the College's name or unauthorized use of the College's letterhead and stationery.</li> <li>• Knowingly falsifying, removing or destroying information related to employment, payroll or job-related records or reports.</li> <li>• Unauthorized release or use of confidential information or records. Confidential information must not be divulged to third parties except with proper authorization of the individual concerned or due regard for legal requirements.</li> <li>• Only the President and the Vice President for Operations and Finance, or their designee, may authorize disclosure of College financial information and policies to external public agencies.</li> </ul>	

6.04.06	<p><b>Exhibition of Notices</b></p> <p>DWC prohibits the exhibition of notices affixed on or near hallway or other exterior doors and windows. Hallway doors are not bulletin boards. Items considered inappropriate include but are not limited to: messages, images, posters and signs.</p> <p>We ask employees to limit items to those things necessary to conduct college business. Examples include: IN/OUT notice, office hours and sign-up sheets. Divine Word College does allow decorations and adornments for holidays. Public health notices and other materials can be approved by the Human Resource representative.</p> <p>The Human Resource representative, in consultation with the College President may require items deemed exaggerated or inappropriate to be removed. The HR representative will attempt to contact the owner of the material and give them an opportunity to remove the item(s). If the items are not removed in a timely manner, the HR representative reserves the right to remove the material.</p>	
6.05	<p><b>COMMUNITY WORSHIP</b></p> <p>A special community Eucharist is celebrated twice a week, in addition to the Sunday Community Mass. Employees are invited and highly encouraged to participate regularly in these celebrations, as well as the normal daily Mass, as their schedules permit.</p> <p>Employees are also invited to join in other prayer services in the chapel and in the other small community Masses.</p> <p>Unless otherwise arranged by the College administration, attendance at College religious services during scheduled work time is on the employee's own time.</p>	
6.06	<p><b>CONFIDENTIALITY/FERPA</b></p> <p>Each employee must protect confidential information to which he/she gains authorized or inadvertent access. Access in itself never confers the authorization to disclose the information; the employee may, however, assume legal liabilities in violating a person's right to privacy. No employee is authorized to discuss confidential, private or sensitive information with others. Careless conversation about the College, its faculty, staff, students, and religious members should be avoided.</p>	

	<p>Employees must abide by all applicable laws and regulations concerning confidentiality, including the provisions of the <i>Family Educational Rights and Privacy Act</i> (FERPA). When an employee assumes more than one role with regard to an individual student - for example, as an advisor, formator, priest, or spiritual director - expectations of the nature and guidelines for confidentiality may differ. Therefore, the employee is obligated to make clear to the student that they may be required to divulge information given, by the student in confidence, if keeping that confidence conflicts with the academic and formational goals of Divine Word College. The employees are responsible for any damage to the student which may result from the improper disclosure of private or sensitive information.</p> <p>Any violation of confidentiality is an important matter and is subject to appropriate disciplinary action, including dismissal. Professed lack of knowledge of this statement of confidentiality will never be considered a legitimate excuse. Those who violate the requirements of confidentiality may be legally liable for such violation.</p> <p>Confidential information includes but is not limited to: any privileged or private information concerning a person's financial, family, academic, scholastic, disciplinary, criminal, probationary, promotional, physical or mental conditions. Student grades, attendance records, and private communications are treated as confidential materials, and are released only with student consent, or for legitimate academic purposes, or if there are reasonable grounds for believing that releasing such information will be beneficial to the student or will prevent harm to others.</p> <p>Confidential information about students and other employees may be released only by authorized individuals and access to confidential information is permitted on a need-to-know basis only.</p> <p><b>Ethical Responsibilities Related to Confidentiality:</b></p> <ul style="list-style-type: none"> <li>• Avoid discussing confidential, private or sensitive information with persons who do not have authorized access to that information.</li> <li>• Avoid careless conversation about the College, its students, faculty, staff, and religious members.</li> <li>• Protect confidential information to which he/she gains authorized or inadvertent access.</li> <li>• Inform students that divulging information given by them to authorized persons may become necessary when maintaining</li> </ul>	
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	<p>confidentiality conflicts with the academic and formational goals of the College.</p> <p><b>Types of Unacceptable Conduct Related to Confidentiality:</b></p> <ul style="list-style-type: none"> <li>• Breach of student privacy rights by sharing or discussing confidential, private, or sensitive information about students with persons who do not have authorized access to that information or who do not have a legitimate need to know.</li> <li>• Using confidential information for personal benefit.</li> <li>• Gossiping about information one obtains about students, faculty, or staff by virtue of one's official position.</li> <li>• Discussing confidential information with family, relatives, friends, and others without student consent.</li> <li>• Inter-departmental gossip about knowledge and information which belongs to one office or department only.</li> </ul>	
6.06.01	<p><b>Respect for Colleagues.</b> Employees must respect the dignity of her or his colleagues and work cooperatively in the interest of the mission of the College.</p> <p><b>Ethical responsibilities Related to Colleagues:</b></p> <ul style="list-style-type: none"> <li>• To show respect and courtesy for others in all forms of communication.</li> <li>• To show objectivity in evaluating the performance of colleagues.</li> <li>• To demonstrate civility and responsibility in exercising the privilege of shared governance.</li> <li>• To contribute to the professional development of colleagues.</li> </ul> <p><b>Types of Unacceptable Conduct Related to Colleagues:</b></p> <ul style="list-style-type: none"> <li>• Evaluating and judging the professional competence of colleagues by criteria that are irrelevant to their professional performance.</li> <li>• Discriminating against colleagues on political grounds, gender, national origin, sexual orientation, disability, veteran status, or other arbitrary and illegal reasons.</li> <li>• Breaching rules and policies governing confidentiality by relaying information that was shared in confidence.</li> <li>• Deliberately creating division and discord through discourteous and unprofessional behaviors.</li> <li>• Misappropriating others' creative work.</li> </ul>	
6.06.02	<p><b>Respect for the Institution.</b> Employees must be aware of and respect the educational goals, policies, and standards of Divine Word College.</p>	

	<p><b>Ethical Responsibilities Related to Respect for Divine Word College:</b></p> <ul style="list-style-type: none"> <li>• To be effective in teaching, professional engagement, service and assigned duties.</li> <li>• Attendance at required events and meetings.</li> <li>• To adhere to College policies, procedures, and regulations.</li> <li>• To comport oneself in a manner consonant with the College's mission and objectives.</li> <li>• In communicating with the public, to make it clear that one's own opinion is not that of the College.</li> <li>• To avoid outside employment that conflicts with the duties and responsibilities of the faculty's work at the College.</li> <li>• To follow established lines of reporting to express concerns about colleagues or students.</li> <li>• To avoid causing damage to the College's reputation or to disparage the College in communicating with the external public.</li> <li>• To give notice of service termination in accordance with College policies.</li> </ul> <p><b>Types of Unacceptable Conduct Related to the College:</b></p> <ul style="list-style-type: none"> <li>• Non-performance of assigned duties and responsibilities.</li> <li>• Undue delay in accomplishing required tasks.</li> <li>• Repeated instances of disregard for College policies, procedures, and regulations.</li> <li>• Involvement in outside activities that conflict with the duties and responsibilities at the College.</li> <li>• Deliberate disregard for established lines of reporting and insubordination.</li> <li>• Making disparaging comments about the College, its personnel, or students.</li> <li>• Harassing, bullying, or threatening behavior toward others.</li> <li>• To misrepresent personal views as the views of the College.</li> <li>• Terminating one's service without adequate notice in accordance with College policies.</li> </ul>	
<b>6.07</b>	<b>CONFLICT OF INTEREST</b>	
	The aim of this policy is to avoid any conflict between the private interest of College employees or representatives and the legitimate interest of Divine Word College. These kinds of conflicts can arise when	

	the personal interests or investments of a College employee run counter to the responsibilities which the employee or representative owe the College.	
	Employees or representatives of the College should not engage in any activity which in any way disadvantages the College.	
	Employees or persons representing the College should not improperly use their position in order to benefit themselves, relatives, friends or other businesses.	
	College employees may not use Divine Word College telephones or facilities for personal business ventures without prior written approval from the Vice President for Academic Affairs (faculty) or the Vice President for Operations and Finance (staff employees). Any business activities, other than official College business activities, which are carried out by a faculty or staff member while working at the College may give the impression that the activity is College sponsored or sanctioned. They may also create a conflict of interest between the employee's College duties and personal business.	
	<p>Disclosure, competitive bidding, and decision referral are the best methods to avoid any suspicions of a conflict of interest.</p> <ul style="list-style-type: none"> <li>• <i>Disclosure</i> - At the time of hire or appointment, employees will disclose possible conflicts of interest, and complete and sign a Conflict of Interest form and return it to the Business Office. This does not relieve employees of the continuing obligation to disclose newly developed conflicts immediately.</li> <li>• <i>Competitive Bidding</i> - While competitive bidding is good business practice, it is of great value in avoiding any suspicion of a conflict of interest. It is College policy to select suppliers and vendors in a completely impartial manner on the basis of price, quality, performance, suitability of the product or service.</li> <li>• <i>Decision Referral</i> - In the case of dealing with friends or relatives, purchasing decisions should be referred to the immediate supervisor or the Vice President for Operations and Finance.</li> <li>• <i>Gratuities and Payments</i> - No College representative or member of his/her immediate family will give or accept any cash, gifts, special accommodations, or favors to or from anyone with whom the representative does business on behalf of the College.</li> <li>• <i>Discounts</i> - Employees and members of their immediate family may not accept any discount on <i>personal purchases</i> of products from a company which does business with the College if such a discount</li> </ul>	

	<p>could be construed as being offered to influence the business relationship. (Form included in appendix)</p>	
<b>6.08</b>	<b>EMPLOYMENT OF RELATIVES</b>	
	<p>Persons related by family or marriage may be employed by the College, provided such individuals meet regular College employment standards. However, faculty, staff, or SVD members shall not initiate, participate in, or exercise any influence over departmental or institutional decisions involving a direct benefit to a member related by family, marriage (such benefits include but are not limited to initial appointment, retention, promotion, salary, leave of absence, and grievance adjustment).</p> <p>In operating procedures, the responsibility for the decision will be passed to the next higher administrative level. For purposes of this policy, persons related by family or marriage are defined as spouse, parent, child, individual for whom a faculty or staff has been assigned legal responsibility in guardianship capacity, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, and in-laws.</p>	
<b>6.09</b>	<b>EMPLOYMENT RECORDS</b>	
	<p>Divine Word College maintains personnel records and information for each applicant, employee, and past employee in accordance with federal and state requirements. These include documents used to determine employment, promotion, compensation, transfer, disciplinary action, or termination.</p> <p>Under the Federal Privacy Act, Divine Word College is obliged to preserve the privacy of present and former employees. The College balances each individual's right to privacy with the need to obtain, use, and retain employment information.</p>	
<b>6.09.01</b>	<p><b>Personal Data Changes</b></p> <p>It is very important that employee payroll and benefit records are accurate. Employees must notify the Business Office whenever there are any changes in the following:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Home Address</li> <li>• Home Telephone Number</li> <li>• Marital Status</li> </ul>	



	<ul style="list-style-type: none"> <li>• Emergency Contact Individual</li> <li>• Policy Beneficiary</li> <li>• Number of Dependents</li> </ul>	
6.09.02	<p><b>Access.</b> Access to personnel files will be provided according to state law. Current employment records for employees are maintained in the office of the Vice President for Academic Affairs or the Office of the Vice President for Operations and Finance. Inactive employment records are maintained in the College archives in accordance with federal and state record retention requirements.</p>	
	<p>Current personnel files may not be removed from the offices of the Vice President for Academic Affairs, the Executive Secretary to the President, or Vice President for Operations and Finance.</p>	
	<p>Only the President, the Executive Secretary to the President, and the Vice President for Academic Affairs have access to personnel files of those employees who report to the Vice President for Academic Affairs. Only the President, the Executive Secretary to the President, and the Vice President for Operations and Finance have access to other personnel files.</p>	
	<p>Employees have the right to access their personnel files, subject to the following limitations:</p> <ul style="list-style-type: none"> <li>• Employees may, within two working days after making a written request, inspect their personnel files during office hours and in the presence of the Vice President for Academic Affairs or the Vice President for Operations and Finance.</li> <li>• If an employee disagrees with information in the file, the employee may submit a written statement explaining his or her position. Such employee documents must remain part of the file.</li> <li>• Employees are entitled to a copy of all or part of the file.</li> </ul>	
6.09.03	<p><b>Disclosure.</b> Information contained in a personnel file will be released to a party other than the employee only under the following circumstances:</p> <ul style="list-style-type: none"> <li>• Pursuant to a lawfully issued administrative summons or judicial order, including a search warrant or subpoena, or in response to a government audit or to aid the investigation or defense of personnel-related complaints against the employer.</li> <li>• In response to a request by a law enforcement agency for an employee's address or dates of attendance at work or to comply with federal, state, or local laws or regulations.</li> </ul>	

	<ul style="list-style-type: none"> <li>Inquiries about reference checks for a current or former employee should be directed to the President or the Vice President for Academic Affairs or the Vice President for Operations and Finance. Only basic information will be furnished -- date of hire and last day of work.</li> </ul>	
6.09.04	<b>Destruction of Personnel Files.</b> Personnel records will be disposed of once retention requirements have been met. Records containing confidential, personal or financial information shall be shredded or incinerated to protect employee privacy and to comply with applicable law.	
<b>6.10</b>	<b>ENROLLMENT IN DIVINE WORD COLLEGE COURSES</b>	
	<p>All faculty and full-time staff at Divine Word College and their spouse and children may enroll in undergraduate and/or ESL courses taught at the College without paying tuition. Employees who retire after a minimum of ten years of service at Divine Word College may also take courses tuition-free.</p> <ul style="list-style-type: none"> <li>In courses where the class meets its registration, priority goes to the regular College students.</li> <li>Employees must have permission to attend classes from their supervisor and the appropriate Vice President.</li> <li>The tuition invoice, when received, should be submitted to the Vice President for Academic Affairs.</li> <li>The employee must pay the cost of textbooks and other course materials.</li> <li>A supervisor may request a non-exempt employee (full or part-time) to take for credit or audit a course directly related to the employee's job, e.g. writing course, during regular work hours. Or, an employee may request to take one college course (equivalent to 3 credits) per semester. The supervisor and/or Vice President will inform the Business Office in writing that the employee is taking the course. More extended studies may be arranged on a case by case basis.</li> <li>If desired courses are not available at Divine Word College, the supervisor or employee may request other arrangements for taking the course outside the College, but the College is not obligated to provide this benefit.</li> </ul>	
<b>6.11</b>	<b>EQUAL OPPORTUNITY EMPLOYMENT</b>	
	Divine Word College employs the most qualified person for a position based on training, education, experience, credentials, character, integrity, and ability. Divine Word College does not discriminate against anyone on the basis of race, color, creed, sex, ethnic origin, age, disability or physical handicap who meets the qualifications established	

	for the position for which application is made. This basic policy of non-discrimination applies to all aspects of employment, including promotion, transfer, assignment and termination.	
	The College is committed to complying with all federal, state, and local laws providing equal employment opportunities.	
	<p>As a Catholic educational institution sponsored by the Society of the Divine Word, the College may grant employment preferences to members of the Society of the Divine Word. The College may seek qualified members of the Society for faculty positions without advertising these positions. The College may favor a qualified SVD applicant over a qualified but non-SVD applicant for an advertised staff position.</p> <p>As a Catholic Educational institution, the College may give employment preferences to Catholics.</p>	
<b>6.12</b>	<p><b>INJURIES/WORKER'S COMPENSATION</b></p> <p>The policy on injuries and worker's compensation applies to employees injured on the job who are off work for three days or fewer days.</p>	
<b>6.12.01</b>	<p><b>Short-Term Injury</b></p> <ul style="list-style-type: none"> <li>• Regardless of the nature or severity, all injuries sustained while on the job must be reported to the Business Office and the supervisor at once, on the day the injury occurs.</li> <li>• The College insures employees against accidental injuries under the Worker's Compensation Act of the State of Iowa.</li> <li>• An injured employee who is sent home by the Vice President for Operations and Finance or his/her immediate supervisor, will be paid for the remainder of the workday.</li> <li>• Divine Word College pays regular wages up to three (3) days for work connected injury, but if the employee is disabled for more than fourteen (14) days, the amount of worker's compensation actually received for the first three (3) days shall be refunded to the College.</li> </ul>	
<b>6.12.02</b>	<p><b>Worker's Compensation</b> payments begin to accumulate on the fourth day of absence from work due to a work-related disability. The employee will receive payments directly from the Worker's Compensation insurance company as the information is processed. The benefits also provide payments to the doctors and hospitals involved.</p>	

	The employee is required to submit a written medical release from the treating physician before returning to work. The employee should report to their supervisor before beginning work.	
<b>6.13</b>	<b>INSURANCE</b>	
	The College makes available a medical/dental insurance plan, as well as life and disability insurance, subject to the employee's proper enrollment and payment of the required premium contribution, all of which are subject to modification and may be adjusted from year to year, by the College.	
	An employee who works an average of 30 hours per week is eligible to participate in the medical/dental insurance program, in compliance with the Affordable Care Act (ACA).	
	The effective date of insurance coverage is the first day of the month following the month the employee is hired full-time.	
	A new employee who does not enroll within 31 days of eligibility or waives medical/dental coverage, must wait until open enrollment. Those having a qualifying event may be eligible for a special enrollment period.	
	Employees electing to opt out of Divine Word College's medical/dental plans will receive a credit determined by the college, which may be adjusted from year to year, and will be paid over a twelve-month period. This applies to full-time eligible employees who decline medical and dental coverage and are not covered under the Divine Word College insurance plan. If an employee is covered under a Divine Word College insurance plan, the employee is not eligible for the opt-out credit.	
<b>6.14</b>	<b>LEAVES/SICK LEAVE/PAID TIME OFF (PTO)</b>  <b>Faculty/Formation.</b> Each academic year (August-May), sick leave/PTO of five (5) days will be allowed to each full-time faculty/formation member on a nine month contract. Those who work in the summer months receive an additional PTO day. At the employee's discretion, these days may be used as PTO days.	

	<p><b>Exempt Employees.</b> Employees on twelve month contracts are allowed six (6) days sick leave/PTO per calendar year. At the employee's discretion, these days may be used as PTO days.</p> <p><b>Non-Exempt Employees.</b> For all full-time employees working 40 hours per week, six (6) days (or 48 hours) are allowed each calendar year for reasons of illness or other matters. At the employee's discretion, these days may be used as PTO days.</p>	
	<ul style="list-style-type: none"> <li>• Sick leave/PTO days are not cumulative from year to year.</li> <li>• Unused sick leave/PTO days/hours are not payable at the end of the year or upon termination.</li> <li>• Sick Leave/PTO days for full-time <i>faculty</i> and <i>formation</i> employees are given on August 1 and may be used beginning on the first day of accumulation, in 1, 2, 4, or 8 hour increments.</li> <li>• For <i>non-exempt</i> employees, sick leave/PTO days are given at the beginning of each calendar year and may be used beginning on the first day of accumulation, in 15 minute increments.</li> <li>• For <i>exempt</i> employees, sick leave/PTO days are given at the beginning of each calendar year and may be used beginning on the first day of accumulation.</li> <li>• For full-time employees working fewer than 40 hours per week, the sick leave/PTO hours will be prorated according to the number of hours normally worked.</li> <li>• All employees are required to use either sick leave/PTO hours or vacation hours whenever they take time off from work, until their bank of paid time/vacation has been depleted.</li> <li>• When exempt employees are away from the College for two (2) hours or more related to non-college business, they are required to use either sick leave/PTO hours or vacation hours until their bank of paid time has been depleted.</li> <li>• If employees are ill or unable to work, they must notify the switchboard and their supervisor, preferably by email, as early as possible, but at least by the start of the workday.</li> </ul>	
6.15	<p><b>LEAVES/LONGER ILLNESS OR CONDITION</b></p> <p>The <i>Longer Illness or Condition</i> policy and the <i>Extended Illness</i> policy described next fulfill the requirements of the Family Medical Leave Act (FMLA) as described further below.</p>	

	<p><b>Longer Illness or Condition.</b> Employees are eligible for six calendar weeks of paid medical leave per fiscal year due to childbirth, surgery, overnight hospitalization, and/or inpatient mental illness care. No extension of days or extra pay is granted when a holiday occurs during this sick leave period. No employee is eligible to receive more spendable earnings during illness, including during periods when receiving Worker's Compensation benefits, than when he/she is working.</p> <p>To qualify for paid medical leave, the employee must present a physician's written statement verifying he/she is unable to work. The employee must first use all remaining sick leave/PTO, which is included as part of the six weeks. All fringe benefits are continued. A written statement is required from the physician releasing the employee to return to work.</p>	
6.16	<p><b>LEAVES/EXTENDED ILLNESS</b></p> <p>Divine Word College assures full income, retirement benefits and insurance coverage for up to thirteen (13) weeks for each fiscal year in case of serious illness and inability to work confirmed by doctor's orders. If an employee uses the six weeks <i>Longer Illness</i> and extends into the seven-week <i>Extended Illness</i> period, the College pays full wages for no more than 13 weeks total.</p>	
	<p><b>Extended Illness Conditions.</b> The following conditions must be met for extended illness benefits:</p> <ul style="list-style-type: none"> <li>• If an employee's illness continues into the extended sick leave, the employee is responsible to communicate with his/her supervisor regarding his/her inability to return to work.</li> <li>• The employee must take all unused sick leave days and vacation days first and include these days as part of the thirteen (13) weeks.</li> <li>• There is clear documentation by the attending physician that the employee is unable to return to work for the specified time. The College may request a second opinion.</li> <li>• No extension of days or extra pay is granted when a holiday occurs during this sick leave period.</li> <li>• If an employee has a continuing illness that draws upon any part of the thirteen (13) weeks of benefits and such illness continues into the new fiscal year, the 13-week benefit period will extend into the new fiscal year uninterrupted. The benefit period of thirteen weeks will not commence anew.</li> </ul>	

	After 90 days of continued inability to work, the employee is responsible to apply for long-term disability benefits consideration as defined in the disability benefit plan.	
	Divine Word College advises the employee, depending on the disability, to also contact the office of Social Security Disability regarding eligibility, benefits, and waiting period.	
	Health, dental, and life insurance premiums are paid in their full amounts for a period of six months. Retirement and social security are paid only on the portion of wages paid.	
	The employee must submit a written work release from the attending physician before returning to work.	
	The employee has a right to return to his/her job within six months and one day.	
	Direct DWC benefits will cease after six months, i.e. medical, dental, and life insurance, disability income.	
	The College maintains the right to hire a temporary replacement during the employee's absence due to disability.	
	Any sick leave situation not covered by the policy may be addressed by the Board of Administration on a case by case basis.	
<b>6.17</b>	<b>LEAVES/FAMILY AND MEDICAL LEAVE ACT (FMLA)</b>	
6.17.01	<p><b>FMLA Eligibility.</b> The Family and Medical Leave Act (FMLA) provides up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for the following reasons:</p> <ul style="list-style-type: none"> <li>• The birth of a child or placement of a child for adoption or foster care (within one year of child's birth or placement);</li> <li>• The employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;</li> <li>• To care for the employee's spouse, child, or parent who has a qualifying serious health condition (parent, child under age 18 or older child if disabled, spouse);</li> <li>• Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty";</li> </ul>	

	<ul style="list-style-type: none"> <li>Care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin.</li> </ul> <p>When an employee uses the <i>Longer Illness or Condition</i> benefit, including the <i>Extended Illness</i> benefit, these paid leaves are counted toward any FMLA leave.</p>	
6.17.02	<p><b>Care for Service Members.</b> The eligible employee who is a covered service member's spouse, child, parent, or next of kin may take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness (above).</p>	
6.17.03	<p><b>FMLA Qualifications.</b> The employee must meet two criteria in order to be qualified for FMLA leave. The employee must:</p> <ul style="list-style-type: none"> <li>Have worked for the College for at least 12 months;</li> <li>Have at least 1,250 hours of service in the 12 months before taking leave.</li> </ul>	
6.17.04	<p><b>Benefits and Protections.</b> The College will continue insurance benefits for the employee on FMLA leave with the employee paying his/her share of the insurance premiums for up to twelve weeks. If for some reason the leave is extended beyond the twelve weeks, the employee may elect to continue his/her insurance coverage at his/her own expense for the remainder of the leave.</p> <p>When the employee returns from FMLA leave, the College must return the employee to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.</p> <p>The College will not interfere with an individual's FMLA rights or retaliate against the employee for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding related to the FMLA.</p>	
6.17.05	<p><b>Requesting Leave.</b> The employee must submit the FMLA Leave of Absence Request Form to his/her immediate supervisor, who will forward the form to the Human Resource representative.</p> <p>The employee must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, the employee must notify the College as soon as possible.</p>	



	<p>The employee does not have to share a medical diagnosis, but must provide a medical provider's statement to the College so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing the College that the employee is or will be unable to perform his/her job functions, a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. The employee must inform the College if the need for leave is for a reason for which FMLA leave was previously taken or certified.</p> <p>The College may require a certification or periodic recertification supporting the need for leave. If the College determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.</p>	
6.17.06	<p><b>College Responsibilities.</b> Once the College becomes aware that the employee's need for leave is for a reason that may qualify under the FMLA, the College must notify the employee if he /she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the College must provide a reason for ineligibility in writing to the employee.</p> <p>The College must notify the employee if the leave will be designated as FMLA leave, and if so, how much leave will be designated as such.</p>	
6.17.07	<p><b>Timing.</b> The employee does not need to use FMLA leave continually for twelve weeks. When it is medically necessary or otherwise permitted, the employee may take leave intermittently or on a reduced schedule.</p> <p>The 12-month period in which FMLA leave may be taken will be measured by a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement will be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.</p> <p>The employee must first use sick leave and vacation days prior to unpaid FMLA leave. These days are included in the twelve weeks of FMLA leave.</p>	
6.17.08	<p><b>Notice of Rights.</b> A copy of Employee Rights under the Family Medical Leave Act is posted at the College.</p>	

	<p>For additional information or to file a complaint:  1-866-4-USWAGE  (1-866-487-9243) TTY: 1-877-889-5627  <a href="http://WWW.WAGEHOUR.DOL.GOV">WWW.WAGEHOUR.DOL.GOV</a>  U.S. Department of Labor Wage and Hour Division  (Revised 11/17/16)</p> <p>Request Form (see Appendix)</p>	
<b>6.18</b>	<b>LEAVES/FUNERAL LEAVE</b>	
	Funeral leave of five (5) working days with pay will be granted immediately following the death of a spouse or child (including step-children and adopted children).	
	Funeral leave of up to three (3) working days with pay will be granted immediately following the death of the following family members: mother, father, brother, sister, mother-in-law, father-in-law, and grandchild. (Step-parents, step-siblings and half-siblings, step-grandchildren are included.).	
	Funeral leave of one (1) working day with pay will be granted to attend the wake or funeral of the following family members: grandparents, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.	
	Employees may request time off without pay or use allotted sick/PTO/vacation hours to attend the wake/funeral of a non-listed relative or friend. If an employee has used all allotted sick/PTO/vacation hours, then the employee may request time off without pay.	
	One additional funeral leave day will be granted for funeral services for a member of the immediate family (described above) that are conducted beyond a 300 mile radius of the employee's home.	
	If an employee of Divine Word College dies, employees may attend the funeral and grave site services, not to exceed one-half work day. Employee's will need to use their own time if they wish to attend the funeral of another employee's family member.	

	Employee's should inform their immediate supervisor or department chair at once of an intended funeral leave. In his/her absence, the employee should inform the appropriate Vice President.	
<b>6.19</b>	<b>LEAVES/MILITARY LEAVE</b>  Taking a military leave of absence shall in no way affect the employee's rights and employment status, including certain benefits. To qualify for reinstatement, the employee must meet the requirements as set forth by Federal law. The College complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA).	
6.19.01	<b>Active Service.</b> If an employee is being inducted into the armed forces of the United States, he/she may receive a leave of absence without pay for the duration of his/her military service. A copy of the employee's military orders must be submitted to his/her immediate supervisor and the Vice President for Operations and Finance when the request for military leave is made.	
6.19.02	<b>Reserves.</b> Members of the National Guard or any reserve unit or branch of the United States Armed Forces will receive required leaves of absence without pay to perform military training. Employee benefits will not accrue during military leaves of absence. Upon completion of such military duty, the employee is eligible to return to his/her employment pursuant to the terms of the State and Federal Law.  Full-time employees required to serve two weeks or more in summer training will not receive their regular salary while on leave unless they elect to use their available vacation time.	
6.19.03	<b>Insurance.</b> Insurance benefits will be kept in effect, at the College's expense, for up to one (1) month of the military leave. Thereafter, the employee may elect to continue his/her coverage at their own expense for the remainder of the military leave period.	
6.19.04	<b>Military Leave Under FMLA.</b> There are two types of Military Family Leave available under the Federal guidelines.	
	<b>Qualifying Exigency Leave.</b> Employees meeting the eligibility requirements for federal leave described under USERRA may be entitled to use up to 12 weeks of their basic federal FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, or daughter is on active duty or	

	<p>called to active duty status in the National Guard or Reserves. Qualifying exigencies may include:</p> <ul style="list-style-type: none"> <li>• Short-notice deployment (up to 7 days of leave)</li> <li>• Attending certain military events</li> <li>• Arranging for alternative childcare</li> <li>• Addressing certain financial and legal arrangements</li> <li>• Periods of rest and recuperation for the service member (up to 15 days of leave)</li> <li>• Attending certain counseling sessions</li> <li>• Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active duty status)</li> <li>• Other activities arising out of the service member's active duty or call to active duty and agreed upon by the company and the employee</li> </ul>	
	<p><b>Leave to Care for a Covered Service Member.</b> There is also a special leave entitlement that permits employees who are the spouse, parent, child or next of kin to take up to 26 weeks of leave to care for a covered service member or veteran during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty. For veterans undergoing medical treatment, recuperation, or therapy must be for a serious injury or illness that occurred any time during the five years preceding the date of treatment.</p> <p>When both spouses work for the same employer, the aggregate amount of leave that can be taken by the spouses to care for a covered service member is 26 weeks in a single 12-month period.</p>	
<b>6.20</b>	<b>LEAVES/JURY DUTY</b>	
	<p>Any employee who is called upon for jury duty or subpoenaed as a witness by a county, state, or federal court, and who thereby loses time from work, shall be paid the difference between the regular pay for normally worked hours and the daily jury fee received for those days which were not worked because of jury duty. The College will pay the difference between the employee's regular pay and the daily jury fee for a maximum of thirty (30) working days per year. Should the jury</p>	

	duty extend beyond the thirty (30) working days, the employee will receive only the daily jury fee.	
	To receive pay, the employee must present to his/her supervisor a copy of the official notification and a statement from the court on the amount of daily compensation received.	
	Regular wages for those days will be paid to the employee by the College. The employee must reimburse the College the amount received from the court for daily compensation and furnish the certificate of service signed by the clerk of the court.	
	When attendance in court is not required on a given day or is not required after 12:00 noon, the employee on jury duty must report to work during his/her normally scheduled working hours.	
	While on court duty, the employee continues to accrue all appropriate benefits.	
<b>6.21</b>	<p><b>MANDATORY REPORTER – Abuse of Children and Dependent Adults</b></p> <p>Divine Word College believes in the value of human life and the safety of children and dependent adults. Therefore, college employees will comply with Iowa law as it pertains to reporting suspected abuse.</p>	
6.21.01	<p><b>Procedures.</b> Any Divine Word College employee (including Divine Word Missionaries) who suspects a child or dependent adult (see definitions below) may have been physically or sexually abused may be required under Iowa law to report the abuse. (Iowa Code 232.67-232.75) Any uncertainty about whether reporting is required should be resolved in favor of making a report.</p> <p>Divine Word College policy requires employees to report suspected child abuse to College Administration, law enforcement, and to the Department of Human Services.</p>	
	<ul style="list-style-type: none"> <li>Employees must immediately notify their appropriate administrator by phone. If he/she is not available, the employee can contact any other members of the Board of Administration, including the College President, by phone. Employees must make this contact prior to the end of their workday.</li> <li>If imminent danger exists for a child, employees must contact 911 immediately. If imminent danger is not present, employees must</li> </ul>	

	<p>contact the Epworth Police Department at 563-876-3050 or the Dubuque County Sheriff Department at 563-583-1711 before the end of their workday.</p> <ul style="list-style-type: none"> <li>• Notify the Department of Human Services at 800-362-2178 within 24 hours.</li> <li>• Following the standard procedures of the SVD Chicago Province, the President or Rector of the SVD community should inform the Provincial Superior of the Chicago Province.</li> <li>• The Board of Administration will review verbal reports and decide on a case-by-case basis if the employee reporting the suspected abuse must make a written report to the College.</li> <li>• College administration will cooperate with the local police department, county sheriff and the Department of Human Services regarding child abuse investigations.</li> <li>• Priests and religious will also follow the policies of Canon Law, the Society of the Divine Word Chicago Province and the Archdiocese of Dubuque as they pertain to reporting child abuse.</li> </ul>	
6.21.02	<b>Definitions.</b>	
	<p><b>Child.</b> Iowa Code section 232.68 defines a child as any person under the age of 18 years. A victim of child abuse is a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa law.</p>	
	<p>What Is Child Abuse Under Iowa Law? DHS has the legal authority to conduct an assessment of child abuse when it is alleged that the victim is a child, and the child is subjected to one or more of the ten categories of child abuse defined in Iowa Code section 232.68:</p> <ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Mental injury</li> <li>• Sexual abuse</li> <li>• Denial of critical care</li> <li>• Child prostitution</li> <li>• Presence of illegal drugs</li> <li>• Manufacturing or possession of a dangerous substance</li> <li>• Bestiality in the presence of a minor</li> <li>• Allows access by registered sex offender</li> <li>• Allows access to obscene material</li> </ul>	
6.22	<b>MEALS</b>	

	<p>Lunch or one meal per school day is provided free of charge for employees, i.e., if your schedule is from 9:00 a.m. – 5:00 p.m., lunch is provided free; from 1:00 p.m. – 9:00 p.m., dinner is provided free. You may elect to have your lunch in the Student Dining Room with the students, or across the corridor from the Student Dining Room. On special event nights, faculty and staff are invited to join the community for dinner. Those doing so should inform the Vice President for Operations and Finance, who will then inform the kitchen staff as to how many extra people will be at dinner.</p>							
	<p>The following rates apply for meals taken in addition to the one meal provided free of charge. The same rates apply when faculty/staff members invite guests or family members for meals at DWC. Since this is an honor system, payment should be made directly to the Business Office.</p> <table> <tr> <td>* Breakfast</td> <td>\$6.00</td> </tr> <tr> <td>* Lunch</td> <td>\$7.00</td> </tr> <tr> <td>* Dinner</td> <td>\$8.00</td> </tr> </table>	* Breakfast	\$6.00	* Lunch	\$7.00	* Dinner	\$8.00	
* Breakfast	\$6.00							
* Lunch	\$7.00							
* Dinner	\$8.00							
6.23	<p><b>PAY PERIOD AND PAYDAY</b></p> <p>Each payroll covers a two-week period starting on a Saturday and ending on a Friday. Paychecks are processed and direct deposited on the Thursday following the end of the pay period. Paystubs are available electronically.</p> <p><i>Emergency Pay Disruption:</i> The College makes every effort to ensure employees receive their paycheck. Should a situation occur that results in employees' paychecks being prepared beyond regular working hours, employees are allowed to wait, without pay, for their check to be prepared, or employees have the option of picking it up on the next working day.</p>							
6.24	<p><b>RECEIPT OF DIVINE WORD COLLEGE POLICY HANDBOOK</b></p> <p>The Human Resource representative informs all employees about where to locate a copy of the Divine Word College Policy Handbook.</p> <p>Employees sign a receipt of the handbook indicating that they are responsible for following the policies and procedures as stated and should refer any questions to the immediate supervisor or Human Resource representative for clarification. They further understand that</p>							

	<p>the Board of Administration reserves the right to change, modify, and/or delete any of the work rules and policies at any time.</p> <p>Refer to the Handbook Receipt in the Appendix.</p>	
<b>6.25</b>	<b>RETIREMENT PLAN</b>	
	<p>The College will match employee contributions of up to six percent of the base salary or a minimum of \$1,200 per fiscal year, whichever is greater, for all full-time employees in the Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA-CREF) as a retirement fund. Employees may make additional contributions into their plan at any time.</p> <p>An eligible full-time employee choosing not to make a contribution will receive the College contribution of \$1,200 per year to the employee's TIAA-CREF fund. The College's contribution will be prorated based on the number of pay periods in the fiscal year.</p> <p>The College's matching contribution begins on the date of employment.</p>	
<b>6.26</b>	<b>TUITION EXCHANGE PROGRAMS</b>	
	<p>Dependents of Divine Word College staff and faculty can receive reduced/free tuition from participating colleges and universities. Contact the Vice President for Operations and Finance.</p> <p>The College participates in the Catholic College Cooperative Tuition Exchange (CCCTE), a cooperative between approximately 70 Catholic Colleges and Universities throughout the United States.</p> <p>The College also participates in The Council of Independent Colleges Tuition Exchange Program (CIC-TEP), a tuition cooperative among 440 colleges and universities.</p>	
<b>6.27</b>	<b>UNEMPLOYMENT POLICY</b>	
	<p>Divine Word College is exempt from paying unemployment benefits. The College has claimed exemption based on Chapter 96 of the Iowa Workforce Development – Employment Security Unemployment Compensation Regulations. The College has maintained its exemption in the past and will continue to do so.</p>	



	Paragraph 96.19 (18), Job Service Division - Employment Security - Unemployment compensation states: . . . “the term ‘employment’ shall include services performed after December 31, 1971, only if . . . (6) the term “employment” does not apply to service performed . . . in the employ . . . of an organization which is operated, supervised, controlled or principally supported by a church, or convention or association of churches.”	
	Paragraph 871.23.27 (2) states more explicitly: “Service for a college devoted primarily to the preparation of students for the ministry is exempt, as is service for a novitiate or house of study, training candidates to become members of a religious order.”	
<b>6.28</b>	<b>WHISTLEBLOWER POLICY</b>	
	The Whistleblower Policy is intended to encourage and enable Divine Word College employees and others to raise serious concerns within the college prior to seeking resolution outside the college. As employees and representatives of the college, employees are expected to practice honesty and integrity in fulfilling their responsibilities, and to comply with all applicable laws, regulations, and college policies. The Vice President for Operations and Finance serves as Compliance Officer in these matters.	
	<b>Reporting Violations.</b> Divine Word College seeks to have an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if employees are not comfortable speaking with their supervisor and are not satisfied with the supervisor’s response, they are encouraged to speak to anyone in the administration with whom they are comfortable. Administrators and supervisors shall report violations to the Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations.	
	<b>Accounting and Auditing Matters.</b> The Financial Affairs Committee of the college shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Financial Affairs Committee of any such complaint and work with the Committee until the matter is resolved.	

	<b>No Retaliation.</b> Anyone who in good faith reports a violation of college policies shall not suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation is subject to disciplinary action, up to and including termination of employment.	
	<b>Acting in Good Faith.</b> Anyone filing a complaint concerning a violation or suspected violation of college policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.	
	<b>Confidentiality.</b> Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.	
	<b>Handling of Reported Violations.</b> The Compliance Officer or the person responsible for carrying out the Compliance Officer's role will acknowledge receipt of the reported or suspected violation by writing a letter or (e-mail) to the complainant within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.	
<b>6.29</b>	<b>WORK FROM REMOTE LOCATIONS</b>	
	Divine Word College employees are not allowed to work from home or from other remote locations. However, on a limited case-by-case basis, there are instances when a supervisor may allow an employee to temporarily work from a remote location. The employee must seek prior approval from their supervisor, in consultation with the corresponding member of the Board of Administration, e.g. for faculty, the Vice President for Academic Affairs, for staff, the Vice President for Operations and Finance.	
	A written record of the agreement must be filed in the Business Office on a form designated for such purpose.	
	Note: This agreement does not pertain to employees who work remotely on a regular basis as part of their normal work assignments, e.g., vocation promoters.	

	(See form in appendix)	
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## **CHAPTER 07: FACULTY POLICIES AND PRACTICES**

- 7.01 The Faculty
  - 7.01.01 SVD Faculty Members
  - 7.01.02 Other Religiously Committed Faculty Members
  - 7.01.03 Faculty Role in Education and Formation
- 7.02 Faculty Responsibilities
  - 7.02.01 Teaching – Classroom Instruction
  - 7.02.02 Academic Advising
  - 7.02.03 Professional Engagement
  - 7.02.04 Scholarship/Creative Work
  - 7.02.05 Membership & Participation in Professional Associations
  - 7.02.06 On-Campus Symposia, Workshops and Other Events
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- 7.03 Faculty Services
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- 7.04 Academic Freedom
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  - 7.05.01 Content Competence
  - 7.05.02 Pedagogical Competence
  - 7.05.03 Dealing With Sensitive Topics
  - 7.05.04 Assessment of Student Learning
  - 7.05.05 Student Development
  - 7.05.06 Dual Relationships with Students
- 7.06 Shared Governance
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  - 7.06.03 College Committees
- 7.07 Faculty Leaves
  - 7.07.01 Sabbatical Leave
  - 7.07.02 Leave of Absence

### 7.07.03 Emergency Leave

	<b>CHAPTER 07: FACULTY POLICIES AND PRACTICES</b>	Appd. 2019.12.06
<b>7.01</b>	<b>THE FACULTY</b>  Faculty are those employees who bear primary responsibility for providing instruction to students and, in the undergraduate program, hold the academic rank of professor, associate professor, assistant professor, instructor, or lecturer, and in the Intensive English Language Institute, hold the academic rank of lecturer, instructor, senior instructor, master instructor, or distinguished instructor. College librarians hold faculty rank.	
7.01.01	<b>SVD Faculty Members.</b> Divine Word Missionary Priests and Brothers who are faculty members serve as role models to the students; as such, they constitute a powerful force for formation and growth. The Constitutions of the Society of the Divine Word states:  <i>Those engaged in formation and education should be conscious that they accompany those entrusted to them on their way to Christ. Therefore, they treat them with the respect due to their dignity and personal responsibility while making demands that help them grow and develop. Such personnel must be of balanced character and determined in achieving their goals, stand true to the church and the Society, and be mission-minded. They must be attuned to the Holy Spirit and so be able to share their faith experience for the benefit of others. The more their words are borne out by their deeds, the greater will be their influence (SVD Constitutions #521).</i>	
7.01.02	<b>Other Religiously Committed Faculty Members.</b> Priests, religious Brothers and Sisters, and committed Laity—are invited to share in the SVD charism and mission, and likewise participate in the formation and growth of students. They give special witness by their own ministry because they are immediate resources of identification with dedicated ecclesial service.	
7.01.03	<b>Faculty Role in Education and Formation.</b> All activities in the College—intellectual, spiritual, social, cultural, and ministerial—are to create an atmosphere in which Christian conscience and maturity develop. The Program of Priestly Formation (PPF) states: <i>All faculty members should be dedicated to the total formation of the students, willing to form with them a genuine</i>	

	<i>educational community. Faculty teach first by the quality of their lives. Faculty members—priests, religious, and laity—alike must therefore witness to the Gospel in their own lives (PPF #351).</i>	
	<p>No academic subject can be considered merely informational and not formational. In a statement applicable to all Divine Word College students, the Program of Priestly Formation emphasizes further the importance of an intellectual formation grounded in faith and oriented toward ministerial service:</p> <p><i>In the seminary program, intellectual formation culminates in a deepened understanding of the mysteries of faith that is pastorally oriented toward effective priestly ministry, especially preaching. This understanding, however, requires previous intellectual formation and academic integrity as foundational. The overall goal of every stage of seminary formation is to prepare a candidate who is widely knowledgeable about the human condition, deeply engaged in a process of understanding divine revelation, and adequately skilled in communicating his knowledge to as many people as possible. Moreover, continuing education after ordination is a necessity for effective ministry (PPF #138).</i></p>	
	The academic program at Divine Word College as a seminary college is to be carried out in the context of the Catholic faith, which has to have a pervasive force.	
	Intellectual development should be closely connected with spiritual formation. Growth in knowledge and love of faith should be supported not merely in theological courses, but in all academic disciplines, so that an understanding of a world is developed that bears witness to God in a rich variety of ways.	
<b>7.02</b>	<b>FACULTY RESPONSIBILITIES</b>	
7.02.01	<p><b>Teaching - Classroom Instruction.</b> Members of the faculty are expected to:</p> <ul style="list-style-type: none"> <li>• Conduct the classes assigned to them in the place and at the time designated by the official class schedule. Requests for changes should be routed through the office of the Registrar.</li> <li>• Prepare a clear and comprehensive syllabus for each course, conforming to the approved syllabus template. The faculty</li> </ul>	

	<p>member submits an electronic copy of the syllabus to the Department Chair/Director of IELI. Following the Chair's/Director's approval of the syllabus, it is posted in Populi by the first day of the semester. The Chair/Director forwards an electronic copy of the approved syllabus to the Vice President for Academic Affairs.</p> <ul style="list-style-type: none"> <li>• Evaluate the students' learning outcomes in accord with the academic program and course goals, as stated in the syllabus.</li> <li>• Hold regular office hours. Scheduled office hours each week should total four to six hours for full-time faculty and one to three hours for others. In order to provide access for students with full schedules, faculty should vary the scheduled days and times and should also be available at other times by appointment.</li> <li>• Maintain order and respect in the classroom. Faculty members may occasionally have to deal with disciplinary matters, minor or major. In either case, faculty members should be sensitive to cultural differences in addressing these issues.</li> <li>• Faculty members should address what they judge as minor infractions directly with the student. For minor infractions, a faculty member may also use the "Early Alert" form, available online or from the Counselor or Vice President for Formation. This form alerts the Counselor or Deans to a possible problem, so that they can help the student address it in a constructive way.</li> <li>• Major infractions include disruption of teaching, academic dishonesty, any form of physical abuse, disrespectful public comments about the race, gender, culture, religion, or sexual orientation of members of the College community, and any other behavior not in keeping with the mission and nature of Divine Word College. The faculty member should report the infraction to the department chair/director in writing. In the case of an altercation between a faculty member and a student or the dismissal of a student from class, the faculty member should also notify the Vice President for Formation and the Vice President for Academic Affairs.</li> <li>• Inform, in writing, the Department Chair/Director of the IELI Institute, Vice President for Formation, and the student concerned of possible course failure when said student misses as many classes as the course has credit hours. Unexcused absences totaling more than the number of credit hours in the course may lead to failure in the course. (See the College Catalog.)</li> </ul>	
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7.02.02	<p><b>Academic Advising.</b> Academic Advisor is the title given to those members of the faculty who are appointed to advise individual students in academic matters, to direct their progress through their degree program, to advise them about assuming an overload of classes, withdrawal from a course, and similar matters affecting their academic advancement.</p> <ul style="list-style-type: none"> <li>• The purpose of academic advising is to foster the intellectual development of students by offering assistance and guidance in all aspects of their academic program. The duties and responsibilities of the Academic Advisor are outlined in the Academic Advisor's Handbook.</li> <li>• The Academic Advisement Director provides training to individual advisors and coordinates advisement activities in collaboration with the Department Chairs. The Director of IELI coordinates advisement of ESL students.</li> </ul>	
7.02.03	<p><b>Professional Engagement.</b> Since the College is committed to production and dissemination of knowledge, faculty members must seek to grow in intellectual competence and assist others in such growth. This growth in intellectual activity should be evident in the increasing effectiveness of their services and teaching through a mastery of classroom presentation and their positive influence on students and colleagues.</p>	
	<ul style="list-style-type: none"> <li>• For each full-time faculty member attending professional meetings, the College contributes the expense of registration, lodging, travel by air, or ground, or the established rate per mile by car, and up to \$35 per day for living expenses. The allocation is \$650 per full-time faculty member or \$325 per half-time faculty member. Additional financial assistance for professional meetings may be provided depending upon availability of funds. All receipts for expenses incurred should be attached to the travel and expense report and submitted to the Vice President for Academic Affairs for approval prior to submitting to the Business Office. Receipts are required for all transactions of \$5.00 or more. Priority is given to those who submit their annual faculty development plans by the December 1 deadline; subsequent requests are subject to the availability of any remaining funds.</li> <li>• It is important that arrangements for travel by air be made at least six weeks before the travel date to obtain the most economical rates. For instructional faculty, the Department Chair and the Vice President for Academic Affairs must approve each request for travel before any final bookings are made.</li> </ul>	

	<ul style="list-style-type: none"> <li>Professional development funds are available to SVD faculty members on an annual basis according to Chicago Province policies through the Office of the Secretary of Education, Formation and Recruitment, Techny, IL. SVD faculty members should ordinarily apply first for these funds for any professional development activities.</li> </ul>	
7.02.04	<p><b>Scholarship/Creative Work.</b> Productive scholarship and professional activity in their fields are important duties of all members of the faculty. Recognition of scholarship/creative work is given to faculty members according to the procedures outlined elsewhere in this Handbook.</p>	
7.02.05	<p><b>Membership &amp; Participation in Professional Associations.</b> Intellectual growth is manifest, not only by the faculty members' belonging to and regular attendance at professional associations and societies in their respective fields, but also by active participation in their activities on local, regional and national levels and by contributing to professional knowledge through scholarly publication. (Request forms and forms for reporting on meetings attended are available online.) The College will pay for at least one professional membership fee.</p>	
7.02.06	<p><b>On-Campus Symposia, Workshops and Other Events.</b> A Faculty Institute is held every year in August just before the academic year begins. Activities include outside speakers, workshops, and possibly meetings, as needed, with the primary goals of improving teaching and preparing for the next year. Arrangements and schedules are generally made during the preceding academic year by the office of the Vice President for Academic Affairs in consultation with interested parties.</p> <p>Departmental faculty may initiate workshops and presentations for faculty and students with the approval of the Vice President for Academic Affairs.</p> <p>College “free days” may be used for faculty in-service professional development.</p>	
7.02.07	<p><b>Service.</b> Service to Divine Word College is measured by a faculty member's use of personal talents, time, and encouragement in attainment of the objectives of the College.</p>	

	Faculty may moderate student organizations when invited to do so.	
7.02.08	<p><b>Pastoral Work.</b> The primary responsibility of the SVD faculty is their work at the College; all other outside work, including pastoral commitments assigned by the religious superior, are of secondary importance.</p> <p>Pastoral work outside the College is encouraged; it exemplifies to our students the apostolic objectives of our program. However, it should not interfere with the primary commitment to the faculty member's academic work. SVD members of the faculty should consider the seminary community the principal avenue for their pastoral endeavors. Members of the SVD as professional faculty members are subject to the same rights and duties of all other faculty.</p>	
7.02.09	<p><b>Attendance.</b> Full-time faculty are expected to attend Presidential Forums, Faculty Senate meetings, and Academic and Formation Advisory Council meetings, In-service Days, and other required meetings of faculty related to their work. Undergraduate faculty are also expected to be available as members of College committees. IELI faculty may serve on College committees, but it is not required.</p> <p>Adjunct faculty are highly encouraged to attend above meetings, especially the Faculty Institute at the beginning of the academic year and serve on College committees. Adjunct faculty may, however, attend or serve of their own volition. Some Committee work may be specified by contract.</p> <p>Attendance at all general convocations of the College such as the Opening Year Prayer Service, at Faculty Institutes and departmental/IELI meetings, and at commencement exercises is required of full-time faculty members. Part-time faculty members are encouraged to attend all meetings whenever feasible.</p>	
7.02.10	<p><b>Absence.</b> All faculty must notify the Vice President for Academic Affairs when they will be absent and arrange for the meeting of the class through a substitute instructor or assigned course work. The form for absence reports is available in the appendix.</p> <p>All employees, including faculty, must be present during student orientation week, during the first week of classes, and during the final exam week of the Fall and Spring semesters in order to meet the needs of the College at these critical times. Exceptions to this policy</p>	

	require prior authorization by the Vice President for Academic Affairs. (effective 1/1/18)	
7.02.11	<b>Dress Code.</b> Faculty members are expected to dress in a manner appropriate to a college seminary and their professional standing.	
7.02.12	<p><b>College Field Trips.</b> Divine Word College encourages well-planned and selected academic and cultural trips consonant with the objectives of the College. To facilitate such trips, the following guidelines have been established. Approval should be executed by the respective Department Chair/IELI director and the Dean of Students when required.</p> <p>Field trips that occur beyond or outside the regular business hours should be approved also by the Dean of Students.</p> <p><b>Application Form</b> – A field trip form is to be filled out by the instructor and presented to the Department Chair three weeks in advance.</p> <p><b>Time</b> - Field trips should be arranged to avoid class conflicts.</p> <p><b>Expenses</b> - Divine Word College will defray the transportation expenses for approved field trips. The students and faculty participating in the field trips will pay any other expenses incurred. Preferably, only College cars should be used for field trips.</p> <p><b>Drivers</b> - Faculty drivers should have a good driving record with no moving violations within the past two years, and student drivers must be designated by the College.</p> <p><b>Private cars</b> - If a faculty member wishes to use a private car for a field trip, he or she must process as noted above, in addition to the following:</p> <ul style="list-style-type: none"> <li>• A photocopy of the declaration page of the faculty member's automobile insurance policy must be on file in the Business Office. A signed waiver form should also be on file in the Business Office of the College.</li> <li>• The faculty member should understand that his or her insurance company is primary. If an accident occurs in which liability exceeds the limits of coverage of the faculty member's policy, then the College's insurance coverage will assume the remaining liability.</li> </ul>	

	<ul style="list-style-type: none"> <li>Neither faculty members nor students should drive when the weather is inclement or poses a danger. This determination can be made with the Dean of Students or the Vice President for Academic Affairs.</li> <li>Arrangements for events outside the hours allotted for classroom instruction should be approved also by the Dean of Students.</li> </ul>	
<b>7.03</b>	<b>FACULTY SERVICES</b>	
7.03.01	<b>Purchasing.</b> Proper documentation is required for all purchases. All orders for books, supplies, equipment, etc. by the faculty for academic purposes must be approved by the Chair or Director of the respective Department/Institute.	
7.03.02	<b>Invoices.</b> Invoices for books and merchandise received must be approved and signed by the Department Chair or IELI Director, and the appropriate account number noted, and then given to the Business Office for payment. This should be done as soon as possible, both to gain discounts and to avoid paying penalties for late payment.	
7.03.03	<p><b>Check Requests/Petty Cash.</b> The Business Office requires payment for goods or services through approved invoices. For very small items purchased with cash or on pre-payments, this is not always possible.</p> <p>Requests for reimbursement through petty cash must include a receipt. If cash is received in advance, then the charge and receipts must also be returned to the Business Office in a timely manner.</p> <p>A Check Request Form (see appendix) has to be used for pre-payment with checks. A reasonable amount of documentation should be attached to the Check Request Form.</p> <p>The Department Chair or IELI Director must approve Check Requests and Petty Cash slips. Check Request and Petty Cash forms can be found in the copy room area.</p>	
7.03.04	<b>Photocopying/Access Numbers.</b> Copy machines are available for faculty use. The copier room on the first floor is located across from the Business Office. A second copier is located in the main Library. Access numbers for the copiers are provided for each member of the faculty. A copy report goes to the Vice President for Academic Affairs at the end of each month. Access numbers should not be used for personal copying. Faculty may, however, arrange for a personal access	

	<p>number for the copier machine through the Business Office. Otherwise, all personal copying should be paid to the Business Office at the established cost.</p>	
7.03.05	<p><b>Miscellaneous Office Supplies.</b> Ordinary office supplies for academic purposes such as pens, envelopes, paper, file folders, whiteout, etc., may be requested from the Business Office. Miscellaneous Office Supplies is a separate budget account approved by the Vice President for Academic Affairs.</p> <p>The Vice President for Academic Affairs and the Registrar have an account and credit card for STAPLES Office Supplies in Dubuque. If you need to make a purchase at STAPLES, please see the Vice President for Academic Affairs or Registrar for the card and then return the receipts along with the card. This will assist the Business Office in charging the appropriate account for the purchases. In case of damage, shortage, loss, or receipt of improper goods, the purchaser should inform the Business Office. If goods need to be returned, please consult the Business Office.</p>	
7.03.06	<p><b>Textbook Orders.</b> Textbook orders are reviewed by the Department Chair or IELI Director. Department Chairs/IELI Director collects all textbook orders and forwards them to the College Registrar, by the date established by the Registrar, who then forwards them to the book store manager.</p> <p>Order forms, with instructions, are available online. Forms are also available online for requesting examination or desk copies from publishers, but these requests are the responsibility of the faculty member.</p>	
7.03.07	<p><b>Movable Equipment.</b> The Department Chair or IELI Director is responsible for all movable equipment purchases or equipment assigned to his/her department or institute. Equipment which is in need of repair or which has become unserviceable should be reported at once to the Business Office.</p>	
7.03.08	<p><b>Office Space.</b> The Chairs Council reviews faculty office assignments and makes recommendations to the Vice President for Academic Affairs, who makes the final decision, before each semester begins.</p> <p>Faculty office spaces are assigned or reassigned under four circumstances:</p>	

	<ul style="list-style-type: none"> <li>• The hiring of new faculty</li> <li>• The vacancy of a previously occupied office</li> <li>• The creation of new office space</li> <li>• A reassignment of administrative duties</li> </ul>	
	<p><b>Priority</b> in office assignments is based on years of service: When an administrative reassignment results in an office change, the affected faculty member(s) receive advanced notice and priority in requesting a new office location.</p>	
	<p><b>Procedure:</b></p> <ul style="list-style-type: none"> <li>• When office space is vacated or newly created, the Vice President for Academic Affairs announces its availability and requests written indications of interest.</li> <li>• Office assignment requests for Fall semester should be submitted before May 1. Requests for Spring semester should be submitted before November 1.</li> <li>• The Vice President for Academic Affairs consults with the Chairs Council in reviewing requests for newly available office space and responds to the faculty who have made office change requests.</li> <li>• The Chairs Council will avoid recommending assigning two faculty members to one office.</li> <li>• Faculty may decline an available office and remain on the request list.</li> </ul>	
7.03.09	<p><b>Academic Regalia.</b> The College provides for the rental of cap and gown for graduation ceremonies. The Business Office handles this service.</p>	
7.04	<p><b>ACADEMIC FREEDOM</b></p> <p>The College recognizes academic freedom as requisite for effective teaching, scholarly pursuits, and professional engagement with the academic community. Divine Word College is one of the more than 1,800 Catholic higher education institutions world-wide (250 in the USA). In such institutions, appropriate limitations on academic freedom conform to Catholic teaching and convey a respectful attitude toward Catholic doctrine. The College expects faculty members to be fully committed to the Mission of the College and to familiarize themselves with the guiding principles and values of <a href="#">Catholic higher education</a>.</p>	

	<p>Divine Word College accepts the following statement adapted from the "<i>Statement of Principles</i>" officially endorsed in 1940 and restated in 1968 by the Association of American Colleges and the American Association of University Professors:</p> <ul style="list-style-type: none"> <li>• Teachers are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their academic duties; but such research for pecuniary return should be based upon an understanding with the authorities of the institution.</li> <li>• Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.</li> <li>• College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As people of learning and educational officers, they should remember that the public may judge their profession and their institution by their statements. Hence, they 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 they are not spokespersons for the institution.</li> </ul>	
<b>7.05</b>	<p><b>ACADEMIC ETHICS</b></p> <p>Academic ethics at Divine Word College are informed by the principles, values, and standards of conduct recognized in academia, including the principles and values of Catholic Higher education contained in the "<i>Guiding Documents of Catholic Higher Education</i>," the charism of the Society of Divine Word, and the "<i>Ethical Principles for College and University Teaching</i>" published in the AAHE Bulletin and written by Canada's Society for Teaching and Learning in Higher Education (STLHE, 1996).</p> <p><b>The examples given in each section below are illustrative and not meant to be exhaustive.</b></p>	
7.05.01	<p><b>Content Competence.</b> A teacher maintains a high level of subject matter knowledge and ensures that course content is current,</p>	



	<p>accurate, representative, and appropriate to the position of the course within the student's program of studies.</p> <p><b>Ethical Responsibilities Related to Content Competence:</b></p> <ul style="list-style-type: none"> <li>• Maintain content competence through scholarly and professional engagement.</li> <li>• Practice intellectual honesty and academic integrity.</li> <li>• Encourage free inquiry and model the professional standards of the discipline.</li> </ul> <p><b>Types of Unacceptable Behavior Related to Content Competence:</b></p> <ul style="list-style-type: none"> <li>• Violation of established standards of research and intellectual honesty to include plagiarism, fabrication of data, or misappropriation of the work of others.</li> <li>• Engaging in activities that involve conflict of interests, which may compromise research and dissemination of information.</li> <li>• Use of self-authored materials that are sold to students for financial gain without proper authorization.</li> <li>• In college courses, delivery of the overall content that does not rise to college-level work.</li> <li>• Significant deviation from the subject matter in the delivery of course content.</li> </ul>	
7.05.02	<p><b>Pedagogical Competence.</b> A pedagogically competent teacher communicates the objectives of the course to students, is aware of alternative instructional method or strategies, and selects methods of instruction that, according to research evidence (including personal or self-reflective research), are effective in helping students to achieve the course objectives.</p> <p><b>Ethical Responsibilities Related to Pedagogical Competence:</b></p> <ul style="list-style-type: none"> <li>• Encourage freedom of thought and expression.</li> <li>• For face-to-face courses, meet with the class as scheduled, on time, and in the location where the class is scheduled.</li> <li>• Hold examinations and other assessments as outlined in the course syllabi.</li> <li>• Use the learning management system to record attendance, post grades, syllabi, lesson plans, and assignments.</li> <li>• Provide accurate and timely information about course and degree program requirements toward graduation.</li> <li>• Adhere to established academic policies and regulations given in the College Catalog and other official documents.</li> </ul>	

	<ul style="list-style-type: none"> <li>Follow established procedures in making exceptions, when deemed necessary, to academic regulations and policies of the College.</li> <li>Post and keep office hours.</li> </ul> <p><b>Types of Unacceptable Behavior Related to Pedagogical Competence</b></p> <ul style="list-style-type: none"> <li>Arbitrary denial of access to class or instructional materials.</li> <li>Arbitrary and capricious denial of access to the benefits of technology in learning.</li> <li>Failure to accommodate special needs of students with documented disabilities or other medical conditions.</li> <li>Inadequate preparation to teach.</li> <li>Failure to adhere to academic regulations and policies of the College.</li> <li>Failure to provide accurate and timely advisement, which may result in significant hardship to students and the institution.</li> <li>Abuse of power, harassment, bullying, retaliation, or exploitation of students for personal advantage.</li> <li>Discrimination based on illegal reasons such as race, gender, national origin, disability, or on political grounds.</li> </ul>	
7.05.03	<p><b>Dealing With Sensitive Topics.</b> Topics that students are likely to find sensitive or discomforting are dealt with in an open, honest, and constructive way.</p> <p><b>Ethical Responsibilities Related to Dealing with Sensitive Topics:</b></p> <ul style="list-style-type: none"> <li>Permit students' exercise of their academic freedom.</li> <li>Encourage open discussion of issues.</li> </ul> <p><b>Types of Unacceptable Behavior Related to Dealing with Sensitive Topics:</b></p> <ul style="list-style-type: none"> <li>Retaliation on the basis of differing opinions.</li> <li>Limiting free inquiry through intimidation or discrimination.</li> </ul>	
7.05.04	<p><b>Assessment of Student Learning.</b> Given the importance of assessing student learning in their lives and careers, instructors are responsible for taking effective steps to ensure that assessment of students' performance is valid, open, fair, and congruent with course objectives and established criteria. Instructors also bear responsibility to demonstrate the effectiveness of their teaching in meeting the stated goals of the academic program, core competencies, and the College's mission.</p>	

	<p><b>Ethical Responsibilities Related to Assessment of Student Learning:</b></p> <ul style="list-style-type: none"> <li>• Establish clear criteria for evaluating student performance and announce the criteria in advance.</li> <li>• Evaluate student work to accurately reflect their performance.</li> <li>• Evaluate student work without undue delay.</li> <li>• Actively participate in the College-wide assessment of student learning according to the assessment plan established by the College.</li> </ul> <p><b>Unacceptable Types of Conduct Related to Assessment of Student Learning:</b></p> <ul style="list-style-type: none"> <li>• Arbitrary assignment of a grade without clear criteria.</li> <li>• Judging student performance by criteria that are irrelevant to their performance.</li> <li>• Undue delay in evaluating student performance.</li> <li>• Undue delay in posting grades.</li> <li>• Knowingly violating any College policy or procedure in assigning grades or changing officially recorded grades.</li> </ul>	
7.05.05	<p><b>Student Development.</b> The overriding responsibility of the teacher is to contribute to the development of the student, at least in the context of the teacher's own area of expertise, and to avoid actions such as exploitation and discrimination that detract from student development.</p>	
	<p><b>Ethical responsibilities Related to Student Development:</b></p> <ul style="list-style-type: none"> <li>• Contribute to students' intellectual, spiritual, and social development by incorporating core competencies and program objectives in their teaching.</li> </ul>	
	<p><b>Unacceptable Types of Conduct Related to Student Development:</b></p> <ul style="list-style-type: none"> <li>• Creating or tolerating a hostile classroom environment.</li> <li>• Ignoring the needs of students who require additional help or neglecting to refer them to others who can help.</li> </ul>	
7.05.06	<p><b>Dual Relationships with Students.</b> To avoid conflicts of interest, a teacher does not enter into dual-role relationships with students that are likely to detract from student development or lead to actual or perceived favoritism on the part of the teacher.</p>	

	<p><b>Ethical Responsibilities Related to Avoiding Dual Relationships with Students:</b></p> <ul style="list-style-type: none"> <li>• Refrain from developing a sexual relationship with students.</li> <li>• Avoid inappropriate business and social activities involving students, which could create actual or perceived conflicts of interest.</li> </ul> <p><b>Types of Unacceptable Conduct Related to Avoiding Dual Relationships with Students:</b></p> <ul style="list-style-type: none"> <li>• Dating or becoming romantically involved with students.</li> <li>• Inviting students to faculty homes or taking students to off-campus sites without prior authorization.</li> </ul>	
<b>7.06</b>	<p><b>SHARED GOVERNANCE</b></p> <p>Divine Word College shared governance is a system of open communication aimed at aligning priorities, creating a culture of shared responsibility for the welfare of the College, and checks and balances to ensure the College remains mission-centered. It is aimed at appropriate structures and effective procedures are in place to ensure shared governance in the areas of academic decision-making, strategic planning, hiring decisions, decisions regarding student formation, and financial and budgetary decision.</p>	
7.06.01	<p><b>Faculty Senate.</b> The full-time faculty of the College constitute the Faculty Senate.</p>	
	<p><b>Purpose:</b> The primary purpose of the Senate is to serve as a vehicle for shared governance, especially in matters pertaining to academic programs at the College. The Senate addresses in particular recommendations submitted to it by the Chairs Council, the Vice President for Academic Affairs, and the College President.</p> <p>The Senate is responsible for the interpretation and development of academic policies within the framework of shared governance, the broad norms established in the Bylaws of the College, the decisions of the Board of Trustees, and the policies expressed in the Divine Word College Policy Handbook.</p> <p><b>Reporting Structure:</b> The Senate reports to the Vice President for Academic Affairs.</p>	

	<p><b>Membership:</b> Members of the Senate are all full-time faculty, the College librarians, and full-time employees of the College who teach a minimum of two courses a year. The College Registrar is also a member of the Faculty Senate (non-voting). While adjunct faculty members, the College President, and the Vice President for Academic Affairs may attend Faculty Senate meetings, they will not hold membership in the Faculty Senate.</p> <p><b>Officers:</b> The Senate is served by the Senate President and the Senate Secretary.</p> <p>The Bylaws and procedures of the Senate can be found in the appendix.</p>	
7.06.02	<p><b>Department Chair.</b> The Department Chair plays a critical role in academic governance. The Chair is a collaborative leader who contributes to, and advances, shared academic governance of the College by representing the administration to the faculty and the faculty to the administration. The Chair exercises leadership in advancing the Mission and Strategic Planning Goals of the College by cultivating quality faculty, continuously improving degree programs, and facilitating effective teaching and advisement of students.</p>	
	<p>The Chair is an appointed position. He/She must be employed full-time as a faculty member, who holds a terminal degree and who is qualified to teach in one of the degree programs within the Department. The College President appoints the Chair in consultation with the Vice President for Academic Affairs. The Chair reports to the Vice President for Academic Affairs and serves at the pleasure of the Administration. The Chair is an ex-officio member of the Chairs Council.</p>	
	<p>The Chair receives reassigned time that is equivalent to three credit hours of teaching per semester dedicated to fulfillment of department related administrative duties. The Chair also receives a stipend for each semester that he/she serves in that position. (Effective 8/1/2022)</p>	
	<p>The core responsibilities of the Chair are cultivating quality faculty, improving degree programs, facilitating effective teaching and advisement of students, and planning and management of the departmental budget.</p>	

	<p><b>1. Cultivating Quality Faculty.</b> The Chair is the immediate supervisor of the faculty in the Department. In this administrative role, the Chair:</p> <ul style="list-style-type: none"> <li>• Organizes the process of hiring instructors, following established procedures, and makes recommendations to the College President through the Vice President for Academic Affairs.</li> <li>• Orients and mentors new faculty in the Department and familiarizes them with the policies and procedures of the College as well as the operational norms of the Department.</li> <li>• In consultation with the faculty, determines course offerings and course assignments, decides on class cancellation due to lack of sufficient enrollment or splitting of a course when the enrollment is too high.</li> <li>• Assures that faculty are meeting their full-time teaching loads.</li> <li>• Supervises and evaluates faculty performance for formative and summative purposes.</li> <li>• Consults with faculty in selecting representatives to College committees (except when committee membership is determined through College-wide election).</li> <li>• Encourages, facilitates, and supports faculty professional engagement.</li> <li>• Creates and implements operational procedures for effective management of the Department.</li> <li>• Makes recommendations to the Vice President for Academic Affairs regarding salary, promotion in rank, and renewal of contracts of departmental faculty.</li> <li>• Prepares agenda for and conducts departmental faculty meetings.</li> <li>• Serves as the link between the faculty and the administration.</li> </ul>	
	<p><b>2. Improving Degree Programs.</b> A major responsibility of the Chair is monitoring and advancing the quality, relevance, and appropriateness of the courses and curricula to advance the Mission of the College in accordance with changing needs of students and evolving standards in higher education. In particular, the Chair:</p> <ul style="list-style-type: none"> <li>• Consults with the faculty in preparing recommendations for the revision of degree program objectives and course descriptions for the Catalog in harmony with the general aims of the College.</li> <li>• Ensures that goals of the degree programs and learning outcomes are consistent with the College Mission and institutional learning outcomes.</li> <li>• Reviews course syllabi to assure that course outcomes support the degree programs and institutional outcomes, and that they reflect the intent of the course's Catalog description.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Provides leadership in assessing learning outcomes.</li> <li>• Provides leadership in developing new courses and curriculum changes and works with other Chairs to assure that courses are not needlessly duplicated.</li> <li>• Provides leadership for external degree program review.</li> <li>• Collaborates with the Librarian in securing and maintaining library resources relative to the needs of the Department.</li> <li>• Collaborates with the Vice President for Academic Affairs in developing and carrying out the degree program curricula and furthering the educational objectives of the College.</li> </ul>	
	<p><b>3. Facilitating Effective Teaching and Advisement of Students</b></p> <ul style="list-style-type: none"> <li>• Assigns advisors, in collaboration with the Academic Advisement Coordinator, and ensures effective advisement of students in the Department.</li> <li>• Addresses student grievances and concerns about teaching, advising, academic disciplinary actions related to plagiarism and academic honesty, and other academic matters, in accordance with applicable College policies.</li> </ul>	
	<p><b>4. Planning and Management of the Departmental Budget</b></p> <ul style="list-style-type: none"> <li>• Plans and administers the Department's operating budget. Instructional and departmental funds shall not be expended for social gatherings or outings. This includes end-of-the-year meals, Christmas parties, tokens of appreciation, departmental socials, etc.</li> <li>• Works with the Vice President for Academic Affairs in planning and allocating faculty development funds to promote faculty development and professional engagement.</li> <li>• Evaluates department's staffing needs and works with the Vice President for Academic Affairs to assure adequate and appropriate coverage for degree programs.</li> <li>• This job description is not exhaustive. Perform other duties as assigned.</li> </ul>	
7.06.03	<p><b>College Committees.</b> College-Wide Standing Committees are established to expedite the work of the Board of Administration and the Board of Trustees by closer investigation and discussion of matters which fall within their competence. By reporting their findings and decisions to the governing bodies, they play a significant role in shared governance.</p>	

	<p>Membership on all Standing Committees continues from school year to school year until committees have been reconstituted according to the usual election and/or appointment procedures in order to enable committees to deal with issues that may arise during vacation periods or early in a new academic year prior to committee elections/opportunity. The President is a member of all standing committees, with exception of the Faculty Senate and the Faculty Promotions and Awards Committee. The President is a non-voting member in committees where membership is not “ex officio.”</p>	
<b>7.07</b>	<b>FACULTY LEAVES</b>	
7.07.01	<p><b>Sabbatical Leave.</b> The purpose of the sabbatical leave is to provide faculty members a period of release from regular duties to pursue professional development activities such as writing of a monograph or articles, developing a new course, learning about developments in one’s area of teaching or research, conducting research, or other scholarly and creative activities.</p> <ul style="list-style-type: none"> <li>• After six years of continuous, full-time service to the College, a faculty member may apply for a sabbatical leave. If the faculty member has taken a leave of absence within that six-year period, the leave of absence does not interrupt the continuity of service, but leave of absence time does not count toward the total years of service.</li> <li>• If the sabbatical leave is for an academic year, one-half of the annual salary will be paid. If the sabbatical leave is for one semester, the full salary will be paid. It is understood that the faculty member accepts the terms and conditions as outlined in the application form for the sabbatical leave.</li> <li>• Application for sabbatical leave must be reviewed and approved by the Department Chair or IELI Director and the Vice President for Academic Affairs, and then forwarded with recommendations to the College President. The decision of the College President is final.</li> <li>• The Vice President for Academic Affairs must receive all applications for sabbatical leave by November 1 of the academic year prior to the requested leave. This is required because sabbatical leaves must be approved and budgeted before January 1 of the academic year prior to the requested leaves. Thus, even sabbaticals requested for the second semester of a particular academic year must be submitted by the above deadline of November 1.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Upon return from sabbatical leave, the faculty member will make a presentation to the Faculty Senate or in another appropriate forum.</li> <li>• Faculty on sabbatical leave are not eligible for faculty development funds over and above the stipulated salary amount. Funding and release time provided by the College for sabbatical leave are themselves supports for faculty development. Faculty who require additional funding are encouraged to solicit funding from external sources, such as applying for external grants on their own initiative.</li> </ul>	
7.07.02	<p><b>Leave of Absence.</b> A faculty member may request a leave of absence for cases that do not involve illness or emergency.</p> <ul style="list-style-type: none"> <li>• Applications for a leave of absence must be reviewed by the Department Chair or IELI Director and the Vice President for Academic Affairs, and then forwarded with recommendations to the College President. The decision of the College President is final.</li> <li>• The College President must receive all applications for a leave of absence at least six (6) months prior to the requested leave.</li> <li>• The College will not normally remunerate the faculty member during the leave of absence. When extraordinary circumstances warrant and at his sole discretion, however, the College President may grant a leave of absence for one semester at half salary. Compensation for the next sabbatical leave will be reduced by this amount.</li> <li>• Leave of absence time does not count toward the total years of service.</li> </ul>	
7.07.03	<p><b>Emergency Leave.</b> At the discretion of the Vice President for Academic Affairs, an emergency leave of up to three (3) school days will be allowed each academic year without a deduction from salary. These three (3) days of emergency leave are not cumulative from year to year.</p>	

## **CHAPTER 08: FACULTY EMPLOYMENT**

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	<b>CHAPTER 08: FACULTY EMPLOYMENT</b>	<i>2020.01.17 Appd. 8.01- 8.0310</i>
<b>8.01</b>	<b>FACULTY RECRUITMENT</b>	<i>Appd. 2022.08.19</i>
	<p>The principal responsibility for organizing the recruitment of new faculty members belongs to the Vice President for Academic Affairs. The Vice President for Academic Affairs works closely with the Department Chairs in organizing the recruitment efforts.</p> <p><b>Hiring by the President.</b> Appointment of faculty is the prerogative of the College President. The College President, in consultation with the Vice President for Academic Affairs, makes faculty appointments and determines the initial rank and salary of the new faculty member at the time of the signing of the contract for employment.</p>	
8.01.01	<b>Procedure.</b> The normal procedure for hiring a <i>non-SVD</i> faculty member is as follows:	
	<ul style="list-style-type: none"> <li>• <b>Description.</b> The Vice President for Academic Affairs, in consultation with the Department Chair, develops a position description that includes the required and preferred qualifications for the position.</li> <li>• <b>Advertisement.</b> Full time positions, which include an academic rank, are advertised by the Executive Secretary to the President in appropriate national and/or local media. If deemed suitable at the time of hire, the College may adjust the offer of academic rank from that advertised. An adjustment of academic rank is based on the judgment of the Vice President for Academic Affairs and the College President, and is commensurate with the candidate's education and experience.</li> <li>• <b>Acknowledgement.</b> The Executive Secretary to the President acknowledges receipt of all applications as soon as they are received.</li> <li>• <b>Notification.</b> After the search is concluded and the position has been filled, the Executive Secretary to the President writes to all applicants to thank them for their interest in Divine Word College and to notify them that the position has been filled.</li> </ul>	
8.01.02	<b>Search Committee.</b> A Search Committee is established by the Vice President for Academic Affairs, in consultation with the Department Chair. The Search Committee consists of the respective Department Chair, at least one other member from the same Department, and at	

	<p>least one member from a different Department. The Department Chair serves as the Chair of the Search Committee. Additional members may be added to the Search Committee when further expertise is desired.</p> <ul style="list-style-type: none"> <li>• The Search Committee establishes a list of the top three candidates based on criteria established before the search begins.</li> <li>• Candidates' references are checked by the Search Committee prior to contacting the candidates for interviews.</li> <li>• The Search Committee Chair forwards the list of the top three candidates, along with their credentials, to the Vice President for Academic Affairs, and recommends a time-frame for interviews. Remote interviews are used for initial screening. After the initial screening, the Chair of the Search Committee arranges on-campus interviews for the top candidates.</li> <li>• The top candidates who visit the College are also interviewed by the Vice President for Academic Affairs, the Vice President for Operations and Finance, and the College President.</li> <li>• The Chair of the Search Committee submits a final list of acceptable candidates ranked in order of preference, and recommends these to the Vice President for Academic Affairs. The actual appointment (hiring) of instructional faculty is within the sole competency of the College President.</li> </ul>	
8.01.03	<b>Reimbursement of Candidate Travel Expenses</b>	
	<p>Divine Word College shares some of the responsibility for travel expenses incurred by candidates who accept the invitation for an on-campus personal interview. Divine Word College provides reimbursement of travel expenses up to \$600.</p> <p>Bearing in mind the financial limitations of the College, efforts should be taken to ascertain the seriousness of candidates considering Divine Word College for a teaching position.</p> <p>When a College guest room is available, the candidate is expected to stay on-campus. If no guest room is available, the College will pay for local hotel accommodations.</p>	
8.01.04	<p><b>Additional Considerations.</b></p> <p><b>Emergency Hires.</b> In unusual or emergency situations, or when hiring adjuncts, the Vice President for Academic Affairs works with the Department Chair for hiring instructional faculty.</p>	

	<p><b>Diversity.</b> In order to promote faculty diversity, the College actively encourages applications from women, as well as from racial and ethnic minorities.</p> <p><b>Background check.</b> The College requires that prospective candidates for the position undergo a criminal background check before employment is finalized.</p> <p><b>Safe Environment.</b> After the candidate is hired, he/she will be required to successfully complete Safe Environment training as required by the Archdiocese of Dubuque.</p>	
8.01.05	<p><b>SVD Faculty</b></p> <p>Assignments for SVD faculty members follow the norms agreed upon by the Society of the Divine Word and the College administration.</p> <p>Full-time SVD faculty members must consider their teaching, formation, and/or administrative work at Divine Word College their primary responsibility. They should assume additional external ministries or committee responsibilities only if these will not interfere with the performance of their primary responsibilities to Divine Word College, and after consultation with the Vice President for Academic Affairs.</p>	
8.01.06	<b>New Faculty Relocation Benefit</b>	
	<p>New full-time instructional faculty hired by Divine Word College from outside Dubuque county are eligible to receive reimbursement for paid relocation expenses up to a maximum of \$1,500. Expenses above \$1,500 are not reimbursable. New full-time faculty may submit receipts and invoices for relocation expenses to the Vice President for Academic Affairs for approval and reimbursement within the first year of their employment.</p>	
8.02	<p><b>CONTRACTS</b></p> <p>Faculty contracts are formal agreements, always in writing, entered into by the individual concerned and the College, stating salary and</p>	

	the length of the term of the contract, and setting forth the general duties to be performed.	
8.02.01	<b>Full-Time &amp; Adjunct Undergraduate Faculty</b>	
	<b>Full-time faculty</b> are contracted for an average of twelve (12) credit hours per semester. Full-time faculty receive benefits as specified in the Divine Word College Policy Handbook.	
	<b>Reassigned Hours:</b> Department Chairs receive six (6) credit hours as reassigned time.	
	<b>Adjunct faculty</b> are contracted for fewer than twelve (12) credit hours per semester. Adjunct faculty are not eligible for benefits.	
8.02.02	<b>Full-Time and Adjunct IELI Faculty</b>  <b>Full-Time and Adjunct IELI Faculty</b>  Full-time IELI faculty are contracted for an average of twenty (20) non-credit contact hours per term. Full-time IELI faculty receive benefits as specified in the Divine Word College Policy Handbook.  The Director of the Intensive English Language Institute receives up to ten (10) non-credit contact hours of reassigned time.  Adjunct IELI faculty are contracted for fewer than twenty (20) non-credit contact hours per semester. Adjunct IELI faculty are not eligible for benefits.	
8.02.03	<b>Salaries.</b> The College Administration generally calculates full-time faculty salaries to approach salary levels paid by the Dubuque Tri-Colleges, with due consideration given to differences in fringe benefit packages and length of service.  When available, increases in salary beyond the cost of living increases are determined in accordance with the faculty Overall Evaluation Performance Rating (OEPR) received in the annual faculty evaluation.  Most contract renewals occur on a three-year cycle.  When a faculty member earns a promotion in rank, he/she automatically receives an appropriate increase in base salary. The	

	<p>salary increase takes effect during the fiscal year that follows the awarding of promotion in rank.</p> <p>The College Administration reserves the right to award salary increases at any time it deems justified.</p> <p>The College Administration sets the salary for adjunct faculty members by contract.</p>	
8.02.04	<b>Renewal of Contracts</b>	
	<p>Faculty contracts which are to be renewed will be distributed by March 1 of the year in which they are to be renewed. The signed contracts are to be returned to the President's Office no later than March 15, or, if issued after March 1, no later than two (2) weeks after their issuance. A faculty member may apply for an extension of the date of the signed contract's return by writing to the President and stating the reasons an extension is needed. If the extension is granted, it will be for the number of days specified by the President. If the contract is not returned by the extension date, the contract offer is automatically revoked.</p>	
8.02.05	<b>Longer-Term Contracts</b>	
	<p>At the discretion of the President, full-time faculty members who meet the following criteria may be offered a five-year contract.</p> <ul style="list-style-type: none"> <li>• must have been contracted full-time as a faculty member for at least four years;</li> <li>• must have served the College continuously and with distinction during that period;</li> <li>• must hold the rank of assistant professor or above.</li> </ul>	To be reviewed with Faculty Senate, Board of Admin. and Board of Trustees
	<p>In determining when it is appropriate to offer a longer-term contract, the President takes into consideration the goals, needs, and priorities of the institution. The President then assesses qualifying faculty members' suitability for the offer of a longer-term contract by considering the criteria enumerated in the Divine Word College Policy Handbook regarding effective teaching, professional engagement and service. (See Chapter 09)</p>	

8.02.06	<b>External Employment and Commitments</b>  A full-time faculty member must consider Divine Word College as his/her primary employer. External employment, whether paid or unpaid, and other external commitments may not interfere with a faculty member's duties to Divine Word College, and must be approved by the Vice President for Academic Affairs.	
	Full-time faculty members are expected to bring creative energy to bear within their respective areas of responsibility, to promote the intellectual and cultural life of the College community, and to strive collegially for the ongoing improvement of the whole College program. The obligations of full-time employment are not fully discharged by meeting minimal expectations only. In addition to being available to conduct classes, full-time faculty are expected to be available at the College to fulfill their other responsibilities such as student advisement, committee work, meetings, and in-service training.	
	In order to ensure that there are no conflicts of interests, external activities requiring significant investments of time and energy, or those external activities for which the faculty member receives financial remuneration, should be undertaken only with the prior approval of the Vice President for Academic Affairs, in consultation with the faculty member's Department Chair.	
	If, in the considered opinion of the respective Department Chair or of the Vice President for Academic Affairs, a full-time faculty member fails to exercise his/her duties as described above, such opinion shall be conveyed in writing to the College President. The College President may make termination of such external employment or activities a condition for subsequent contract renewal.	
	Faculty members may not use Divine Word College facilities for conducting personal business not related to their professional or scholarly responsibilities to the College. Examples of such restricted personal business include tutoring an external student, contacting customers for an external business, serving as a consultant, and other external activities not listed herein. Questions regarding appropriate use of College facilities by faculty should be directed to the Vice President for Academic Affairs.	



<b>8.03</b>	<b>TERMINATION OF CONTRACT FOR FACULTY MEMBERS</b>	
	Contracts between the College and its faculty members may be terminated at any time by mutual agreement in writing.	
	<p>It is assumed by both the College as well as the faculty member that the contract will in fact be renewed upon expiration, unless a notice of intention of non-renewal is given in writing by the party intending to terminate the existing relationship. This written notice is to be given within the following time limits:</p> <ul style="list-style-type: none"> <li>• Not later than March 1 of the first academic year of service, if the appointment expires at the end of the year; or, if a one-year appointment terminates during an academic year, at least three (3) months in advance of its termination.</li> <li>• Not later than December 15 of the second academic year of service, if an appointment expires at the end of that academic year; or, if an initial two-year appointment terminates during an academic year, at least six (6) months in advance of its termination.</li> <li>• At least twelve (12) months before the expiration of an appointment after two (2) or more years in the institution.</li> </ul>	
	<p>The College may also terminate any contract for adequate cause. Among the causes are:</p> <ul style="list-style-type: none"> <li>• demonstrated incompetence in teaching or dishonesty in scholarship;</li> <li>• manifest and substantial neglect of duty;</li> <li>• violations of criminal law such as involvement in a public crime or scandal, aggravated misdemeanors or felonies;</li> <li>• lack of sufficient physical or mental health for the adequate performance of academic duties including but not limited to alcohol or chemical addiction without efforts toward rehabilitation;</li> <li>• lack of conformity with the philosophy of the institution;</li> <li>• involvement in gravely immoral actions including but not limited to teaching or publicly advocating principles contrary to the dogmatic, moral, and social teachings of the Church. If there is a conflict as to the teaching of the Church, the judgment of the Archbishop of Dubuque shall be definitive.</li> </ul>	
	If the faculty member disputes the reasons for termination of contract, he/she may follow the formal procedures stated in the	

	Divine Word College Policy Handbook regarding Sanctions, Dismissal, and Due Process.	
	All contracts between Divine Word College and a priest or religious serving on the faculty cease to bind the contracting parties upon the departure of such priest or religious from the priesthood and/or religious life.	
	<b>Termination for Financial Exigency/Discontinuance of a Program.</b> Where termination of appointment is based upon financial exigency or bona fide discontinuance of a program or department of instruction, a faculty member shall have a right to have the matter reviewed by the Committee on Academic Affairs.	
<b>8.04</b>	<b>SANCTIONS</b>  The President of Divine Word College may be required to take action in reference to a faculty member's actions or omissions. Depending on the severity of the faculty member's infraction, the President may impose sanctions or dismiss the faculty member.	
8.04.01	<b>Reprimand</b>  <b>Oral</b> - The President will meet with and inform the faculty member of his concern and the reasons why he is issuing an oral reprimand. The President should keep a brief notation in his files, stating the date and the subject matter of the reprimand.  <b>Written</b> - A copy of this written reprimand must be kept in the faculty member's file.  <b>Restitution</b> - A faculty member may be required by the President to make restitution for damages done by said faculty member to the institution or to others. Failure to provide required restitution can be considered grounds for dismissal.	
8.04.02	<b>Loss of Salary or Rank</b>  <b>Salary</b> - Regular increases in salary may be suspended by the President, for a definite period of time, depending on the severity of the infraction by the faculty member.	

	<p><b>Rank</b> - The President, with the approval of the Board of Trustees, may impose, for a specified period of time:</p> <ul style="list-style-type: none"> <li>• reduction in rank.</li> <li>• extension of the time period required before eligibility for promotion in rank can be realized.</li> </ul>	
8.04.03	<p><b>Suspension</b> - Where the seriousness of the matter is such and the good of the faculty member and/or that of the institution warrant, the President may suspend a faculty member for a specified period of time, with or without loss of benefits and/or salary.</p>	
8.05	<p><b>DISMISSAL</b></p> <p>The term "Dismissal" refers to the cancellation of a contract, by the President, prior to the terminal date provided for in the contract.</p>	
8.05.01	<p><b>First Steps in Dismissal Procedure</b></p> <p>The appropriate officer of the College (President or immediate supervisor) will discuss the problem with the faculty member in question. At this point the matter can be terminated, by mutual consent, if it is agreed that there are no grounds for the complaint or the faculty member chooses to terminate his/her contract by a written resignation.</p> <p>If such an agreement does not result, and if the question regarding the fitness of the faculty member persists, an ad hoc committee elected by the faculty members, may render confidential advice and seek an adjustment or resolution if possible. If no adjustment is made or no resolution reached, the committee should determine whether formal proceedings appear to be warranted. Pertinent information will be made available to this committee.</p> <p>After its inquiry, the ad hoc committee will report to the President whether or not, in its view, formal proceedings should be instituted.</p> <p>If the Committee recommends dismissal proceedings or if the President is convinced that formal proceedings should be instituted in spite of the recommendation of the committee to the contrary, then the faculty member is informed of the charges, the right to a hearing, and all procedural rules relating to such a hearing.</p>	
8.05.02	<p><b>Initial Formal Procedures</b></p>	

	<p>The President shall inform the faculty member, in writing, of the decision to terminate his/her contract. He shall enclose a copy of the statement formulated concerning the reasons for this action. Furthermore, he shall inform the faculty member that, if he/she so requests, a Hearing Committee of appropriate faculty members will be selected and will hold hearings at a specified time and place to determine whether he/she should be removed from his/her faculty position on the grounds indicated in the statement. One calendar week will be allowed the faculty member for the preparation of a rebuttal and defense. This period may be extended by the President upon written request by the faculty member.</p> <p>The faculty member will receive a copy of these Procedures so that he/she will be aware of the manner in which the inquiry will be conducted and the procedural rights accorded to him/her.</p> <p>The faculty member shall, within the specified period of time, inform the President, in writing, whether he/she wishes a hearing and, at the same time, respond to the statements concerning the grounds for the dismissal.</p>	
	<p><b>Suspension of the Faculty Member</b> - The faculty member will be suspended during the proceedings only if immediate harm to him/her or to others, in the judgment of the President, is present. Unless legal considerations forbid, any such suspension shall be with pay.</p>	
8.05.03	<p><b>Hearing Committee</b> - An Ad Hoc Committee of faculty members, elected by all voting members of the faculty, will conduct the hearing and render a decision. The Committee will be composed of five (5) members of the faculty, chosen by the faculty, on the basis of their objectivity and competence. This Committee will elect its own Chair. The Chair appoints a secretary to take the minutes and to make an audio recording.</p>	
	<p><b>Committee Proceedings</b></p> <p>The Committee will consider the statement concerning the grounds for dismissal already formulated by the President and the written response of the faculty member prepared prior to the hearing. This Committee, in consultation with the President and the faculty member, will decide whether the hearing should be public or private.</p>	

	<p>If the facts are in dispute concerning the grounds for dismissal, the testimony of witnesses and other evidence concerning the matter set forth in the President's letter to the faculty member, will be considered.</p> <p>The President has the option of attending the hearing personally or through his representative. The Committee will determine the order in which the evidence will be presented. It will conduct the questioning of witnesses and, if necessary, will secure the presentation of evidence it considers important to the case.</p> <p>The faculty member or his/her representative and the President or his representative, will have the right, within reasonable limits as determined by the Committee, to question all witnesses who testify before the Committee. The faculty member will have the right to confront all witnesses adverse to him/her. Where unusual and urgent reasons require the Committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his/her statement, will be disclosed to the faculty member. Subject to this safeguard, statements may, when necessary, be taken outside the hearing and reported to the Committee. All such evidence will be duly recorded. Unless circumstances warrant, formal rules or court procedures will not be followed.</p>	
	<p><b>Consideration by Hearing Committee</b></p> <p>The Committee will reach its decision on the basis of the hearing. Before doing so, it will give an opportunity to the faculty member or his/her representative and the President or his representative, to argue orally before it.</p> <p>The Committee will render explicit findings with respect to each of the grounds for removal presented by the President.</p> <p>The President and the faculty member, within three (3) weeks of the conclusion of the hearing, will be notified of the decision of the Committee and will be given a copy of the minutes of the hearing.</p>	
	<p><b>Notification of the Board of Trustees.</b> The President will notify the Board of Trustees, through its Chair, of the action of the Committee. Within one week of receiving the decision of the Committee and a copy of the minutes of its hearing, he shall submit to the Board of Trustees a copy of these minutes and the findings of the Committee.</p>	

	<p>An appeal may be made to the Board of Trustees by the President or the faculty member in question, if either disagrees with the decision reached by the Committee. If no appeal is made the decision of the Dismissal Hearing Committee is final.</p>	
<b>8.06</b>	<p><b>DUE PROCESS RIGHTS OF FACULTY</b></p> <p><b>Informal Procedure</b> - If a faculty member determines that there is merit to an allegation of breach of contract on the part of the College Administration, he/she shall submit such charges, in writing, to the President, who shall make a determination concerning the merits of the charges.</p> <p><b>Formal Procedures</b> - If the decision of the President is not acceptable to the faculty member, he/she shall inform the President, in writing, of his/her request that a Board of Mediation be called to hear the merits of his/her case against the College Administration.</p> <p>Upon receipt of the request for a formal hearing, the President shall call a meeting of the Board of Mediation, which shall be composed of the following members:</p> <ul style="list-style-type: none"> <li>• one (1) member of the Board of Trustees chosen by the Board;</li> <li>• two (2) faculty members elected by the voting faculty;</li> <li>• two (2) faculty members chosen by the Board of Administration.</li> </ul> <p>The specific charges against the Administration or a member of the Administration shall be presented to the Board of Mediation in writing and signed by the party making the allegation. This action shall be taken within one calendar week after the decision of the President has been made and the date for the meeting of the Board of Mediation has been set.</p> <p>The Board of Mediation shall conduct a fact-finding investigation to clarify the terms of the conflict. After the allegation has been made known, in writing, to the Administration or to the Administrator concerned, they shall have one week to prepare to answer the charges.</p> <p>Within one calendar week of receipt of the answer written by an official of the Administration or by the concerned Administrator, the Board of Mediation shall conduct a hearing in which the administrator</p>	

	<p>will be permitted to face the faculty member and present his/her defense.</p> <p>Having heard and considered both sides, the Board of Mediation, by secret ballot, shall determine its findings and then shall make known its decision.</p> <p>The parties involved in the dispute may choose to accept the findings and decision of the Board of Mediation or to appeal said decision to the Board of Trustees. If no appeal is made, the decision of the Board of Mediation is final.</p>	
<b>8.07</b>	<p><b>APPEAL TO THE BOARD OF TRUSTEES</b></p> <p>The parties to a dismissal proceeding or to a due process dispute may make an appeal to the Board of Trustees.</p> <p>An appeal to the Board of Trustees, in writing, must be made within two (2) weeks after the Committee has announced its decision. This appeal is to be directed to the Chair of the Board.</p> <p>After receiving notice of the appeal from the Chair, the Board of Trustees will make its decision known. The Board will be polled by mail if it is not to meet within three (3) weeks of the appeal. A majority vote of the Board will determine whether or not the appeal is to be heard.</p> <p>If the Board of Trustees refuses to hear the appeal, the decision of the Dismissal Hearing Committee or the Due Process Mediation Board shall be final.</p> <p>There is no recourse, within the College, from the decision of the Board of Trustees.</p>	

## **CHAPTER 09: FACULTY EVALUATIONS, RANK, PROMOTIONS, AND AWARDS**

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	<b>CHAPTER 09: FACULTY EVALUATIONS, RANK, PROMOTIONS, AND AWARDS</b>	<i>Appd. 2020.06.17</i>
<b>9.01</b>	<b>ANNUAL UNDERGRADUATE AND IELI FACULTY EVALUATION AND PLANNING</b>	
9.01.01	<b>Annual Faculty Evaluation Goals.</b> The goals of the annual faculty evaluations are:	
	<ul style="list-style-type: none"> <li>• Ensure that the College cultivates a faculty of outstanding quality, dedicated to excellence in teaching, professional engagement, and service;</li> <li>• Foster a collegial environment among undergraduate and ESL faculty members and the administration to further the Mission of the College;</li> <li>• Recognize faculty members' accomplishments;</li> <li>• Encourage faculty members' continued professional development in the areas of effective teaching, scholarly and creative activities, and generous service;</li> <li>• Assure equitable salary increases based on performance, and opportunities for eventual promotions in rank, and;</li> <li>• Provide a just and positive approach for accountability and planning.</li> </ul>	
9.01.02	<b>Annual Faculty Evaluation Criteria.</b> Undergraduate faculty are evaluated by the respective Department Chair. ESL faculty are evaluated by the IELI Director. The annual evaluation of undergraduate and ESL faculty members shall be based on three criteria: effective teaching, demonstrated commitment to professional engagement, and service.	
	<b>Effective Teaching:</b> Effective teaching is the first priority of the Undergraduate and ESL Programs of the College. Therefore, the major portion of the Overall Evaluation Performance Rating (OEPR) figure shall be based on teaching: 60% for undergraduate faculty and 70% for ESL faculty. Both the faculty member's teaching load for the academic calendar year and the effectiveness of his/her teaching shall be considered in the evaluation of teaching.	
	Department Chairs and the IELI Director shall utilize data for evaluating teaching effectiveness derived from such sources as:	

	<ul style="list-style-type: none"> <li>• course syllabi and other materials posted on the learning management system (Populi);</li> <li>• classroom observation reports by the respective Department Chair, IELI Director, or the Vice President for Academic Affairs;</li> <li>• student course evaluations;</li> <li>• evidence of participation in professional associations, workshops, webinars, and other opportunities to pursue excellence in teaching;</li> <li>• evidence for successful integration of technology in the learning environment;</li> <li>• mentoring new faculty;</li> <li>• collaboration in teaching within the department/institute and across departments;</li> <li>• development and teaching of new courses;</li> <li>• achievement of course learning outcomes, to include the clarity and assessment of course objectives, effectiveness of teaching method, and course's contribution to one or more of the Core Competencies of the College.</li> </ul>	
	<p><b>Professional Engagement:</b> Faculty members are expected to show evidence of ongoing and systematic commitment to professional engagement as evidenced by scholarly work and creative activities. Active professional engagement ultimately benefits student learning, faculty development, as well as the quality of the teaching and the scholarly environment of the College's Undergraduate and ESL Programs. Accomplishments in the area of professional engagement factor into the Overall Evaluation Performance Rating (OEPR) figure: 20% for undergraduate faculty and 15% for ESL faculty.</p>	
	<p>Department Chairs and the IELI Director shall utilize data for evaluating professional engagement derived from such sources as:</p> <ul style="list-style-type: none"> <li>• presentation of academic papers at professional conferences, chairing sessions, and serving as a panelist during such conferences;</li> <li>• successful publication of peer-reviewed articles in scholarly journals, or publication of critically reviewed chapters and monographs by a recognized publishing company;</li> <li>• creative achievement in musical composition or dramatic production, public musical or dramatic performance, and other artistic or literary endeavors;</li> <li>• artistic exhibitions;</li> <li>• writing review articles and editing professional proceedings;</li> </ul>	

	<ul style="list-style-type: none"> <li>• writing grant proposals or research reports for an agency or institution;</li> <li>• serving as a consultant or collaborating with colleagues in one's field of expertise;</li> <li>• presenting ongoing work to undergraduate or ESL faculty;</li> <li>• serving as a guest-lecturer and engaging in interdisciplinary collaboration.</li> </ul>	
	<p><b>Service:</b> Service includes all professional service activities that benefit the Department or the IELI, the College, and the wider community. The impact of the service performed deserves as much evaluative attention as the quantity of service activities. Service activities factor into the Overall Evaluation Performance Rating (OEPR) figure: 20% for undergraduate faculty and 15% for ESL faculty.</p>	
	<p>Department Chairs and the IELI Director shall utilize data for evaluating service to the Department/Institute, the College, and the community derived from such sources as:</p>	
	<p><b>Service to the Department or Institute:</b></p> <ul style="list-style-type: none"> <li>• leadership and active participation on Department or IELI committees;</li> <li>• initiative and collaboration in the development of curriculum to meet the changing needs of students;</li> <li>• active involvement in professional academic organizations;</li> <li>• effective academic advisement and mentoring of students, and;</li> <li>• collaboration with department chairs or the IELI Director in implementing goals and projects within the Department or Institute.</li> </ul> <p><b>Service to the College:</b></p> <ul style="list-style-type: none"> <li>• effective participation on College-wide standing and ad hoc committees;</li> <li>• collaboration with College administration, faculty, and staff ;</li> <li>• regular participation and support for required and optional College functions;</li> <li>• provision of counseling, spiritual direction, and formation direction in the Religious Formation Program (by qualified personnel), and;</li> <li>• leadership and participation in College liturgical services, formation, and cultural events.</li> </ul> <p><b>Service to the Community:</b></p>	

	<ul style="list-style-type: none"> <li>• leadership and active involvement in civic, educational, or church organizations;</li> <li>• leadership and active involvement in community organizations and on institutional boards, and;</li> <li>• contribution of time and energy to the local community in volunteer organizations and clubs.</li> </ul>	
9.01.03	<b>Vice President for Academic Affairs' Evaluation of Department Chairs and the IELI Director.</b> The Vice President for Academic Affairs performs the annual faculty evaluation of the Department Chairs and the IELI Director. In addition to the data listed above as evidence of effective teaching, professional engagement, and service, the Vice President for Academic Affairs shall utilize the following as evidence of effective leadership by Department Chairs and the IELI Director:	
	<ul style="list-style-type: none"> <li>• Mentorship of new undergraduate and ESL faculty members;</li> <li>• Assignment of faculty for effective advisement of students;</li> <li>• leadership in regular program reviews, curriculum change and curriculum development;</li> <li>• leadership in assessment activities to include the collection, analysis, and interpretation of data for the ongoing improvement of program effectiveness and student learning;</li> <li>• Fortright and effective annual evaluation of Department or IELI faculty members;</li> <li>• Responsible and timely service as Chair of Search Committees;</li> <li>• Leadership in implementing Department or IELI goals and priorities in collaboration with faculty;</li> <li>• Effective communication and collaboration with administrators, Department Chairs, and the IELI Director.</li> </ul>	
9.01.04	<b>Procedure for Annual Faculty Evaluation.</b> The procedure for annual evaluation of undergraduate and ESL faculty members is composed of three parts: the Faculty Self-Evaluation, the Faculty Evaluation by the Department Chair or IELI Director, and Review of the Evaluation by the Vice President for Academic Affairs.	
	<b>Faculty Self-evaluation:</b> On or before December 1, each faculty member will provide the Department Chair or IELI Director with a self-evaluation in narrative form—with appropriate supporting documentation—addressing his/her accomplishment of the performance goals identified in their Annual Plan (see below). Faculty members may rate themselves on a five-point scale, where five (5)	

	represents the highest and one (1) represents the lowest performance level in each of the areas of teaching, professional engagement, and service.	
	<p><b>Faculty Evaluation by the Department Chair or IELI Director:</b> The Department Chair or IELI Director will consider the self-evaluation narrative provided by the faculty member. In addition, the Department Chair or IELI Director will examine other documented evidence as indicated above to gauge the faculty member's quality of teaching effectiveness, professional engagement, and service. Utilizing these data, the Department Chair or IELI Director will draft an independent assessment in narrative form of the degree to which the faculty member accomplished his/her performance goals as identified in their Annual Plan. The Department Chair or IELI Director then rates the faculty member on a five-point scale where five (5) represents the highest and one (1) represents the lowest performance level in each of the areas of teaching, professional engagement, and service.</p>	
	<p><b>For undergraduate faculty,</b> the Department Chair provides an Overall Evaluation Performance Rating (OEPR), using the established relative weights:</p> <p style="padding-left: 40px;">Teaching: 60% Professional engagement: 20% Service: 20%</p> <p>Using this formula, for example, an undergraduate faculty member who receives a four (4) in teaching, a three (3) in professional engagement, and a four (4) in service will receive an Overall Evaluation Performance Rating (OEPR) of 3.8 as demonstrated below:</p> <p style="padding-left: 40px;">Teaching: <math>0.60 \times 4 = 2.4</math> Professional engagement: <math>0.20 \times 3 = 0.6</math> Service: <math>0.20 \times 4 = 0.8</math> Total: <math>(2.4 + 0.6 + 0.8) = 3.8</math> (OEPR)</p> <p><b>For ESL faculty,</b> the IELI Director provides an Overall Evaluation Performance Rating (OEPR), using the established relative weights:</p> <p style="padding-left: 40px;">Teaching: 70% Professional engagement: 15% Service: 15%</p>	

	<p>Using this formula, for example, an IELI faculty member who receives a four (4) in teaching, a three (3) in professional engagement, and a four (4) in service will receive an Overall Evaluation Performance Rating (OEPR) of 3.85 as demonstrated below:</p> <p>Teaching: <math>0.70 \times 4 = 2.8</math>  Professional engagement: <math>0.15 \times 3 = 0.45</math>  Service: <math>0.15 \times 4 = 0.6</math>  Total: <math>(2.8 + 0.45 + 0.6) = 3.85</math> (OEPR)</p>	
	<p><b>Review of the Evaluation by the Vice President for Academic Affairs:</b>  Upon completion, the Department Chair or IELI Director forwards the Faculty Self-Evaluation and the Annual Faculty Evaluation by the Chair or Director to the Vice President for Academic Affairs no later than January 31, who then reviews them for fairness and for overall faculty performance.</p> <p>The Overall Evaluation Performance Rating (OEPR) will inform the awarding of any annual salary increase or bonus beyond the cost of living, when funding for salary increases is available.</p>	
	<p><b>Vice President for Academic Affairs' Evaluation of Department Chairs and IELI Director:</b> Department Chairs and the IELI Director will submit their own annual Self-Evaluation directly to the Vice President for Academic Affairs who will assess the degree to which they have accomplished their stated goals contained in their Annual Plan. The Overall Evaluation Performance Ratings (OEPR) of Department Chairs and IELI Director will be the mathematical average of their faculty member rating and their rating as a Department Chair or IELI Director by the Vice President for Academic Affairs. The relative weight for each of the three categories (Teaching, Professional Engagement, and Service) is the same as utilized for undergraduate or ESL faculty, respectively.</p>	
	<p><b>Appeals:</b> Faculty members may appeal their annual faculty evaluation and Overall Evaluation Performance Rating (OEPR) to the Vice President for Academic Affairs within two weeks of receiving a signed copy of their evaluation. Department Chairs or the IELI Director may appeal their annual evaluation and Overall Evaluation Performance Rating (OEPR) to the College President within two weeks of receiving a signed copy of their evaluation.</p>	

9.01.05	<b>Annual Plan for Faculty Members.</b>	
	<b>Annual Plan with Performance Goals:</b> On or before December 1 of each calendar year, in addition to the annual Faculty Self-Evaluation, each undergraduate and ESL faculty member will identify specific performance goals related to teaching, professional engagement, and service for the following academic year.	
	Performance goals should support the learning objectives of the Department or Institute, and the Mission of the College. These performance goals, mutually agreed upon by the faculty member and the Department Chair or IELI Director, will become the faculty member's Annual Plan.	
	On or before January 31, a copy of the Annual Plan, signed by the Department Chair or IELI Director and the undergraduate or ESL faculty member, will be forwarded to the Vice President for Academic Affairs. Changes to the Annual Plan may be negotiated with the Department Chair or IELI Director when the faculty member's assignment changes or when unforeseeable circumstances occur. The annual Faculty Evaluation will include an assessment of the degree to which the performance goals established in the Annual Plan are accomplished.	
	The Department Chairs and IELI Director will submit a similar Annual Plan to the Vice President for Academic Affairs. The performance goals that are mutually agreed upon by the Department Chair or IELI Director and the Vice President for Academic Affairs will constitute his/her Annual Plan.	
	<b>Professional Development Plan:</b> If a faculty member receives an Overall Evaluation Performance Rating (OEPR) of two (2) or below for any given calendar year, the faculty member will formulate, in consultation with the Department Chair or IELI Director (or with the Vice President for Academic Affairs in the case of a Department Chair or IELI Director), a Professional Development Plan to be implemented for the following year. The Professional Development Plan is intended to improve specific areas of deficiency in the faculty member's performance.	
9.01.06	<b>Student Course Evaluation.</b> Students complete a standardized Student Course Evaluation Form in every course at the end of every semester or term as a means of evaluating the effectiveness of the	

	<p>course and their own learning. Student Course Evaluations are available on the learning management system (Populi) near the end each semester or term.</p>	
	<p>The office of the Vice President for Academic Affairs keeps the results of student course evaluations on file and provides each undergraduate and ESL faculty member a statistical summary (mean and range) of the ratings for all faculty so that each faculty member understands their courses rank in relation to courses across the College as a whole. The Department Chair or IELI Director and the faculty member each receive a copy of this statistical summary.</p> <p>Faculty members may submit a response to Student Course Evaluations, which is to be kept on file in the office of the Vice President for Academic Affairs.</p>	
9.01.07	<p><b>Classroom Observation.</b> Classroom observations are intended to encourage ongoing improvement in teaching, to supply information for accurate faculty performance evaluations, and to provide data for equitable decisions on contract renewals and promotions. Department Chairs and the IELI Director utilize the Faculty Classroom Observation [F-COB] Form (see Appendix) as a means of evaluating faculty member teaching in the classroom setting. Performance of classroom observations are part of the faculty evaluation process and, as such, may not be delegated to others without prior authorization by the Vice President for Academic Affairs.</p>	
	<p>Department Chairs and the IELI Director observe the classroom teaching performance of new instructional faculty at least once every year for two consecutive years, and all other instructional faculty at least once every two years.</p> <p>Department Chairs and the IELI Director submit completed Faculty Classroom Observation Forms to the Vice President for Academic Affairs as part of the supporting documents for annual faculty evaluations. A copy of Faculty Classroom Observation Forms is retained in the Department or Institute files. Department Chairs or the IELI Director provide a copy of the Faculty Classroom Observation Form to the faculty member for discussion at a post-observation conference, to take place within a week of the classroom observation.</p>	



	The Vice President for Academic Affairs evaluates the classroom teaching performance of Department Chairs and the IELI Director in a similar manner at least once every two years.	
<b>9.02</b>	<b>FACULTY TITLES AND PROMOTIONS IN RANK</b>	
9.02.01	<b>Faculty Titles.</b> Titles granted to members of the undergraduate and ESL faculty in announcements and publications of Divine Word College reflect their academic qualifications, experience, professional competence, length of time in service to the profession, and overall contribution to the academic life and Mission of the College, and have the meanings given in this Handbook.	
	<p>The initial Rank for undergraduate and ESL faculty, as well as librarians with faculty status, is determined by the Vice President for Academic Affairs, in consultation with the College President, at the time of issuance of the initial contract for employment.</p> <p>Due to their academic involvement, the following administrative personnel are eligible for academic rank: the College President, the Vice President for Academic Affairs, and the Librarians. While these administrative personnel are not necessarily evaluated for teaching effectiveness, they must nonetheless meet established standards of professional engagement to qualify for promotions in rank.</p> <p>Any formally approved promotion in rank and associated pay increase granted by the Board of Trustees become effective at the beginning of the next academic year.</p> <p>Administrative personnel with faculty rank (the College President, the Vice President for Academic Affairs, and the Librarians) retain the rank earned prior to their appointment or election to the administrative position. They are eligible for promotion in academic rank while holding administrative titles provided they meet the criteria for promotion. Administrative work alone does not constitute grounds for promotion in academic rank.</p> <p>Employees concerned entirely with the business and support operations of the College are not accorded academic rank.</p>	
9.02.02	<b>Academic Rank and Qualifications: Faculty with Master's Degrees</b>	

	<p><b>Lecturer:</b> The title of Lecturer is granted to an adjunct part-time faculty member without a completed Master's degree, and who teaches on a limited or temporary basis.</p>	
	<p><b>Instructor:</b> The title of Instructor is granted to a full-time faculty member who holds a Master's degree. Instructor is the normal entry-level rank for a full-time faculty member hired with a completed Master's degree. A higher initial rank is negotiable at the time of hiring if the individual already holds an equivalent higher rank at another institution or if he/she meets the established criteria for a higher rank at Divine Word College. The Vice President for Academic Affairs, in consultation with the College President, will make this determination at the time of initial hire.</p> <p>An individual at the rank of Instructor must show evidence of commitment to effective teaching, student advisement, service, and professional engagement, as well as commitment to the good of College through an annual evaluation process that judges the quality of their work and the degree of their contribution to creating a collegial environment at the College.</p>	
	<p><b>Senior Instructor:</b> The title of Senior Instructor is granted to a faculty member who has excelled at the rank of Instructor, and who has served as an Instructor for at least three (3) years.</p> <p>An individual seeking promotion to the rank of Senior Instructor must show evidence of commitment to effective teaching, student advisement, service, and professional engagement, as well as commitment to the good of College through an annual evaluation process that judges the quality of their work and the degree of their contribution to creating a collegial environment at the College.</p> <p><b>Master Instructor:</b> The rank of Master Instructor is granted to a faculty member who has excelled at the rank of Senior Instructor, and who has served as a Senior Instructor for at least three (3) years.</p> <p>A faculty member seeking promotion to the rank of Master Instructor must demonstrate evidence of the following through an annual evaluation process:</p> <ul style="list-style-type: none"> <li>• continued growth in effective teaching;</li> <li>• ongoing commitment to appropriate professional engagement;</li> <li>• substantial scholarly accomplishments and a clear scholarly agenda;</li> </ul>	

	<ul style="list-style-type: none"> <li>• significant contribution to the College through committee work and/or development of the Department/Institute; and</li> <li>• service to the community.</li> </ul> <p>In addition to these requirements, applicants seeking promotion to the rank of Master Instructor must demonstrate a commitment to the overall good of the College and its Mission through the quality of their work and the creation of a collegial environment.</p> <p><b>Distinguished Instructor:</b> The title of Distinguished Instructor is granted to a faculty member who has excelled at the rank of Master Instructor, and who has served the College as Master Instructor for at least four (4) years.</p> <p>A faculty member seeking promotion to the rank of Distinguished Instructor must demonstrate evidence of the following through an annual evaluation process:</p> <ul style="list-style-type: none"> <li>• continued growth in effective teaching;</li> <li>• ongoing commitment to appropriate professional engagement;</li> <li>• substantial scholarly accomplishments and a clear scholarly agenda;</li> <li>• significant contribution to the College through committee work and/or development of the Department/Institute; and</li> <li>• service to the community.</li> </ul> <p>In addition to these requirements, applicants seeking promotion to the rank of Distinguished Instructor must demonstrate a commitment to the overall good of the College and its Mission through the quality of their work and the creation of a collegial environment.</p>	
9.02.03	<b>Academic Rank and Qualifications: Faculty with Terminal Degrees as Recognized by the Academy</b>	
	<p><b>Assistant Professor:</b> Assistant Professor is the normal entry-level rank for a full-time faculty member who is hired with a recognized terminal degree in hand. A higher rank is negotiable at the time of hiring if the individual already holds a higher rank at another institution or if he/she meets the established criteria for a higher rank at Divine Word College. The Vice President for Academic Affairs, in consultation with the College President, will make this determination at the time of initial hire.</p>	

	<p>A faculty member holding the title of Instructor will be automatically granted promotion to the rank of Assistant Professor upon certification of completion of a recognized terminal degree. It is the faculty member's responsibility to provide proof of this certification to the Vice President for Academic Affairs.</p> <p>Individuals at the rank of Assistant Professor must show evidence of effective teaching, quality service, and appropriate professional engagement through an annual evaluation process that judges a commitment to the overall good of the College and its Mission through the quality of their work and through their contribution to creating a collegial environment.</p> <p><b>Associate Professor:</b> The title of Associate Professor is granted to a faculty member who has excelled at the rank of Assistant Professor, who holds a recognized terminal degree, and who has served the College as an Assistant Professor for at least six (6) years.</p> <p>A faculty member seeking promotion to the rank of Associate Professor must demonstrate evidence of the following through an annual evaluation process:</p> <ul style="list-style-type: none"> <li>• continued growth in effective teaching;</li> <li>• ongoing commitment to appropriate professional engagement;</li> <li>• substantial scholarly accomplishments and a clear scholarly agenda;</li> <li>• significant contribution to the College through committee work and/or development of academic Departments; and</li> <li>• service to the community.</li> </ul> <p>In addition to these requirements, applicants seeking promotion to the rank of Associate Professor must demonstrate a commitment to the overall good of the College and its Mission through the quality of their work and the creation of a collegial environment.</p> <p><b>Professor:</b> The title of Professor is granted to a faculty member who has excelled at the rank of Associate Professor, who holds a recognized terminal degree, and who has served the College with distinction as an Associate Professor for a minimum of four (4) years.</p> <p>A faculty member seeking promotion to the rank of Professor must demonstrate evidence of the following through an annual evaluation process:</p> <ul style="list-style-type: none"> <li>• excellence in teaching;</li> </ul>	
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	<ul style="list-style-type: none"> <li>• significant contribution to the College through effective service initiatives;</li> <li>• exemplary scholarly accomplishments; and</li> <li>• effective leadership in the development of academic Departments and courses.</li> </ul> <p>In addition to these requirements faculty seeking promotion to the rank of Professor must demonstrate an exemplary commitment to the overall good of the College and its Mission through the quality of their work and the creation of a collegial environment.</p>	
<b>9.03</b>	<b>APPLICATION REQUIREMENTS FOR PROMOTIONS IN RANK</b>	
	<p>Eligible full-time undergraduate and ESL faculty may apply for promotion in academic rank upon completion of the stipulated minimum years of service. Faculty members applying for a promotion in rank must prepare a Service Report Portfolio (SRP).</p> <p>Timeline</p> <ul style="list-style-type: none"> <li>• February 1 – Service Report Portfolio submission deadline to the Chair of the Faculty Promotions &amp; Awards Committee</li> <li>• March 1 – Faculty Promotions &amp; Awards Committee report and recommendation submission deadline to the Vice President for Academic Affairs</li> <li>• March 15 – Vice President for Academic Affairs recommendation submission deadline to the College President</li> <li>• April 1 – College President provides any formal recommendation in favor of promotion in rank to the Chair of the Board of Trustees Academic Affairs Committee</li> <li>• Early May – Full Board of Trustees consideration of applications for promotion in academic rank recommended by the College President at its regularly-scheduled Spring meeting.</li> </ul> <p>Any formally approved promotion in rank and associated pay increase granted by the Board of Trustees become effective at the beginning of the next academic year.</p>	
	The Service Report Portfolio (SRP) must include the following items:	
	Service Report Portfolio Inventory Checklist	

	Cover Letter addressed to the Vice President for Academic Affairs;	
	Updated Curriculum Vitae;	
	<p>Copies of the following documents for the indicated time period:</p> <ul style="list-style-type: none"> <li>• Annual Faculty Evaluations</li> <li>• List of Courses Taught</li> <li>• Student Course Evaluations</li> <li>• Classroom Observation Reports</li> <li>• Record of Major Professional Development Activities</li> </ul> <p>For the past three (3) years for applicants to the rank of Senior Instructor;</p> <p>For the past three (3) years for applicants to the rank of Master Instructor;</p> <p>For the past four (4) years for applicants to the rank of Distinguished Instructor</p> <p>For the past six (6) years for applicants to the rank of Associate Professor;</p> <p>For the past four (4) years for applicants to the rank of Professor.</p>	
	<p>Evidence indicative of <u>Excellence in Teaching</u>:</p> <ul style="list-style-type: none"> <li>• Sample course syllabi</li> <li>• Sample course teaching materials</li> <li>• Sample course lesson content and assignments as documented in Populi</li> <li>• Record of efforts to improve teaching effectiveness. Examples of such evidence may include development of new courses and course materials, successful integration of technology into teaching, interdisciplinary collaboration in teaching, assessment of learning outcomes, notable contribution to one or more Core Competency, and provision of authentic intercultural learning experiences</li> <li>• Other documentation of excellence in teaching.</li> </ul>	
	<p>Evidence indicative of <u>Dedication to Professional Engagement</u>:</p> <ul style="list-style-type: none"> <li>• Statement of Teaching Philosophy</li> <li>• Statement of Professional Development goals</li> </ul>	

	<ul style="list-style-type: none"> <li>Record of professional development activities. Examples of such evidence may include presentation of academic papers at professional conferences, chairing sessions, and serving as a panelist during such conferences; successful publication of peer-reviewed articles in scholarly journals, or publication of critically reviewed chapters and monographs by a recognized publishing company; creative achievement in musical composition or dramatic production, public musical or dramatic performance, and other artistic or literary endeavors; artistic exhibitions; writing review articles and editing professional proceedings; editing newsletters of professional organizations; writing editing, or reviewing textbooks; writing grant proposals or research reports for an agency or institution; serving as a consultant or collaborating with colleagues in one's field of expertise; presenting ongoing work to Institute and undergraduate faculty; serving as a guest-lecturer and engaging in interdisciplinary collaboration.</li> <li>Other documentation of dedication to professional engagement.</li> </ul>	
	<p>Evidence indicative of <u>Service to the Department, College, and Community</u>:</p> <ul style="list-style-type: none"> <li>Service to the Institute or Department. Examples of such evidence may include active departmental participation, committee leadership, curriculum development, effective academic advisement of students, mentorship of new faculty, and collaboration with the Department Chair or IELI Director in the implementation of program goals and priorities.</li> <li>Service to the College. Examples of such evidence may include active Faculty Senate participation, effective leadership on college-wide standing and <i>ad hoc</i> committees, participation and support of College events, contribution to College liturgical services, leadership in the Religious Formation Program, and provision of student services in the Student Resource Center and ESL tutoring.</li> <li>Service to the Community. Examples of such evidence may include active participation and leadership in civil, educational, and church organizations, leadership on institutional boards, and contribution of time and energy to local community events and initiatives.</li> </ul>	
	<p>Additional requirements for Department Chairs and IELI Director only:</p> <p>In addition to the above data required of all faculty, Department Chairs and the IELI Director who submit applications for promotion in</p>	

	<p>academic rank must also include in the Service Report Portfolio evidence of quality performance of their responsibilities including:</p> <ul style="list-style-type: none"> <li>• Orientation and mentorship of new faculty members</li> <li>• Effective supervision of student advisement by department or institute faculty</li> <li>• Leadership in curriculum development</li> <li>• Successful accomplishment of the scheduled program review, including the self-study, external review, and action plan</li> <li>• Timely and substantive evaluation of faculty within the Department or Institute</li> <li>• Active participation on the Chairs Council</li> <li>• Attention to ongoing assessment of program effectiveness and student learning</li> <li>• Supportive collaboration with faculty, administration, and the Vice President for Academic Affairs.</li> </ul>	
	<p>Letters of recommendation are not required in applications for promotion in academic rank. Applicants who wish to solicit letters of recommendation, however, should provide the name, title, and contact information of references to the Chair of the Faculty Promotions &amp; Awards Committee for direct and confidential submission. The Committee will review any such letters, but these are not shared with the applicant. Letters of recommendation submitted directly by the applicant cannot be received nor reviewed by the Committee.</p>	
<b>9.04</b>	<b>REVIEW OF APPLICATIONS FOR PROMOTIONS IN RANK</b>	
9.04.01	<p>The review of applications for promotion in rank originates with the Faculty Promotions &amp; Awards Committee, which first examines the adequacy of the applicant's Service Report Portfolio (SRP). If the Service Report Portfolio is deficient or otherwise incomplete, the Committee Chair may contact the applicant to supply the missing or additional documentation. Any missing or additional documentation, however, must be submitted to the Committee Chair by the February 1 deadline. Documentation received after the established deadline will not be considered.</p>	
	<p>In assessing the applicant's eligibility for promotion in rank, the Faculty Promotions &amp; Awards Committee carefully evaluates evidence of the applicant's accomplishments in the areas teaching excellence, professional engagement, and service as contained in the Service Report Portfolio. The Committee takes maximum care to respect the</p>	



	applicant's dignity, protect confidential information, and ensure the integrity of the review process. The Committee is to objectively assess whether or not the applicant has met the stipulated criteria for promotion in rank in each of the areas of teaching excellence, professional engagement, and service.	
	<p>After due deliberation, the Faculty Promotions &amp; Awards Committee formally votes on whether or not the applicant has in fact met the criteria for promotion in rank by secret ballot. The Committee Chair writes a summary report of the Committee's deliberations and recommendation for or against promotion in rank, and submits this, together with the Service Report Portfolio, to the Vice President for Academic Affairs no later than March 1. The Committee Chair's report is also to contain the views of any Committee members who disagree with the majority recommendation, without mentioning their names.</p> <p>If the Committee recommends against promotion in rank, the Committee Chair's report to the Vice President for Academic Affairs should identify the specific criteria the Committee members deem the applicant has not met, or has met only insufficiently, and supply explanatory notes.</p>	
9.04.02	The Vice President for Academic Affairs reviews the Service Report Portfolio, the Faculty Promotions & Awards Committee recommendation, and other evidence. The VP for Academic Affairs forwards his recommendation in favor or against promotion in rank to the College President by March 15.	
9.04.03	The College President reviews the Service Report Portfolio, the recommendation of the Vice President for Academic Affairs, and other accumulated evidence. If the College President so decides, he may submit a formal recommendation in favor of promotion in rank to the Chair of the Board of Trustees Academic Affairs Committee by April 1.	
9.04.04	The full Board of Trustees will consider any application for promotion in academic rank approved by the College President at its regularly-scheduled Spring meeting.	
9.04.05	Adjunct or part-time faculty members are not eligible for promotions in academic rank.	
<b>9.05</b>	<b>PROFESSOR EMERITUS/EMERITA</b>	

	<p>The Board of Trustees—at its sole discretion—may grant the honorary title of Professor Emeritus or Professor Emerita to qualified members of the faculty and administration upon retirement from Divine Word College, and who have made truly exceptional contributions to the College over an extended period of time.</p> <p>Qualified members of the faculty and administration must meet the following criteria for consideration by the Board of Trustees:</p> <ul style="list-style-type: none"> <li>• Earned academic rank of Professor (Associate and Assistant Professors are not eligible)</li> <li>• Minimum twenty (20) consecutive years of full-time employment at the College, ten (10) years of which must have been at the earned academic rank of Professor</li> <li>• Truly exceptional performance in the areas of teaching effectiveness, professional engagement, and service above and beyond normal expectations</li> </ul> <p>The Vice President for Academic Affairs, upon the retirement of qualified members of the faculty or administration, may recommend an individual for consideration by the College President. If he approves this recommendation, the College President presents a formal recommendation to the Chair of the Academic Affairs Committee of the Board of Trustees.</p> <p>The Academic Affairs Committee of the Board of Trustees reviews the recommendations from the College President and the Vice President for Academic Affairs, along with any accompanying documentation. The Chair presents this Committee’s recommendation to the full Board of Trustees for final deliberation and vote.</p> <p>The formal grant of the title of Professor Emeritus or Professor Emerita may take place at the annual Commencement ceremony, or at another appropriate public event.</p> <p>The title of Professor Emeritus or Professor Emerita is strictly honorary, and does not convey any rights or privileges to the recipient or imply any obligations upon the College.</p> <p>This title may be removed by the Board of Trustees if the Trustees determine—at its sole discretion—that the individual has engaged in serious misconduct or that ongoing association with the individual is damaging to the College, its Mission, its personnel or students.</p>	
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<b>9.06</b>	<b>HONORARY DEGREES FROM DIVINE WORD COLLEGE</b>	
9.06.01	<p><b>Objectives.</b> The primary objective for awarding an honorary degree at Divine Word College is to recognize and encourage a standard of excellence that is exemplary to the Christian community, especially the Divine Word College Community, its friends, benefactors and students. A secondary objective is to promote the reputation of the College as an institution that recognizes and promotes such excellence.</p>	
9.06.02	<p><b>Selection Criteria.</b></p> <ul style="list-style-type: none"> <li>• Candidates are exemplars of the values imbedded in the mission of Divine Word College.</li> <li>• Consideration of candidates for honorary degrees includes the nominee’s scholarly achievements, charitable works, community service, and other life achievements.</li> <li>• Candidates for honorary degrees may be chosen from a variety of fields including public service, ministry, theology/philosophy, the social sciences, science, the humanities, education, and business.</li> <li>• Candidates may include not only those who have gained a reputation as one of the best in their field but also those who have not yet reached the pinnacle of their achievements. Those who may never be famous but who quietly perform outstanding service may be worthy candidates.</li> </ul>	
9.06.03	<p><b>Selection Procedures.</b></p> <ul style="list-style-type: none"> <li>• Members of the Board of Administration may nominate noteworthy and meritorious individuals for consideration by the College President no later than March 15.</li> <li>• The College President, after due consultation with the Board of Administration and others deemed necessary, may submit his formal recommendation in favor of an honorary degree to the Chair of the Board of Trustees Academic Affairs Committee by April 1.</li> <li>• The Academic Affairs Committee of the Board of Trustees reviews the recommendation of the College President, along with any accompanying documentation. The Chair presents this Committee’s recommendation to the full Board of Trustees for final deliberation and vote. The Board of Trustees—at its sole discretion—may grant any such honorary degree.</li> <li>• The formal grant of the honorary degree may take place at the annual Commencement ceremony, or at another appropriate public event.</li> </ul>	

	<p>The honorary degree is strictly honorary, and does not convey any rights or privileges to the recipient nor implies any obligations upon the College.</p> <p>This honorary degree may be removed by the Board of Trustees if the Trustees determine—at its sole discretion—that the individual has engaged in serious misconduct or that ongoing association with the individual is damaging to the College, its Mission, its personnel or students.</p>	
<b>9.07</b>	<b>FACULTY AWARDS</b>	
9.07.01	<p><b>Awards for Scholarly and Creative Accomplishments.</b> Divine Word College encourages and supports faculty engagement in scholarly/creative activities that result in publications, presentations, or other creative accomplishments. In recognition of such accomplishments, the College offers a monetary award to those who have merited it.</p>	
	<p>Full-time faculty members may submit a written letter to the Faculty Promotions and Awards Committee to apply for one or more of the following Awards: the Monograph Publication Award; the Scholarly Article Publication; the Creative Achievement Award; or the Professional Presentation Award. The written application letter must be received by the Faculty Promotions and Awards Committee no later than April 1, after which time said Committee will ascertain the applicant’s eligibility.</p> <p>Members of the Committee may not vote on their own eligibility. The Committee will select a proxy for this purpose.</p> <p>The Vice President for Academic Affairs makes the final decision regarding Awards for Scholarly and Creative Accomplishments.</p> <p>Awards for Scholarly and Creative Accomplishments are conferred at an annual faculty recognition event.</p>	
9.07.02	<p><b>Monograph Publication Award.</b> A \$1,000 Monograph Publication Award is conferred upon full-time faculty members for each new monograph published while under contract at Divine Word College. A</p>	

	copy of the recognized monograph will be permanently displayed at the College in a prominent location dedicated for this purpose.	
	<p>For the purposes of this award, a “monograph” is an independently bound professional volume, by a single author, of no less than 100 pages of text (i.e., excluding pages for table of contents, foreword, preface, index, and secondary bibliography), and published by a professionally recognized publisher. The monograph must be a new study, that is, not merely another edition or translation of an earlier work.</p> <p>The monograph must address matters within the faculty member’s own area of competency. For the purposes of this award, one’s “area of competency” is that academic discipline within which the faculty member holds an earned academic degree or professional competency for which the faculty member has been employed by the College.</p> <p>If a faculty member co-authors a monograph, the work is to be regarded as a "Scholarly Article", unless the extent of the joint authorship is part of a larger scholarly contribution equivalent to 100 pages of independent writing.</p> <p>Publication of a thesis or dissertation does not qualify for this award; however, a revised dissertation published as a monograph qualifies for consideration.</p>	
9.07.03	<b>Scholarly Article Publication.</b> A \$250 Scholarly Article Publication Award is conferred upon full-time faculty members for each new scholarly article published while under contract at Divine Word College.	
	<p>For the purposes of this award, a “scholarly article” is a full-length peer-reviewed article in a professional journal or periodical. "Full-length" is to be interpreted in accord with the standard article length of the particular journal or periodical in which the contribution appears.</p> <p>The scholarly article must address matters within the faculty member’s own area of competency. For the purposes of this award, one’s "area of competency" is that academic discipline within which the faculty member holds an earned academic degree, or for which professional competency the faculty member has been employed by the College.</p>	

	<p>Serving as an editor of a professional monograph, or service on the editorial staff of a professional journal or periodical for one year, is regarded as the equivalent of one original scholarly article.</p> <p>Book reviews, brief regularly occurring columns, editorials, and other similar contributions are not regarded as full-length scholarly articles and thus do not qualify for this award.</p>	
9.07.04	<p><b>Creative Achievement Award.</b> A \$250 Creative Achievement Award is conferred upon full-time faculty members for each new creative achievement while under contract at Divine Word College.</p>	
	<p>For the purposes of this award, a “creative achievement” is a professional and public creative accomplishment in the fine and performing arts.</p> <p>The creative achievement must be within the faculty member’s ‘area of competency’. For the purposes of this award, one’s "area of competency" is that creative discipline within which the faculty member holds an earned academic degree, or for which professional competency the faculty member has been employed by the College. A theatrical performance and/or artistic presentation must be within a solo or major role performed and presented at a locally, regionally, nationally or internationally recognized theater, concert hall, gallery, or agency and should ideally be subject to peer review.</p> <p>Professional accomplishments in art or music such as exhibits, concerts, competitions, theatrical performances or direction are eligible for the award if they are not part of the requirements for degree work, and if they are not performed for or sponsored by Divine Word College, and they have not been, in whole or in part, previously submitted for a merit award.</p>	
9.07.05	<p><b>Professional Presentation Award.</b> A \$150 Professional Presentation Award is conferred upon full-time faculty members for each new professional presentation executed while under contract at Divine Word College.</p>	
	<p>Divine Word College acknowledges certain scholarly professional presentations that are of distinctive academic quality and importance. In such cases, the faculty member must bear the major responsibility for preparing and executing the presentation. The presentation itself</p>	

	<p>must include an explicit acknowledgment of the faculty member's affiliation with Divine Word College.</p> <p>Examples of presentations that are of distinctive academic quality and importance may include: publication of an extended abstract or review; a presentation that has been subject to peer review, critical selection, or competition; a presentation that is of acute professional interest (keynote address, intensive training workshop), or; a presentation at a professional conference that draws a particularly large audience or has otherwise substantial impact (national or international conferences in one's area of competence). In each case, supporting documentation must accompany the faculty member's application.</p> <p>The Professional Presentation award is a special award distinct from travel and conference expenses reimbursed by the College.</p>	
9.07.06	<p><b>Award for Excellence in Teaching.</b> In order to recognize excellence in teaching the College has established an annual teaching award named after Reverend Charles Malin, SVD, the College's first Vice President for Academic Affairs who served the College from 1964 to 1980. The Reverend Charles Malin, SVD, Excellence in Teaching Award honors full-time faculty members recognized by the Student Body for their excellent teaching performance while under contract at Divine Word College.</p> <ul style="list-style-type: none"> <li>• Each recipient's name and award year is engraved upon the plaque permanently displayed at a prominent location in Divine Word College dedicated for this purpose.</li> <li>• The Award for Excellence in Teaching is conferred at an annual faculty recognition event.</li> </ul>	
	<p><b>Eligibility:</b> Full-time faculty who have completed three (3) consecutive semesters of teaching at the College are eligible for nomination. A previous recipient of the award must complete an additional three years of full-time service before becoming eligible for nomination again.</p> <p>Adjunct faculty who have completed five (5) consecutive semesters of teaching at the College are eligible for nomination. A previous recipient of the award must complete an additional five years of contracted adjunct service before becoming eligible for nomination again.</p>	

	<p><b>Procedure:</b> A list of eligible instructional faculty is given to the Student Senate President by the Faculty Promotions and Awards Committee by March 1.</p> <p>Through the Student Senate, the entire Student Body selects three (3) candidates from the list of eligible instructional faculty. The names of these candidates and supporting reasons for their selection by the students, is presented by the Student Senate President to the Faculty Promotions and Awards Committee by March 15.</p> <p>The Chair of the Faculty Promotions and Awards Committee notifies the three candidates of their nomination in writing and requests the following by April 1 for award consideration: (a) written consent to be considered for the award; (b) written statement releasing the necessary confidential information to the Committee.</p> <p>Evaluation of candidates by the Faculty Promotions and Awards Committee are based primarily on the criterion of excellence in teaching; professional engagement and service data are considered only to separate equally qualified candidates. Deliberations of the Committee are confidential among the Committee members. The Committee reviews the following materials and presents a list of the nominees in ranked order to the Vice President for Academic Affairs by April 15:</p> <ul style="list-style-type: none"> <li>• Student Senate recommendations;</li> <li>• Student Course Evaluations from the previous three semesters;</li> <li>• Classroom Observation Reports from the past one to three years;</li> <li>• Annual Faculty Evaluations from the past one to three years;</li> <li>• Additional materials judged by the Committee as indicative of excellent teaching.</li> </ul> <p>The Vice President for Academic Affairs, in consultation with the College President, selects a recipient from the ranked list of nominees. The name of the selected award recipient remains confidential until conferral of the Excellence in Teaching Award at the faculty recognition event.</p> <p>Should the award not be conferred in a particular year, the Vice President for Academic Affairs conveys that decision to the Faculty Senate by May 1.</p>	
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9.07.07	<p><b>Bro. Anthony Kreinus, SVD, Distinguished Service Award.</b> The College established the Bro. Anthony Kreinus, SVD, Distinguished Service Award to honor faculty members in recognition of outstanding service to the College and the Community.</p> <ul style="list-style-type: none"> <li>• All full-time faculty members employed by the College for a minimum of three consecutive years are eligible. The President and members of the Board of Administration are not eligible. Previous recipients of the award are not eligible for nomination.</li> <li>• The Chair of the Faculty Promotions and Awards Committee receives nominations during the month of March. Nominations for the award may be made by any member of the College community (students, faculty, staff, and administrators). It is not necessarily an annual award.</li> <li>• The Chair of the Committee submits their recommendation to the Vice President for Academic Affairs, who presents his recommendation to the Board for final selection and approval.</li> <li>• The award will be presented during the Recognition and Award Luncheon held in the spring of each academic year. The recipient's name and award year are added to the College plaque permanently displayed at the College.</li> </ul>	
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## **CHAPTER 10: ACADEMIC POLICIES AND PROCEDURES**

- 10.01 Academic Programs
- 10.02 Academic Student Course Load
- 10.03 Academic Assessment
  - 10.03.01 Course Assessment
  - 10.03.02 Degree Program Assessment
  - 10.03.03 Institutional Assessment
- 10.04 Procedures for Dismissal or Refusal of Further Registration
- 10.05 Awarding of Degrees
- 10.06 Course Development, Approval, and Implementation
- 10.07 Library
- 10.08 Classrooms

	<b>CHAPTER 10: ACADEMIC POLICIES AND PROCEDURES</b>	<i>Appd. 2020.07.02</i>
	<p>An extensive presentation of academic regulations is found in the College Catalog. This chapter deals with additional policies and procedures that are <u>not</u> published there.</p> <p>In particular, the following topics are treated in the College Catalog and other sections of the Divine Word College Policy Handbook.</p> <ul style="list-style-type: none"> <li>• Academic Credit/Transfer Credit</li> <li>• Registration</li> <li>• Assessment of Student's Progress</li> <li>• Grading Procedures</li> <li>• Language Policy</li> </ul>	
<b>10.01</b>	<p><b>ACADEMIC PROGRAMS</b></p> <p>The Undergraduate Program is organized into two academic departments:</p> <ul style="list-style-type: none"> <li>- The Department of Interdisciplinary Studies [DIS]</li> <li>- The Department of Theology &amp; Philosophy [DTP]</li> </ul> <p>The ESL Program is organized within the Intensive English Language Institute [IELI].</p> <p>The Vice President for Academic Affairs, in due consultation with the Faculty Senate and Department Chairs, may recommend to the Board of Administration the establishment, elimination, or reorganization of academic programs as deemed necessary. Modifications are subject to approval by the Board of Trustees.</p>	
	It is expected that a standard examination recognized in the field, such as the CLEP, will be used if an appropriate one is available. Otherwise, qualified faculty may prepare the examination.	
<b>10.03</b>	<b>ACADEMIC STUDENT COURSE LOAD</b>	
	In the Undergraduate program, students enrolled in 12 credit hours or more per semester are full-time undergraduate students. Students enrolled in less than 12 credit hours per semester are part-time undergraduate students. The normal course load for full-time undergraduate students is 15 credit hours per semester.	

	In the ESL program, students enrolled in 18 contact hours or more per term are full-time ESL students. Students enrolled in less than 18 contact hours per term are part-time ESL students. The normal course load for full-time ESL students is 20-23 contact hours per term.	
	Ordinarily, international students are required to maintain full-time status.	
<b>10.03</b>	<b>ACADEMIC ASSESSMENT</b>	
10.03.01	<b>Course Assessment</b>	
10.03.02	<b>Degree Program Assessment</b>	
10.03.03	<b>Institutional Assessment</b>	
<b>10.04</b>	<b>PROCEDURES FOR DISMISSAL OR REFUSAL OF FURTHER REGISTRATION</b>  The chair of the Academic Appeals Committee or the Formation Appeals Committee calls a meeting of the committee whenever a formal petition has been presented concerning a student's failure in academics, vocation or social interaction.	
	The student concerned is given the right to a hearing before the Committee; any faculty member may be present in an advisory capacity upon the request of the student.	
	After the hearing, the members of the Committee, by secret majority vote in executive session, decide whether the student is to be dismissed or not.	
	The Committee's decision is communicated orally and in writing to the student. The chair of the Committee prepares a written summary of the decision to be given to the President.  The student has the right of appeal to the President.	
<b>10.05</b>	<b>AWARDING OF DEGREES</b>	
	Degrees and degree requirements are published in the Divine Word College Catalog. The Vice President for Academic Affairs verifies that	

	candidates for graduation have fulfilled all degree program requirements and criteria, in consultation with the Registrar.	
	<p>The Board of Trustees officially awards degrees to graduates upon the recommendation of the Vice President for Academic Affairs, after due consultation and approval of the Faculty Senate.</p> <p>At the annual Commencement ceremony, the President announces the conferral of degrees in accord with the authority vested in him by the State of Iowa and the Board of Trustees of Divine Word College. The Vice President for Academic Affairs announces each graduates' name, degree, and academic honors while the President presents each graduate with a diploma.</p>	
<b>10.06</b>	<b>COURSE DEVELOPMENT, APPROVAL, AND IMPLEMENTATION</b>	
	The College encourages all faculty to take an active role in the continuous evaluation, design, and development of both programs and individual courses.	
	Proposals to adopt new courses, to drop or substantially revise courses, or to revise program requirements are normally initiated by interested faculty who teach within the affected program.	
	Upon approval by the department faculty, the department chair brings the proposal to the Chairs Council.	
	Upon approval by the Chairs Council, the Chair brings the proposal to the Faculty Senate.	
	Major reviews and revisions of the curriculum may sometimes be delegated by Faculty Senate to ad-hoc committees, but approval remains with the Faculty Senate.	
	Major changes in the curriculum may also be initiated or reviewed by higher authorities.	
	As chief executive officer, the President has the right of review of the College's academic and seminary formation programs to ensure that they support the international, missionary and intercultural goals of the Society of the Divine Word as defined in all formally endorsed Society documents.	

	As chief executive officer, the President is responsible for ensuring that the programs of the College are in agreement with the Second Vatican Council's Decree on the Training of Priests (Optatum totius), with the most recent edition of The Program of Priestly Formation issued by the National Conference of Catholic Bishops, and with other authoritative documents, such as those collected in Norms for Priestly Formation (NCCB, 1981).	
	The Board of Trustees has the right and duty to oversee and approve the kind of education offered to make certain that its quality meets the highest standards to help plan for educational growth. The Trustees will not legislate the particulars of the curriculum or instruction. They can and should make general judgments concerning the kind and quality of the program and should insist that it be appropriate and excellent.	
	The Provincial Superior, who also serves as the Chair of the Board of Trustees, has the right to see that academic programs are in agreement with Second Vatican Council Degree on the Training of Priests and with The Program of Priestly Formation (PPF) and that academic programs meet the standards of American higher education.	
	Course descriptions in the DWC Catalog should accurately reflect course content. Instructors should follow these course descriptions. Instructors who believe a good reason exists to teach a course with substantially altered content should propose changes in the manner spelled out in the preceding section.	
	Course instructors normally select appropriate books and other course materials. However, program faculty may establish guidelines for selection or establish a common curriculum with prescribed materials. Selection of course materials is reviewed by the Vice President for Academic Affairs.	
	The DWC Catalog includes specific information on scheduling over two years. Department chairs initiate each semester's staffing of courses during the preceding semester. Because of the interdisciplinary nature of DWC programs, faculty may wish to inform department chairs and faculty of their willingness and ability to teach specific courses. Approval is the responsibility of department faculty and the Vice President for Academic Affairs and is subject to considerations of contractual responsibilities and needs of all programs.	

	<p>Scheduling of courses at DWC differs from that of other colleges. Before pre-registration, students register for courses, after which the registrar prepares a schedule of times and room assignments. Assigned course instructors bring to the appropriate department chair special requirements related to the teaching of a course.</p>	
<b>10.07</b>	<b>LIBRARY</b>	
	<p>The Library promotes and supports the mission of the College by collecting, making available, and interpreting resources for scholarship, study and devotional use. The Library serves primarily the students, faculty, and staff of the College.</p> <p>The Library will also make its material available as appropriate to the Society of the Divine Word, the wider scholarly community, and the local community through the interlibrary loan program.</p> <p>The librarians are available to speak to classes regarding library resources pertaining to their studies, and will work with instructors to make resources available as needed.</p>	
	<p><b>Selection of Material.</b> To enhance the quality and balance of the collection, collaboration and cooperation between the Librarian and the faculty is necessary. Faculty members advise and assist in the selection (and removal) of Library materials through their participation on the Library Council.</p>	
	<p><b>Requesting Materials for Purchase.</b> All requests should be submitted to the Librarian, who orders all Library material.</p>	
	<p><b>Loan of Materials and Equipment.</b> Books and other materials can be checked out and may be renewed. All items are due back one week prior to the end of each semester. Any item needed by another person may be recalled to the library after two weeks' use.</p> <p>Current issues of periodicals should not leave the Library. Back issues of unbound periodicals may be borrowed for three days. Bound volumes may be borrowed like books.</p> <p>Requests for audio/visual equipment should be made to the Library 24 hours in advance. The Library staff will deliver and remove the equipment.</p>	

	<p>Reserve materials will be shelved and maintained by the Library staff upon faculty request. The instructor should provide students with a list of materials on reserve for a class, and notify the Library staff as soon as the item can be removed from reserve.</p> <p>Materials needed but not held by the Library may be obtained by interlibrary loans, a service between libraries. Loan periods and conditions for use are determined by the lending library, and renewals may be granted if requested well in advance. Items borrowed are the property of the lending libraries, and special courtesy and care is needed in use of these materials. The Library absorbs all reasonable charges for this service.</p> <p>DWC students and faculty have borrowing privileges with the Tri-Colleges and other libraries in the area. Those wishing to use area libraries should consult first with the Librarians to learn current procedures.</p>	
<b>10.08</b>	<p><b>CLASSROOMS</b></p> <p>Undergraduate and ESL courses are provided classroom assignment by the Registrar before the beginning of each semester/term. Faculty may not hold classes in another location without prior approval from the Registrar.</p> <p>Classroom furnishings and equipment are provided for instructional use. Individuals may not remove any furnishings or equipment without prior approval from the Vice President for Academic Affairs. Students shall not use the computer, internet, and audio/visual equipment that is reserved for instructional use only.</p> <p>Food is not allowed in any classroom. Beverages such as water, tea, and coffee are permitted while exercising caution against spillage.</p>	



## **CHAPTER 11: ADMISSIONS**

- 11.01 Admissions Office
- 11.02 Admission Procedures
  - 11.02.01 Sharing Documentation with Admissions Committee
  - 11.02.02 Sharing Documentation for Accepted Students
  - 11.02.03 Preservation of Admissions Documentation
- 11.03 Health Requirements for Admission to Divine Word College
  - 11.03.01 Health Report
  - 11.03.02 Vaccinations
  - 11.03.03 Health Insurance
- 11.04 Working with Minor Candidates
- 11.05 Admission of Students Who Lack a high School or General Educational Development (GED) Diploma
- 11.06 Divine Word College Financial Assistance
  - 11.06.01 DWC Financial Assistance
  - 11.06.02 Honor Scholarships
- 11.07 Diocesan and Religious Priests

	<b>CHAPTER 11: ADMISSIONS</b>	<i>Appd. 2020.02.14</i>
	<p>An extensive presentation of policies related to admissions to Divine Word College can be found in the College Catalog. Additionally, A detailed presentation of the Financial Aid and Scholarship Policy is available in the Appendix of this Handbook.</p> <p>This chapter documents some essential policies and procedures that are of wider interest for the Divine Word College community.</p>	
<b>11.01</b>	<p><b>ADMISSIONS OFFICE</b></p> <p>The Admissions Office main responsibility is recruiting SVD candidates for admission to the College. The College also admits students to its Intensive English Language Institute (IELI) and its undergraduate program. Some students are men entering the seminary formation program for the Divine Word Missionaries and other students are seeking to further their education, many of whom are also preparing for ministry in the Catholic Church.</p> <p>The office is staffed by the Vice President for Admissions, the Admissions Director, the SVD Vocation Team, the Financial Aid Coordinator, and the International Student Coordinator.</p>	
<b>11.02</b>	<b>ADMISSION PROCEDURES</b>	
	<p>The Admissions Office is responsible for collecting and processing documents required in the admission process.</p> <p>The intent of this policy is to outline the procedures to be used after the documents have been submitted to the Admissions Office to insure the privacy of the applicant and provide an orderly distribution of the material needed by other departments.</p>	
<b>11.02.01</b>	<b>Sharing documentation with Admissions Committee.</b> After all necessary documents have been received, the Admissions Office will forward the entire application to the Divine Word College Admissions Committee.	
	After the committee members review the electronic applications, members are required to delete the information from their emails and/or hard drives. Members should not keep copies of admission materials for their personal use in the future.	

11.02.02	<p><b>Sharing documentation for accepted students.</b> While the Admissions Office will retain a copy of all the application material, it is the Admissions Office staff's responsibility to distribute the original and/or copies of necessary forms to the appropriate offices. Note, not all of the documents listed below are required for each student. The following is a guide for the distribution of forms once an applicant is accepted as a student:</p>	
	<p><b>Dean of Students</b></p> <ul style="list-style-type: none"> <li>• Original copy (or True Copy) of Baptismal and Confirmation Certificates</li> <li>• Original application form</li> <li>• One photo</li> <li>• Psychological test results (if any)</li> <li>• Background check results</li> <li>• Original medical report and any supporting medical information</li> <li>• Medical insurance information</li> <li>• Autobiography</li> <li>• Signed acceptance letter</li> <li>• Vocation director report</li> <li>• Pastoral recommendation</li> <li>• Professional recommendations</li> <li>• Copy of passport/visa/LPR card (if applicable)</li> <li>• Recommendation from previous community/diocese (if applicable)</li> <li>• Military forms (if applicable)</li> </ul>	
	<p><b>Registrar</b></p> <ul style="list-style-type: none"> <li>• All official high school and college transcripts</li> <li>• Copies of diplomas and degrees</li> <li>• Originals of all standardized tests such as ACT, SAT or TOEFL</li> <li>• Copy of application</li> <li>• Copy of acceptance letter</li> <li>• Copy of passport/visa (if applicable)</li> </ul>	
	<p><b>Health Services Coordinator</b></p> <ul style="list-style-type: none"> <li>• Copy of the health report</li> <li>• Copy of any supporting medical documentation</li> <li>• Copy of medical insurance information</li> <li>• College Counselor</li> <li>• Copy of acceptance letter</li> </ul>	

	<b>College Counselor</b> <ul style="list-style-type: none"> <li>• List of new student names</li> <li>• Other necessary information if a referral is made to the College Counselor</li> </ul>	
	<b>Financial Aid Coordinator</b> <ul style="list-style-type: none"> <li>• Copy of application</li> <li>• Copy of acceptance letter</li> <li>• Medical insurance information</li> <li>• Copy of passport/visa/LPR card (if applicable)</li> </ul>	
	<b>International Student Advisor</b> <ul style="list-style-type: none"> <li>• Copy of application</li> <li>• Copy of acceptance letter</li> <li>• All immigration documents collected</li> </ul>	
	If an applicant has been admitted, but never enrolls in Divine Word College, all information that had been distributed to various departments should be returned to the Admissions Office for proper filing.	
11.02.03	<b>Preservation of Admissions Documentation.</b> The Admissions Office will make copies of the original documents distributed to the various departments above. Copies of application materials, notes, letters and reports may be kept up to ten years.	
	If an applicant requests copies of his application materials; i.e., that his application be returned to him for any reason, the applicant will receive the original application itself and all material submitted directly by the applicant (such as an autobiography, medical report, etc.). However, any papers, recommendations, or documents submitted in support of the application or otherwise obtained by the College will not be returned. These would include letters of recommendation, transcripts, etc. These are sent to the College and are private communications between the person who is communicating with the College and the College itself.	
<b>11.03</b>	<b>HEALTH REQUIREMENTS FOR ADMISSION TO DIVINE WORD COLLEGE</b>	
	Applicants to and students enrolled at Divine Word College will adhere to the following:	

11.03.01	<p><b>Health Report.</b> All SVD candidates applying to formation with the Divine Word Missionaries at Divine Word College must complete a four-page health report and submit the report as part of the admissions application. The first three pages include a self-report of individual and family medical history. The final page must be completed by a physician during a routine physical exam performed within a 12-month period before the start of classes at Divine Word College. All medical conditions, physical and psychological, that are reported on the health report will be evaluated on a case-by-case basis. Applicants with certain symptoms or specific medical conditions may not qualify for a seminary formation program sponsored by our religious community.</p>	
	<p>Applicants who are Divine Word Missionaries, members/candidates of other religious institutes or diocesan priests/seminarians have already demonstrated they meet the medical requirements for membership in their organizations. Therefore, they are not required to submit a health report prior to admission. However, international students are asked to submit the health report so the Health Services Coordinator is aware of any medical needs.</p>	
	<p>Non-SVD Candidates living in the United States are exempt from the four-page health report during the admissions process. However, after acceptance, each student submits the College's Immunization/TB Form to the Admissions Office and/or Health Services Coordinator.</p>	
11.03.02	<p><b>Vaccinations.</b> The College Catalog details the student health policy regarding vaccination for MMR, COVID-19 and TB testing. Other vaccinations may be required as the public health situation requires it.</p>	
	<p>While not required, the meningitis vaccine is also recommended. As indicated on the health form, applicants should talk with their physician or nurse practitioner about this vaccine. Upon arrival at Divine Word College, the Health Services Coordinator will give all new students information about the advantages and disadvantages of the vaccine. Other recommended vaccines include those for chicken pox, hepatitis B and tetanus/diphtheria.</p>	
11.03.03	<p><b>Health Insurance.</b> All students living on-campus must have health insurance. If applicants do not have insurance, they must purchase a student plan from Divine Word College when they arrive for the start of their first semester. Students living off-campus are recommended</p>	

	to have health insurance, but it is not required. If they do not have coverage, they are eligible to register for the plan offered by Divine Word College provided they have the funds to pay the premium.	
<b>11.04</b>	<b>WORKING WITH MINOR CANDIDATES</b>	
	The Admissions Office advertises to high school students and receives many inquiries from young men under the age of eighteen. When SVD Vocation Promoters work with minor candidates, a clear, shared understanding of appropriate boundaries ensures the safety of both the candidate and the Vocation Promoter.	
	<p>The Admissions Office and all its staff members adhere to the following guidelines in order to provide the safest possible environment for the discernment process:</p> <p>When a candidate is known to be under the age of eighteen, the Vice President for Admissions sends the standard introductory letter and e-mail including a statement that a letter will be sent to his parents informing them of his desire to receive information about Divine Word College Seminary.</p>	
	At the same time the Vice President for Admissions sends the packet of information, he also sends a letter "To the Parents of" (the candidate) which will indicate that their son has asked for information about Divine Word College and that a Vocation Promoter will be calling and/or e-mailing their son with information. The letter will contain a Fact Sheet about the SVD and Divine Word College, as well as contact information so the parents can contact the Admissions Office.	
	After a week during which the parents can contact the Admissions Office to ask questions or express concerns, a Vocation Promoter will begin to try to make contact with the candidate.	
	If a minor candidate initiates contact with the Admissions Office via e-mail or a phone call, the Vocation Promoter or staff member will inform him that a letter will be sent to his parents informing them of his contact with the Admissions Office so that further communication between the candidate and the Vocation Promoter can occur with their knowledge.	

	<p>If a minor contacts the Admissions Office or a Vocation Promoter merely asking for information about religious life or seminary formation for a class project and has no actual interest in pursuing a religious vocation, the Vice President for Admissions can share information with the student and send appropriate information in the mail. No information needs to be communicated to the parents. The Vocation Promoter will keep a copy of the communication to the minor on file in the Admissions Office.</p>	
	<p>When a Vocation Promoter arranges home visits for a minor candidate, the Vocation Director should make certain that a parent/guardian will be home at the time of the visit. It is best to talk directly with a parent/guardian to confirm a home visit. In the event that a minor candidate is already in college, and a Vocation Promoter plans to visit the candidate on campus, the visit should take place in a public setting, not in the candidate's dorm room.</p>	
	<p>If a minor approaches a Vocation Promoter at a parish, a school, or at a vocation fair and expresses interest in a religious vocation, all communication with the minor should take place in a public setting where the Vocation Promoter and candidate are visible to others. Once the minor candidate shares his personal information (including address), the Vocation Promoter reports this information to the Admissions Office. The National Vocation Director sends the parental letter informing the parents/guardians that the student has expressed some interest in a religious vocation and that a Vocation Promoter will be making contact with their son.</p>	
	<p>If a minor candidate is invited to visit Divine Word College or another SVD location, a parent/guardian must sign a written permission slip before the candidate can visit. The Vocation Office secretary will keep this permission form in the Vocation Office in the candidate's file. To expedite travel arrangements, the secretary can send the permission forms to the parents while travel arrangements are in process. Though formal written authorization may arrive later, a Vocation Promoter will not plan for a minor candidate's travel without prior verbal permission from his parents.</p>	
	<p>Even if invited, a Vocation Promoter should never spend the night at a candidate's home, especially a minor candidate. Even if a parent/guardian is present, Admissions Office staff members should never put themselves at risk for accusations or give the image of</p>	

	improper behavior. This guideline defining appropriate boundaries is consistent with Province Office policy.	
	A Vocation Promoter will avoid being alone with a minor candidate in a car. Two people should transport a minor candidate; i.e., picking up a visitor at the airport, etc.	
<b>11.05</b>	<b>ADMISSION OF STUDENTS WHO LACK A HIGH SCHOOL DIPLOMA OR EQUIVALENT CREDENTIAL</b>	
	Divine Word College is strongly committed to providing support resources to students, particularly to students from immigrant and refugee backgrounds.	
	On a case by case basis, applicants who completed some of their schooling outside the United States but did not earn a secondary school diploma may be admitted to the IELI.	
	Admission to the regular College undergraduate degree programs requires evidence of satisfactory completion of a secondary school course of study. This is ordinarily demonstrated by possession of a high school diploma or equivalent test.	
	A student lacking a high school diploma or equivalent test is ineligible for federal or state financial aid.	
<b>11.06</b>	<b>DIVINE WORD COLLEGE FINANCIAL ASSISTANCE</b>	
<b>11.06.01</b>	<b>DWC Financial Assistance.</b> After admission and upon enrollment at the beginning of every semester, financial assistance from Divine Word College (in the form of institutional discount) may be granted to any student in need. Students enrolling for part-time and/or auditing courses may qualify for proportionately reduced assistance.	
<b>11.06.02</b>	<b>Honor Scholarships.</b> The DWC Presidential Scholarship and the DWC Honor Scholarships honor both the donors and the students who receive them. The funds associated with these scholarships are gifts given to Divine Word College. The scholarship gifts also reduce any expected tuition payments from the student.	



<b>11.07</b>	<b>DIOCESAN AND RELIGIOUS PRIESTS</b>	
	<p>Diocesan and religious priests are admitted to Divine Word College for ESL only studies in the Intensive English Language Institute as an important contribution to and solidarity with local churches. After completion of ESL studies, diocesan and religious priests exit DWC to pursue graduate studies at other academic institutions, to return to their home diocese or religious order for ministry, or to engage in other endeavors.</p> <p>On a case-by-case basis, a diocesan or religious priest who successfully completes ESL studies may apply for admission to the Undergraduate program as a degree-seeking student for an Associate of Arts (AA) degree. The application for admission is subject to review by the Vice President for Academic Affairs and subsequent vote by the Admissions Committee. Diocesan and religious priests who wish to avail themselves of this opportunity must comply with the following eligibility criteria and conditions:</p> <ul style="list-style-type: none"> <li>• Prior written permission from the applicant's diocesan bishop or religious provincial superior</li> <li>• Satisfactory academic performance and timely progress through the ESL program as determined by the IELI Director and the Vice President for Academic Affairs</li> <li>• Agreement of the Vice President for Formation and Student Life</li> <li>• The applicant provides a one-page written statement expressing why an AA degree from Divine Word College would be helpful for their ministry or long-term academic goals</li> <li>• The applicant agrees with the determination of the Vice President for Academic Affairs regarding course waivers (if any) towards the AA degree (Divine Word College does not generally process student requests for transfer credits from educational institutions outside the United States)</li> <li>• The applicant must commit to complete the AA degree program once initiated.</li> </ul>	

## **CHAPTER 12: FORMATION AND STUDENT LIFE**

- 12.01 Guests (Overnight) of DWC Students
- 12.02 Student Complaints
  - 12.02.01 Processing Student Concerns
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	<b>CHAPTER 12: FORMATION AND STUDENT LIFE</b>	<i>Appd. 2020.04.29</i>
	A comprehensive presentation of policies related to Formation and Student Life are found in the Student Handbook. This chapter treats both additional student life policies and those policies of particular importance for Divine Word College employees.	
<b>12.01</b>	<b>GUESTS (OVERNIGHT) OF DWC STUDENTS</b>	
	SVD guests are always welcome and are not covered by this policy. Official guests of the College, are, of course, welcome to stay overnight at the College and are not covered by this policy.	
	Students who wish to request overnight accommodations at the College for guests must first secure the permission of the Dean of Students for each visit. Students may not offer visitors overnight accommodations in the student dormitories, the third-floor guest rooms or Megan Hall without the explicit permission of the Dean of Students.	
	Students who wish to request overnight accommodations for visitors requiring a separate guest room on the third floor of the main building (e.g. family members, female visitors, married couples, families with children, elderly visitors, etc.) must secure the assistance of the Dean of Students in making such arrangements. The same procedure applies for requests for overnight accommodations for visitors at Megan Hall.	
	The Dean of Students alone will present the student's request to the Rector of the SVD community who is responsible for coordinating the assignment of guest rooms for visitors. After conferring with the Rector of the SVD community, the Dean of Students will inform the student whether or not overnight accommodations will be provided.	
	Accommodations for the non-SVD overnight guests during the Lunar New Year celebration will be coordinated through the office of the Dean of Students and approved by the Rector.	
<b>12.02</b>	<b>STUDENT COMPLAINTS</b>	
<b>12.02.01</b>	<b>Processing Student Concerns</b>	
	Individuals in human organizations are sometimes the victims of unfair treatment or perceive themselves to be the victims of unfair treatment. Students in schools and seminaries experience this same reality. At Divine	

	Word College, where respect for the individual person is a core value, processes are in place to ensure that students receive fair treatment in their dealings with faculty members, formation personnel, administrators, staff employees and other students.	
	Processes for establishing fair treatment or resolving perceptions of unfair treatment are both formal and informal. Refer to No. 12.09 below.	
12.02.02	<b>Record of Student Complaints.</b> Divine Word College, in accord with the expectations of higher education accrediting bodies, maintains a record of all formal, written complaints filed by students. This record is available in the President's Office for review by authorized personnel. The Vice President for Academic Affairs and the Vice President for Formation are the College officials who will ordinarily forward such records to the President's Office.	
12.02.03	<p><b>Complaint to Outside Authorities.</b> Student complaints about Divine Word College can be filed with the Iowa College Aid Commission, a state agency that accepts complaints from students attending an Iowa college or university. The Iowa College Aid Commission:</p> <p style="padding-left: 40px;">Iowa College Student Aid Commission 475 SW Fifth St., Suite D Des Moines, IA 50309 Phone: 877-272-4456 Website: <a href="https://www.iowacollegeaid.gov/content/constituent-request-review">https://www.iowacollegeaid.gov/content/constituent-request-review</a></p> <p>Students can also file complaints with the Higher Learning Commission:</p> <p style="padding-left: 40px;">Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 Phone: 800-621-7440 Website: <a href="https://www.ncahlc.org">https://www.ncahlc.org</a></p>	
<b>12.03</b>	<p><b>STUDENT HEALTH SERVICES POLICY</b></p> <p>The College receives some limited funds from donors to pay for student medical/dental expenses. These funds will be used on a "case by case basis" to pay for student medical/dental expenses based on the student's financial needs, the availability of funds, and the seriousness of the medical condition. Medical/Dental services must be approved by the Health Services Coordinator and/or the Dean of Students prior to the services being provided.</p>	

	<p>The Health Services Coordinator may approve services up to \$500 in consultation with the Dean of Students.</p> <p>The Dean of Students may approve services up to \$1,500.</p> <p>The Dean of Students and the Business Office Director and Controller must approve services over \$1,500.</p> <p>Medical/Dental expenses the College will pay include:</p> <ul style="list-style-type: none"> <li>• Basic dental care that is non-cosmetic in nature, such as cleaning, x-rays, fillings.</li> <li>• Major dental care, such as crowns, root canals, and extractions, will be paid 80% by the College and 20% by the student.</li> <li>• Medical care after reimbursement from medical insurance.</li> <li>• Single pair of eye glasses not to exceed \$300 every 2 years.</li> </ul>	
<b>12.04</b>	<b>STUDENT LEAVE OF ABSENCE</b>	
	<p>A student with good reason may request—and with approval by both the Vice President for Formation and the Vice President for Academic Affairs—be granted a leave of absence for any period up to one year (two semesters) without withdrawing from the College. The student may re-enroll after communicating directly with the Vice President for Formation and the Vice President for Academic Affairs. The student must remain in regular communication with the Dean of Students during the leave of absence period. If the student does not return within two semesters, the student must re-apply to Divine Word College under the “Readmission” section.</p>	
	<p>The leave of absence policy may be used by students who have compelling reasons for dropping out of DWC for a short period of time. The Leave of Absence is not intended as an escape or easy way out, but rather as a mechanism for students with compelling reasons to take a one or two-semester hiatus from the college. This hiatus is not intended for students with major academic or formational issues, but for a student to address a situation which keeps him/her from applying him/herself completely at DWC. Action on the part of the student that is necessary to deal with a particular situation prior to returning to DWC could be listed on the Leave of Absence Request form.</p>	

	<p>A compelling reason for a student to take a leave includes situations like: a family illness where the student is needed either for financial support or personal care; family financial trouble; personal illness; immigration problems.</p> <p>Taking courses at another institution or conflict with DWC faculty or administration is not sufficient grounds for granting a request for leave. A student should take a maximum of one Leave while a student at DWC. Denials of a Leave of Absence by the Deans may be appealed in writing to the President within one week. The President's decision is final.</p>	
	<p><b>Criteria Assessed at by Academic Dean:</b></p> <ul style="list-style-type: none"> <li>• Student is in good academic standing (not on probation).</li> <li>• Student meets the criteria for Satisfactory Academic Progress.</li> <li>• Student has cumulative GPA of at least 2.50.</li> <li>• Student has not failed courses due to unexcused or unexplained absences.</li> <li>• Student has compelling reason for leave.</li> </ul>	
	<p><b>Criteria Assessed at by Dean of Students:</b></p> <ul style="list-style-type: none"> <li>• Student is in good formation standing (not on probation).</li> <li>• Student has had no disciplinary action brought against him/her for at least one year.</li> <li>• Student has compelling reason for leave.</li> </ul> <p>(See form in Appendix)</p>	
<b>12.05</b>	<p><b>EXPECTATIONS FOR SVD STUDENTS IN TEMPORARY/PERPETUAL VOWS</b></p> <p>Divine Word College welcomes SVD students in temporary/perpetual vows to study in the College's English as a Second Language program. The College is eager to share with them its substantial resources for learning English. The College's expectations for students in temporary and perpetual vows are similar in most aspects, but vary in some others. The purpose of this statement is to clarify the aspects that vary for students in perpetual vows.</p>	
	<p>SVD students of Divine Word College, whether in temporary or perpetual vows, will strive to live their religious, missionary way of life in an exemplary manner. They will serve as role models for our pre-novitiate candidates. As such, they will live according to the spirit of the SVD constitutions, other Society directives, and local community customs.</p>	

	SVD students, whether in temporary or perpetual vows, will participate in SVD community activities, like days of recollection, house assemblies, vow renewal and anniversary celebrations, and regularly scheduled activities.	
	SVD students, whether in temporary or perpetual vows, will take full advantage of the learning opportunities available to them at Divine Word College. They will use their time and resources well, in order to achieve their particular educational objectives. They will abide by all specified academic requirements and conform to other traditional academic practices.	
	SVD students in temporary vows will participate in structured religious, spiritual formation during their period of study at Divine Word College. Students in perpetual vows, who are responsible for their own ongoing formation, will not be required to participate in a structured formation program of the College.	
	Following the mandate of the provincial superior of the Chicago province, students in both temporary and perpetual vows will participate in housework or other assigned tasks as part of their service to the Divine Word College community. Those in perpetual vows will normally be responsible for tasks in the parts of the College reserved for the SVD community, in a similar way as the SVDs assigned to the Epworth community.	
	SVD students in perpetual vows are excused specifically from the following: the weekly liturgical preparation period, student retreats and recollections, etc.	
	In general, SVD students in temporary vows usually reside in the student dorms as arranged by the Dean of Students and the Rector. SVD students in perpetual vows reside in the SVD residence as assigned by the Rector.	
<b>12.06</b>	<b>POUR HOUSE POLICY</b>	
	The purpose of the Divine Word College Pour House is to provide a clean, pleasant environment for faculty, staff and students to gather for recreation and conversation. The Pour House director is to assure that prices for food and refreshments are reasonable as to cover Pour House costs and at the same time be affordable for the students. The Pour House is only for the use of faculty, staff and students and their guests. There are special nights for outside guests.	

	Alcoholic beverages are not sold in the Pour House. However, on those special occasions on which alcoholic beverages are served, bartenders have the right and obligation to make sure that those who are served alcoholic beverages are of legal drinking age by checking their ID. Bartenders serving alcoholic beverages must be 21 years of age. The bartenders have the right to refuse service to anyone they believe to be intoxicated or ask anyone to leave the Pour House who is acting in an inappropriate or obnoxious manner.	
	The Pour House is not an alternate TV room. TV viewing is to be limited to sporting events, music videos, special TV movies, and special weekend video movies sponsored by the Pour House management.	
<b>12.07</b>	<p><b>TRANQUILITY WEEKENDS</b></p> <p>One weekend in September, October, January, February, and April is set aside as a "Tranquility Weekend." From Friday at 5:00 p.m. and extending through the entire weekend, various activities are curtailed. Even activities for which attendance is not required are not scheduled. The very scheduling of such events imposes a certain obligation on students to attend.</p> <p>The following list, while not exhaustive, suggests ways to ensure that designated weekends remain tranquil.</p>	
	<ul style="list-style-type: none"> <li>• No "Cultural Events Calendar" activities are scheduled, e.g. art gallery openings, recitals, special liturgical celebrations, and other cultural events. International nights are not scheduled.</li> <li>• Special lectures and presentations will not be scheduled by formation, academic departments, Student Senate, or other groups which occasionally plan such activities.</li> <li>• Sporting activities with outside groups are not scheduled.</li> <li>• College facilities will not be rented so that extra cleaning and dish-washing will not be required.</li> <li>• No banquets are scheduled.</li> <li>• Student cars will be available as usual for use to Dubuque, etc.</li> <li>• Formation groups may plan a non-required, optional community outing using College cars.</li> <li>• Academic requirements are not affected by Tranquility Weekends.</li> <li>• These dates will be approved by the Board of Administration and published in the Divine Word College Almanac, in consultation with the Formation and Student Life Committee (FSLC) and the Chairs Council in May of each preceding year.</li> </ul>	



<b>12.08</b>	<b>STUDENT MISCONDUCT</b>	
12.08.01	<p><b>Misconduct.</b> Students enrolling in Divine Word College assume an obligation to behave in a manner compatible with the College's function as a Catholic educational institution oriented toward religious life and ministry. Misconduct for which students are subject to discipline falls into the following categories:</p> <ul style="list-style-type: none"> <li>• <b>Physical abuse</b> of any person on college-owned or controlled property college-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.</li> <li>• <b>Other unacceptable behaviors</b> are described in the Divine Word College Policy Handbook, Chapter 5. These include sexual harassment and abuse, bullying, stalking, etc.</li> <li>• <b>Dishonesty</b>, such as cheating, plagiarism, misuse of electronic media, or knowingly furnishing false information to the College.</li> <li>• <b>Forgery</b>, alteration or misuse of College documents, records, or identification.</li> <li>• <b>Obstruction or disruption</b> of teaching, research, administration, disciplinary procedure, or other College activities including its public service functions, or of the other authorized activities on College premises.</li> <li>• <b>Theft</b> of or damage to property of the College, or of a member of the College community or campus visitor.</li> <li>• <b>Use of College cars</b> without permission.</li> <li>• <b>Use of a College car</b> while drinking alcoholic beverages and/or smoking, using a non-hands-free cell phone or texting while driving, failure to use a seat-belt.</li> <li>• <b>Violations of College policies</b> or of campus regulations concerning the registration of student organizations.</li> <li>• <b>Misuse</b> of College facilities.</li> <li>• <b>Conduct that brings discredit</b> upon the College, either on or off campus; or conduct is considered a <b>serious moral fault</b> according to the common moral code of the Roman Catholic Church which includes, but is not limited to, verbal abuse, sexual abuse, sexual harassment, physical assault, pornography, excessive gambling, inappropriate use of computers, etc.</li> <li>• Use, possession, or distribution of <b>alcohol or drugs</b> on campus except as expressly permitted by law, or the Student Handbook.</li> <li>• <b>Violation of the Smoking Policy</b> on Campus, see Smoking Policy.</li> <li>• <b>Disorderly conduct</b>, indecent, or obscene conduct or expression on college-owned or controlled property or at college-sponsored or supervised functions.</li> </ul>	

	<ul style="list-style-type: none"> <li>Any act which violates <b>federal and/or state law</b>, local ordinances or College policies whether on or off College property.</li> <li><b>Possession of firearms</b> or any kind of weapon on campus.</li> <li><b>Unauthorized possession</b> of a master key.</li> <li><b>Unauthorized entry</b> of offices, dorms, or buildings.</li> </ul>	
	<p><b>Additional causes for disciplinary action or dismissal.</b> What is intended here is ongoing failure which is disruptive and destructive.</p> <ul style="list-style-type: none"> <li>Failure to comply with the values found in the Religious Formation Program.</li> <li>Lack of evident vocation/formation motivation.</li> <li>Failure to respect differences of nationality, race, gender, sexual orientation, and culture;</li> <li>Failure to avoid overt jealousy and aversions, dissensions and all negative criticism that impair fraternity and community togetherness;</li> <li>Failure to refrain from anything that brings harm to a student's or a faculty member's good name.</li> </ul>	
12.08.02	<b>Formation Sanctions.</b> Students may be subject to any of the following sanctions deemed necessary by the by the Dean of Students, in consultation with the Formation & Student Life Committee (FSLC) and/or the Formation Appeals Committee (FAC).	
	<b>Admonition.</b> An oral warning to students who have violated the rules.	
	<b>Warning.</b> A written notice that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.	
	<b>Restitution.</b> Reimbursement for damage to or misappropriation of property; reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.	
	<b>Monetary Fines.</b> Fines may be imposed as specified in the current rules and regulations; or as deemed appropriate by the Formation Appeals Committee and/or the Dean of Students.	
	<b>Loss of Privileges.</b> Misuse of College property (including cars, computers, pool, etc.) may result in the loss of the privilege to use them for a period.	

	<b>Disciplinary Probation.</b> Exclusion from participation in privileges or extra-curricular College activities as set forth in the notice of disciplinary probation for a specified period of time; composition of such sanction as may be deemed appropriate.	
	<b>Expulsion.</b> Termination of student for an indefinite period. The conditions for readmission, if such is permitted, shall be stated in the order of expulsion.	
12.08.03	<b>Altercations with faculty or staff.</b> In case of an altercation between a faculty member and a student, or a staff member and a student, the normal procedure to follow shall be:	
	The parties involved shall discuss the problem and try to reach an agreement.	
	Gender or cultural differences can be taken into account and either party can request a neutral third person from the faculty or administration to mediate the problem.	
	If a satisfactory agreement cannot be reached or the problem continues, then an Early Student Intervention form should be sent to: the Dean of Students, the Vice President for Academic Affairs, the Vice President for Operations and Finance, the student's Formator, or the Counselor, as appropriate. The student should receive a copy of the Early Student Intervention form. A copy of the Early Student Intervention form should always be sent to the Dean of Students so he is aware of the problem.	
	If the problem continues, then a formal letter of complaint should be filed with the Dean of Students and/or the Vice President of Academic Affairs.	
	After receiving the formal complaint, the Dean of Students, the Vice President of Academic Affairs, or the Vice President for Operations and Finance will investigate the complaint. Proceedings for formal disciplinary procedures are described below.	
	Depending on the outcome of the investigation the following could be done: <ul style="list-style-type: none"> <li>• The Student may be required to see the Counselor.</li> <li>• The student may be put on probation.</li> <li>• The student may be brought before the Formation and Student Life Committee (FSLC) and/or the Academic Appeals Committee.</li> </ul>	
12.08.04	<b>Dismissal from class.</b> The faculty member has a right to dismiss a student from a particular class period if the problem is detrimental to the purposes and objectives of the class.	

	When a student is dismissed from a particular class period, the following persons should be informed in writing within 24 hours: the Dean of Students, the Vice President for Academic Affairs and the Department Chair.	
	The student should receive a copy of the complaint which is filed by the faculty member.	
	An investigation will take place. The rules for Disciplinary Procedures, described in the Student Handbook, will be used if needed.	
<b>12.09</b>	<b>PROCEEDINGS FOR STUDENT COMPLAINTS AND DISCIPLINARY MATTERS</b>  The following procedures refer to Student Complaints (No. 12.02) and Student Misconduct (No. 12.08).	
12.09.01	<b>Rules for Disciplinary Proceedings.</b> Divine Word College, as an institution of higher learning, is committed to respecting the dignity and rights of each individual person. Processes are in place to ensure fair treatment of students by faculty members, formation personnel, administrators, staff, employees and other students.	
	<b>Complaints.</b> any administrative official of the College, any member of the faculty, any staff or any student of the College may file complaints against any student of the College for misconduct. The complaints shall be filed with the Dean of Students. In extraordinary circumstances, the Dean may suspend the student pending consideration of the case.	
12.09.02	<b>Informal Procedure.</b> Processes for establishing fair treatment or resolving perceptions of unfair treatment are both formal and informal. All parties involved in a misconduct complaint are encouraged to work out the differences, to resolve underlying problems, and to handle grievances by means of dialogue and mediation with the assistance of their formation directors and school personnel, including the college counselor and spiritual directors, faculty and staff members as well as college administrators. At the judgement of the Dean, an investigative process for the purpose of ascertaining the grounds and merit for dismissing the complaint may be initiated.	
	<b>Formal Procedure.</b> A formal procedure for handling a complaint may be initiated when all informal means have failed in resolving the differences and handling the grievances to the satisfaction of involved parties. The Dean shall send written copies of the charges to all the concerned parties, documenting	

	the nature of the complaint and explaining all applicable procedures for attaining equitable outcomes to the case. As part of the complaint's documentation, the Dean shall set a time for the hearing, which shall take place within 5 working days from the date of notification of the formal complaint.	
	<b>Possible Withdrawal.</b> At the end of the formal procedure, the Dean of Students with the consent of members of the FSLC, will make known in writing any recommendations and/or decisions to the student involved and the appropriate VP will make known in writing the recommendations and/or decisions to faculty or staff involved. Within five working days of receiving the decisions and/or recommendations, the concerned student may submit a formal letter to the Dean of Students and the Vice President for Academic Affairs (VPAA) requesting formal withdrawal from the College. If the concerned student is a minor (under 18 years of age), the letter requesting formal withdrawal from the College and its programs requires the consent and signature (s) from the parents or legal guardian to be effective.	
12.09.04	<b>Appeal.</b> The student receiving the formal complaint may appeal the recommendations and/or decisions of the Dean of students. Within three working days after the receipt of the decision of the Dean, the student against whom the charges are made will respond in writing to the Dean of Students about his/her intent to appeal. the Dean shall refer the request to the Formation Appeals Committee, which will make a recommendation to the Dean to: <ul style="list-style-type: none"> <li>• deny the student registration for the following semester;</li> <li>• place the student on formation probation;</li> <li>• be sanctioned by other disciplinary measures as listed in the Student Handbook.</li> </ul>	
12.09.05	<b>Final Decision.</b> The Dean of Students shall be responsible for executing the final decision concerning the student, taking into consideration the recommendations and/or decisions of the FAC. The final decision by the Dean shall be binding and subject to no further appeal. In the case of a sanction that involves the student's dismissal from the College, the Dean shall consult with the College President and the Vice President for Academic Affairs.	

## **CHAPTER 13: STAFF SPECIFIC POLICIES, PRACTICES, AND BENEFITS**

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	<b>CHAPTER 13: STAFF SPECIFIC POLICIES, PRACTICES, AND BENEFITS</b>	<i>Appd. 2020.05.22</i>
	<p>The policies, practices and benefits described in this chapter apply to salaried and wage-earning employees working in service, administrative and formation units of the College. Contract employees, including instructional faculty and some formation personnel, are not included here.</p> <p>Please refer to Chapter 6 – Policies for Faculty and Staff, for policies that apply to all employees.</p>	
<b>13.01</b>	<p><b>DIVINE WORD COLLEGE STAFF</b></p> <p><b>Service Staff</b> includes maintenance, housekeeping and food service employees. They are accountable to the Vice President for Operations and Finance.</p> <p><b>Administrative staff</b> includes non-faculty employees working in the External Affairs offices accountable to the President; in Academic offices and the Library accountable to the Vice President for Academic Affairs; and in the Admissions offices accountable to the Vice President for Admissions.</p> <p><b>Formation staff</b> includes employees working in the various components of the Formation and Student Life programs. The Vice President for Formation oversees their work.</p>	
<b>13.02</b>	<b>CATEGORIES OF EMPLOYEES</b>	
	<p>The Fair Labor Standards Act (FLSA) is a federal law, administered by the U.S. Department of Labor, which specifies wage and overtime requirements for employees considered to be non-exempt from its provisions. Employees who are not covered by the law, as determined by the type of work they perform and/or their salary level, are considered to be exempt from its provisions.</p>	
	<p>Consistent with the FLSA, Divine Word College has two classifications of employees. These classifications determine how hours of work are recorded and compensated. Some benefits at the College also vary according to whether a position is classified as exempt or non-exempt.</p> <ul style="list-style-type: none"> <li>• <b>Exempt employees:</b> Exempt employees are paid on a salary basis and do not receive payment for overtime.</li> <li>• <b>Non-exempt employees:</b> Non-exempt employees are eligible for overtime pay for hours worked in excess of 40 hours per workweek, and must accurately record hours worked.</li> </ul>	



<b>13.03</b>	<b>FULL-TIME AND PART-TIME EMPLOYEES</b>	
	<p><b>Full-time employees</b> are those who normally work 40 hours per workweek and not less than 36 hours per workweek. As such, they qualify for medical and other full-time benefits (paid time off (PTO), holiday pay, vacation) as detailed in this Chapter (and Chapter 6). Full-time benefits (holidays, PTO, vacation) are prorated according to the number of hours worked, if between 36-40 hours.</p> <p>A <b>part-time employee</b> is one who works fewer than thirty-six (36) hours per workweek. The part-time employee is paid for the amount of time actually worked. Part-time employees do not receive paid benefits for holidays, paid time off (PTO) days, vacation, retirement, funeral leave, or life and disability insurance.</p>	
	<p>An employee who works an average of 30 hours per workweek is eligible to participate in the medical/dental insurance program in compliance with the Affordable Care Act (ACA). App. 10-3-18</p>	
<b>13.04</b>	<b>SVD STAFF</b>	
13.04.01	<b>Employment Preferences.</b> As a Catholic educational institution sponsored by the Society of the Divine Word, Divine Word College may grant employment preferences to members of the Society of the Divine Word. The College may seek qualified members of the Society for staff positions without advertising these positions. The College may favor a qualified SVD applicant over a qualified but non-SVD applicant for an advertised staff position.	
13.04.02	<b>SVD Staff Practices.</b> SVD members serving in staff positions do not receive a salary or wages. Their work is contributed service to the College. As a result, many policies regarding time clock, wage levels, etc. do not apply to them.	
<b>13.05</b>	<b>HIRING PROCEDURE</b>	
	Any search for a staff position vacancy must be approved by the Vice President for Operations and Finance who shall post such information in the College for the benefit of current employees five (5) working days prior to advertising.	
	All applicants for a position at Divine Word College shall submit a written application and appropriate references to the Vice President for Operations and Finance or to the Chair of a search committee established for the specific case.	

	The Vice President for Operations and Finance, in cooperation with the respective department/office supervisor, shall be responsible for evaluating and interviewing applicants for service staff. For other staff members, the Chair of the search committee and/or the appropriate unit Vice President are responsible for evaluating and interviewing applicants.	
	Within the terms of the hiring policy of Divine Word College, the best possible person shall be hired who is capable by training, experience, and inter-personal skills to perform the described job satisfactorily. References and recommendations for supervisory and/or skilled positions should be checked with particular thoroughness. Qualified applicants currently employed by the College shall normally be considered before equally qualified applicants from the general public.	
	The College requires that the prospective applicant for the position undergo a criminal background check before employment is finalized. After the applicant is hired, he/she will be required to take the Safe Environment training as required by the Archdiocese of Dubuque.	
	Should an employee from within the College submit an application to fill a vacancy, he/she shall not be denied the position solely because his/her supervisor does not wish to release the employee from his/her present position. When such a conflict arises, an ad hoc review committee shall convene, consisting of the President as chair, the Vice President for Operations and Finance, the supervisor filling the vacancy, and the supervisor whose staff member is applying for the position. The review committee shall inform the employee of its decision in writing.	
	Divine Word College is an equal opportunity employer.	
<b>13.06</b>	<b>WAGE LEVELS</b>	
	Wages are negotiated by the respective Vice President, the President, and the applicant seeking employment.	
	In some positions, annual wage increases may be awarded based on merit. Wages may also be increased according to an annual amount determined by the Chicago Province Office of the Society of the Divine Word.	
	In the case of an employee from within the College applying and being hired for a position in another department or office of the College, a new wage will be negotiated at the time of hire. The employee will not automatically keep the same wage he/she is earning at the time of transferring to the new position. In	

	establishing the new wage, some consideration will be given to the amount of time the employee has been employed at the College.	
<b>13.07</b>	<b>ORIENTATION FOR NEW EMPLOYEES</b>  On the first day of employment, the employee will meet with the Vice President for Operations and Finance and the employee's immediate supervisor, who will guide the employee on a tour of the College in order to acquaint him/her with the various offices and activities that take place at the College. They will answer the employee's questions and provide him/her with the necessary information and materials that he/she will need.	
	The employee will be provided: <ul style="list-style-type: none"> <li>• Keys, as needed</li> <li>• Divine Word College Policy Handbook for Divine Word College and other information, e.g. Student Handbook</li> <li>• Benefit information and enrollment materials will be provided for full-time employees</li> </ul>	
	The employee will also be asked to complete and immediately return the following forms to the Business Office: <ul style="list-style-type: none"> <li>• W-4</li> <li>• Medical Coverage Forms</li> <li>• I-9 Form</li> <li>• Record of Employee's Form</li> <li>• Direct Deposit Form</li> <li>• Divine Word College Policy Handbook Acknowledgement Form</li> <li>• Any other forms deemed necessary for employment</li> </ul>	
<b>13.08</b>	<b>WORK SCHEDULE AND OVERTIME</b>	
	The regular office work hours for non-academic exempt and non-exempt employees (with the exception of employees in the kitchen, laundry, and maintenance) are as follows: <ul style="list-style-type: none"> <li>• 7:00 a.m. - 3:30 p.m.</li> <li>• 7:30 a.m. - 4:00 p.m.</li> <li>• 8:00 a.m. - 4:30 p.m.</li> </ul> The applicable start and end times for work are determined by the employee, supervisor and the appropriate administrators.	

	<p>Employees in the kitchen, laundry, and maintenance, work according to the hours assigned by the Vice President for Operations and Finance.</p> <p>Housekeeping covers the hours from 6:00 a.m. to 3:30 p.m., as assigned by the Vice President for Operations and Finance. Maintenance covers the hours from 6:30 or 7:00 a.m. to 3:30 p.m., as assigned by the Vice President for Operations and Finance.</p>	
	<p>Employees are allowed one-half (1/2) hour for lunch. If an employee wishes to extend his/her lunch time, he/she must have the approval of the supervisor.</p>	
	<p>Employees may take two twenty-minute breaks, one in the morning and one in the afternoon, at times designated by their immediate supervisor. Normally, employees are not to leave the College property during their break.</p>	
	<p>All employees must start work each morning at their assigned time and must work regular hours as assigned. For just and good reasons, some employees may be required to work other hours as determined by the supervisor and/or the Vice President for Operations and Finance.</p> <p>Also for good and just reasons, an employee may be permitted a change in regular working hours.</p>	
	<p>A non-exempt employee is to work no more than 40 hours per week, except when required by his/her supervisor and/or the Vice President for Operations and Finance.</p>	
	<p>All overtime must be approved in advance by the employee's supervisor. Overtime is paid in accordance with the Fair Labor Standards Act. Overtime is based on hours worked in excess of forty (40) hours in a week. Employees who work approved overtime will be paid at a rate of one and a half (1 1/2) times their regular pay for the overtime hours. When computing overtime pay, those hours that are part of the benefit policy, such as vacation, holidays, etc., are not counted as hours worked.</p>	
<b>13.09</b>	<b>TIME CLOCK</b>	
	<p>All non-exempt (hourly) employees are subject to the Fair Labor Standards Act (FLSA) minimum wage and overtime requirements. Time records are FLSA requirements.</p>	
	<p>Time records are the basis from which all full-time and part-time hourly employees' paychecks are computed.</p>	

	Employees must log in on the computer time clock when they begin work, leave for lunch, return from lunch, and when they leave at the end of the work day.	
	If the employee makes an error or forgets to log in or out, the employee must notify his/her supervisor or the Business Office as soon as possible.	
	Cheating on one's time record is grounds for immediate dismissal.	
	An employee's repeated failure to log in and out will be reviewed by one's supervisor and may result in disciplinary action.	
	An employee must never log in another employee; doing so will be cause for disciplinary action and may result in dismissal from the College. Any employee who logs in another employee's time will be warned in writing only once. A second offense will result in dismissal from College employment.	
	At least twice a year the Vice President for Operations and Finance will audit all time records over a four-week period and inform the supervisors of any discrepancies resulting from the audit.	
<b>13.10</b>	<b>ABSENCE/LATENESS</b>  Regular attendance and promptness in reporting to work are essential to Divine Word College operations and expected of all employees.	
	If an employee's absence is unreported and unexcused for three consecutive work days, this will generally be considered a voluntary resignation of employment with Divine Word College.	
	Occasionally, an employee may be ill or injured and unable to report to work. An employee might be late due to a family crisis or transportation problem. This can cause problems because other people have to do that employee's share of the work as well as their own. Repeated tardiness or absences will result in disciplinary action and/or dismissal.	
	If an emergency causes tardiness, the employee should telephone the College and let the switchboard know when he/she expects to arrive.	
	If the employee is ill or injured and unable to report to work, he/she should call the College and the switchboard will notify the employee's immediate supervisor. If the absence goes on longer than one day, the employee should notify his/her immediate supervisor when he/she expects to return to work. Upon returning to work, the employee should complete an Absentee Report	

	<p>and submit the form to the supervisor, who in turn submits it to the Business Office. (see Appendix)</p> <p>If an employee is taking a PTO, the same procedure as above should be followed, unless the employee has made previous arrangements.</p>	
	Employees are required to use either PTO or vacation hours whenever they take time off from work, until the employee's bank of paid time has been depleted.	
<b>13.11</b>	<p><b>DRESS CODE/PERSONAL APPEARANCE</b></p> <p>Employees are expected to dress neatly and in a professional manner that is both appropriate to their work responsibilities and that reflects an appreciation for the religious character of the institution.</p>	
	No shorts, blue jeans, or leggings are to be worn. Maintenance and housekeeping staff may wear shorts in the summer from the Monday following graduation until the first day of the students' arrival for the fall semester.	
	Concern for employee safety in some circumstances may require regular dress code.	
	Sandals are prohibited for maintenance, housekeeping and kitchen work (prevention of injuries). Non-slip shoes are recommended for housekeeping and kitchen staff. Steel toe shoes are recommended for maintenance staff. A not-to-exceed \$50 allowance is available to housekeeping and kitchen staff to purchase one pair of non-slip shoes per calendar year. A not-to-exceed \$100 allowance is available to maintenance staff to purchase one pair of steel toe shoes per calendar year.	
	The Supervisor, in consultation with the Vice President for Operations and Finance, is responsible for determining if attire is appropriate for the workplace.	
<b>13.12</b>	<b>LOCATION LOG</b>	
	Throughout each day, when an employee leaves his/her office or work area, he/she is asked to inform the supervisor or other office/department personnel of his/her whereabouts.	

	If the employee is leaving the building, he/she must inform the supervisor of his/her departure and expected return time. The employee should also inform the receptionist any time he/she leaves the building and expected return time.	
	When supervisors are leaving their offices for any length of time, they should inform others in the department.	
<b>13.13</b>	<b>VISITORS</b>  Employees are discouraged from having personal visitors during work hours.  Sometimes it may be necessary for a family member or friend to come to the College during working hours. Such visits should be brief.	
<b>13.14</b>	<b>EMPLOYEE PERFORMANCE APPRAISALS</b>  Through a performance appraisal process, employees receive feedback concerning their performance, overall skills, and contribution to the College. The objective of the annual performance appraisal is to provide feedback on past performance, develop goals for future performance and offer professional guidance.	
13.14.01	<b>Procedure.</b> The procedure for the appraisal is as follows:	
	<p><b>By November 1:</b> The Performance Appraisal Form notification and form (see Appendix) will be distributed to all supervisors by the Vice President for Operations and Finance. The job descriptions are available in the appendix of the Divine Word College Policy Handbook.</p> <p><b>By November 30:</b> Supervisors will write their comments and give the job description and the form to the employee.</p> <p><b>By December 14:</b> Employees will write their comments and return the form to the supervisor.</p> <p><b>From January 2-31:</b> The supervisor and employee will meet to discuss and sign the appraisal.</p>	
	The next step of the appraisal process provides the supervisor and employee the opportunity to meet and discuss the employee's strengths, areas for improvement, determine future goals, and continuing education and/or professional development opportunities. The job description will be reviewed during the appraisal and changes in job duties may be noted. Changes in the job	

	description, if any, will be forwarded to the Board of Administration for approval.	
	The employee may indicate whether or not he/she agrees with the appraisal.	
	The employee has the right to make comments or disagree with his/her appraisal in writing within ten (10) days following the date of the appraisal meeting. The supervisor or employee may request an additional meeting to discuss the further comments. The written additional comments will be attached and filed with the performance appraisal.	
	A copy of the completed appraisal form is given to the employee. The supervisor will keep a copy of every form given to the employee, and the originals will be filed in the employee's personnel file by the Vice President for Operations and Finance who is also serving as the Human Resource representative. Each appraisal form becomes part of the employee's personnel file. These forms are strictly confidential and should be treated as such.	
	Supervisors should conduct regular meetings with the employee throughout the year. The purpose is to review and provide feedback regarding the employee's progress on goals, identify educational or professional development resources, and offer opportunities for growth and improvement. It is the responsibility of each employee and supervisor to devote the necessary attention to the appraisal process.	
	All appraisals must be completed by January 31.	
<b>13.15</b>	<b>SENIORITY</b>  The College maintains a seniority list of all full-time employees, available in the Business Office. The list shows the date the employee was hired or promoted to full-time status, and the number of years credited, with the names recorded in the order of years of service. The seniority list is updated annually on July 1 by the Business Office. Employees may request to see the seniority list at any time.	
<b>13.15.01</b>	<b>Service Credited:</b>  Credit is given from the date of starting work as a full-time employee.	
	Should continuity of work be broken, credit is given from the date of re-starting work. Continuity of service will be broken in the case of discharge for cause, not later reversed by the grievance procedures.	



	If continuity of employment is interrupted by reason of layoff, service will continue to be credited for a maximum of six (6) months, after which time it will remain stationary until the employee returns to the payroll. If employment is terminated, the employee will be removed from the seniority list.	
	No benefits which are granted on the basis of accumulated service shall apply to former employees unless and until they return to the payroll as an active employee.	
	Service in all departments/offices of the College shall be counted in determining seniority.	
	When two or more persons start work on the same date and it cannot be determined which person was hired first, the names will appear on the seniority list in alphabetical order.	
13.15.02	<b>Layoffs:</b>  In the event that it becomes necessary for the College to lay off employees for reasons of financial exigency or reduced work loads, the Administration will first determine what jobs need cutting and will notify the affected employees in writing.	
	Any employees in the jobs determined to be eliminated, who are considered by the Administration to be less essential to the department/office, will be displaced first.	
	Next in order will be those employees having the least seniority on the jobs which are being eliminated.	
	Employees who are laid off may apply for other positions at the College when there is a vacancy. Employees should check regularly with the College about position openings.	
	Employees who have been laid off and who are not recalled or are unable to apply for another vacancy within the College within one (1) year of the effective date of the layoff shall have exhausted all recall privileges.	
13.15.03	<b>Recall Procedures:</b>	

	When hiring is resumed after a layoff, the College will use every reasonable effort to recall former employees whose names remain on the seniority list. Recall is made according to need and then seniority.	
	If for any reason this order (i.e. need and then seniority) is not followed, upon request, a full explanation will be given to those employees who are not recalled.	
	Employees will be recalled in reverse order of layoff.	
<b>13.16</b>	<b>LEAVING THE EMPLOYMENT OF DIVINE WORD COLLEGE</b>  It is the objective of Divine Word College to counsel employees who fail to meet performance standards rather than to resort to immediate dismissal. The College strives for employee improvement. However, if an employee fails to attain and maintain satisfactory performance levels, the College reserves the right to terminate employment.	
	All terminations from the College are classified as either voluntary or involuntary. Voluntary terminations are resignations of employment; all other terminations are classified as involuntary. The College has established a set of procedures regarding resignation or discharge from employment.	
13.16.01	<b>Resignation.</b> If an employee resigns from Divine Word College, he/she is expected to give the immediate supervisor and the Vice President for Operations and Finance at least two weeks notice, or longer if specified in a contract.	
13.16.02	<b>Dismissal.</b> There are certain serious offenses which may result in immediate dismissal without prior warning. Some examples of these offenses include: fraud, dishonesty, breach of confidentiality, insubordination, possession of dangerous weapons on the College's property, and possession or use of illegal drugs in or on College property during working time.	
13.16.03	<b>Exit Interviews.</b> When an employee leaves the employment of Divine Word College, whether voluntary or involuntary, an exit interview will be conducted with the employee by the immediate supervisor and the Vice President for Operations and Finance. Exit interviews for formation staff are conducted by the Vice President for Formation and the Vice President for Operations and Finance. At this interview, the employee will complete the resignation form and return all College property such as keys, handbooks, etc. The employee will also be informed of the amount of vacation pay and salary due as of the last full day worked.	

13.16.04	<b>Termination Allowance.</b> Any termination allowance due is paid in the pay period following termination of employment and is based on the total number of vacation days to the employee's credit as well as any salary due as of the last full day worked.	
<b>13.17</b>	<b>DISCIPLINE PROCEDURES</b>	
	As a matter of policy, the College seeks to resolve conduct and performance problems in the most informal and positive manner possible, such as through counseling, verbal cautions and the like. However, under those circumstances when disciplinary action, including termination, becomes a necessary means of modifying undesirable situations, the College has established the conditions and procedures that follow.	
	To insure the equitable processing of disciplinary actions, the Vice President for Operations and Finance will be responsible for the proper handling of such matters, including the assurance that employee rights are protected and that appropriate action is taken when the circumstances warrant. Supervisors should therefore consult with the Vice President for Operations and Finance prior to the implementation of discipline.	
13.17.01	<b>Progressive Discipline.</b> The College endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve; the discipline will normally bear a reasonable relationship to the deficiency involved.	
13.17.02	<b>Verbal Reprimand.</b> A verbal statement by the supervisor to an employee, usually pointing out an unsatisfactory element of job performance, sets up goals for the achievement of improvement and lets the employee know that failure to improve may result in more serious action.	
	The verbal reprimand should normally be given confidentially and not in the presence of other persons. The supervisor should record the date and the content of the reprimand, but no record should be put in the employee's personnel file. The employee receiving a verbal reprimand should be given the opportunity, at the time of the reprimand, to offer evidence in mitigation of the actions leading to the reprimand.	
13.17.03	<b>Written Reprimand.</b> After evidence of non-compliance with the verbal reprimand, the supervisor issues a written reprimand and gives a copy of the reprimand to the Vice President for Operations and Finance for placement in	

	the employee's personnel file. The employee is free to offer his/her explanation of his/her failure or non-performance.	
	This written reprimand is the first level of formal discipline.	
13.17.04	<b>Further Actions.</b> If there are repeated occurrences, the supervisor should meet again with the employee concerned and take the following action:	
	<ul style="list-style-type: none"> <li>• Issue a new written reprimand to the employee.</li> <li>• Warn the employee that further recurrence will result in more severe disciplinary action.</li> <li>• Prepare and forward to the Vice President for Operations and Finance and the Vice President for Formation a written report describing all the incidents at issue and summarize the action taken during the meeting with the employee.</li> <li>• Should there be no improvement, the supervisor should issue a further warning, suspend the employee without pay for up to five working days or suspend the employee indefinitely, without pay and recommend termination.</li> </ul>	
13.17.05	<b>Considerations Regarding Implementing Discipline.</b> In initiating disciplinary actions, both supervisors and administrators should be guided in their considerations by the following: <ul style="list-style-type: none"> <li>• the degree of severity of the offense</li> <li>• the number, nature and circumstances of similar past offenses</li> <li>• previous warnings related to the offense</li> <li>• consistency of penalty application</li> <li>• equity and relationship of penalty to the offense.</li> </ul>	
13.18	<b>GRIEVANCE PROCEDURES</b>  A grievance shall be defined as a dispute or disagreement raised by an employee involving the interpretation or application of specific provisions of this Handbook. The College establishes the following procedures to deal with the grievances.	
13.18.01	<b>Informal Level.</b> An employee who has a dispute shall first contact his/her immediate supervisor within five (5) working days of the occurrence or event to discuss the problem and to try to find a solution. If the employee does not feel comfortable bringing the matter to their supervisor, the employee is free to raise the issue with any member of the administration. The supervisor, or	

	administrator, shall attempt to address the grievance within five (5) working days after being presented with the grievance.	
13.18.02	<b>Formal Level I – Written Statement.</b> If the outcome of the Informal Level is not satisfactory to the employee, the employee may submit a written statement of the grievance to the corresponding Vice President within five (5) working days after the supervisor's or administrator's oral response is due. The written grievance shall include a description of the problem or concern and the adjustment the employee is requesting. The Vice President shall respond in writing to the grievant within five (5) working days after receipt of the written grievance.	
13.18.03	<p><b>Formal Level II – Written Statement to the President.</b> If the grievance remains unresolved on the basis of the decision of the Vice President, the employee may present the grievance in writing to the President, together with a copy of the reply from the Vice President, within five (5) working days after the Vice President's response is due.</p> <p>The President may elect to hold a hearing within ten (10) working days following receipt of the grievance. The employee and his/her co-worker and representatives selected by the President shall have the right to present information necessary to assist the President in reaching a decision on the grievance. The decision shall be issued within fifteen (15) working days following the hearing. The decision of the President shall be final and binding.</p>	
13.18.04	<b>Time Limitations.</b> The time limits specified for each step in the grievance procedure may be extended by mutual consent. All time limits shall exclude Saturdays, Sundays and holidays, and all reference to days shall mean work days. If an answer to a grievance is not given to the employee by the College within any of the time limits specified, the grievance may be appealed to the next step of the grievance procedure. Failure by the employee to comply with any time limits shall constitute a withdrawal of the grievance.	
13.18.05	<b>Federal and State Regulations.</b> Grievances affecting Title XIX (Medicaid) or other Federal or State laws or regulations should be directed to the official Equal Opportunity/Employment Office.	
<b>13.19</b>	<b>HOLIDAYS/SPECIAL DAYS</b>	
	<p>The following days will be observed as holidays:</p> <p style="text-align: center;">New Year's Day</p>	

	<div>Good Friday</div> <div>Memorial Day</div> <div>Independence Day</div> <div>Labor Day</div> <div>Thanksgiving Day</div> <div>Day after Thanksgiving</div> <div>Christmas Day</div> <div>Should any of these days fall on a Saturday, the holiday will be observed on Friday; if the holiday falls on a Sunday, the holiday will be observed on Monday.</div>															
	<div>New Year’s Eve is also a paid holiday if it falls on a regular work day.</div>															
	<div>Easter Sunday is considered a paid holiday for kitchen employees who are required to work. Kitchen employees who are required to work on Easter Sunday will receive straight time pay for the hours worked in addition to the regular holiday pay.</div>															
	<div>For the convenience of employees, the College's observance of the Christmas holiday will differ from year to year according to the day of the week on which Christmas falls:</div> <div>When Christmas falls on . . .    Paid holidays are:</div> <table><tr><td>Sunday</td><td>Monday and Tuesday</td></tr><tr><td>Monday</td><td>Monday and Tuesday</td></tr><tr><td>Tuesday</td><td>Monday, Tuesday, Wednesday</td></tr><tr><td>Wednesday</td><td>Tuesday, Wednesday, Thursday</td></tr><tr><td>Thursday</td><td>Wednesday, Thursday, Friday</td></tr><tr><td>Friday</td><td>Thursday and Friday</td></tr><tr><td>Saturday</td><td>Friday and Monday</td></tr></table>	Sunday	Monday and Tuesday	Monday	Monday and Tuesday	Tuesday	Monday, Tuesday, Wednesday	Wednesday	Tuesday, Wednesday, Thursday	Thursday	Wednesday, Thursday, Friday	Friday	Thursday and Friday	Saturday	Friday and Monday	
Sunday	Monday and Tuesday															
Monday	Monday and Tuesday															
Tuesday	Monday, Tuesday, Wednesday															
Wednesday	Tuesday, Wednesday, Thursday															
Thursday	Wednesday, Thursday, Friday															
Friday	Thursday and Friday															
Saturday	Friday and Monday															
	<div><b>Holiday Pay.</b> Full-time non-exempt employees on the active payroll of the College, who would have been scheduled to work had the day not been a scheduled holiday, are eligible for holiday pay. Full-time non-exempt employees who would not be scheduled to work on an observed holiday do not qualify for holiday pay. Part-time and temporary employees are not eligible for paid holidays.</div> <div>All employees eligible for holiday pay will receive an amount equivalent to the straight-time pay they would have received had the holiday been a regular working day.</div>															

	Employees required to work on an observed holiday will receive straight-time pay for all hours worked, in addition to the regular holiday pay for which they are eligible.					
13.20	VACATION					
	Employees assigned to work a regular schedule of 36 hours or more per week are eligible for vacation.					
	Vacation will be prorated at the time of hire. For example, if a non-exempt (hourly) employee begins work in the month of June, the employee would be granted five (5) days of vacation until January 1st. On January 1st of the following year, the employee would be granted ten (10) days of vacation. Furthermore, if an exempt employee begins work in the month of June, the employee would be granted seven and a half (7.5) days of vacation until January 1st. On January 1st of the following year, the employee would be granted fifteen (15) days of vacation.					
	Vacation hours are granted on January 1st each year. Vacation is granted based on years of service as indicated below.					
	Vacation may be taken with the supervisor’s approval. Desired vacation time should be scheduled (or planned) with the employee’s supervisor to ensure a sufficient number of employees are present to operate College business.					
	All employees, including faculty, must be present during student orientation week, during the first week of classes, and during the final exam week of the Fall and Spring semesters in order to meet the needs of the College at these critical times. Exceptions to this policy require prior authorization by the employee’s supervisor, in consultation with the Vice President for Operations and Finance or the corresponding Vice President.					
13.20.01	<p><b>Vacation schedule</b> for all full time exempt and non-exempt employees (effective January 1, 2022):</p> <table><tr><td>0 – 2 years of service</td><td>15 days</td></tr><tr><td>2+ years of service</td><td>20 days</td></tr></table>	0 – 2 years of service	15 days	2+ years of service	20 days	
0 – 2 years of service	15 days					
2+ years of service	20 days					

	A non-exempt employee scheduled to work 36 hours a week will receive ten (10) days the first two years, fifteen (15) days between two and ten years, and twenty (20) days thereafter.	
13.20.02	<b>Using Vacation and Paid Time Off (PTO).</b> Non-exempt employees are required to use either vacation or paid time off (PTO) whenever they take time off from work until the employee's vacation or PTO has been depleted, using 15-minute increments. (Refer to Chapter 6 for policy on Paid Time Off.)	
	Exempt employees are required to take vacation or PTO when they are away from the College two (2) hours or more related to non-college business, until the employee's vacation or PTO has been depleted, as approved by their supervisor.	
	In exceptional circumstances, the College may permit individuals (exempt and non-exempt employees) to take unpaid time off when vacation and PTO hours are depleted. Unpaid time off must be approved in advance, in writing, by the employee's supervisor.	
	Vacation must be taken within one year after it is granted. Any unused vacation hours will be forfeited on December 31st.	
	In the event of an employee's termination, either voluntary or involuntary, any unused vacation hours already granted will be paid at their hourly rate of pay at the time of termination.	
13.20.03	<b>Absenteeism.</b> Excessive absenteeism, regardless of reason, the effect of which disrupts College Operational effectiveness, is grounds for disciplinary action, including dismissal.	
<b>13.21</b>	<b>SEMINARS/WORKSHOPS</b>	
	Divine Word College recognizes that continuing education and training seminars/workshops are important to help refresh or retrain experienced employees. Additionally, such education is an opportunity for employees to keep abreast of new developments in their field.	
	Full-time employees, who have been continuously employed by the College for one year, are eligible to enroll in seminars or workshops that are directly job related and would be of benefit to the employee in his/her work. Eligible employees are encouraged to participate in ongoing professional development opportunities related to their area of expertise, subject to budgetary	



	constraints. These workshops would normally be of local and regional character rather than national.	
	If an employee is interested in attending a seminar/workshop, he/she should submit a written request to his/her immediate supervisor and the corresponding Vice President. They will consider the employee's request and, if they give approval, will enroll the employee in the seminar and pay 100% of the seminar/workshop cost. Once the employee has enrolled in the seminar/workshop, he/she must not miss it for any reason, other than personal emergencies, without permission from his/her supervisor.	
	The hourly paid employee will be paid his/her regular hourly wages, after submitting an absentee report form, for hours attending the seminar and travel time, not including meal time.	
	The College will reimburse the employee for travel and cost of meals. Travel is reimbursed at the established rate. Meals are reimbursed on a per diem basis. (Refer to Expense Form for established rates.)	
	It is also important that employees plan ahead, as the costs for attending seminars/workshops must be included in the office or department budget.	
	Reimbursement for expenses related to attending business meetings, etc., out-of-town are detailed under Expense Policies below.	
<b>13.22</b>	<b>PAID LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT</b>	
	<p>Divine Word College is committed to ongoing education and professional development of its employees.</p> <ul style="list-style-type: none"> <li>• <i>SVD members</i> are encouraged to pursue their ongoing education objectives through the Chicago Province program of continuing education.</li> <li>• The College supports the ongoing education of its <i>lay personnel</i> in various ways appropriate to their responsibilities within the College and to the extent resources are available.</li> </ul>	
	Lay members of the Board of Administration and other staff may apply for paid leave for professional development programs and/or experiences.	
	<p>Paid leave for professional development is available according to the following conditions:</p> <ul style="list-style-type: none"> <li>• The employee is full-time and has completed at least six years of service to the College.</li> <li>• The leave bears a clear relation to the mission and objectives of the College.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The leave, not to exceed four weeks, can be scheduled without causing serious interruption of services within the employee's area of responsibility.</li> <li>• The employee has developed a prior history of ongoing professional development through regular participation in short-term workshops, conferences, etc.</li> <li>• The College will cover travel, room and board, and program fees up to \$2,500, in addition to the employee's regular salary or wage.</li> <li>• The employee must complete at least one full year of employment following a paid leave.</li> </ul>	
	<p>An employee wishing to apply for paid leave for professional development should first discuss the feasibility of the leave with his/her supervisor. If the leave seems possible, the employee should submit a letter to the President stating how he/she meets the eligibility criteria and explaining the objectives of the leave. The employee must submit the letter of application for leave by November of the year prior to the anticipated leave. A letter of endorsement from his/her supervisor must be included with the letter of application. The Board of Administration will make the final approval of paid leave for professional development requests.</p>	
<b>13.23</b>	<p><b>PERSONAL LEAVE</b></p> <p>After completing twelve (12) months of continuous full-time employment, an employee may request an unpaid leave of absence for extraordinary personal reasons.</p> <p>The maximum period of personal leave that will be granted is two (2) months. The employee's request for such a leave must be made in writing as early as possible and be submitted to his/her immediate supervisor and the corresponding Vice President.</p> <p>The Vice President will review the supervisor's recommendation and make final approval or disapproval of the leave and the requested length of the leave. Consideration will be given to the College's staffing requirements, the reasons for the leave, and the employee's length of service and performance record.</p> <p>Insurance benefits will be kept in effect for up to two (2) months of the personal leave. Thereafter, the employee may elect to continue his/her coverage at their own expense for the remainder of the personal leave period.</p>	
<b>13.24</b>	<b>EXPENSE POLICY</b>	

	The College's travel expense policy includes: Automobile Allowance, Travel Advances, and Travel Allowance.	
	<p><b>Paid Transportation Allowance.</b> Travel by plane, train, and bus is reimbursed, with receipts, according to budgetary constraints.</p> <p><b>Automobile Allowances.</b> If an employee needs to travel to business meetings relating to his/her job, the College will reimburse the employee for the mileage at the established rate. Reimbursement will also be made for parking and tolls if receipts are turned in with the request for reimbursement. The employee's supervisor must approve the request for reimbursement, which is then submitted to the Business Office.</p>	
	<b>Travel Allowance.</b> For business travel, the employee may receive the established per diem allowance to cover the cost of meals, cab, parking and will be reimbursed for travel expenses and hotel bills as authorized by his/her supervisor.	
	<p><b>Travel Advances.</b> If necessary, out-of-town travel advances may be obtained prior to the employee's departure. The employee is responsible for obtaining his/her own advances from the Business Office, with approval from his/her supervisor.</p> <p>When the employee returns, he/she must submit a separate expense sheet listing the expenses incurred on the trip. Corresponding receipts must be attached to the expense report. The expense sheet will be compared to the travel advance amount to determine the appropriate reimbursement amount.</p>	

## **CHAPTER 14: PRESIDENT AND RECTOR – AREAS OF CARE AND COMPETENCE**

- 14.01 Relationship of the Divine Word College President and the SVD Rector
  - 14.01.01 President's Principal Responsibilities
  - 14.01.02 Rector's Principal Responsibilities
  - 14.01.03 Spirit of Collaboration between Rector and President
- 14.02 Epworth SVD Community Members
  - 14.02.01 The SVD Membership of the Epworth Community
  - 14.02.02 SVD Members Working for Divine Word College
- 14.03 Divine Word College and Epworth SVD Community Corporations
  - 14.03.01 SVD in Iowa
  - 14.03.02 Divine Word College
- 14.04 Areas Requiring Special Cooperation
  - 14.04.01 Personnel Concerns
  - 14.04.02 The SVD Residence
  - 14.04.03 Events
  - 14.04.04 The Chapel
  - 14.04.05 Summer Students
  - 14.04.06 Cars

	<b>CHAPTER 14: PRESIDENT AND RECTOR</b> <b>Areas of Care and Competence</b>	2019.07.29
<b>14.01</b>	<b>RELATIONSHIP OF THE DIVINE WORD COLLEGE PRESIDENT AND THE SVD RECTOR</b>	
	<p>The <b>College President</b> has the same authority and responsibilities that are customarily attached to the presidency of any college.</p> <p>The <b>SVD Rector</b> has authority over the SVD community and residence (the House) and control of the funds necessary to provide for the needs of the religious community. SVD Community funds are completely separate from College funds.</p> <p><b>Members of the religious community</b> who work at Divine Word College have a twofold responsibility.</p> <ul style="list-style-type: none"> <li>• In matters pertaining to their personal and religious life, they are responsible to the religious superior.</li> <li>• In matters pertaining to their ministries in the College, they are responsible to appropriate administrators and to the President in the same ways that lay staff or members of other religious congregations are responsible.</li> </ul>	
14.01.01	<ul style="list-style-type: none"> <li>• <b>President's Principal Responsibilities.</b> The President is primarily responsible for all aspects of college seminary life. He shares definite responsibilities with members of the administration and with the faculty, observing principles of collegiality and subsidiarity. The full job description is available in the Appendix.</li> </ul> <p><b>The President:</b></p> <ul style="list-style-type: none"> <li>• Has the right of review of the college's academic and seminary formation programs to ensure that they support the international, missionary and cross-cultural goals of the Society of the Divine Word as defined in all authoritative Society documents.</li> <li>• Ensures that the programs of the College are in agreement with the Second Vatican Council's <i>Decree on the Training of Priests (Optatum totius)</i>, with the most recent edition of <i>The Program of Priestly Formation (PPF)</i> issued by the US Conference of Catholic Bishops, and with other authoritative documents.</li> <li>• Appoints and terminates the service of administrative and faculty members, including SVD members.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Appoints officials and committees as necessary for the efficient conduct of the College, including SVD members.</li> <li>• Supervises all official publications of the College.</li> <li>• Represents the College to the general public, to educational groups and agencies, and, in general, be the spokesman in all external relations.</li> <li>• Supervises the raising of funds for the support and development of the College.</li> </ul>	
14.01.02	<p><b>Rector's Principal Responsibilities.</b> The Rector is appointed by the Provincial Superior after consulting the members of the community. The Rector shares responsibility with the Vice-Rector and members of the House Council. A full job description, approved by the Provincial Council, is available in the Appendix.</p> <p>The Rector and the members of the house council care for and are competent to make decisions regarding:</p> <ul style="list-style-type: none"> <li>• Divine Word Missionaries and other persons (guests) who live within the SVD community, whether residing in the SVD residence or in other College buildings.</li> <li>• Matters pertaining to the life of the religious community.</li> <li>• Control of the cars assigned for use by the members of the religious community.</li> <li>• Assignments to weekend and other ministries (or simply supply).</li> <li>• Vacation, travel and absence of members of the religious community without prejudice to their College teaching or administrative responsibilities.</li> <li>• Permissions to members of the religious community for matters that do not pertain to the College.</li> </ul>	
14.01.03	<p><b>Spirit of Collaboration between Rector and President.</b></p> <ul style="list-style-type: none"> <li>• The President of the College is responsible to the Rector in matters pertaining to his own personal and religious life.</li> <li>• The Rector of the SVD Community is responsible to the President in matters pertaining to his own service in the College.</li> <li>• The President and Rector consult one another on an ongoing basis to encourage one another, and to share plans, concerns and successes.</li> <li>• For the good of the SVD members, when concerns or issues arise that affect SVD members working at the College, the Rector and President are especially desirous of mutual consultation.</li> </ul>	

	Whenever possible, they delay action until after discussing the matter together.	
<b>14.02</b>	<b>EPWORTH SVD COMMUNITY MEMBERS</b>	
14.02.01	<p><b>The SVD membership of the Epworth community.</b> The Epworth community numbers about 30 members. In addition, SVD students at the college average about 5-8 members.</p> <ul style="list-style-type: none"> <li>• Most members of the Epworth SVD Community are resident at the College, but some live elsewhere (e.g., for studies or pastoral work).</li> <li>• Some SVD's living at the College are not members of the Chicago Province, but are resident as guests.</li> <li>• A majority of SVD members resident at the College are working full-time for the College, but not all. Some are students at the College; some are active in other ministries; some are fully or partially retired.</li> <li>• All members, whether living at the College, or elsewhere, are responsible to the Rector in matters pertaining to their personal and religious life.</li> </ul>	
14.02.02	<p><b>SVD members working for Divine Word College.</b></p> <ul style="list-style-type: none"> <li>• SVD members are not paid a salary. As such, they are not formally "employees" of the college. The value of their work is accounted as contributed services to the College (approximately \$1m annually).</li> <li>• Though not considered employees, most of the policies outlined in this handbook are applicable to SVD's who are working for the college.</li> <li>• SVD members who are <i>not</i> working for the College as instructors or in staff positions still have an important role to play, contributing their example of life, their prayers, and their shared life with the entire College community.</li> <li>• In matters pertaining to the <i>College</i>, all SVD's are ultimately responsible to the <i>President</i>.</li> </ul>	
<b>14.03</b>	<b>DIVINE WORD COLLEGE AND EPWORTH SVD COMMUNITY CORPORATIONS</b>	
	The separate, but close collaboration between President and Rector mirrors the separate but collaborative operations of Divine Word	

	College and the Society of the Divine Word. Both Divine Word College and the Society of the Divine Word (Iowa) are legally organized and operate as <b>two separate nonprofit corporations</b> in the State of Iowa.	
14.03.01	<p><b>SVD in Iowa.</b> The Society of the Divine Word began operations in Iowa in 1931 with the purchase of the land on which the college stands. The Society of the Divine Word in Iowa operates as a nonprofit corporation, which was originally formed under articles of incorporation filed on August 26, 1933. The articles were most recently amended and restated on May 3, 2008. The articles of incorporation and the bylaws of the corporation are included in the appendix.</p> <ul style="list-style-type: none"> <li>• <b>Assets.</b> The SVD Iowa Corporation does not currently hold any major assets.</li> <li>• <b>The five directors</b> of the SVD Corporation are all ex-officio: the Provincial Superior of Chicago Province, the Treasurer of the Chicago Province, the local superior (Rector) of the Epworth SVD community, the vice superior (Vice Rector) of the Epworth SVD community, and the President of Divine Word College.</li> <li>• <b>The annual meeting</b> of the SVD Corporation is held each year in October (at the time of the meeting of the Board of Trustees of Divine Word College.)</li> </ul>	
14.03.02	<p><b>Divine Word College.</b> The College is a successor institution to the seminary that was originally organized at Techny, Illinois in 1912. In 1964, Divine Word College began operation at Epworth. The College was organized as an Iowa nonprofit corporation in 1967, and the most recent articles of incorporation were amended and restated in 2008, which are included in the appendix. Subsequent amendments to the practices described in the articles of incorporation are found in the bylaws of Divine Word College also included in the appendix.</p> <ul style="list-style-type: none"> <li>• <b>The assets</b> of the DWC Corporation include the land, buildings, equipment and investments of the College.</li> <li>• <b>The five directors</b> of the DWC Corporation are: The Provincial and Vice Provincial of the Chicago Province; and three other members of the Society of the Divine Word elected by the directors. All of the directors serve as members of the DWC board of trustees. In practice, the President of DWC serves as a non-voting secretary for the Board of Directors.</li> <li>• <b>The annual meeting</b> of the DWC Corporation is held each year in May (at the time of the meeting of the Board of Trustees of Divine Word College.)</li> </ul>	



<b>14.04</b>	<b>AREAS REQUIRING SPECIAL COOPERATION</b>  Experience has shown that the following areas require particular care and cooperation between President and Rector.	
14.04.01	<b>Personnel Concerns.</b> <ul style="list-style-type: none"> <li>• <b>SVDs in residence at the College.</b> The invitation of SVD members to live at the College affects both the College and the SVD community. This includes all SVDs, whether they will serve at the College, or spend their retirement at the College, or be involved in non-College ministries, or to study.</li> <li>• <b>Non-SVD religious or priests in the SVD residence.</b> The invitation of non-SVD religious or priests to serve on the College staff is a matter for both Rector and President, especially if the invitee should require residence with the SVD community.</li> <li>• <b>Reappointments.</b> The reappointment of SVD members to the SVD community at Epworth concerns both President and Rector when this implies an assignment within the College.</li> </ul>	
14.04.02	<b>The SVD Residence.</b> <ul style="list-style-type: none"> <li>• <b>Maintenance and Improvements.</b> The Rector exercises authority over the physical facilities of the SVD residence. Since maintenance and housekeeping personnel are College employees, the President and Board of Administration are necessarily involved in physical improvements or changes that require the expenditure of College funds and the participation of College personnel. The Rector and House Council should submit maintenance and improvement requests through the Vice President for Operations and Finance so that they can become part of the overall annual maintenance plan.</li> <li>• <b>Building Security.</b> The security of the buildings is, in general, a responsibility of the College. However, since security issues result from the activity of the SVD members after regular business hours and during vacations, the members will likely need to assume some responsibility for ensuring that doors are locked, etc.</li> </ul>	
14.04.03	<b>Events.</b> <ul style="list-style-type: none"> <li>• <b>SVD Community Events.</b> The organization and celebration of specifically SVD community events at the College (e.g. jubilees) is a concern for both Rector and President.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Socials.</b> The sponsoring of various socials (e.g. Board of Trustees, Easter Vigil). The Rector and the President should periodically renew their understanding about sponsorship of socials.</li> </ul>	
14.04.04	<p><b>The Chapel.</b></p> <ul style="list-style-type: none"> <li>• <b>Presiders at Eucharist.</b> The Rector ordinarily assigns presiders for Eucharistic and other celebrations in the College main chapel. When these celebrations involve students, faculty, staff, benefactors, etc., the President has the authority to decide if a particular SVD member should not be assigned. The President would exercise this authority when, for example, a presider appears incapable of or unwilling to observe ordinary liturgical norms, deliver reasonably coherent homilies, publicly support the mission of the College, and other similar reasons.</li> <li>• <b>Supply.</b> The President has the same authority regarding the assignment of priests outside the College since, when they minister at area parishes, they are representing Divine Word College.</li> <li>• <b>Sacristy.</b> The College administration will ensure that someone assumes responsibility for the care of the sacristy and chapels during vacation periods and the summer months.</li> </ul>	
14.04.05	<p><b>Summer Students.</b></p> <ul style="list-style-type: none"> <li>• <b>Summer Work Students.</b> The supervision of summer students. The students who work for the College during the summer months are a College responsibility. The Dean of Students will assume responsibility for the summer students and will delegate the responsibility when he will be absent.</li> <li>• <b>Summer SVD Students.</b> SVD students who reside and/or work at the College during the summer months are responsible to both College and SVD community leadership. In matters pertaining to their work for the College, the students are responsible to their supervisors and the VP for Operations and Finance. In matters pertaining to their personal and social life, they are responsible to the Rector or his delegate.</li> </ul>	
14.04.06	<p><b>Cars.</b></p> <ul style="list-style-type: none"> <li>• <b>House cars.</b> In general, cars are purchased by and belong to the College, not to the SVD community. A number of cars are designated as "SVD house cars" and are assigned to the SVD community for their use. The Rector supervises the use and care of the cars assigned to the community.</li> </ul>	

	<ul style="list-style-type: none"><li>• <b>Costs.</b> Insurance coverage, auto-maintenance and fuel are paid by the College and billed to the SVD community.</li></ul>	
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## **APPENDIX (x)**

### **CHAPTER 01: INTRODUCTION, MISSION, BELIEFS, VALUES**

### **CHAPTER 02: GOVERNING BODIES**

- x.14.03.01 Society of the Divine Word Articles of Incorporation and Bylaws
- x.14.03.02 Divine Word College Articles of Incorporation and Bylaws

### **CHAPTER 03: ADMINISTRATIVE AND SUPERVISORY PERSONNEL**

- J.3.00 Administrative and Support Staff Job Descriptions

#### **J.3.01 President of Divine Word College**

- J.3.01.01 Development Director
- J.3.01.02 Associate Development Director
- J.3.01.02.A Development Office Secretary for Vietnamese Outreach
- J.3.01.02.B Development Office Secretary
- J.3.01.03 Public Relations Director
- J.3.01.04 Public Relations Specialist
- J.3.01.05 Divine Word Alumni Director
- J.3.01.05.A Assistant to the Director of the Alumni Association
- J.3.01.06 Executive Secretary to the President

#### **J.3.02 Vice President for Academic Affairs**

- J.3.02.01 Registrar
- J.3.02.02 Director of Intensive English Language Institute
- J.3.02.03 Department Chair
- J.3.02.04 Studies Abroad Coordinator
- J.3.02.05 Academic Advisement Coordinator
- J.3.02.06 Library Director
- J.3.02.06.A Library Technical Assistant
- J.3.02.07 Assistant Librarian
- J.3.02.08 Director for Institutional Effectiveness

#### **J.3.03 Vice President for Admissions**

- J.3.03.A Admissions Office Secretary/Bookkeeper
- J.3.03.01 Admissions Director
- J.3.03.02 Vocation Promoters
- J.3.03.03 International Student Advisor
- J.3.03.04 Financial Aid Coordinator

#### **J.3.04 Vice President for Formation and Student Life**

- J.3.04.01 Dean of Students
- J.3.04.02 Associate Dean of Students
- J.3.04.03 Formation Director
- J.3.04.04 Spiritual Life Coordinator
- J.3.04.05 Spiritual Director

J.3.04.06	Counselor
J.3.04.07	Ministries Coordinator
J.3.04.08	Assistant Ministries Coordinator
J.3.04.09	College Chaplain
J.3.04.10	Assistant College Chaplain
J.3.04.11	Liturgical Music Coordinator
J.3.04.12	Assistant Liturgical Music Coordinator
J.3.04.13	Sports Coordinator
J.3.04.14	Health Services Coordinator
<b>J.3.05</b>	<b>Vice President for Operations and Finance</b>
J.3.05.01	Business Office Director and Controller
J.3.05.01.A	Business Office Receptionist/Secretary
J.3.05.01.B	Business Office Bookkeeper/Secretary
J.3.05.02	Information Systems Director
J.3.05.02.A	Information System Assistant
J.3.05.03	Archivist
J.3.05.04	Food Service Director
J.3.05.04.A	Food Service Worker
J.3.05.05	Maintenance Director
J.3.05.05. A	Groundskeeper
J.3.05.06	Maintenance Worker
J.3.05.07	Housekeeper/Work-Study Coordinator
J.3.05.08	Housekeeper/Laundry Worker

## **CHAPTER 04: COLLEGE-WIDE STANDING COMMITTEES/COUNCILS**

## **CHAPTER 05: DIVINE WORD COMMUNITY POLICIES (FACULTY, STAFF, AND STUDENTS)**

- x.5.01 Clery Act & Reporting Form
- x.5.03.03 Matthew 25 Award nomination
- x.5.03.04 Rev. John Donaghey Award for Outstanding Service nomination
- x.5.03.05 Rev. Michael Hutchins, SVD, Excellence in Leadership Award nomination
- x.5.03.07 Bro. Anthony Kreinus, SVD, Distinguished Service Award
- x.5.03.08 Donna Puccio Distinguished Service Award nomination
- x.5.03.10 St. Arnold Janssen Oral Presentation Award
- x.5.06.03 College Fees
- x.5.08.03 Epidemic Response Plan
- x.5.27 Property & Equipment Disposal
- x.5.28 Protection of the Human Subject of Research

## **CHAPTER 06: POLICIES FOR FACULTY AND STAFF**

- x.6.07 Conflict of Interest
- x.6.10 Enrollment in Divine Word College Courses
- x.6.17.05 FMLA Leave of Absence Request Form
- x.6.24 Receipt of Divine Word College Policy Handbook
- x.6.29 Work from Remote Locations

## **CHAPTER 07: FACULTY POLICIES AND PRACTICES**

- x.7.02.03 Faculty Travel and Expense Report
- x.7.02.10 Faculty Class Absence Report
- x.7.02.12 Faculty Field Trip Form
- x.7.03.03 Check Request Form
- x.7.03.06 Textbook/Desk Copy Order Form
- x.7.06.01 Faculty Senate Bylaws and Procedures of the Senate
- x.7.07.01 Application for Leave

## **CHAPTER 08: FACULTY EMPLOYMENT**

## **CHAPTER 09: FACULTY EVALUATIONS, RANK, AND PROMOTIONS**

- x.9.01.07 Classroom Observation Report
- x.9.04 Faculty Service Report

## **CHAPTER 10: ACADEMIC POLICIES AND PROCEDURES**

## **CHAPTER 11: ADMISSIONS**

- x.11.00 Financial Aid and Scholarship Policy/Institutional Code of Conduct
- x.11.06 Divine Word College Honor Scholarships

#### **CHAPTER 12: FORMATION AND STUDENT LIFE**

- x.12.04 Student Leave of Absence
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#### **CHAPTER 13: STAFF SPECIFIC POLICIES, PRACTICES, AND BENEFITS**

- x.13.10 Absentee Report
- x.13.14 Employee Performance Appraisals
- x.13.16 Resignation Form

#### **CHAPTER 14: PRESIDENT AND RECTOR – AREAS OF CARE AND COMPETENCE**

- x.14.01.02 Rector – Job Description
- x.14.03.01 Society of the Divine Word Articles of Incorporation and Bylaws
- x.14.03.02 Divine Word College Articles of Incorporation and Bylaws

## **CHAPTER 01: INTRODUCTION, MISSION, BELIEFS, VALUES**

## **CHAPTER 02: GOVERNING BODIES**

See Chapter 14

## **CHAPTER 03: ADMINISTRATIVE AND SUPERVISORY PERSONNEL**

- 3.01 President of Divine Word College
  - 3.01.01 Development Director
  - 3.01.02 Associate Development Director
    - 3.01.02.A Development Office Secretary for Vietnamese Outreach
    - 3.01.02.B Development Office Secretary
  - 3.01.03 Public Relations Director
  - 3.01.04 Public Relations Specialist
  - 3.01.05 Divine Word Alumni Director
    - 3.01.05.A Assistant to the Director of the Alumni Association
  - 3.01.06 Executive Secretary to the President
- 3.02 Vice President for Academic Affairs
  - 3.02.01 Registrar
  - 3.02.02 Director of Intensive English Language Institute
  - 3.02.03 Department Chair
  - 3.02.04 Studies Abroad Coordinator
  - 3.02.05 Academic Advisement Coordinator
  - 3.02.06 Library Director
    - 3.02.06.A Library Technical Assistant
  - 3.02.07 Assistant Librarian
  - 3.02.08 Director for Institutional Effectiveness
- 3.03 Vice President for Admissions
  - 3.03.A Admissions Office Secretary/Bookkeeper
  - 3.03.01 Admissions Director
  - 3.03.02 Vocation Promoters
  - 3.03.03 International Student Advisor
  - 3.03.04 Financial Aid Coordinator
- 3.04 Vice President for Formation and Student Life
  - 3.04.01 Dean of Students
  - 3.04.02 Associate Dean of Students
  - 3.04.03 Formation Director
  - 3.04.04 Spiritual Life Coordinator
  - 3.04.05 Spiritual Director
  - 3.04.06 Counselor
  - 3.04.07 Ministries Coordinator
  - 3.04.08 Assistant Ministries Coordinator



- 3.04.09 College Chaplain
- 3.04.10 Assistant College Chaplain
- 3.04.11 Liturgical Music Coordinator
- 3.04.12 Assistant Liturgical Music Coordinator
- 3.04.13 Sports Coordinator
- 3.04.14 Health Services Coordinator
- 3.05 Vice President for Operations and Finance
  - 3.05.01 Business Office Director and Controller
    - 3.05.01.A Business Office Receptionist/Secretary
    - 3.05.01.B Business Office Bookkeeper/Secretary
  - 3.05.02 Information Systems Director
    - 3.05.02.A Information System Assistant
  - 3.05.03 Archivist
  - 3.05.04 Food Service Director
    - 3.05.04.A Food Service Worker
  - 3.05.05 Maintenance Director
    - 3.05.05. A Groundskeeper
  - 3.05.06 Maintenance Worker
  - 3.05.07 Housekeeper/Work-Study Coordinator
  - 3.05.08 Housekeeper/Laundry Worker

#### **ADMINISTRATIVE, SUPERVISORY, AND SUPPORT PERSONNEL – JOB DESCRIPTIONS**



<b>Job title</b>	President
<b>Reports to</b>	Board of Trustees
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

### **Job purpose**

The President serves as the Chief Executive Officer of Divine Word College. He has responsibility for the overall affairs of DWC and is the primary liaison between the College and the Board of Trustees. The President helps develop, define, and articulate a vision for the College, and he leads the College in fulfilling its mission.

### **Duties and responsibilities**

#### **Board of Trustees**

1. Serves as an ex officio member of the Board of Trustees and of all committees of the Board.
2. Organizes all regular meetings of the Board of Trustees in consultation with the Chair and prepares necessary background materials for such meetings.
3. Provides leadership in the recruitment and orientation of new members of the Board of Trustees and maintains personal contact with Trustees between meetings.
4. Reports regularly to the Board of Trustees on the condition of the College to keep the Trustees fully informed and to enable the Board to meet its policy-making responsibilities.
5. Sees that all policies established by the Board of Trustees are implemented; that all legal requirements are met; that proper academic and formation standards are observed.
6. Sees that the annual budget is prepared for the approval of the Board of Trustees and that it is administered properly.
7. Represents the faculty and other employees of the institution at meetings of the Board of Trustees and its committees.
8. Engages the Board of Trustees in the approval and regular review of the College's three-year strategic plan.
9. Assists the Chair in the evaluation and improvement of all functions of the Board of Trustees.

#### **Society of the Divine Word**

10. Serves as the primary liaison between the College and the Chicago Province through regular communication with the Provincial Superior and other Province offices regarding matters pertaining to the College, including personnel, finance, and recruitment.
11. Models SVD values to faculty, staff, administrators and students in a variety of contexts (e.g. special celebrations, presentations, homilies, etc.).

#### **Board of Administration**

12. Presides at all meetings of the Board of Administration.
13. Meets regularly with individual members of the Board of Administration – to discuss progress on particular program objectives, to consult on issues affecting the whole College, and to offer and receive encouragement.

14. Conducts periodic performance reviews of members of the Board of Administration and the President's Secretary.

#### **Overall College Matters**

15. Promotes the effective coordination of activities among the various departments of the College.
16. Hires and terminates all administrative, staff and faculty members as necessary for the efficient conduct of the College's business.
17. Serves as an ex officio member of all standing committees in the College.
18. Appoints and/or confirms college officials and committee members for standing and ad hoc committees.
19. Assures that the various College departments engage in the ongoing process of institutional planning.

#### **External Affairs**

20. Represents the College to the general public, to educational groups and agencies, to other institutions of learning, and in general, is the spokesman in all external relations.
21. Oversees all official publications of the College.
22. Represents the College, or causes it to be represented (including legal representation), as may be necessary and appropriate, before the Church, and public and private bodies.
23. Participates in activities to secure the financial resources required for the successful operation and growth of College programs, including meeting with groups or individuals who support the College.
24. Chairs the External Affairs committee.
25. Conducts periodic performance reviews of the Development Director and the Public Relations Director.

#### **Academic Affairs – in collaboration with the Vice President for Academic Affairs:**

26. Assures the effective organization of the faculty.
27. Provides effective and stimulating educational leadership to administration, faculty and students.
28. Assures that the College is current with trends and topics relating to accreditation and regulation at all levels.
29. Assures representation to accrediting agencies and the provision of required reports to those agencies as well as governmental agencies.

#### **Admissions – in collaboration with the Vice President for Admissions:**

30. Supports the recruitment of candidates for the SVD by providing guidance, monitoring recruitment strategies and adherence to established admissions policies, and keeping SVD enrollment as an institutional priority.
31. Communicates directly with referral sources (e.g. bishops, religious superiors) for both SVD and non-SVD applicants.
32. Reviews all SVD candidate applications and oversees all student admissions.
33. Chairs the scholarship committee, and awards named and institutional scholarships.
34. Monitors enrollment numbers for each semester, providing enrollment projections to the Trustees as desired.

#### **Religious Formation and Student Life – in collaboration with the Vice President for Formation:**

35. Ensures that the Religious Formation Program supports the international, missionary and intercultural goals of the Society of the Divine Word.
36. Ensures that the Religious Formation Program, as it affects candidates for the missionary priesthood, honors the expectations of the Program of Priestly Formation of the U.S. Conference of Catholic Bishops.
37. Appoints personnel for the Religious Formation Program.

#### **Operations and Finance – in collaboration with the Vice President for Operations and Finance:**

38. Oversees the preparation of the annual budget, reviews the monthly financial reports, and receives the annual audit reports.
39. Guides the development of strategies and decisions regarding investments and the endowment.
40. Reviews human resource programs and decides appeals in cases of HR disputes.

41. Considers how best to utilize space within College buildings.
42. Sees that the institution's plant and properties are properly managed, maintained and supervised.

#### **Qualifications**

- Member of the Society of the Divine Word.
- Master's degree minimum; doctorate preferred.
- Educational experience and practical experience in leadership preferred.
- Good administrator, delegator, communicator, and team builder.
- Ability to lead an intercultural missionary community; experience in a culture other than his own preferred.

#### **Working conditions**

- Ability to work nights and weekends.
- Willing to travel.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.

#### **Direct reports**

- Vice President for Academic Affairs
- Vice President for Admissions
- Vice President for Formation
- Vice President for Operations and Finance
- Development Director
- Public Relations Director
- Executive Secretary to the President

<b>Initial approval:</b>	<i>November 30, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	Development Director
<b>Reports to</b>	College President
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

### Job purpose

The Development Director is an at-will employee of the College who is appointed by and reports to the College President. The position requires an ability to maintain a high level of confidentiality. The Development Director is responsible for fundraising and supervises the activities of the Development Office.

### Duties and responsibilities

1. Bears primary responsibility for securing strong financial support for operations as well as for capital and endowment growth.
2. Formulates policy for, oversees and regularly evaluates the Divine Word College development programs.
3. Plans and directs, in cooperation with the Associate Development Director, programs for researching and cultivating major donors and for securing planned gifts.
4. Develops an annual operating plan for all Development Office activities in collaboration with the Associate Development Director.
5. Prepares the annual Development Office budget.
6. Initiates and conducts an annual appeal campaign.
7. Coordinates and evaluates the Development Office mail drive program.
8. Evaluates the various mailing and donor lists and introduces initiatives to ensure their effective use. Makes decisions regarding the acquisition and development of new mailing lists.
9. Presents monthly reports of all fundraising to the President. Meets regularly with the President and occasionally with the Board of Administration and the Board of Trustees to keep them informed of Development Office activities.
10. Holds membership on the Development Committee of the Board of Trustees. Makes reports on DWC's development activities and results to the Board of Trustees.
11. Works closely with the Development Director of the Chicago Province in planning fundraising activities.
12. Supervises all Development Office personnel, in collaboration with the Associate Development Director, and oversees all Development Office activities.
13. Reviews and evaluates, in collaboration with the Associate Development Director, all literature prepared and distributed by the Development Office.
14. Prepares and facilitates regular Development Office staff meetings.
15. Oversees record keeping systems and reporting systems.
16. Visits benefactors and keeps contact with them.
17. Serves on the USC Province Development Committee.
18. Other duties/responsibilities as assigned by the College President.

### Qualifications

- Bachelor's degree in related field.
- Experience in fundraising/development work.
- Strong written, oral, and interpersonal communication skills as well as organization, problem-solving, and multi-tasking skills.
- Computer skills required with knowledge of common software programs such as MS Office, Excel, and appropriate Development Office Software.
- Must have a valid driver's license.

### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.
- Must be willing and able to travel and to drive long distances.

### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

### Direct reports

- Associate Development Director

Initial approval:	March 31, 2017		
Updated:			



<b>Job title</b>	Associate Development Director
<b>Reports to</b>	Development Director
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

### Job purpose

The Associate Development Director is an at-will employee of the College and cooperates with the Development Director in all matters pertaining to fund raising and development activities at Divine Word College and maintains the office's activities in an appropriately confidential manner.

### Duties and responsibilities

1. Bears a major responsibility for visitation of major donors and for the solicitation of major gifts.
2. Answers all donor correspondence as needed.
3. Attends the funerals and wakes of DWC friends and benefactors.
4. Plans and organizes fundraising events.
5. Represents the College to the public at various functions and responds to invitations from various groups as appropriate.
6. Carries out special responsibilities as assigned by the College President and the Development Director.
7. Handles all legal correspondence in respect to estates involving Divine Word College.
8. Writes monthly donor letter.
9. Researches and writes grants for the College.
10. Schedules and prepares various appeals during the year.
11. Assists the Development Director in supervising all Development Office staff.
12. Recruits, recommends, and trains staff members of the Development Office.
13. Conducts staff performance evaluations.
14. Serves on the Development Committee of the Board of Trustees.
15. Other duties/responsibilities as assigned by the Development Director.

### Qualifications

- Bachelor's degree or equivalent experience.
- Excellent written and verbal communication skills.
- Flexible and independent.
- Proven ability to meet and exceed goals.
- Demonstrated success in cultivating relationships, thinking strategically and delivering compelling proposals to potential donors.
- A highly collaborative style; positive attitude; strong work ethic; attention to detail; and unquestioned reputation for honesty and integrity.
- Commitment to the organization's mission and ideals; past experience in higher education or college access a plus.

- One or more years of nonprofit fundraising experience preferred.
- Computer skills required with knowledge of common software programs such as MS Office, Excel, and appropriate Development Office software.
- Must have a valid driver's license.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.
- Must be able to travel as needed to visit donors.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- Development Office secretaries

<b>Initial approval:</b>	<i>March 31, 2017</i>
<b>Updated:</b>	





<b>Job title</b>	Public Relations Director
<b>Reports to</b>	College President
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Public Relations Director is an at-will employee of the College and is responsible to interpret and appropriately publish the College's goals, achievements and needs to the general public. The President has the right to review and modify all publications prior to their release.

#### **Duties and responsibilities**

1. Publishes news releases to area newspapers, Divine Word College newsletter (three times a year), the Sacred Heart Calendar, promotional brochures for special events, items related to development efforts, College Catalog and other items as needed.
2. Submits news items to the Province newsletter as appropriate.
3. Maintains lists of the Catholic diocesan newspaper, newspapers in the Dubuque area, media contacts, other area newspapers as appropriate for development and public relation efforts and local.
4. Serves as in-house photographer and videographer and maintains an organized photo file of each student, faculty, staff and SVD member. Also takes photos and keeps files of all principal events at the college during the school year.
5. Serves, as appropriate, on College committees that pertain to public relations efforts.
6. Handles all outside publishing activities of the College, as appropriate, to ensure that a consistent graphical image (branding) is maintained.
7. Serves as the main contact and coordinator for all group tours of the College.
8. Chairs the Cultural Events Committee and coordinates all cultural events held at the College. Duties include, but are not limited to publicity, performance set-up, public reception details and arrangement for payment of performers.
9. Serves as the main contact and coordinator of all requests for student speakers and/or performers from individuals or organizations outside of the College in collaboration with the Dean of Students.
10. Serves as the webmaster for both the College and Vocation Office websites and works in collaboration with appropriate administrators to update the sites.
11. Works in cooperation with the Vice President for Recruitment and Admissions on marketing and advertising projects as needed.
12. Serves as the main contact for all groups requesting the use of college facilities for meetings, conferences or other events. Duties include but are not limited to coordination of details between the group organizer and necessary college personnel, informing the college community of the event and any special details that deviate from the normal daily routine and providing for a college representative to be present during the event.
13. Other duties/responsibilities as assigned by the President of the College.

### Qualifications

- Bachelor degree, Master's degree is preferred.
- Strong writing skills.
- Demonstrated experience and comprehensive knowledge of communications, marketing, media, and public relations techniques and a track record of establishing and implementing integrated programs encompassing them.
- A positive executive presence and demeanor.
- Outstanding interpersonal and communications skills and the ability to work effectively with a wide range of constituencies in diverse communities.
- Advanced verbal communication skills and the ability to present effectively to small and large groups.
- Effective supervisory skills including the ability to motivate staff to achieve high levels of performance.
- Ability to synthesize complex issues and articulate a coherent position and rationale clearly and succinctly.
- Strong time management skills, with attention to deadlines and ability to effectively handle multiple priorities concurrently.
- Strong knowledge of the effective use of social media in marketing a college or university.
- Expansive experience with a wide range of computer skills and knowledge of software programs including but not limited to Microsoft Office suite, In Design, Photoshop, etc.
- Accomplished photographer and ability to record and edit video.
- Familiarity with website design and maintenance with appropriate software.
- Must have a valid driver's license.

### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work flexible schedule, including evenings, weekends and holidays.
- Some travel required.

### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

### Direct reports

- Public Relations Specialist.

<b>Initial approval:</b>	<i>March 31, 2017</i>
<b>Updated:</b>	



<b>Job title</b>	Public Relations Specialist
<b>Reports to</b>	Public Relations Director
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

### Job purpose

The Public Relations Specialist is an at-will employee of the College and works directly with the Director of Public Relations to promote the College's mission and achievements to the public as well as to support the recruitment efforts of the Vocation Department.

### Duties and responsibilities

1. Writes primarily for College publications and website.
2. Produces the *DWC World*, the College newsletter. This includes the development of the themes for each issue and the writing of articles. Duties also include working with a designer to prepare the layout of the newsletter in preparation for printing. The Public Relations Specialist collaborates with the *DWC World* editorial committee in the preparation of each issue of the newsletter.
3. Develops content for College-sponsored websites in collaboration with the Director of Public Relations, regularly updating information, as well as creating fresh and interesting features showcasing College programs and opportunities.
4. Prepares other printed material in support of Public Relations and vocation efforts. These may include: annual photo directory, name badges, liturgy aids, etc.
5. Serves occasionally as in-house photographer or videographer for college events and projects. Events may take place outside of regular business hours.
6. Assists with other writing projects of the Public Relations, Vocation and Development Offices as needed. Projects may include articles, brochures and/or fundraising materials.
7. Serves on College committees as appropriate.
8. Other duties as assigned.

### Qualifications

- Bachelor Degree in journalism, communications, public relations or related field. Basic computer skills including research.
- Two years previous experience (minimum) in organizational communication/public relations; journalism experience considered.
- Ability to write and edit news-style copy.
- Expansive experience with a wide range of computer skills and knowledge of software programs including but not limited to Microsoft Office suite, In Design, Photoshop, etc.
- Accomplished photographer and ability to record and edit video.
- Familiarity with website design and maintenance with appropriate software.

- Must have a valid driver's license.
- Proficiency in other Adobe Creative Suite programs helpful.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment, but may need to work outdoors in various weather conditions.
- Ability to work flexible schedule, including evenings, weekends and holidays.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- None.

<b>Initial approval:</b>	<i>February 1, 2019</i>
<b>Updated:</b>	



<b>Job title</b>	Divine Word Alumni Director
<b>Reports to</b>	College President
<b>Classification</b>	Exempt
<b>Status</b>	Full Time/Part Time

#### **Job purpose**

The Divine Word Alumni Director is an at-will employee of the College and reports to the College President.

#### **Duties and responsibilities**

1. Designs and implements a comprehensive program of outreach and contact with persons who attended any SVD formation and education program in the United States.
2. Animates the members to embrace the goals of the Association.
3. Creates and manages a database of all alumni names, addresses and other relevant information.
4. Plans, coordinates, and hosts regional alumni gatherings.
5. Publishes a periodic newsletter to all alumni.
6. Maintains an updated alumni website.
7. Represents the alumni association at SVD events, i.e. vow ceremonies, ordinations, jubilees.
8. Participates in professional development opportunities.
9. Prepares an annual budget and provides quarterly reports to the College President.
10. Works in close collaboration with the Development Office and Public Relations.
11. Manages and records incoming fees and donations in collaboration with the Development Office.
12. Other duties as assigned.

#### **Qualifications**

- College undergraduate degree required.
- Divine Word alum preferred.
- Strong leadership skills and excellent knowledge of SVD life and mission.
- Committed to a ministry of mission animation.
- Strong organizational skills; detail oriented.
- Possesses effective written and oral presentation skills.
- Ability to generate and implement innovative ways to improve relationships among the alumni and with the SVD.
- Computer skills required with knowledge of common software programs, i.e. Excel, MS Office, etc.
- Familiarity with social media.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays, as required.

- Must be willing and able to travel as needed.
- Must have a valid driver's license

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift 25 pounds

#### **Direct reports**

- Assistant to the Director of the Alumni Association.

<b>Initial approval:</b>	
<b>Updated:</b>	



<b>Job title</b>	Assistant to the Director of the Alumni Association
<b>Reports to</b>	Director of the Alumni Association
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### Job purpose

The Assistant to the Alumni Association Director is an at-will employee of the College and works directly with the Director of the Alumni Association to promote the efforts of the Divine Word Alumni Association.

#### Duties and responsibilities

1. Maintains, updates, posts, and responds to inquiries through Facebook.
2. Collects, interviews, and writes articles about alumni and their ministries.
3. Creates the alumni newsletter by collecting information, photos, and other materials.
4. Maintains and updates the alumni data list.
5. Schedules and arranges for various alumni gatherings and their logistics throughout the United States.
6. Manages and records incoming fees and donations.
7. Manages ordering and/or sales of souvenirs such as hats, shirts, etc.
8. Records and transcribes minutes of various alumni meetings.
9. Accompanies the Director to major alumni events when necessary and possible.
10. Presents general information about the SVD organization and mission to alumni.
11. Works in collaboration with the Development Office and Public Relations.
12. Other duties as assigned.

#### Qualifications

- College undergraduate degree required.
- Divine Word alum preferred.
- Good typing skills.
- Detail oriented.
- Strong organizational skills
- Ability to learn from cultural diversity in Divine Word College and among the alumni.
- Strong interpersonal and communication skills.
- Possesses effective written and oral presentation skills.
- Computer skills required with knowledge of common software programs, i.e. Excel, MS Office, Quickbooks, etc.
- Familiarity with social media platforms.
- Willing to commit to the mission of the Divine Word Alumni Association.
- Ability to engage in teamwork and collaborate with other offices.

- Ability to generate and implement innovative ways to improve relationships among the alumni and with the SVD

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays, as required.
- Must be willing and able to travel as needed.
- Must have a valid driver's license.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift 25 pounds.

#### **Direct reports**

- None

<b>Initial approval:</b>	<i>May 24, 2019</i>
<b>Updated:</b>	





<b>Job title</b>	Executive Secretary to the President
<b>Reports to</b>	College President
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### Job purpose

The Executive Secretary to the President is an at-will employee of the College and performs a variety of clerical and administrative support tasks as assigned by the President. This employee is responsible for establishing and ensuring an orderly, professional office environment. The position requires an ability to maintain a high level of confidentiality and to exercise prudence in the sharing of information, while maintaining cooperative, friendly relations with other College personnel and constituencies. The Executive Secretary to the President also serves as Secretary to the Board of Administration, Board of Trustees and Board of Directors.

#### Duties and responsibilities

1. Prepares correspondence, maintains files according to the established filing system and safeguards their security.
2. Assists other College officers, with the approval of the President, in confidential and sensitive matters.
3. Publishes weekly *The LOG*, an internal communication news bulletin.
4. Orders and prepares all mailings and invitations for the President's office (Christmas cards, graduation, Matthew 25, etc.).
5. Prepares the College Activities and Liturgical Calendar annually.
6. Serves as Secretary for the Board of Administration, prepares the agenda and compiles and prepares the minutes for each meeting.
7. Serves as Secretary to the Board of Trustees and Board of Directors and prepares all communication with the Board of Trustees and other overseeing groups.
8. Organizes and facilitates Board of Trustee meetings, including socials prior to meetings.
9. Prepares and distributes the background materials for the Board of Trustee meetings.
10. Tracks Board of Trustee members' terms and notifies the President regarding expiration of terms.
11. Schedules and prepares agendas for both the College Board of Directors and the Iowa Society of the Divine Word Board of Directors meetings and files original copy of minutes.
12. Schedules the use of rooms for meetings involving the President's office; ensures the availability of materials needed for meetings.
13. Assists in welcoming members of the Board of Trustees, and other visitors who have business with the President.
14. Produces in timely fashion the minutes of all meetings.
15. Assists the President in the management of details for special events sponsored by the President's Office.
16. Arranges the Advent/Christmas Luncheon.
17. Arranges the DWC Recognition Award Luncheon held in the spring of each year. Orders gifts and plaques according to the schedule for years of service to the College.
18. Coordinates the awarding of employee service pins at the Opening Prayer Service and updates years of service annually. Orders pins for 10, 20, 30, etc. years of service.

19. Arranges and coordinates retirement/departure celebrations for faculty and staff.
20. Plans and carries out all arrangements for Matthew 25 Award.
21. Coordinates the F.A.N. (Friends Across Nations) Club.
22. Serves as secretary for the Presidential Forum, the Academic and Formation Advisory Council, External Affairs Council, Scholarship Advisory Committee, and other meetings requested by the President.
23. Maintains the original copy, and makes revisions, for all College handbooks and policy manuals, in consultation with the Board of Administration, to ensure that informational content is up-to-date and consistent throughout.
24. Prepares and distributes policy revisions and new policy information to all concerned parties as directed. Forwards the information for placement on the college website.
25. Prepares and updates faculty and administrator contracts.
26. Files original contracts and distributes copies of contracts to appropriate personnel.
27. Keeps a timeline of important dates for contracts and informs the President and the Vice President for Academic Affairs in advance of important dates and anniversaries.
28. Other duties/responsibilities as assigned by the President.

#### **Qualifications**

- Associate of Arts Degree required which includes English composition writing skills.
- Advanced clerical training or experience preferred, including notetaking.
- Good organizational skills, good facility in verbal and written English, typing skills, familiarity with common computer applications, and ability to calculate basic mathematical and financial operations.
- Ability to use computer (MS Word, Excel, etc.), photocopier, calculator and perform at a high level of accuracy.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work flexible schedule, including evenings, weekends and holidays.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- None.

<b>Initial approval:</b>	<i>March 24, 2017</i>
<b>Updated:</b>	<i>February 28, 2020</i>



<b>Job title</b>	Development Office Secretary for Vietnamese Outreach
<b>Reports to</b>	Associate Development Director
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

### Job purpose

The Development Office Secretary for Vietnamese Outreach is an at-will employee of the College and is directly responsible to the Associate Development Director. The Development Office Secretary for Vietnamese Outreach handles routine tasks of the office according to prescribed procedures and instructions in an appropriate confidential manner.

### Duties and responsibilities

1. Prepares and mails personalized Vietnamese thank you donor letters.
2. Prepares and mails appeals to Vietnamese benefactors and distributes the financial appeal reports.
3. Queries the benefactor database for appeals, newsletters, announcements and invitations to Vietnamese benefactors, including mailings for special events such as birthdays, anniversaries, saint dates, etc.
4. Manages the inventory for stationary and other office supplies for Vietnamese outreach.
5. Opens incoming mail, records donations in the computer system and prepares thank you notes for signature.
6. Records all Mass intentions.
7. Prepares tally sheet for cash receipts, using college accounting system, transfers funds to the Business Office and balances accounts against receipts at the end of the month.
8. Prepares various reports, as directed by the Development Director and/or Associate Development Director, e.g. major donor reports, monthly reports, and special reports.
9. Prepares names for mail drives, updates records with changes of address and follows postal regulations as necessary.
10. Scans local obituaries, deletes names of deceased benefactors and informs the Development Director and Associate Development Director of benefactor deaths.
11. Performs routine secretarial duties, such as typing correspondence, answering the telephone, serving as recording secretary for meetings, keeping office supplies in stock, filing, etc.
12. Interacts with the public in respect to Mass requests, regular development activities and conducts tours.
13. Participates in annual on-going education activities, in conjunction with the recommendation of the Development Director and/or Associate Development Director.
14. Assists in preparation of special dinners/awards/gatherings (i.e. Scholarship Awards, All Soul's Day).
15. Other duties/responsibilities as assigned by the Associate Development Director.

### Qualifications

- High school diploma or equivalent required
- Clerical training or experience required.

- Must be well organized, possess good human relations and communication skills.
- Must be familiar with common computer applications (MS Word, Excel, appropriate Development Office software, etc.) and be a proficient typist/word processor.
- Must be able to perform duties with a very high level of accuracy.
- Proficient/fluent in spoken and written Vietnamese required.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- None

<b>Initial approval:</b>	<i>March 31, 2017</i>
<b>Updated:</b>	



<b>Job title</b>	Development Office Secretary
<b>Reports to</b>	Associate Development Director
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### Job purpose

The Development Office Secretary is an at-will employee of the College and is directly responsible to the Associate Development Director. The secretary handles routine tasks of the office according to prescribed procedures and instructions in an appropriate confidential manner.

#### Duties and responsibilities

1. Prepares personalized Monthly Donor Club letters and envelopes.
2. Prepares and distributes the monthly income and expense reports.
3. Extracts names for specific and special appeals and newsletter.
4. Assists in the coordination and preparation of general outreach and Vietnamese outreach mail appeals.
5. Coordinates periodic update of the DWC Honor Wall, Locator Book, and Trustee Display Board.
6. Assists in any special events sponsored by the Development Office.
7. Coordinates the Development office inventory (i.e. envelopes, letterhead, supplies).
8. Records obituaries daily, updates records, notifies DWC personnel of pending wakes and funerals, sends sympathy cards to family members, logs the obituary of each friend and benefactor of the College complete with giving totals in a numbered photo-album, and places each name in the Book of Prayer in the Chapel. In addition, each obituary is checked to ascertain memorials/beneficiaries.
9. Reviews all notices for friends and benefactors celebrating special events in their lives and arranges for a personal note to be sent and places each name in the Book of Prayers in the Chapel.
10. Receives Mass requests, distributes and schedules special Masses with SVD Priests here at DWC and throughout the world. Inserts special requests in the Book of Prayers on the Mass dates. This also entails all communications, verbal and in writing, with friends and benefactors making the request.
11. Prepares and distributes personalized All Souls' Day letters of invitation to friends and benefactors who have lost loved ones in the past year.
12. Advises the Development Director and Associate Development Director in matters pertaining to special situations concerning friends and benefactors.
13. Advises the Associate Development Director when friends and benefactors may be in need of a special response and/or spiritual guidance or assistance.
14. Serves as a member of the Mass Distribution Committee.
15. Opens incoming mail, records donations in the computer system and prepares thank you notes for signature.
16. Records all Mass intentions.
17. Prepares tally sheet for cash receipts, using college accounting system, transfers funds to the Business Office and balances accounts against receipts at the end of the month.
18. Prepares various reports, as directed by the Development Director and/or Associate Development Director, e.g. major donor reports, monthly reports, and special reports.

19. Prepares names for mail drives, updates records with changes of address and follows postal regulations as necessary.
20. Scans local obituaries, deletes names of deceased benefactors and informs the Development Director and Associate Development Director of benefactor deaths.
21. Performs routine secretarial duties, such as typing correspondence, answering the telephone, serving as recording secretary for meetings, keeping office supplies in stock, filing, etc.
22. Interacts with the public in respect to Mass requests, regular development activities and conducts tours.
23. Participates in annual on-going education activities, in conjunction with the recommendation of the Development Director and/or Associate Development Director.
24. Assists in preparation of special dinners/awards/gatherings (i.e. Scholarship Awards, All Soul's Day).
25. Other duties/responsibilities as assigned by the Associate Development Director.

#### **Qualifications**

- High school diploma or equivalent required
- Clerical training or experience preferred.
- Must be well organized, possess good human relations and communication skills.
- Must be familiar with common computer applications (MS Word, Excel, appropriate Development Office software, etc.) and be a proficient typist/word processor.
- Must be able to perform duties with a very high level of accuracy.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- None

<b>Initial approval:</b>	<i>March 31, 2017</i>
<b>Updated:</b>	



<b>Job title</b>	Vice President for Academic Affairs
<b>Reports to</b>	College President
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Vice President for Academic Affairs is an at-will employee of the College and is appointed by and responsible to the College President.

#### **Duties and responsibilities**

1. Responsible for, in consultation with department chairs and the College President, the recruitment and assessment of the faculty.
2. Encourages and provides assistance for faculty development, including funding for scholarly activity and professional growth.
3. Encourages the scholarly community of the College and represents the faculty to the administration and trustees.
4. Develops, in consultation with the department chairs and the College President, and administers the budget for the academic program.
5. Oversees academic advising.
6. Oversees maintenance of academic records.
7. Consults with faculty and administration to develop and monitor the academic programs, curriculum, course work, and College Catalog.
8. Serves in various ex officio capacities, including as chair of the Chairs Council.
9. Prepares agendas for meetings of the Chairs Council.
10. Serves on the Board of Administration and other committees as appointed by the College President.
11. Advises the College President on academic concerns, including promotion in rank and tenure.
12. Represents the College to outside organizations as needed.
13. Supervises the Office of the Registrar.
14. Submits reports relating to the academic work of the College.
15. Maintains active membership in local, state and national professional organizations as best serves the needs of the College.
16. Maintains professional awareness in academic administration and remains current in their professional field.
17. Other duties/responsibilities as assigned by the College President.

#### **Qualifications**

- Ph.D. preferred

### **Working conditions**

- Work is normally performed in a typical interior/office work environment.

### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.

### **Direct reports**

- Registrar
- Department Chairs
- Director of Intensive English Language Institute
- Studies Abroad Coordinator
- Academic Advisement Coordinator
- Instructional Technologist
- Library Director

<b>Initial approval:</b>	
<b>Updated:</b>	





<b>Job title</b>	Registrar
<b>Reports to</b>	Vice President for Academic Affairs
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Registrar is an at-will employee of the College. Under appropriate supervision of the VP for Academic Affairs, the Registrar directs the operations of the Registrar's Office to organize, lead, and provide services related to accurate record-keeping, student registration and advising, classroom scheduling, production of enrollment reports, and monitoring of student progress. The position requires effective interpersonal skills, the ability to work both independently and in a collaborative environment, attention to detail, and the ability to maintain a high level of confidentiality.

#### **Duties and responsibilities**

1. Participates as a non-voting member of the Chairs Council, the Academic and Formation Advisory Council, and the Faculty Senate.
2. Acquires post-admission documents of new students from the Admissions Office for the creation of student records and data entry into the Learning Management System (Populi).
3. Maintains accurate student records, and shares relevant data with other internal offices and external agencies for legitimate academic purposes in compliance with FERPA guidelines.
4. Analyzes transcripts and works with Department Chairs in making preliminary recommendations for approval of transfer credits by the VP for Academic Affairs.
5. Collaborates with the Information Systems Director, the Director of Educational Technology, and other administrators to continuously improve Registrar Office services to students and faculty.
6. Functions as the Academic Advisement Coordinator: serves as the Academic Advisor for all new and undeclared major students; trains, coordinates, and supports faculty in their role as Academic Advisors for declared major students; and, assists Academic Advisors in monitoring student progress toward successful completion of degree programs through periodic degree audits.
7. Updates course requirements in the Learning Management System (Populi) to reflect approved curriculum changes.
8. Utilizes professional development opportunities to remain current on innovations in registrar services, and recommends changes in policies and procedures to the VP for Academic Affairs as appropriate.
9. Coordinates student class registration in collaboration with the Director of the Intensive English Language Institute and Department Chairs.
10. Schedules all classes and assigns classrooms in consultation with the VP for Academic Affairs.
11. Publishes the undergraduate final examination schedules.
12. Publishes Official Student Enrollment Roster and Official Student Enrollment Statistics for the Undergraduate and ESL Programs according to the standardized reporting format and schedule.
13. Issues transcripts in accordance with College regulations.
14. Issues summary and statistical reports on students and faculty.

15. Publishes the Academic Dean's List each semester/term; verifies, for the approval of the VP for Academic Affairs, all candidates for academic honors and for graduation.
16. Collaborates with the Director of Institutional Effectiveness on compiling graduation rates, first year persistence rates, and other statistical data for the annual Integrated Postsecondary Education Data System (IPEDS) report, the Higher Learning Commission (HLC) institutional update, and other required external reports.
17. Prepares the academic calendar of the College, assuring sufficient instructional hours to comply with external standards; collects updated information for the College Catalog in preparation for publication, subject to final approval by the Board of Administration.
18. Implements applicable technology to enhance customer service and operational efficiencies.
19. Compiles, edits, and publishes the semi-annual Academic Affairs newsletter.
20. Provides administrative support services to the VP for Academic Affairs.
21. Performs other duties and responsibilities as assigned by the VP for Academic Affairs.

#### **Qualifications**

- Bachelor's degree.
- Previous experience as a college Registrar and/or equivalent experience in office records management in an educational institution.
- Excellent oral and written communication skills.
- Effective interpersonal skills and an ability to work both independently and in a collaborative environment.
- Professionalism, attention to detail, and the ability to maintain confidentiality.
- Facility in the use of computers and related software applications (MS Word, Excel, Populi).
- Ability to analyze problems, make evaluative judgments, analyze information, and present viable alternative solutions.
- Ability to organize, coordinate, and prioritize tasks.
- Ability to develop and present occasional educational programs and/or workshops.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- Coordination of faculty serving as Academic Advisors.

<b>Initial approval:</b>	<i>April 24, 2020</i>
<b>Updated:</b>	<i>April 29, 2020</i>



<b>Job title</b>	Director of Intensive English Language Institute (IELI)
<b>Reports to</b>	Vice President for Academic Affairs
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Director of the Intensive English Language Institute is an at-will employee of the College who is appointed by the College President and reports to the Vice President for Academic Affairs, and plays a critical role in academic governance. The Director exercises leadership by cultivating quality instructors, continuously improving instructional programs, and facilitating effective instruction and advisement of students. The Director is the immediate supervisor of the instructors within the Intensive English Language Institute (IELI).

#### **Duties and responsibilities**

1. Organizes the process of hiring of instructors, following established procedures, and makes recommendations to the College President through the VP for Academic Affairs.
2. Orients and mentors new IELI instructors and familiarizes them with the Institute policies and procedures as well as those of the College.
3. Determines course offerings and course assignments, in consultation with the IELI instructors, decides on class cancellation due to lack of sufficient enrollment or splitting of a course when the enrollment is too high.
4. Assures that instructors are meeting their full-time teaching loads.
5. Supervises and evaluates instructor performance for formative and summative purposes.
6. Consults with IELI instructors in selecting representatives to College committees (except when committee membership is determined through College-wide election).
7. Supervises IELI lab tutors.
8. Encourages, facilitates, and supports instructors' professional engagement.
9. Creates and implements operational procedures for effective management of the Institute.
10. Makes recommendations to the VP for Academic Affairs regarding promotion in rank, and renewal of contracts of IELI instructors.
11. Creates and implements operational procedures for effective management of the Institute, consistent with College policies.
12. Prepares agendas for and presides at all IELI meetings.
13. Serves as the link between the faculty and the administration.
14. Consults with the IELI instructors in preparing recommendations for the revision of Institute objectives and course descriptions for the College Catalog in harmony with the general aims of the College.
15. Ensures that the Institute's program goals and learning outcomes are consistent with the Institute's mission.
16. Reviews course syllabi to assure that course outcomes support the program and the course's Catalog description.
17. Provides leadership in assessing learning outcomes.
18. Provides leadership in developing new courses and curriculum changes.

19. Provides leadership for the external review of the Institute's program.
20. Collaborates with the College Library Director in securing and maintaining library resources relative to the needs of the Institute.
21. Collaborates with the VP for Academic Affairs in developing and carrying out the program curricula and furthering the educational objectives of the Institute.
22. Assigns advisors and ensures effective advisement of students in the Institute.
23. Organizes and administers the English placement and proficiency exams.
24. Oversees the decision-making process of placing students into levels each term.
25. Addresses student grievances and concerns about teaching, advising, academic disciplinary actions related to plagiarism and academic honesty, and other academic matters, in accordance with applicable College policies.
26. Reports placement decisions to the IELI instructors, the VP for Academic Affairs, and the Registrar.
27. Collaborates with the College President, the VP for Academic Affairs, and the Secretary for Education, Formation, and Recruitment of the Chicago Province in enacting summer supplemental IELI programs for SVD students and others as needed.
28. Plans and administers the Institute's operating budget.
29. Works with the VP for Academic Affairs in planning and allocating instructor development funds to promote instructor development and professional engagement.
30. Evaluates the IELI staffing needs and works with the VP for Academic Affairs to assure adequate and appropriate coverage for courses for the Institute.
31. Serves as an ex officio member of the College's Admissions Committee and collaborates with the VP for Admission to help facilitate the admissions policy and recruitment of students for the IELI.
32. Performs other duties/responsibilities as assigned by the VP for Academic Affairs.

#### **Qualifications**

- Ph.D. preferred, Master's degree in TESOL required.
- Strong interpersonal and communication skills.
- Skill in the use of computers and related software applications (MS Word, Excel, Populi).
- Organizing and coordinating skills.
- Ability to develop and present educational programs and/or workshops.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment and classroom.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- IELI Instructors

<b>Initial approval:</b>	<i>March 22, 2019</i>
<b>Updated:</b>	



<b>Job title</b>	Studies Abroad Coordinator
<b>Reports to</b>	Vice President for Academic Affairs
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

#### Job purpose

The Studies Abroad Coordinator is at-at-will employee of the College, is appointed by the College President, and is accountable to the Vice President for Academic Affairs.

#### Duties and responsibilities

1. Follows the guidelines for the program as approved by the Board of Administration.
2. Informs students of their acceptance in the program after the necessary approvals have been received.
3. Prepares students going abroad by instructing them regarding the positive values of culture/people they will encounter and by advising them of social conditions and problems they will experience.
4. Helps returning students recognize the dynamics of re-enculturation and to enable them to use these dynamics to integrate and further Christian commitment and missionary formation.
5. Handles the official correspondence of the program that originates or terminates at Divine Word College.
6. Represents the College in dealing with other agencies engaged in similar activities and at meetings concerning studies abroad.
7. Other duties/responsibilities as assigned by the Vice President for Academic Affairs.

#### Qualifications

#### Working conditions

- Work is normally performed in a typical interior/office work environment.

#### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### Direct reports

- None

<b>Initial approval:</b>	
<b>Update:</b>	



<b>Job title</b>	Academic Advisement Coordinator
<b>Reports to</b>	Vice President for Academic Affairs
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

### Job purpose

The Academic Advisement Coordinator (hereafter, Coordinator) is an at-will employee of the College and is appointed by the Vice President for Academic Affairs. The Coordinator receives reassigned time that is equivalent to three credit hours of teaching.

### Duties and responsibilities

1. Oversees academic advising to ensure effective delivery.
2. Encourages students to declare a major and a minor as soon as possible and to graduate in four years with a Bachelor of Arts degree (or in two years with an Associate degree).
3. Inspires faculty to provide proactive advising, holding the best interests of the students as a guiding principle, and to advise the students accordingly.
4. Develops a process for advisement of online students, in collaboration with the Director of Online Learning.
5. Coordinates with the Director of Intensive English Language Institute to facilitate advising assignments for IELI graduates.
6. Collaborates with the Registrar to disseminate information and resources to students and faculty in order to promote effective advisement.
7. Keeps Department Chairs informed of advising plans, progress and issues.
8. Plans and directs periodic training programs in advising for faculty advisors.
9. Works with faculty teaching HUM 101 to assure the quality and consistency of its basic content.
10. Periodically assesses effectiveness of advisement to ensure student success and satisfaction.
11. Utilizes feedback to improve the advisement process.
12. Other duties/responsibilities as assigned by the Vice President for Academic Affairs.

### Qualifications

- Master's degree in \_\_\_\_\_

### Working conditions

- Work is normally performed in a typical interior/office work environment or classroom.

### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.

Direct reports:

Initial approval:	
Updated:	



<b>Job title</b>	Library Director
<b>Reports to</b>	Vice President for Academic Affairs
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Library Director is an at-will employee of the College and is responsible for the administration, maintenance, and development of the Library.

#### **Duties and responsibilities**

1. Recruits, recommends, trains, supervises and evaluates the Assistant Librarian, Library Technical Assistant, and student workers.
2. Prepares and administers the annual Library budget.
3. Promotes effective use of Library resources, especially in coordination with instructional faculty, to help the College meet student learning outcomes and to prepare the students for lifelong learning.
4. Serves as chair of the Library Council and is a member of the Faculty Senate and the Academic and Formation Advisory Council. The Library Director may also be elected or appointed to other faculty committees and positions.
5. Helps promote the mission of the College by conferring regularly, both formally and informally, with other College officers and departments.
6. Maintains integrity of and accessibility to Library resources in all formats.
7. Maintains and makes available for College use audiovisual equipment.
8. Disposes of unneeded or obsolete materials in a prudent and professional manner.
9. Works with the College community, including instructional faculty and SVDs, to identify and acquire resources in all formats that support the College's mission. This will include, but is not limited to, books, periodicals, audio-visual materials, and computer resources.
10. Performs accession and cataloging of all new materials.
11. Seeks funding from appropriate outside sources, and communicates with donors of Library materials in cooperation with the Development Director.
12. Orders textbooks in consultation with the Registrar and Department Chairs.
13. Charges student accounts for textbook rental and purchases.
14. Returns unused textbooks to the publisher.
15. Authorizes payment of invoices.
16. Maintains active membership in local, state, and national professional organizations that best serves the College. Such active membership may include attending conferences, presenting papers, or serving on committees.
17. Maintains professional awareness, and meets the same criteria for rank and tenure as other faculty.
18. Other duties/responsibilities as assigned by the VP for Academic Affairs.



### Qualifications

- ALA-accredited MLS (Master of Library Science) required.
- Minimum of two years' experience performing supervisory and one or more Library activities.
- Good communication skills and computer literacy.

### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work flexible schedule, including evenings, weekends and holidays.

### Physical requirements

- Limited exposure to physical risk.
- Some heavy lifting may be required when moving materials or unpacking boxes (up to 40 pounds); climbing stairs, stepstool or ladder required.

### Direct reports

- Assistant Librarian.
- Library Technical Assistant.

Initial approval:	March 3, 2017
Updated:	



<b>Job title</b>	Library Technical Assistant
<b>Reports to</b>	Library Director
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Library Technical Assistant is an at-will employee of the College and handles many of the day-to-day operations of the Library according to the procedures and policies established by the Library Director.

#### **Duties and responsibilities**

1. Assists the Library Director in purchasing and processing acquisitions.
2. Sends in orders to suppliers, maintains files of orders, and prepares invoices for payment.
3. Processes acquisitions according to Library Director's instructions.
4. Processes catalogued materials using Online Computer Library Center (OCLC), updating records as necessary.
5. Prepares and updates local files in Library database.
6. Manages circulation and repairs of materials, books, and equipment.
7. Operates borrowing and return system.
8. Maintains books and materials in proper place and order.
9. Prepares inventory and statistics as required.
10. Maintains books and materials on proper shelves and to avoid damage to books.
11. Maintains online catalogue, and updates as necessary.
12. Performs shelf read during summer to document lost items.
13. Provides assistance to instructors and patrons in locating materials, referring questions to the librarians as needed.
14. Maintains reserve list and collection.
15. Maintains Library supplies.
16. Collects and distributes Library mail daily.
17. Other duties/responsibilities as assigned by the Library Director.

#### **Qualifications**

- High school diploma or equivalent is required.
- Experience in academic library preferred; other library experience is acceptable.
- Must be well-organized, possess good human relations and communication skills.
- Familiarity with common computer applications (MS Word, Excel, Library software, etc.).
- Equipment used: personal computer, typewriter, calculator, and photocopier.
- Must perform at a high rate of accuracy.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.

#### **Physical requirements**

- Some heavy lifting may be required when moving materials or unpacking boxes (up to 40 pounds); climbing stairs required.

#### **Direct reports**

- Work-Study and student library assistants.

<b>Initial approval:</b>	<i>March 3, 2017</i>
<b>Updated:</b>	



<b>Job title</b>	Assistant Librarian
<b>Reports to</b>	Library Director
<b>Classification</b>	Non-Exempt
<b>Status</b>	Part Time

#### **Job purpose**

The Assistant Librarian is an at-will employee of the College and is appointed by the President of the College, at the recommendation of the Library Director. The Assistant Librarian is a member of the Library Council, Faculty Senate and the Academic and Formation Advisory Council. The Assistant Librarian may also be elected or appointed to other faculty committees and positions.

#### **Duties and responsibilities**

1. Processes and manages all serials and subscriptions. Prepares same for Bound Periodicals Collection.
2. Assists students with research in print and online resources.
3. Instructs library patrons in use of online periodical databases such as EBSCOhost.
4. Processes all interlibrary loans, lending and borrowing, from faculty, students, staff, and SVDs, as well as borrowing requests from other university, college, and public libraries in Iowa, the U.S., and outside the U.S.
5. Other duties/responsibilities as assigned by the Library Director.

#### **Qualifications**

- ALA-accredited MLS (Master of Library Science) required. Experience in academic library preferred.
- Good communication skills and computer literacy.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work flexible schedule, including weekends and holidays.

#### **Physical requirements**

- Limited exposure to physical risk.
- Ability to lift up to 40 pounds, climb stairs, ladder and step-stool.

#### **Direct reports**

- None

<b>Initial approval:</b>	<i>March 3, 2017</i>
<b>Updated:</b>	<i>February 14, 2020</i>



<b>Job Title</b>	Director for Institutional Effectiveness
<b>Reports to</b>	Vice President for Academic Affairs
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

### **Job Purpose**

The Director for Institutional Effectiveness is an at-will employee of the College who is appointed by the President and accountable to the Vice President for Academic Affairs. The Director provides leadership in implementing the College's assessment policies in the academic and co-curricular programs, facilitating the collection, analysis, and reporting of data, and providing data-driven recommendations for curricular improvements. The Director also assists with strategic planning, institutional compliance, and institutional research activities and reporting to internal and external entities.

### **Duties and Responsibilities**

1. Collect and analyze assessment data on student achievement of Program Learning Outcomes (PLOs) in the College's academic and co-curricular programs, to include the Undergraduate degree programs, the English as a Second Language (ESL) program, and the Religious Formation Program (RFP).
2. Provide annual assessment reports to the Vice President for Academic Affairs, the Vice President for Formation and Student Life, Department Chairs, and the Intensive English Language Institute (IELI) Director.
3. Make specific data-driven recommendations for improvements in curriculum and curricular alignment across all programs.
4. Assist Department Chairs and the IELI Director with the Annual Program Review process.
5. Chair the Assessment Committee to provide for ongoing attention to assessment matters in collaboration with faculty committee members.
6. Provide periodic reports and presentations to the Faculty Senate, academic departments, and other entities regarding college assessment activities and educational resources.
7. Leverage assessment software programs in support of effective collection and analysis of data (Watermark/Aqua) and provide leadership in the HLC Assessment Academy 2020-2024 cohort project (Sparq).
8. Create, promote, and maintain effective communication strategies in support of data utilization for institutional effectiveness, including an assessment resource page on the DWCI.EDU website.
9. Teach a maximum of ten (10) contact hours per ESL Term and/or a maximum of three (3) credit hours per Undergraduate October Term (O-Term) and/or March Term (M-Term) based upon actual college needs and as assigned by the Vice President for Academic Affairs.
10. Serve as the key resource person for collecting, maintaining, and reporting institutional data to both internal and external entities.
11. Collaborate with the Registrar, Business Office, and other college personnel for annual IPEDS (Integrated Postsecondary Educational Data System) reporting requirements.

12. Assist with accreditation reporting requirements for the Higher Learning Commission (HLC), the Commission on English Language Program Accreditation (CEA), and for reporting and compliance requirements for the Department of Education and other governmental agencies.
13. Collaborate with the President and each of the four Vice Presidents regarding institutional research and data for semi-annual progress reports on the College's Strategic Plan.
14. Participate in annual professional development conferences and activities related to job responsibilities.
15. Attend weekly staff meetings with the Vice President for Academic Affairs.
16. Perform other duties as assigned by the Vice President for Academic Affairs.

#### **Qualifications**

- Completed graduate degree and three years' experience in higher education administration and/or teaching experience at the college or university level.
- Knowledge of academic program assessment methods.
- Knowledge of HLC and CEA accreditation standards.
- Excellent written and oral communication skills.
- Strong analytical and critical thinking skills.
- Proficiency in the use of MS Office (especially Word, Excel, PowerPoint) and Learning Management Systems (e.g. Populi).

#### **Working Conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule.

#### **Physical Requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

None

<b>Initial approval:</b>	August 3, 2021
<b>Updated:</b>	



<b>Job title</b>	Vice President For Admissions
<b>Reports to</b>	President
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Vice President for Admissions is an at-will employee of the College who is appointed by and reports to the College President and is an ex officio member of the Board of Administration and the Financial Affairs Committee, as the supervisor and liaison for Financial Aid. The VP for Admissions coordinates all new student recruitment and the College's admissions policy and application process.

#### **Duties and responsibilities**

1. Supervises the professional recruitment team (vocation directors) and assigns them to specific geographic regions and tasks. He further ensures that they are apprised of DWC admissions policies and procedures, maintains regular and frequent communication with them, develops recruitment objectives and strategies with them, and receives weekly progress reports from them.
2. Supervises and collaborates with the office personnel on all matters related to recruitment and admissions to the College. Leads the recruitment team in long-term, general planning processes and evaluation of the overall recruitment program.
3. Collaborates with office personnel to organize special events related to the recruitment effort, such as large promotion events, Come and See visits, etc.
4. Makes direct contact with vocation prospects and applicants as appropriate and assesses suitability for formation program.
5. Prepares and submits the annual budget proposal to the appropriate authorities.
6. Maintains regular communication with the College administration, faculty and staff regarding enrollment expectations as they affect academic and formation program planning.
7. Serves as chair of the Admissions Committee and is an ex officio member of the Financial Affairs Committee.
8. Supervises the Admissions Director and assists in coordinating all new applications to the College.
9. Supervises the International Student Advisor and serves as a Designated School Official (DSO) for international students while assisting with issues pertinent to international students as needed.
10. Supervises the Financial Aid Coordinator and serves as liaison with any outside agencies as the College serves the financial aid needs of its students.
11. The VP for Admissions is concurrently the National Vocation Director for the Society of the Divine Word in the United States and thus holds additional responsibilities to the three SVD USA Provincials, the Tri-Province Formation Committee and the Chicago Province Secretary of Education, Formation and Recruitment. As such the VP for Admissions collaborates with all three provincials (with the USC Provincial taking the lead), the Chicago Province Council, and the Secretary of Education, Formation and Recruitment on all issues relevant to recruitment, assessment and admission of all new candidates for formation in the Society of the Divine Word in the USA.



- Participates in the annual immigration seminar sponsored by the Secretary to stay abreast of immigration laws affecting applicants.
  - Collaborates with the Tri-Province Vocation Committee, Associate Program Director, and Novitiate, Theologate and Brotherhood formation personnel as needed.
12. Other duties/responsibilities as assigned by the President.

#### **Qualifications**

- Bachelor Degree (Master Degree preferred) in related field
- Minimum of five years' experience in higher education recruitment or admissions.
- Strong written, oral, and interpersonal communication skills as well as organization, problem-solving, and multi-tasking skills.
- Computer skills required with knowledge of common software programs such as MS Office, Excel.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work nights and weekends required.
- Must be willing and able to travel and drive long distances.
- Must have a valid driver's license.

#### **Physical requirements**

- Limited exposure to physical risk.
- Ability to lift up to 40 pounds.

#### **Direct reports**

- Admissions Director
- Vocation Promoters
- Retention Coordinator
- Admissions Office Secretary/Bookkeeper
- International Student Advisor
- Financial Aid Coordinator

<b>Initial approval:</b>	<i>March 3, 2017</i>
<b>Updated:</b>	<i>February 14, 2020</i>



<b>Job title</b>	Admissions Office Secretary/Bookkeeper
<b>Reports to</b>	Vice President for Admissions
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Admissions Office Secretary/Bookkeeper is an at-will employee of the College and performs a wide range of secretarial and accounting functions with discretion and in a confidential manner.

#### **Duties and responsibilities**

1. Performs a variety of secretarial tasks for the Vocations/Admissions Office.
2. Prepares and mails routine candidate letters, sometimes composes personalized correspondences according to the pattern established by the VP for Admissions and coordinates other office mailings as needed.
3. Maintains and updates the office candidate database and various mailing lists as directed.
4. Answers telephone, greets visitors, sorts/processes office mail, and maintains the office's public e-mail address.
5. Maintains postage meter; keeps appropriate level of office supplies on hand.
6. Safeguards the security and confidentiality of files.
7. Organizes candidate and applicant files (both computerized and hard copy) and prepares documents for Admissions Committee, keeping an accurate record of all activity and correspondence.
8. Understands admission requirements and verifies that application documents submitted meet requirements.
9. Distributes appropriate information and data to other college offices.
10. Compiles office statistics and prepares periodic statistical charts and reports as needed.
11. Coordinates the campus visit for candidates, keeping an accurate schedule of visitor arrivals and departures, preparing welcome packets, informing other departments (i.e., kitchen and housekeeping), etc.
12. Assists with preparing camera ready and digital layouts for a variety of vocation promotion products as needed.
13. Tracks advertising costs, handles contracts, registers vocation/admission staff for conferences, helps prepare the advertising and promotion budget; maintains advertising files.
14. Performs routine accounting according to standard accounting practices and office policy in a timely manner, as directed by VP for Admissions.
15. Verifies accuracy of vendor's invoices and statements and prepares payment in a timely manner.
16. Posts payments to general ledger, prepares invoices as needed, and records payments.
17. Prepares monthly and annual statements of income and expenses for office and province use.
18. Maintains an accurate log of Admissions Office vehicles, including purchase, registration, insurance, maintenance, etc.
19. Other duties/responsibilities as assigned by the VP for Admissions.
20. Assists International Student Advisor/Financial Aid Director.

### Qualifications

- High school diploma or equivalent required.
- Clerical training or experience preferred.
- Experience with accounts payable and receivable, budgeting, Quicken and other accounting skills preferred.
- Good organizational skills, ability to effectively communicate orally and in writing, and typing skills required. Familiarity with common computer applications, such as Microsoft Office, and the ability to use computer, typewriter, photocopier, calculator and perform at a high level of accuracy with an attention to detail.

### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work flexible schedule, including nights, weekends, and holidays as needed.

### Physical requirements

- Some heavy lifting required (up to 40 lbs).

### Direct reports

- Admissions Office work-study student.

<b>Initially Approved:</b>	March 3, 2017
<b>Updated:</b>	<i>January 13, 2023</i>



<b>Job title</b>	Admissions Director
<b>Reports to</b>	Vice President for Admissions
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Admissions Director is an at-will employee of the College and is appointed by the College President and reports to the Vice President for Admissions. The director is responsible for processing all applications to the College.

#### **Duties and responsibilities**

1. Serves as ex officio Chair of the Admissions Committee.
2. Receives applications from the Admissions Office and processes them according to established policies.
3. Informs all applicants of their acceptance or rejection by the Admissions Committee.
4. Assumes full responsibility for personal contact and correspondence with newly accepted students. These duties presume close communication and cooperation with the Admissions Office and with the various offices of the College.
5. Evaluates the admissions papers being processed for the coming school year, in conjunction with the VP for Admissions.
6. Communicates regularly with all College offices needing information about new students.
7. Casts the decisive vote in the admission of an applicant who has received a split vote from the Admissions Committee.
8. Selects substitutes as needed to constitute a quorum in voting for new students when members of the Committee are unavailable. A quorum shall consist of three official committee members.
9. Collaborates with the VP for Admissions and presents to the Board of Administration all matters related to admissions which affect school policies.
10. Other duties/responsibilities as assigned by the VP for Admissions.

#### **Qualifications**

- Bachelor's Degree in a related field
- Minimum of five years' experience in higher education recruitment or admissions.
- Strong written, oral, and interpersonal communication skills as well as organization, problem-solving, and multi-tasking skills.
- Computer skills required with knowledge of common software programs such as MS Office, Excel.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Weekends and nights are required.

- Must be willing and able to travel and drive long distances.
- Must have a valid driver's license.

#### Physical requirements

- Limited exposure to physical risk.
- Ability to lift up to 40 pounds.

#### Direct reports

- None

Initial approval:	March 10, 2017
Updated:	



<b>Job title</b>	Vocation Promoter
<b>Reports to</b>	Vice President for Admissions
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

### Job purpose

The Vocation Promoter is an at-will employee of the College who is appointed by the Provincial of the Chicago Province and is directly accountable to the President of Divine Word College and, by delegation, to the Vice President for Admissions in all matters pertaining to recruitment ministry of SVD candidates.

### Duties and responsibilities

1. Participates in general vocation promotion activities to find candidates interested in the Society. Programs include but are not limited to attending vocation fairs, visiting parishes, high schools, college campuses, networking with other vocation promoters, participating in diocesan vocation programs, and facilitating/leading programs and retreats.
2. Visits SVD parishes and institutions, in particular, for the purpose of providing literature and promoting vocation awareness among SVD confreres.
3. Makes initial contact with candidates wanting to learn more about the Society through phone calls, emails, social media or in person. After initial contact, generally maintains monthly contacts with candidates.
4. Screens candidates via phone call or through other means to assess the candidate's appropriateness for further discernment.
5. Assists candidates who express an interest in the Society through the discernment process.
6. Visits candidates at their home or another appropriate location to further assess a candidate and assist him in the discernment process. Meets candidates' family members whenever possible.
7. Documents interactions with candidates and prepares short reports following each contact with a candidate, including a home visit report.
8. Invites candidates for a *Come and See* visit to Divine Word College or Divine Word Theologate if the candidate is appropriate for such a visit.
9. Completes a thorough individual interview with a candidate during the *Come and See* visit or sometime after the visit. The individual assessment must include a thorough history of the candidate and included among other things family history, education and work history, social life, sexuality issues, prayer life and vocation interest.
10. Issues application papers to candidates who request an application and who are sincerely interested in the Society and are assessed by the Vocation Promoter as suitable prospects for the SVD formation. The Vocation Promoter informs the Vice President for Admissions and office staff that the candidate has become an applicant.
11. Explains the admission process to the candidates and provides appropriate assistance with the process.

12. Provides a detailed, written assessment based on office protocol of candidates applying to SVD formation and a recommendation to the Admissions Committee based on the individual interview and other contacts made with the applicant during the time of discernment.
13. Becomes a member of the National Religious Vocation Conference and receives professional journals and newsletters.
14. Attends appropriate workshops for initial orientation and ongoing professional development as directed by the Vice President for Admissions, including programs sponsored by NRVC. A minimum of one workshop per year is required for ongoing professional development.
15. Fulfills financial accountability requirements established by the Vice President for Admissions for office efficiency. This includes keeping office/ministry expenses separate from personal spending. While the Admissions Office provides for recruitment/ministry expenses, the SVD member's rector provides for personal expenses.
16. Submits regular office reports as directed by the VP for Admissions, including but not limited to weekly schedule, weekly candidate contacts, home visit reports, Vocation Promoter report for applicants and other documents necessary to track office statistics.
17. Participates in an annual performance appraisal which includes a self-evaluation and reviewing personal goals that were established.
18. Other duties/responsibilities as assigned by the Vice President for Admissions.

#### **Qualifications**

- Master's Degree or equivalent experience in a related field.
- SVD member preferred.
- Training and experience in spiritual direction or formation is preferred.
- Good interviewing skills.
- Must have a valid driver's license.
- Must be willing and able to work with youth and have the ability to do public speaking as required.
- Must be able to prioritize and organize time.
- Computer skills required with knowledge of common software programs such as MS Office, Excel, and appropriate Admissions Office software.
- Must perform at a high level of accuracy.

#### **Working conditions**

- Must be willing and able to travel and to drive long distances.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 40 pounds.

#### **Direct reports**

- None

<b>Initial approval:</b>	<i>March 2, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	International Student Advisor
<b>Reports to</b>	Vice President for Admissions
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

### Job purpose

The International Student Advisor is an at-will employee of the College who assists all international students with the necessary process for applying for their visas as well as changing and maintaining appropriate status. The advisor assists students and other members of the college community with all visa information as necessary and must maintain a high level of confidentiality and exercise prudence in the sharing of information.

### Duties and responsibilities

1. Ensures that students understand and attend to their passports, visas and other required immigration documents.
2. Maintains an up-to-date file that includes copies of each international student's passport and other pertinent immigration documents.
3. Prepares I-20 Financial Affidavit and other forms necessary for new students to apply for their initial visas in a timely manner. Also is responsible for shipping the necessary documents to the students.
4. Works as the Principal Designated School Official (PDSO) with Student and Exchange Visitor Information System (SEVIS).
5. Assists DWC students in temporary and perpetual vows with the visa process as they prepare for the Cross-Cultural Training Program in a third country. This may include communication with the SVD superiors in the country the students are preparing to enter, applications for visas, medical requirements, travel arrangements, etc.
6. Works as a liaison between Divine Word College and the SVD Chicago Province Secretary of Education, Formation, and Recruitment on all immigration related matters, including participation in meetings sponsored by the Secretary's Office and preparation of the annual visa report.
7. Assists students and other College community members with processing Lawful Permanent Resident (LPR) status, citizenship applications and any other issues related to immigration including driving individuals to appointments to complete the process.
8. Maintains the I-17 Form required for SEVIS certification and updates the form on a regular basis (minimum of each semester).
9. Collaborates with other College offices as needed to ensure all offices have the necessary information on each international student.
10. Acts as liaison between the Department of Homeland Security and Divine Word College students.
11. Maintains a database of Embassy/Consulate information.
12. Participates in conferences and workshops as necessary, to stay abreast of legal requirements and other topics important to the welfare of international students.
13. Advises students regarding personal finances and budgeting, including the issues of summer earnings, monthly allowance, and other personal expenses.
14. Other duties/responsibilities as assigned by the Vice President for Admissions.



### Qualifications

- Bachelor's degree in an appropriate area of specialization. Degree requirements may be substituted with an equivalent combination of education, training and experience.
- Excellent verbal and written English skills, as well as organizational and interpersonal skills.
- Ability to work in an intercultural environment with non-native English speakers.
- Commitment to client confidentiality and strong service orientation.
- Experience as a Principal Designated School Official (PDSO) and Designated School Official (DSO)
- Significant practical experience with international students and scholar advising (F1) at institutions of higher education.
- Must have a valid driver's license.

### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Some travel with students is required for immigration appointments.

### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

### Direct reports

- None

Initial approval:	March 24, 2017
Updated:	



<b>Job title</b>	Financial Aid Coordinator	
<b>Reports to</b>	Vice President for Admissions	
<b>Classification</b>	Non-Exempt	
<b>Status</b>	Full Time	

#### **Job purpose**

The Financial Aid Coordinator is an at-will employee of the College and assists students in securing adequate funding to cover their costs, responds to complex questions regarding their financial aid eligibility, and ensures institutional compliance with internal policies and governing agency regulations. The position requires an ability to maintain a high level of confidentiality and to exercise prudence in the sharing of information. The Financial Aid Coordinator is an ex officio member of the Financial Affairs Committee.

#### **Duties and responsibilities**

1. Documents students' financial needs following approved procedures and ethical practice and prepares student financial aid packets.
2. Exercises appropriate caution and controls to avoid any over-awarding of student financial aid.
3. Verifies applicant information as required under applicable federal statutes and the U.S. Department of Education (USDE) interpretations as specified in the USDE Verification Guide and the Federal Student Aid Handbook.
4. Assists students with completing the FAFSA form, provides financial aid counseling to students, helps educate students with planning and budgeting skills.
5. Notifies state and federal agencies, which provide funds, of individual award amounts, fund balances and expenditures, regular enrollment and/or academic status reports, institutional audits, and requests for funds.
6. Ensures compliance with specific statutory and regulatory requirements which govern each aid program.
7. Informs the student of all conditions under which an award is granted at the time the offer is made.
8. Participates in the mandatory exit interview with each financial aid recipient.
9. Maintains records of all student loans, furnishes to the Vice President for Admissions lists of students in default, and participates in the processing of loan collections and referrals to the U.S. Department of Education.
10. Prepares for the annual Financial Aid Audit by preparing and producing all required documentation in a timely manner.
11. Provides statements on the cost of attendance to students and government agencies when required.
12. Prepares student aid awards and all student file documents and acquires all student signatures as mandated by the Department of Education.
13. Prepares monthly work-study payroll vouchers for the Business Office and provides quarterly and year-end information to outside accountants for government and tax forms.
14. Handles recertification for financial aid.
15. Informs the College President, the Vice President for Admissions, the faculty and students on all aid and scholarship programs.

16. Coordinates with the Business, Admissions, and Registrar offices and other departments to complete the various tasks of the office in an efficient manner.
17. Participates in appropriate ongoing education as necessary to stay current on industry changes.
18. Verifies student eligibility for Federal or College Work-Study. Verifies hours and approvals in the time clock program or on the time sheets and is responsible for calculating and submitting W-2 and 1098-T information to the college audit firm.
19. Runs and reconciles various reports to include monthly report at the end of each month to keep updated on past student payments and yearly reports for State Government agencies.
20. Provides educational programs/workshops to students and the entire college community when needed.
21. Other duties/responsibilities as assigned by the VP for Admissions.

#### **Qualifications**

- Bachelor Degree preferred with experience in financial aid at an institution of higher learning.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.
- Skill in the use of personal computers and related software applications.
- Ability to analyze and solve problems along with organization and coordination skills.
- Knowledge of federal and state laws, regulations, and policies concerning the provision of financial aid to students.
- Knowledge of financial aid policies, procedures, and eligibility requirements.
- Knowledge of the policies and eligibility requirements of a range of federal, state, and agency scholarship programs for tertiary students.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- None.

<b>Initial approval:</b>	
<b>Updated:</b>	



<b>Job title</b>	Vice President for Formation and Student Life
<b>Reports to</b>	College President
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### Job purpose

The Vice President for Formation is an at-will employee of the College who is appointed by and reports to the College President and is an ex-officio member of the Board of Administration. The Vice President for Formation is responsible for the implementation of the *Religious Formation Program*.

#### Duties and responsibilities

1. Coordinates the efforts of the formation personnel in the harmonious achievement of the aims and purposes of the Religious Formation Program.
2. Oversees the work of the Dean of Students, Associate Dean of Students, College Chaplain, Ministries Coordinator, Spiritual Life Coordinator, Spiritual Directors, Counselor, Liturgical Music Coordinator, and the Formation Directors.
3. Serves as chair of the Formation Committee and as a member of the Academic and Formation Advisory Council, Admissions Committee, and the Trustee's Formation Committee.
4. Prepares the annual budget for formation activities within his areas of supervision. Provisions for ongoing education for members of the Formation Committee are to be estimated in the appropriate annual budget. The budget submitted by the Vice President for Formation shall provide for all the Formation Directors. However, the Coordinator for Spiritual Life and the Ministries Coordinator shall provide for their ongoing education in their respective budgets. (SVDs may request additional funds from the Chicago Province for ongoing education activities that exceed the College allotment, according to the established Province policies.)
5. Oversees the goal-setting interview process, mid-year reviews, and end-of-the-year evaluations of students.
6. Revises the end-of-the-year formation program assessment instrument(s), as needed.
7. Submits a semi-annual report of formation activities under his areas of supervision to the DWC Board of Trustees.
8. Supervises the planning for recollections and retreats for students in coordination with members of the Formation Committee.
9. Oversees the evaluation process for senior/associate students who apply for the Divine Word Novitiate.
10. Other duties/responsibilities as assigned by the President.

#### Qualifications

- Qualified SVD priest as required by the Program of Priestly Formation (PPF)
- Participated in the Institute for Religious Formation (IRF) or other appropriate training
- Organizational skills

- Detail-oriented
- Excellent spirit of teamwork

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and-holidays required.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift at least 25 pounds.

#### **Direct reports**

Evaluates Annually:

- Dean of Students
- Formation Directors
- Spiritual Life Coordinator
- Counselor
- College Chaplain

<b>Initial approval:</b>	<i>February 16, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	Dean of Students
<b>Reports to</b>	Vice President for Formation
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

### Job purpose

The Dean of Students is an at-will employee of the College and is appointed by the College President, and is accountable to the Vice President for Formation. The Dean of Students is appointed for a period of three years.

### Duties and responsibilities

1. Coordinates and supervises the daily activities of the students.
2. Serves on the Formation Committee. He or his associate reviews the goal-setting form completed by each student at the beginning of every school year.
3. Exercises general supervision over social and cultural activities of students.
4. Serves as an ex-officio a member of the Cultural Events Committee. He may appoint another Formation Director to represent him on this Committee.
5. Refers students for non-academic counseling when needed.
6. Maintains ultimate supervision over students involved in the College Work-Study Program, in collaboration with the Work-Study Coordinator.
7. Communicates with the student body, faculty, staff and administration on matters concerning student life, and monitors the information on student bulletin boards.
8. Reviews the Student Handbook and is responsible for the implementation of its rules and regulations as these pertain to student deportment, either on or off campus.
9. Works closely with the Student Senate.
10. Organizes and carries out the student orientation program.
11. Helps assure student safety by participation in fire drills, swimming pool safety, driver regulations, etc. Serves on the Emergency Committee or delegates to the Associate Dean of Students.
12. Serves as the Director of Health Services or delegates such responsibilities to another qualified person, and, as such:
  - Refers students to competent local physicians, dentists, etc. when appropriate and necessary.
  - Issues official excuses from class because of health reasons.
  - Informs faculty members regarding students officially excused from class attendance due to health reasons.
13. Approves expenditures of the Student Senate over \$50.
14. Collaborates with the President's Secretary to prepare the annual College Almanac in consultation with the Formation Committee.
15. Prepares the annual budget for student activities within his areas of supervision.
16. Serves as the Sports Coordinator or delegates someone to direct the athletic program.
17. Works closely with the Graduation Committee.
18. Other duties/responsibilities as assigned by the Vice President for Formation.

### Qualifications

- Preferably a member of the SVD
- Participated in the Institute for Religious Formation (IRF), or other appropriate training
- Detail-oriented
- Excellent spirit of teamwork
- Superior organizational skills

### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and-holidays required.

### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

### Direct reports

Evaluates annually:

- Associate Dean of Students
- Sports Coordinator
- Ministry Coordinator

Initial approval:	February 16, 2018
Updated:	



<b>Job title</b>	Associate Dean of Students
<b>Reports to</b>	Dean of Students
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Associate Dean of Students is an at-will employee of the College and is appointed by the College President for a three-year term. The Associate Dean of Students is accountable to the Dean of Students.

#### **Duties and responsibilities**

1. Shares responsibility with the Dean of Students for the implementation of the *-Religious Formation Program* and student affairs at DWC.
2. Represents the Dean of Students, in his absence, at all committee meetings of which the Dean of Students is an ex-officio member.
3. Substitutes for the Dean of Students in formational interviews with students at the discretion of the Dean.
4. Other duties/responsibilities as assigned by the Dean of Students.

#### **Qualifications**

- Preferably, a member of the SVD or other religious community.
- Participated in the Institute for Religious Formation (IRF), or other appropriate training.
- Detail-oriented.
- Excellent spirit of teamwork.
- Superior organizational skills.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and-holidays required.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- None



<b>Initial approval:</b>	<i>April 6, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	Formation Director
<b>Reports to</b>	Vice President for Formation
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

#### **Job purpose**

The Formation Director is an at-will employee of the College and is nominated by the Vice President for Formation and appointed by the President for a term of one year.

#### **Duties and responsibilities**

1. Accompanies and is directly responsible for the development of the students in his/her formation group in the areas of Human Formation, Spiritual Formation, Intellectual Formation, Intercultural Community Formation, and Missionary Ministry Formation.
2. Carries out the responsibilities through group activities, individual advisement, and regular interviews with members of the formation group.
3. Seeks referrals, as needed, for situations beyond his/her competence.
4. Cooperates with the disciplinary policies of the College and with the sanctions imposed by the proper authorities.
5. Holds and processes end-of-the-year evaluations.
6. Participates in activities for ongoing professional development, in consultation with the Vice President for Formation.
7. Works together with the Vice President for Formation and the team of Formation Directors to evaluate the ongoing progress of the students.
8. Works together with the Vice President for Formation and the team of Formation Directors to evaluate the effectiveness of the religious formation program.
9. Serves as a member of the Formation Committee.
10. Other duties/responsibilities as assigned by the Vice President for Formation.

#### **Qualifications**

##### Required

- Perpetually vowed member of the SVD, SSsP, or other religious community in good standing
- Good listener and a willingness to challenge others

##### Preferred

- Master's degree in theology, divinity, spirituality, pastoral counseling, psychology, or closely related areas
- Experience in world mission and/or intercultural community and ministry
- Language proficiency reflective of the DWC student body (e.g. Vietnamese, French, Spanish, etc.)

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.
- 

#### **Physical requirements**

- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- None

<b>Initial approval:</b>	<i>April 6, 2018</i>
<b>Updated:</b>	<i>February 14, 2020</i>





<b>Job title</b>	Spiritual Life Coordinator
<b>Reports to</b>	Vice President for Formation
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

### Job purpose

The Spiritual Life Coordinator is an at-will employee of the College and is appointed by the President, acting upon the recommendation of the Vice President for Formation.

### Duties and responsibilities

1. Directly supervises the Spiritual Directors for spiritual life, who perform the following to help students establish sound habits for a personal life of holiness.
  - Assists the students to mature in their commitment to the religious/missionary life according to the teaching of the Catholic Church, and the charism of the Society of the Divine Word.
  - Assists students to cope with the stresses of college/seminary environment, aids in the development of responsibility, and helps instill values that define the religious/missionary life.
  - Maintains confidentiality regarding matters in the internal forum; confidentiality must never be compromised.
2. Prepares a program of ongoing formation for Spiritual Directors which includes recommending conferences and workshops for updating in areas relating to spiritual development.
3. Reviews current criteria and where appropriate, proposes new criteria for the selection of spiritual directors and facilitators in the spiritual formation program.
4. Meets with the directors and other formation personnel every semester in order to process their involvement in the spiritual life program and to offer practical help where needed.
5. Submits proposed revisions of the spiritual life program to the Spiritual Director(s) and the Vice-President for Formation who will then submit the recommended revisions to the Board of Administration for policy approval. The following areas address the personal dimensions of spiritual formation:
  - The core items suggested by the Formation Committee to be addressed in the formation program (i.e. identity issues, sexuality, vocational discernment, etc.).
  - The faith and human-development program for ESL, Freshmen, and Sophomores.
  - A focus on discernment for Juniors, Seniors, and Associates.
6. Prepares, in coordination with the Vice President for Formation and the Spiritual Director, an annual evaluation of the spiritual life program to be completed by students, directors, and other assistants.

### Qualifications

- Certificate of Spiritual Direction

### Working conditions

- Work is normally performed in a typical interior/office work environment.

- Ability to work a flexible schedule, including evenings and weekends, required.

#### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### Direct reports

- Spiritual Directors

<b>Initial approval:</b>	<i>May 25, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	Spiritual Director
<b>Reports to</b>	Spiritual Life Coordinator
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

### Job purpose

The Spiritual Director is an at-will employee of the College and is appointed by the President, following the recommendation of the Vice President for Formation.

### Duties and responsibilities

1. Works collaboratively with the Spiritual Life Coordinator in issues relating to spiritual formation:
  - Availability to meet with students for spiritual direction.
  - Availability to give talks to students and/or formation group.
2. Assists the students to mature in their commitment to the religious/missionary life according to the teaching of the Catholic Church, and the charism of the Society of the Divine Word.
3. Assists students to cope with the stresses of college/seminary environment, aids in the development of responsibility, and helps instill values that define the religious/missionary life.
4. Maintains confidentiality regarding matters in the internal forum; confidentiality must never be compromised.
5. Meets every semester with the Spiritual Life Coordinator to process their involvement in the spiritual life program.

### Qualifications

#### Required

- Previous experience in spiritual direction or pastoral counseling
- Good listener and a willingness to challenge others

#### Preferred

- Certificate in Spiritual Direction or similar credential
- Experience in world mission and/or intercultural community and ministry
- Language proficiency reflective of the DWC student body (e.g. Vietnamese, French, Spanish, etc.)

### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings and weekends, required.

### Physical requirements

- No or very limited exposure to physical risk.
- No or very limited physical effort required.

- Ability to lift up to 25 pounds.

#### Direct reports

- None

<b>Initial approval:</b>	<i>May 25, 2018</i>
<b>Updated:</b>	<i>February 14, 2020</i>





<b>Job title</b>	Counselor
<b>Reports to</b>	Vice President for Formation
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Counselor is an at-will employee of Divine Word College and is appointed by the College President. The Counselor renders services in accordance with the applicable College policies and the standards of the American Counseling Association's Code of Ethics.

#### **Duties and responsibilities**

1. Provides on-campus counseling services during academic years from August 1 to May 31 and is available as needed during summers and Christmas and spring breaks.
2. Serves as a member of the Academic and Formation Advisory Council; gives periodic presentations to the Council relevant to the particular needs of the College and the students.
3. Serves as a member of the Formation Committee and as a resource person for the formation directors and faculty.
4. Provides short-term individual counseling, group counseling, crisis intervention, and receives referrals from the Vice President for Formation, the Vice President for Academic Affairs, the Dean of Students, the Vice President for Admissions, the formation directors and other faculty members.
5. Provides employee assistance services within the scope of professional training to Divine Word College employees and Divine Word Missionaries on campus and refers employees and Divine Word Missionaries to outside sources as appropriate.
6. Offers a variety of instruments which can facilitate a student's self-understanding, vocational choice and psychological fitness for their vocation. The Counselor will exercise care in the use of standardized instruments recognizing the limitations of such measures in cross-cultural application.
7. Assists students in the areas of study skills, study habits and time management, on an individual or group basis.
8. Makes referrals, when appropriate and necessary, to competent local psychologists, psychiatrists, and other mental health professionals who understand and support the spiritual and vocational ideals of the College.
9. Provides education for students on issues of concern such as relationship, sexuality, alcohol, substance use, eating disorders, and self-harm.
10. Follows specific procedures in providing Counseling Services:
  - Every new student in the regular College program is provided an opportunity to meet with the Counselor during the first weeks of enrollment. Sometimes a student may be required to meet with the Counselor to fulfill the terms of an academic or disciplinary probation contract, when, in the judgement of the Vice President for Formation/Dean of Students or the Vice President for Academic Affairs, specific counseling may be useful or necessary.
  - The Counselor may recommend psychological tests at his/her own prudent discretion and judgment whenever it appears that such tests may be needed:

- To pursue issues relevant to immediate counseling needs;
  - To clarify areas of stress or areas requiring affirmation;
  - To help a student be aware of unacknowledged feelings, emotions and needs, so as to make it possible to manage them for better overall personality integration;
  - To provide insight into academic problems;
  - To help a student understand their vocation abilities and skills.
  - A student is free to decide whether he/she wishes to take psychological tests provided by the counseling service.
  - All test results will be held strictly confidential and may be released only with the written consent of the student. The signed release or written consent should be kept in the Counselor's files.
  - Raw test data may never be released except to qualified persons such as other counselors or psychologists, and according to legal and ethical standards.
  - The interpretation of test results may be released to the following officials with the students permission: the Vice President for Formation, Vice President for Academic Affairs, Formation Director, Dean of Students, individual faculty members, school health officials, including other qualified persons such as a Counselor, a psychologist, etc.
  - All test data and the interpretation of such will be kept locked in a fireproof file.
11. Refrains from holding any position within the College that would in any way involve a threat to confidentiality, including Formation Directors' staffing meetings, pre-novitiate evaluations, individual student formation evaluations, discipline issues.
  12. Refrains from voting for or against any student in the College while the student is enrolled, or after the student leaves, without the written consent of release from the student concerned.
  13. Participates in continuing education or other professional activities to stay abreast of current developments in the profession of counseling.
  14. Undergoes a periodic evaluation according to procedures that respect the necessary confidentiality of those services and according to established principles of professional review.
  15. Arranges and schedules the junior year students (SVD candidates only) and associates to have a psychological assessment, by a designated (selected by the Formation Committee) psychologist, in preparation to enter the Novitiate.
  16. Other duties as assigned.

#### **Qualifications**

- Master's degree in counseling.
- Licensed in the State of Iowa as a mental health therapist or independent social worker or equivalent.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

## Direct reports

- None

Initial approval:	<i>November 30, 2018</i>
Updated:	



<b>Job title</b>	Ministries Coordinator
<b>Reports to</b>	Vice President for Formation
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

#### Job purpose

The Ministries Coordinator is an at-will employee of the College, recommended by the Vice President for Formation, and appointed by the College President.

#### Duties and responsibilities

1. Coordinates all ministry activities of the College, including the Field Education Programs (in summer and Spring Break) so that students engage effectively in various ministries, reflect theologically upon their work, and gain deeper insights into the mission of the Church in the modern world.
2. Contacts and signs contracts with those ministry sites, particularly in the work-study program.
3. Collaborates with the Dean of Students (and the Vice President for Academic Affairs for those students who receive academic credit) in the implementation of the Ministries Program.
4. Evaluates each student at the end of each semester.

#### Qualifications

- Organization skills
- Has a valid driver license

#### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings and weekends, required.
- Ability to drive up to two hours to visit ministry sites.
- Coordinates with DWC Ministry Supervisors in accompanying students to their ministry site.

#### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### Direct reports

- Assistant Ministries Coordinator

<b>Initial approval:</b>	<i>May 25, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	Assistant Ministries Coordinator
<b>Reports to</b>	Ministries Coordinator
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

#### Job purpose

The Assistant Ministries Coordinator is an at-will employee of the College and is appointed by the President, in consultation with the Vice President for Formation, and the Ministries Coordinator.

#### Duties and responsibilities

1. Works with the Ministries Coordinator in the implementation of the Ministries Program.
2. Other duties/responsibilities as assigned by the Ministries Coordinator.

#### Qualifications

- Organizing skills
- Has a valid driver license

#### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings and weekends, required.
- Ability to drive up to two hours to visit ministry sites.
- Accompanies students to their ministry sites.

#### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### Direct reports

- None

<b>Initial approval:</b>	<i>May 25, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	College Chaplain
<b>Reports to</b>	Vice President for Formation
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

### Job purpose

The College Chaplain is an at-will employee of the College and is appointed by the President, in consultation with the Vice President for Formation. The College Chaplain is responsible for all religious services at the College.

### Duties and responsibilities

1. Prepares the annual liturgical calendar and submits it to the Board of Administration for review in mid-March.
2. Assures coverage for sacristy duties and liturgical ministers during the school vacation periods (Christmas, Spring Break, summer).
3. Collaborates regularly with the Liturgical Music Coordinator in planning liturgical services throughout the year, and especially in preparation for major celebrations such as Mission Sunday, Our Lady of Guadalupe, St. Josephine Bakhita, Lunar New Year, Holy Week, baccalaureate Mass, etc.
4. Chairs the Liturgy Committee.
5. Serves as liturgical emcee at all major liturgical events, informing and assisting the presiders in preparation for such events.
6. Communicates relevant information to the presiders, liturgical ministers, the Liturgical Music Coordinator, and others whenever there is a change in the ordinary liturgical routines.
7. Serves on the Formation Committee, meeting regularly with the Vice President for Formation to ensure good coordination between the liturgical and general school schedules.
8. Supervises and schedules the Eucharistic ministers, lectors, acolytes, and other liturgical ministers.
9. Assures preparation of the student lectors.
10. Arranges training sessions for new liturgical ministers and schedules practices for special liturgical events, in consultation with the Vice President for Formation.
11. Serves as a resource person as needed for the weekly liturgical preparation session.
12. Oversees the order in the main chapel and all additional chapels and sacristies:
  - Ensures an adequate supply of items necessary for liturgical celebrations (e.g. hosts, wine, flowers, etc.).
  - Obtains the new supply of holy oils each Holy Week.
  - Participates in the selection of and serves as work-study supervisor for the student sacristans.
  - Approves the borrowing of liturgical items from the sacristies and keeps an inventory of borrowed items.
  - Organizes all special collections and transmits the regular Sunday collections to the Development Office.
13. Other duties/responsibilities as assigned by the Vice President for Formation.

### Qualifications

- Organization skills.
- Detail oriented.
- Knowledge of Catholic liturgy and the liturgical year.
- Preferably M Div. degree.

### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays, required.

### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

### Direct reports

- Assistant College Chaplain

Initial approval:	<i>May 25, 2018</i>
Updated:	





<b>Job title</b>	Assistant College Chaplain
<b>Reports to</b>	College Chaplain
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

#### Job purpose

The Assistant College Chaplain is an at-will employee of the College and is appointed by the President, in consultation with the College Chaplain.

#### Duties and responsibilities

1. Works in close collaboration with the College Chaplain and the Liturgical Music Coordinator.
2. Coordinates regular and special religious services as designated by the College Chaplain.
3. Provides liturgical insights and training at the weekly liturgy prep period in collaboration with the College Chaplain.
4. Collaborates and assists in long- and short-range liturgy planning.
5. Serves as a member of the Liturgy Committee.
6. Other duties/responsibilities as assigned by the College Chaplain.

#### Qualifications

- Organization skills.
- Detail oriented.
- Knowledge of Catholic liturgy and the liturgical year.

#### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.

#### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### Direct reports

- None

<b>Initial approval:</b>	<i>May 25, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	Liturgical Music Coordinator
<b>Reports to</b>	Vice President for Formation
<b>Classification</b>	Exempt
<b>Status</b>	Part-Time

#### **Job purpose**

The Liturgical Music Coordinator is an at-will employee of the College and is appointed by the President and serves at his discretion, through the Vice President for Formation.

#### **Duties and responsibilities**

1. Selects the music for all public liturgies, in collaboration with the College Chaplain.
2. Provides for the community rehearsal as well as the training of the choir, cantors, instrumentalists and other liturgical musicians.
3. Schedules the choirs, cantors and instrumentalists for all liturgical functions.
4. Coordinates long and short range planning, preparation and execution of music for weekly liturgy as well as special occasions and celebrations.
5. Manages the maintenance of chapel instruments, files, subscriptions, supplies and reprint permission.
6. Provides instrumental and piano accompaniment at mass and other liturgical celebrations as needed.
7. Serves as a member of the Liturgy Committee.
8. Other duties/responsibilities as assigned by the Vice President for Formation.

#### **Qualifications**

- Degree in music/liturgy preferred.
- Ability to play the piano and provide accompaniment at mass.
- Has knowledge of vocal techniques and is able to teach the cantors proper singing.
- Background in conducting is also an advantage.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- Assistant Liturgical Music Coordinator

<b>Initial approval:</b>	<i>March 26, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	Assistant Liturgical Music Coordinator
<b>Reports to</b>	Liturgical Music Coordinator
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

#### Job purpose

The Assistant Liturgical Music Coordinator is an at-will employee of the College and is appointed by the President, and is responsible to the Vice President for Formation, through the Liturgical Music Coordinator.

#### Duties and responsibilities

1. Prepares the student cantors and instrumentalists for scheduled liturgical functions.
2. Accompanies music for the Sunday Eucharistic liturgy as scheduled by the Liturgical Music Coordinator.
3. Accompanies music for weekday large community liturgies.
4. Participates in the music ministry for special College liturgical functions.
5. Participates in the weekly "Liturgy Prep".
6. Other duties/responsibilities as assigned by the Liturgical Music Coordinator.

#### Qualifications

- Good piano skills.
- Flexible hours—to accommodate liturgical celebrations.
- Ability to instruct cantors.

#### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.

#### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### Direct reports

- None

<b>Initial approval:</b>	<i>April 6, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	Sports Coordinator
<b>Reports to</b>	Dean of Students
<b>Classification</b>	Exempt
<b>Status</b>	Part Time

#### **Job purpose**

The Sports Coordinator is an at-will employee of the College, and is appointed and responsible to the Dean of Students.

#### **Duties and responsibilities**

1. Plans and coordinates the sports program of the College.
2. Coordinates the maintenance and use of the gym and adjacent rooms, including the exercise room, the pool and the athletic equipment.
3. Advises the Business Office regarding the availability of the athletic facilities for rental by outside groups.
4. Supervises the athletic budget and the awarding of prizes for various student competitions and contests (e.g. Super Bowl, Final Four, intramural competitions).
5. Works together with the Student Senate in promoting and organizing college activities such as those at Family Feast, annual 5-K run and walk.
6. Schedules intramural soccer games and supervises the position of coaching, as necessary.
7. Provides for swimming instructions and the training of lifeguards with the Red Cross, in collaboration with the Vice President for Operations and Finance and the Business Office.
8. Attends student games and activities.
9. Other duties/responsibilities as assigned by the Dean of Students.

#### **Qualifications**

- Knowledge of rules and regulations of each sport.
- Organization skills.

#### **Working conditions**

- Work is normally performed in both interior and exterior environments.
- Ability to work a flexible schedule.

#### **Physical requirements**

- Exposure to minimal physical risk.
- Physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- None

<b>Initial approval:</b>	<i>May 25, 2018</i>
<b>Updated:</b>	



<b>Job title</b>	Health Services Coordinator
<b>Reports to</b>	Dean of Students
<b>Classification</b>	Non-Exempt
<b>Status</b>	Part Time

#### **Job purpose**

The Health Services Coordinator is an at-will employee of Divine Word College and is appointed by the College President, after nomination by the Vice President for Formation and Student Life. The Health Services Coordinator renders services in accordance with the applicable College policies and coordinates health services for all students. The position requires an ability to maintain a high level of confidentiality and to exercise prudence in the sharing of information.

#### **Duties and responsibilities**

1. Provides information to the community on how to live healthily.
2. Organizes annual blood donation.
3. Organizes annual flu shot in September.
4. Organizes immunization shots (MMR, TB-Skin Test...) each semester.
5. Organizes CPR and first aid classes.
6. Provides over the counter medicine to those in need.
7. Schedules medical and/or dental appointments for students and occasionally SVDs.
8. Provides transportation and coordinates with volunteers and student drivers to provide transportation for students to appointments as needed.
9. Enrolls students in medical insurance program; distributes insurance cards to students.
10. Maintains all files according to prescribed filing system and safeguards their security.
11. Composes letters to hospitals, physicians and dentists to request a discount or write off; sends thank you letters.
12. Issues official excuses from class because of health reasons.
13. Informs faculty members and formation staff regarding students officially excused from class attendance due to health reasons.
14. Initiates an annual review of the student medical plan and compares with other viable options, presenting a final recommendation to the Board of Administration for approval.
15. Other duties as assigned.

#### **Qualifications**

- LPN/RN preferred; medical/nursing training preferred.
- Superior organizational skills.
- Valid Driver license

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.
- Ability to drive up to two hours.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.

#### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### Direct reports

- None

<b>Initial approval:</b>	<i>December 14, 2018</i>
<b>Updated:</b>	





<b>Job title</b>	Vice President for Operations and Finance
<b>Reports to</b>	College President
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### Job purpose

The Vice President for Operations and Finance is an at-will employee of the College who is appointed by and reports to the College President and is an ex officio member of the Board of Administration. The VP for Operations and Finance is responsible for the efficient management of the College's day-to-day operations, its buildings and grounds and its human resources. These responsibilities include the management of various offices and departments, such as the business office, information systems, maintenance, housekeeping, and the kitchen.

#### Duties and responsibilities

1. Supervises and assists the Business Office Director and Controller in all aspects of the budgeting process, and adhering to budgetary constraints.
2. Supervises the activities of the business office, including payroll, accounts payable, and all accounting aspects.
3. Participates in the investment activities of the College.
4. Works with the Public Relations Director and Business Office Director and Controller regarding the use of the facility by outside groups.
5. Supervises the housekeeping and maintenance departments.
6. Prepares, plans, and implements three-to-five-year building/maintenance schedules in consultation with the Trustee Planning Committee.
7. Supervises the Food Service Director and the rest of the kitchen staff.
8. Supervises the Information Systems Director, serves on the Information Systems Committee, and participates in the planning and implementation of information services for the College.
9. Serves as the human resource coordinator, and as liaison between the College and its outsourced human resources management agency; including all aspects of human resources management such as FMLA policies, hiring/firing, wages, vacation/sick/personal hours, insurance benefits, etc.
10. Serves as a member of the Finance Committee of the Board of Trustees and together with the Business Office Director and Controller serves as liaison with the Board of Trustees in all financial matters.
11. Chairs the College's Emergency Planning Committee and oversees the safety needs of the employees, students, and the College's buildings and grounds.
12. Reviews, updates, and enforces all the College policies as published in the Divine Word College Policy Handbook, and works with the Vice President for Academic Affairs in implementing the policies with the faculty.
13. Generally serves as the liaison between the College and the College's attorneys in legal matters.
14. Collaborates with other administrators in ensuring compliance with all state, federal, and Department of Education requirements.
15. Serves as the Title IX coordinator.
16. Other duties/responsibilities as assigned by the College President.

### Qualifications

- Education: BA (MBA preferred).
- Proven experience of management.
- Previous work in an educational facility beneficial.
- Previous work in finance beneficial.
- Supervisory, organizational, delegation, and staffing skills.
- High standard of communication skills.
- Able to work in a multi-culture setting.
- Computer literacy (MS Word, Excel, Quicken, etc).
- Knowledge of safety and compliance issues/practices.
- Awareness of equal opportunities issues.

### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work flexible schedule, including evenings, weekends and holidays.

### Physical requirements

- Limited exposure to physical risk.
- Ability to lift up to 25 pounds.

### Direct reports

- Business Office Director and Controller and staff
- Food Service Director and kitchen staff
- Housekeeping staff
- Human Resource services
- Information Systems Director
- Maintenance staff

<b>Initial approval:</b>	<i>February 17, 2017</i>
<b>Updated:</b>	<i>January 31, 2020</i>



<b>Job title</b>	Business Office Director & Controller
<b>Reports to</b>	Vice President for Operations and Finance and Finance
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

Divine Word College educates men and women for missionary service in the Catholic Church, emphasizing dialogue with faith seekers, the poor and marginalize, people of different cultures, and people of other faith traditions.

The Business Office Director/Controller is an at-will employee of the College who handles the daily activities of the business office according to Generally Accepted Accounting Principles and standard business practices in accord with College policy. The Director/Controller is also responsible for the annual College budget. The position requires an ability to maintain a high level of confidentiality and to exercise prudence in the sharing of information, while maintaining cooperative, friendly relations with other College personnel and constituencies.

#### **Duties and responsibilities**

1. Manages the accounting function of the College, maintaining appropriate accounting records, balances all accounting records on a timely basis, promptly closes the books at designated periods; sees that all student charges are billed, collected and recorded; maintains records of outstanding liabilities.
2. Receives funds, provides for their safekeeping, deposits all funds in banks as designated, and disburses funds to meet regular obligations.
3. Works with the Vice President for Operations and Finance and the College's Financial Affairs Committee (as well as with the VP for Academic Affairs and the VP for Formation) to build and establish the annual budget. Works with the VP for Operations and Finance to ensure budget adherence.
4. Prepares monthly financial statements. In close collaboration with the VP for Operations and Finance, the Admissions Office and the Development Office, reports significant changes as soon as recognized.
5. Prepares and submits all necessary reports to government agencies, associations, grantors, or other appropriate private organizations. This includes corporation reports and 5500 forms for retirement (TIAA). Copies of all such reports are given to the President and VP for Operations and Finance.
6. Oversees the investment of excess funds available on a short-term basis, assuring:
  - appropriate journal entries.
  - monthly balance reports.
7. Assists the VP for Operations and Finance and legal advisors in the handling of claims, tax questions, implementation of government regulations and similar matters.
8. Oversees the College payroll and bills for payment with the approval and co-signature of the VP for Operations and Finance.
9. Manages all business office responsibilities and substitutes as necessary when staff members are absent.
10. Directs all Business Office activities including:
  - Keeping accurate record of revenues and expenses.
  - Processing student medical bills, contacting providers for possible discount.
  - Maintaining a summary of valuations of property, plant, and equipment.

- Attending to insurance matters, processing and managing insurance claims – following each case until finalized.
  - Tracking all restricted funds, when received and when released.
  - Preparing financial statements and notes for the annual audit, and assisting the audit firm with the fieldwork.
  - Chairing the DWC Financial Affairs Committee meetings.
11. Oversees services offered at the front desk, including:
    - Welcoming visitors and responding to telephone callers, offering requested information and services.
    - Accepting donations from benefactors in coordination with the Development Office.
    - Wiring money and/or preparing checks for SVDs and students.
    - Managing student accounts.
    - Supervising mail collection and delivery.
    - Receiving deliveries.
  12. Serves as a liaison with the Finance Committee of the Board of Trustees together with the VP for Operations and Finance.
  13. Coordinates with the Finance Committee of the Board of Trustees regarding the budgeting process, audit approval, and investments. All endowment investments will be overseen and directed by the Chicago Province Treasurer at Techny with the approval of the College's Board of Directors.
  14. Serves as Treasurer for the SVD House Community.
  15. Assists in the disbursement of Mass intentions received through the Development Office.
  16. Attends selected workshops and seminars appropriate to this position to ensure professional updating in current financial trends and developments.
  17. Other duties as assigned by the VP for Operations and Finance.

#### **Qualifications**

- CPA or master of accounting degree with experience in non-profits.
- Supervisory, delegation, and staffing skills.
- Ability to develop standards, promote process improvement.
- High standard of communication skills.
- Extensive practical experience of staff management.
- Proven experience of managing a busy office environment and managing office staff.
- Computer literacy [MS Word, Excel, Quicken, Business Office software (ABILA), etc.].
- Financial, accounting, and analytical skills.
- Practical experience of web based applications.
- Knowledge of health and safety issues/practices.
- Awareness of equal employment opportunities issues.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.

#### **Physical requirements**

- Limited exposure to physical risk.
- Ability to lift up to 30 pounds.

#### **Direct reports**

- Business Office Bookkeeper/Secretary
- Business Office Receptionist/Secretary

<b>Initial approval:</b>	<i>February 17, 2017</i>
<b>Updated and Approved</b>	<i>February 14, 2020</i>
<b>Updated and Approved</b>	<i>November 11, 2022</i>



<b>Job title</b>	Business Office Receptionist/Secretary
<b>Reports to</b>	Business Office Director and Controller
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Business Office Receptionist/Secretary is an at-will employee of the College and works with the Business Office Bookkeeper/Secretary, reporting directly to the Business Office Director and Controller. The receptionist handles many routine tasks assigned by the Business Office Director and Controller, greets visitors, and answers the switchboard, maintaining a high level of confidentiality.

#### **Duties and responsibilities**

1. Maintains the switchboard, answering incoming calls, transferring calls, and uses the paging system when necessary.
2. Maintains the internal phone list of faculty, staff, and SVD members. Works with the Information Systems Director and the Vice President for Academic Affairs for updates.
3. Provides customer service to the public, students, faculty, staff, and SVDs during the workday. Greets and assists everyone who comes to the front entrance of Divine Word College. This includes signing visitors in and contacting the department/individual involved.
4. Processes Mass and Mission League requests as needed.
5. Processes transactions to and from student and College accounts. Processes credit card payments from benefactors and DWC students as necessary.
6. Oversees the postage drawer and postage meter, and makes sure they are stocked. Prepares packages for shipment and charges the individual as necessary. Retrieves and sorts mail from the post office. Notifies individuals who receive packages daily.
7. Performs a wide variety of secretarial tasks for the Business Office Director and Controller including filing, typing, preparing reports, data entry, copy work and faxing. At the end of month runs monthly reports for supervisors and students.
8. Reconciles the College checking accounts each month.
9. Performs a wide variety of routine accounting tasks, including entering cash receipts for the Business Office and the Development Office. Manages petty cash, prepares entries to be posted to the general ledger. Prepares cash receipts on a regular basis and makes sure deposits are taken to the bank in a timely manner. Regularly reconciles the UPS and other accounts.
10. Manages and balances the accounts for lockers, dorm rooms, and dorm room keys for all students. This includes maintaining a current list of assigned lockers.
11. Ensures there is a sufficient amount of paper in the copy machine, clears jams, brings paper from the storage area, orders toner, and contacts the technician when necessary.
12. Assigns copy card numbers to faculty and staff, as necessary, and keeps efficient records in this area. At the end of each month, charges departments accordingly.

13. Assigns mailboxes inside the Business Office and keeps the posted list of assigned mailboxes updated, as needed.
14. Maintains and follows the DWC key policy, providing keys for new employees, obtaining signatures, and collecting the keys when employees leave.
15. Takes measurements for all those who need a cap, gown and hood for commencement. Coordinates the ordering and distribution of caps, gowns, and hoods for commencement (trustees, faculty, and students). Checks the order when it arrives, and makes sure they are pressed and labeled for the day. Stores cap and gowns in a secure place and gets them ready at the appropriate time for the graduation ceremony.
16. Coordinates the ordering of all office supplies for the College.
17. Supervises work-study students assigned to taking and picking up the mail at the post office and students assigned to put up and take down the flags.
18. Oversees the purchase of flags once a year, in consultation with the College President.
19. Monitors security cameras and reports unusual activity to the Vice President for Operations and Finance.
20. Performs other duties/responsibilities as assigned by the Business Office Director and Controller.

#### **Qualifications**

- High school diploma required.
- Clerical training or experience required.
- Well organized, possesses good human relations and communication skills.
- Experience with Microsoft Word, Excel, and training on MIP Accounting Software required.
- Must be a proficient and accurate typist.
- Must be able to use PC, typewriter, calculator, computer, copy machine, postage meter and FAX machine, all with a high level of accuracy.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- None

<b>Initial approval:</b>	<i>February 27, 2017</i>
<b>Updated:</b>	<i>February 28, 2020-approved</i>



<b>Job title</b>	Business Office Bookkeeper/Secretary
<b>Reports to</b>	Business Office Director and Controller
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Business Office Bookkeeper/Secretary is an at-will employee of the College and is directly responsible to the Business Office Director and Controller, and performs a wide range of secretarial and accounting payroll functions with discretion and in a confidential manner.

#### **Duties and responsibilities**

1. Performs College accounting according to standard accounting practices and college policies as directed by the Business Office Director and Controller.
2. Sets up new vendors.
3. Verifies accuracy of vendor's invoices and enters approved invoices in accounts payable module on computer.
4. Issues payment for approved invoices, files invoices according to standard practice and in the prescribed manner, and posts transactions to general ledger.
5. Enters charges for tuition, room and board and fees for each student on computer.
6. Enters work-study, grants and other disbursements to each student's account which is received from the Financial Aid Office, and posts the data when necessary.
7. Bills receivables as prescribed by Business Office Director and Controller.
8. Sends out invoices internally and externally.
9. Enters cash receipts and credit card payments for accounts receivables when necessary and prepares deposit for the bank, and posts these entries as a final step.
10. Enters certain routine general ledger and adjusting entries.
11. Reconciles checking accounts according to instructions of the Business Office Director and Controller at the end of each month.
12. Performs all tasks related to payroll; prepares and emails data entry to payroll processing company by 2:00 PM on Monday of payroll week.
13. Processes the electronic tax transfer and all other items according to established practice. Reconciles with the Vice President for Operations and Finance budgeted wages and salaries for the following fiscal year.
14. Bills the Province for Vocation Office wages and benefits every month.
15. Processes each school year the teacher's wages for reimbursement and sends to the Province Center for reimbursement. Keeps updated information on new hires and resignations throughout the year for the Province Center.
16. Does checks/transfers requested for net pay, child support payments, garnishments, non- payroll salaries, pension, state taxes, etc.
17. Sets up new employees in the system and trains them on how to use the time clock correctly.
18. Completes workers' compensation first reports of injury.
19. Balances Province Remuneration Account monthly.



20. Maintains personnel records and files.
21. Distributes and processes all new hire documents.
22. Prepares necessary documents and work papers for annual audit according to College Policies and directions of the Business Office Director and Controller.
23. Serves as Receptionist when regular person is absent or is in need of additional assistance in Front Office. (See Receptionist's Job Description).
24. Handles Business Office mail when Business Office Director and Controller is absent.
25. Performs a wide variety of routine accounting tasks. Prepares cash receipts and deposits when necessary; counts petty cash boxes; updates key charts.
26. Assists SVD members as needed.
27. Tracks Family Medical Leave Act (FMLA).
28. Tracks and manages vacation and sick time for employees.
29. Reviews flex spending accounts for employees.
30. Other duties/responsibilities as assigned by the Business Office Director and Controller.

#### **Qualifications**

- High School diploma required. Clerical and accounting education preferred.
- Accounting/bookkeeping training or experience is required.
- Must be well organized, possess good human relations and pleasant communication skills, and be familiar with computerized accounting applications.
- Computer literacy (MS Word, Excel, Time Clock Plus, etc.).
- Must be able to use following equipment: Computer, typewriter, adding machine, copy machine, fax machine and postage meter, all with a high level of accuracy.

#### **Working conditions**

- Work is normally performed in a typical interior/office work environment.

#### **Physical requirements**

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### **Direct reports**

- None

<b>Initial approval:</b>	<i>February 27, 2017</i>
<b>Updated:</b>	



<b>Job title</b>	Information Systems Director
<b>Reports to</b>	Vice President for Operations and Finance
<b>FLSA</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Information Systems Director is an at-will employee of the College and is responsible for the overall planning, organizing, and execution of all information systems functions at the College. This includes directing all information systems operations to meet the needs of faculty, staff, students, and the SVD community as well as the support and maintenance of existing applications and development of new technical solutions.

#### **Duties and responsibilities**

1. Advises on information systems matters, including budget, training and policies, through the Information Systems Committee.
2. Designs, implements, administers and maintains the College network infrastructures and network operating systems.
3. Designs, implements, administers and maintains hardware and peripherals for the servers for e-mail, intranet, databases, file and print shares.
4. Directs other computer services as the needs arise.
5. Helps to troubleshoot and configure supported software applications and peripherals, and to provide training as necessary.
6. Serves as the Chair of the Information Systems Committee.
7. Is not responsible for servicing privately owned computers.
8. Maintains phone system, wiring, hardware, and software.
9. Other duties/responsibilities as assigned by the VP for Operations and Finance.

#### **Qualifications**

- Four-year degree in Business Technology, Computer Science, or related field, or equivalent combination of professional experience.
- Must be professional and courteous and have strong written, oral, and organizational skills.
- Understanding of information systems infrastructure, physical and logical security protocols. Familiarity with recognized information systems security standards.
- Familiarity with phone systems, installation, upkeep, and upgrade.
- Ability to work well under pressure, meets deadlines, can juggle multiple priorities and reprioritizes work under rapidly changing circumstances.
- Must be detail orientated and well organized.
- Must be able to perform intermediate math functions (algebraic and geometric calculations).

#### **Working conditions**

- Availability on nights, weekends, and holidays to deal with information systems or phone emergencies.
- Work is normally performed in a typical interior/office work environment.

#### Physical requirements

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Ability to lift, transport and handle IT and phone equipment weighing up to 50 pounds.

#### Direct reports

- Information Systems Associate.

<b>Initial approval:</b>	<i>February 27, 2017</i>
<b>Updated:</b>	



<b>Job title</b>	Information Systems Assistant
<b>Reports to</b>	Vice President for Operations and Finance
<b>FLSA</b>	Non-Exempt
<b>Status</b>	Part-time

### Job purpose

The Information Systems Assistant is an at-will employee of the College and is responsible for assisting the Information Systems Director with all information systems functions at the College. This includes information systems operations to meet the needs of faculty, staff, and students.

### Duties and responsibilities

1. Assists with maintenance of the College network infrastructures and network operating systems.
2. Coordinates and documents work tasks with IS Director and VPO.
3. Administers and maintains hardware and peripherals for the servers for e-mail, intranet, databases, file and print shares.
4. Helps troubleshoot and configure software applications and peripherals, and to provide training as necessary.
5. Serves on the Information Systems Committee.
6. Assists with servicing student owned computers as necessary.
7. Assists with maintenance of phone system, wiring, hardware, and software.
8. Other duties/responsibilities as assigned by the Vice President for Operations and Finance and Information Systems Director.

### Qualifications

- Associate degree in business technology, computer science, or equivalent combination of professional experience.
- Must be professional and courteous and have strong written, oral, and organizational skills.
- Familiarity with phone systems, installation, upkeep, and upgrade.
- Ability to work well under pressure, meets deadlines, can prioritize work under rapidly changing circumstances.
- Must be detail-oriented and well-organized.
- Must be able to perform intermediate math functions (algebraic and geometric calculations).
- Collaborates generously with other Information System team members.

### Working conditions

- Availability on nights, weekends, and holidays to deal with information systems or phone emergencies.
- Work is normally performed in a typical interior/office work environment.

#### Physical requirements

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee is frequently required to stand; walk; reach with hands and arms, and has fine motor skills.
- Ability to lift, transport and handle IT and phone equipment weighing up to 50 pounds.

#### Direct reports

- None

Initial approval:	<i>April 3, 2020</i>
Updated:	





<b>Job title</b>	Archivist
<b>Reports to</b>	Vice President for Operations and Finance
<b>Classification</b>	Non-Exempt
<b>Status</b>	Part time

### Job purpose

The Archivist is an at-will employee of the College and reports to the Vice President for Operations and Finance. The position requires identifying, collecting, processing, and preserving the College's inactive permanent records.

### Duties and responsibilities

1. Employs professional best practices, standards, and methods needed to create a new College Archives.
2. Identifies and appraises permanent records.
3. Designs, purchases supplies and equipment, and organizes newly appointed Archives Room.
4. Establishes policies and procedures for the maintenance, preservation, and access to archived records.
5. Ensures that archival materials are secure from theft and unauthorized use.
6. Provides research and reference services to faculty, students, and staff.
7. Assists DWC staff with records retention and disposition.
8. Creates a disaster recovery plan for archived materials.
9. Encourages effective and sustainable archival practices through training and outreach.
10. Makes recommendations to the Vice President for Operations and Finance for the archives budget.
11. Maintains a high level of confidentiality.
12. Collaborates with the Chicago Province Robert M. Archives and other SVD entities.

### Qualifications

- Degree in archives management or related experience; MA preferred.
- Well organized, possesses good human relations and communication skills.

### Working conditions

- Work is typically performed in an interior/office work environment.

### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

#### Direct reports

- None

Initial approval:	<i>July 2, 2020</i>
Updated:	





<b>Job title</b>	Food Service Director
<b>Reports to</b>	Vice President for Operations and Finance
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Food Service Director is an at-will employee of the College and has a major role in all special events requiring menu planning and food preparation. This role is advisory, supervisory and/or participatory. The Food Services Director has immediate supervisory responsibility for all full-time and part-time food service workers and any work-study personnel assigned to work in the dining room or kitchen area.

#### **Duties and responsibilities**

1. Manages the planning, purchase and preparation of all meals prepared at Divine Word College for the SVD community, students, staff, faculty and guests.
2. Orders and purchases all food and supplies needed for the kitchen/dining area.
3. Schedules all kitchen employees' work hours to ensure proper staff coverage throughout the workweek.
4. Solicits the cooperation of the kitchen staff personnel and work-study personnel so that all the duties of the kitchen and dining areas are properly implemented.
5. Participates in all the duties of a Food Service Worker as outlined in that job description.
6. Bears final responsibility for the highest standards of cleanliness of the kitchen, scullery and dining room, including but not limited to floors, counters, tables, trash receptacles, dishes, utensils and all equipment.
7. Prepares and maintains an annual budget for all expenses pertaining to the kitchen and dining area for daily preparation of meals and special events.
8. Works with all event coordinators to help plan and prepare the menu, decorations and setup of any special functions, such as Mission Sunday, Graduation, Christmas Luncheon, etc.
9. Arranges with the Dean of Students and the Work-study Coordinator the work-study personnel needed for setup and takedown of special events.
10. Coordinates with the Dean of Students and Work-study Coordinator to organize the dishwashing schedule for the students each semester.
11. Makes policy, staffing, hiring, and firing recommendations to the VP for Operations and Finance.
12. Other duties/responsibilities as assigned by the VP for Operations and Finance

#### **Qualifications**

- Bachelor degree preferred and at least 3 years of relevant experience in school nutrition programs.
- Ability to read, write, and do basic arithmetic.
- Must be able to organize time.
- Ability to use all kitchen equipment as necessary.

#### **Working conditions**

- Ability to work nights, weekends, holidays and special events as needed.

#### **Physical requirements**

- Some heavy lifting required up to 40 pounds.
- Ability to stand for extended periods of time, and to do repetitive tasks with few breaks.

#### **Direct reports**

- Food Service Workers
- Work-study students assigned to kitchen and dining room.

<b>Initial approval:</b>	<i>March 3, 2017</i>
<b>Updated:</b>	





<b>Job title</b>	Food Service Worker
<b>Reports to</b>	Food Service Director
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### Job purpose

The food service worker is an at-will employee of the College and is directly responsible to the Food Service Director. The food service worker assists the director in preparing food, cleaning utensils and kitchen storage areas, and stocking supplies. Exercises general care of dining facilities.

#### Duties and responsibilities

1. Cooks and prepares meals including breakfast, lunch, dinner, and meals for special events according to the instructions of the Food Services Director.
2. Prepares salads and desserts, following instructions.
3. Keeps food and supplies stocked on tables and counters: condiments, napkins, etc.
4. Monitors coffee bar, juice dispenser, and milk dispenser.
5. Monitors quantities and re-supplies food in food line as needed.
6. Washes pots, pans, and dishes used in food preparation.
7. Sweeps and wet mops floor at least once daily, more if needed.
8. Cleans ovens, stoves, appliances, and counters as needed.
9. Washes dishes and sets the tables in small dining room for the SVDs as needed.
10. Disposes of trash and garbage at least daily.
11. Cleans the student and SVD dining rooms with routine support of work-study workers.
12. Stocks groceries in cabinets or storerooms.
13. Organizes kitchen items, particularly after special events.
14. Processes fresh fruits and vegetables for storing or freezing.
15. Informs Food Services Director when supplies are low.
16. Prepares food and beverages for special events and socials.
17. Other duties/responsibilities as assigned by the Food Services Director.

#### Qualifications

- High School diploma or equivalent preferred.
- Ability to read, write, and do basic arithmetic.
- Some experience in food preparation preferred.
- Must be able to follow instructions and organize time.
- Ability to use all kitchen equipment as necessary.

#### Working conditions

- Ability to work a flexible schedule, including nights, weekends, holidays and special events as needed.

### Physical requirements

- Some heavy lifting required up to 40 pounds.
- Ability to stand for extended periods of time, and to do repetitive tasks with few breaks.

### Direct reports

- None

Initial approval:	<i>March 3, 2017</i>
Updated:	



<b>Job title</b>	Maintenance Director
<b>Reports to</b>	Vice President for Operations and Finance
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

#### Job purpose

The Maintenance Director is an at-will employee of Divine Word College and oversees the maintenance and upkeep of the grounds, buildings, all vehicles (cars, tractors, trucks) and equipment of the College.

#### Duties and responsibilities

1. Plans, with the VP for Operations and Finance, major maintenance projects.
2. Cooperates with outside contractors and workers on major capital improvement projects.
3. Plans, with the VP for Operations and Finance, major maintenance projects.
3. Assists the VP for Operations and Finance in preparing an annual budget for the maintenance department.
4. Complies with federal, state and local regulations to ensure a safe working environment.
5. Arranges for bids and estimates on purchases of goods and services in the maintenance department.
6. Arranges for annual safety inspections of boilers and elevators.
7. Keeps an adequate supply of maintenance supplies and chemicals on hand, and supplies the Business Office with Material Safety Data Sheets.
8. Maintains a safe and efficient operation of the boilers and other water treatment equipment.
9. Maintains the emergency electricity generating system and checks it at least monthly.
10. Handles routine problems and alerts the administration to major maintenance problems.
11. Oversees all new construction.
12. Oversees the grounds to maintain an attractive and safe campus.
13. Oversees snow and ice removal which may require working overtime, nights, early mornings, weekends, or holidays.
14. Maintains all equipment in good working order, being mindful of safety for operators.
15. Organizes all equipment, materials and maintains inventory of major equipment.
16. Handles or assigns routine maintenance work on all vehicles: fluid checks, air pressure, belts, batteries, lights and cleanliness; and sees that accurate maintenance logs are kept on all vehicles.
17. Arranges for repairs with outside vendors, soliciting bids when appropriate.
18. Other duties as assigned by the Vice President for Operations and Finance.

#### Qualifications

- High school diploma or equivalent required. Certification/license required in a major trade (electricity, plumbing, carpentry, or engineering).
- Experience in maintenance required.
- Ability to use a wide range of hand and power tools and equipment: truck, tractor.
- Ability to work alone and on a team.

- Must have a valid driver's license.
- Should have basic computer knowledge, including software programs such as Word, Excel, etc.

#### **Working conditions**

- Works indoors and outdoors in extreme cold and heat.
- Ability to work evenings, weekends, holidays, etc. when necessary.
- Ability to lift heavy objects (up to 50 pounds), do repetitive tasks with few breaks, work from scaffold or ladders.

#### **Direct reports**

- Maintenance Worker(s)
- Student Maintenance Workers

<b>Initial Approval:</b>	<i>March 10, 2017</i>
<b>Updated:</b>	<i>January 13, 2023</i>



<b>Job title</b>	Maintenance Worker
<b>Reports to</b>	Maintenance Director
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Maintenance Worker is an at-will employee of the College and performs a variety of maintenance and janitorial duties.

#### **Duties and responsibilities**

1. Promptly attends to routine maintenance requests and repairs.
2. Performs interior and exterior painting according to the Maintenance Director instructions.
3. Hauls, moves and stores furniture, equipment and supplies.
4. Works with the Maintenance Director in arranging scheduled maintenance and minor repairs for all vehicles.
5. Checks college buildings for burned out light bulbs and replaces them as necessary.
6. Assists with construction projects as needed.
7. Performs minor plumbing repairs and maintenance.
8. Checks all fire extinguishers and emergency lighting per state and local code.
9. Coordinates with Housekeeping staff on projects as directed by the Maintenance Director.
10. Other duties/responsibilities as assigned by the Maintenance Director.

#### **Qualifications**

- High school diploma or equivalent required.
- Training in a major trade or experience in maintenance required.
- Must be well organized, attentive to detail, able to work alone and on a team.
- Must be able to use a wide range of hand and power tools and equipment, as well as truck and tractor.
- Must have a valid driver's license.
- Should have basic computer knowledge, including software programs such as Word, Excel, etc.

#### **Working conditions**

- Works indoors and outdoors in extreme cold and heat.
- Ability to work evenings, early morning, weekends, holidays, etc. when necessary.
- Ability to lift heavy objects (up to 50 pounds); do repetitive tasks with few breaks, work from scaffold or ladders.



## Direct reports

- None

<b>Initial Approval:</b>	<i>March 10, 2017</i>
<b>Updated:</b>	<i>January 13, 2023</i>



<b>Job title</b>	Groundskeeper
<b>Reports to</b>	Maintenance Director
<b>Classification</b>	Non-Exempt
<b>Status</b>	Part Time

#### Job purpose

The Groundskeeper is an at-will employee of the College and maintains the grounds of all College properties.

#### Duties and responsibilities

1. Cuts and trims grass using hand tools, power mowers and tractors.
2. Trims edges around walkways using weed cutters and edging tools.
3. Cleans grounds and removes litter, branches or twigs.
4. Performs snow and ice removal using power equipment, truck or tractors.
5. Shovels snow from walkways and steps and spreads salt on them.
6. Spreads salt on driveways to prevent ice buildup, when necessary.
7. Performs ground maintenance using tractor equipped with attachments, such as mowers, fertilizer spreaders, lawn roller, etc.
8. Sharpens tools such as weed cutters, edging tools, etc.
9. Makes minor repairs or contacts equipment dealer to repair equipment, such as lawn mower, snow removal equipment, power tools, etc.
10. Other duties/responsibilities as assigned by the Maintenance Director.

#### Qualifications

- High school diploma or equivalent required.
- Experience in maintenance required.
- Ability to use a wide range of hand and power tools and equipment, including truck, tractor.
- Ability to work alone and on a team.
- Must have a valid driver's license.

#### Working conditions

- Works outdoors in extreme cold and heat.
- Ability to work evenings, early mornings, weekends, holidays, etc. as necessary.
- Ability to work from ladders (such as tree-trimming).

#### Physical requirements

- Exposure to physical risk.
- Ability to lift up to 50 pounds.

#### Direct reports

- None.

Initial approval:	<i>March 10, 2017</i>
Updated:	





<b>Job title</b>	Housekeeper/Work-Study Coordinator
<b>Reports to</b>	Vice President for Operations and Finance
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### **Job purpose**

The Housekeeper/Work-study Coordinator is an at-will employee of the College and provides cleaning, janitorial, and laundry services for the College and the SVD community. The Work-study Coordinator trains and supervises work-study students.

#### **Duties and responsibilities**

1. Assists with special events on a flexible schedule.
2. Assumes the role and duties of the Work-study Coordinator as stated in the Work-study Handbook.
3. Trains and supervises work-study students who are assigned cleaning positions at the College to insure proper cleanliness of the assigned areas.
4. Works with the Housekeeper/Laundry Worker for setting up the student dormitories for any outside groups using the facilities during the school year and summer months.
5. Supervises, trains and works with the summer placement students and any others employed by the College to help with the summer cleaning from May through August. Strips floors of the old finish and refinishes with wax. Cleans walls and light fixtures.
6. Performs all general housekeeping duties - dusts and wet mops floors, vacuums carpets, spot-cleans furniture, washes walls and doors, dusts all furniture (file cabinets, bookcases, desks, etc.) and horizontal surfaces, ledges, windowsills, radiator covers, baseboards, telephones, empties wastebaskets, scrubs toilets, sinks, showers and floors, changes shower curtains, washes windows, moves furniture, strips, waxes and buffs floors, changes bed and bathroom linens and shower curtains.
7. Works in conjunction with the Housekeeper/Laundry Worker as a team in performing the general housekeeping duties as outlined above throughout the College and in the laundry area. The Housekeeper/Laundry Worker and the Housekeeper/Work-study Coordinator work closely together as backups for each other.
8. Assists with the College's special events.
9. Acts as a backup medical driver as needed.
10. Other duties/responsibilities as assigned by the VP for Operations and Finance.

#### **Qualifications**

- High school diploma or equivalent.
- Ability to read, write and do basic arithmetic.
- Should have basic computer knowledge of software programs such as Excel, Word, Internet, etc. and be able to follow instructions, organize time, prioritize duties, and has a valid driver's license.

#### **Working conditions**

- Ability to work flexible schedule, including weekends and holidays.

#### Physical requirements

- Some heavy lifting required (up to 30 lbs), occasional work from stepladders.

#### Direct reports

- Work-study students
- Summer placement students

<b>Initial approval:</b>	<i>March 10, 2017</i>
<b>Updated:</b>	



<b>Job title</b>	Housekeeper/Laundry Worker
<b>Reports to</b>	Vice President for Operations and Finance
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full Time

#### Job purpose

The Housekeeper/Laundry Worker is an at-will employee of the College and provides cleaning, janitorial, and laundry services for the College and the SVD community.

#### Duties and responsibilities

1. Performs all general housekeeping duties - dusts & wet mops floors, vacuums carpets, spot-cleans furniture, washes walls and doors, dusts all furniture (file cabinets, bookcases, desks, etc.) and horizontal surfaces, ledges, windowsills, radiator covers, baseboards, telephones, empties wastebaskets, scrubs toilets, sinks, showers and floors, changes shower curtains, washes windows, moves furniture, strips, waxes and buffs floors, decorates, changes bed and bathroom linens and shower curtains.
2. Provides general housekeeping in the community (public) rooms in the SVD residence, guestrooms in all buildings, gymnasium, chapel, classrooms, library, restrooms, entrances, hallways, windows and stairwells throughout all buildings and other areas as needed.
3. Performs general housekeeping duties in the rooms of SVD members at the request of the Rector of the SVD Community.
4. Stocks and orders janitorial supplies and keeps janitorial closet clean.
5. Orders all beverages and snacks for the SVD community, stocks refrigerators in SVD lounges.
6. Keeps linen closets in SVD wing stocked, clean and orderly.
7. Performs general housekeeping in some administration and faculty offices at least once a week according to schedules worked out by the VP for Operations and Finance.
8. Works in conjunction with the Housekeeper/Work-study Coordinator to insure a clean and safe environment in all campus buildings.
9. Supervises work-study students assigned to the area.
10. Collaborates with the Housekeeper/Work-study Coordinator for setting up the student dormitories for any outside groups using the facilities during the school year and summer months.
11. Provides laundry service to some members of the SVD community at the request of the Rector.
12. Provides institutional laundry services for guest rooms and other areas of the College.
13. Secures college laundry and housekeeping supplies and materials in a locked environment.
14. Cleans laundry rooms regularly and keeps storage areas orderly.
15. Performs routine service on all laundry equipment (e.g. cleans washer & dryer vents and filters, keeps exterior and interior surfaces clean). Files written maintenance requests forms with maintenance department when the facility or equipment needs service or repair.
16. Keeps an inventory of laundry and housekeeping supplies and orders additional supplies when needed. Submits approved invoices to the business office for payment.
17. Assists the VP for Operations and Finance in developing an annual budget for the housekeeping and laundry departments.

18. Works in conjunction with the Housekeeper/Work-Study Coordinator as a team in performing the general housekeeping duties as outlined above throughout the College and in the laundry area. The Housekeeper/Laundry Worker and the Housekeeper/Work-study Coordinator work closely together as backups for each other.
19. Assists with special events on a flexible schedule.
20. Orders furniture and window treatments as requested.
21. Other duties/responsibilities as assigned by the VP for Operations and Finance.

#### **Qualifications**

- High school diploma or equivalent.
- Ability to read, write and do basic arithmetic
- Should have basic computer knowledge of software programs such as Word, Internet, etc. and be able to follow instructions, organize time, prioritize duties.
- Must have a valid driver's license.

#### **Working conditions**

- Ability to work flexible schedule, including weekends and holidays.

#### **Physical requirements**

- Some heavy lifting required (up to 30 lbs), occasional work from step-ladders.

#### **Direct reports**

- Summer placement students

<b>Initial approval:</b>	<i>March 10, 2017</i>
<b>Updated:</b>	



## CHAPTER 04: COLLEGE-WIDE STANDING COMMITTEES/COUNCILS

## CHAPTER 05: DIVINE WORD COMMUNITY POLICIES (FACULTY, STAFF, AND STUDENTS)

x.5.01

# Divine Word College

## The Jeanne Clery Act: Working Together to Create Safer Campuses



In April 1986, Jeanne Clery's life ended tragically when another student raped and murdered her in her residence hall room. Alarmed at the lack of transparency around crime and violence on college campuses, Jeanne's parents, Connie and Howard, committed themselves to create enduring change.

*Jeanne Ann Clery*  
1966-1986

In 1990, Congress approved the *Crime Awareness and Campus Security Act*. Later renamed in Jeanne's memory, the *Jeanne Clery Act* took effect in 1991. It requires that colleges and universities:

- keep a public crime log
- publish an annual security report that includes crime statistics and security policies
- provide timely warnings to students and campus employees about a crime posing an immediate or ongoing threat to students and campus employees
- ensure certain basic rights for victims of sexual assault, dating violence, domestic violence, and stalking

The U.S. Department of Education enforces the Clery Act, and is responsible for collecting and disseminating crime statistics from colleges and universities each year.

### Clery Act Crimes:

- Homicide
- Sex Offenses
- Robbery
- Aggravated Assault

### 2013 Clery Additions:

- Domestic Violence
- Dating Violence
- Stalking

- Burglary
- Motor Vehicle Theft
- Arson

**Additional Reportable Crimes:**

- Theft
- Harassment
- Bullying

**Hate Crimes:** Any of the above offenses and incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property.

**Arrests & Referrals for Disciplinary Action are also reportable for:**

- Drug Law Violations
- Liquor Law Violations
- Weapons Law Violations

**WHO ARE CSAs?**

- Officials with significant responsibility for student and campus activities
- Individuals who have responsibility for campus security
- Individuals or offices designated to receive crime reports

These individuals at Divine Word College are CSAs:

- College President
- Dean of Students
- Human Resource Representative (VP for Operations and Finance)
- Vice President for Academic Affairs
- Rector of the SVD religious community
- Formation Directors

**WHO ARE NOT CSAs?**

- Faculty who do not have responsibilities outside of the classroom.
- College Counselors
- Spiritual Directors or pastoral counselors

**CSA RESPONSIBILITIES:**

- If someone tells you about a crime or an incident that might be a crime, you must report it to your institution's designated office or an official responsible for collecting Clery report information.
- Share the information as related by the person.

- **When in doubt, report.**
- Tell the person who disclosed the crime to you that you must share the information.
- Help connect the person to available options and resources within the College.

## DIVINE WORD COLLEGE – REPORTING FORM

Date of report: \_\_\_\_\_

Name of campus security authority: \_\_\_\_\_

Date that incident occurred (mm/dd/yyyy): \_\_\_\_\_

*If multiple incidents were reported or if the date the incident occurred is unknown, please note below:*

### Reporting Person Contact Information

Reported By: The Victim <input type="checkbox"/> A Third Party <input type="checkbox"/>	
First Name:	Last Name:
Phone Number:	E-mail Address:
If a third party reported the crime to you, please enter the relationship of the third party to the victim: _____	

### Agency Notified

*If, to your knowledge, a law enforcement agency was notified, please enter the name of that agency.*

Agency: \_\_\_\_\_

Does the victim want the incident reported to law enforcement? Yes \_\_\_\_ No \_\_\_\_

### Incident Information

Location of incident ( <i>building name, street address, office number</i> ): _____
Time of incident ( <i>if known</i> ): _____

Incident description *(Please provide specific, detailed information; can attach additional document if necessary.)*

Incident category:	<i>(Please see attached for definitions of offenses.)</i>			
Homicide	<input type="checkbox"/>	Burglary	<input type="checkbox"/>	I am not sure how to classify this incident. <input type="checkbox"/>
Sex Offense	<input type="checkbox"/>	Robbery	<input type="checkbox"/>	
Aggravated Assault	<input type="checkbox"/>	Arson	<input type="checkbox"/>	<div> <div></div> <div>Theft <input type="checkbox"/></div> </div>
Motor Vehicle Theft			<input type="checkbox"/>	
Harassment	<input type="checkbox"/>	Bullying	<input type="checkbox"/>	
Dating Violence	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>	
Stalking	<input type="checkbox"/>	Hate Crime <i>Please see below for additional information.</i>	<input type="checkbox"/>	
Arrest for Liquor Law Violation	<input type="checkbox"/>	Referral for Liquor Law Violation	<input type="checkbox"/>	
Arrest for Drug Law Violation	<input type="checkbox"/>	Referral for Drug Law Violation	<input type="checkbox"/>	
Arrest for Weapons Law Violation	<input type="checkbox"/>	Referral for Weapons Law Violation	<input type="checkbox"/>	
Other Crime Category	<i>If the crime was not listed above, please enter the additional crime category:</i> _____			

Is there any evidence that this crime was motivated by bias? Yes ☐ No ☐

If yes, please choose any/all categories of prejudice that apply.

Race ☐ Ethnicity ☐ Disability ☐ Gender Identity ☐  
 Gender ☐ Religion ☐ National Origin ☐ Sexual Orientation ☐

If you answered “yes” to the Motivated by Bias question, please provide a brief summary of the evidence supporting a bias motivation:

**Location**

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What best describes the location of the crime? *(If the crime occurred in multiple places, check all that apply. Please see the attached for further explanation as to the geography.)*

- ☐ On campus, residence hall
- ☐ On campus, not in a residence hall
- ☐ Public property immediately adjacent to campus
- ☐ Unknown location, other
- ☐ I do not know which category this location would fall under.

Please review the information within the form. When complete, submit the form to:

For a Student – to the Dean of Students

For a Staff Member – Human Resource Representative (VP for Operations and Finance)

For a Faculty Member – to the VP for Academic Affairs

For Vice Presidents/Supervisors – to the College President

For an SVD Member – to the Rector of the SVD Community

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**Crime Definitions**

<b>Homicide</b>	<ul style="list-style-type: none"><li>• Murder/non-negligent manslaughter: the willful (non-negligent) killing of one human being by another</li><li>• Negligent Manslaughter: the killing of another person through gross negligence</li></ul>
<b>Sex Offenses</b>	<ul style="list-style-type: none"><li>• Sex offenses: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent</li><li>• Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim</li><li>• Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity</li><li>• Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law</li><li>• Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent</li></ul>
<b>Robbery</b>	Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

<b>Aggravated Assault</b>	Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury
<b>Burglary</b>	Unlawful entry of a structure to commit a felony or a theft
<b>Theft</b>	The act of stealing; taking and removing of personal property with intent to deprive the rightful owner of it. An unlawful taking (as by embezzlement or burglary) of property
<b>Motor Vehicle Theft</b>	The theft or attempted theft of a motor vehicle
<b>Arson</b>	Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
<b>Harassment</b>	Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, gender identity or other protected group status
<b>Bullying</b>	Bullying is unwanted offensive and malicious behavior which undermines an individual or group through negative verbal or psychological abuse. There is typically an element of vindictiveness and the behavior is calculated to threaten, undermine, patronize, humiliate, intimidate, or demean the recipient
<b>Dating Violence</b>	Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: <ul style="list-style-type: none"> <li>• the length of the relationship</li> <li>• the type of the relationship</li> <li>• the frequency of interaction between the persons involved in the relationship</li> </ul>
<b>Domestic Violence</b>	Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction...or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction
<b>Stalking</b>	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress
<b>Liquor Law Violation</b>	The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages
<b>Drug Law Violation</b>	The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use

<b>Illegal Weapons Possession</b>	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons
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### **Geography Definitions**

#### **On campus:**

- any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendors)

#### **Non-campus building or property:**

- any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution

#### **Public property:**

- all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus

9/28/17

## ***The Matthew 25 Award***

***“For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.”***

***Gospel of St. Matthew, Chapter 25:35***



### ***Previous Recipients***

***Sr. Paula Schwendinger, PBVM – 2001***

***Mr. Joe Featherston – 2002***

***Dr. Alan Hathaway – 2003***

***Rev. Kenneth Stecher – 2004***

***Ms. Dee Maahs – 2005***

***Ms. Michelle Brown – 2007***

***Ms. Gwen Nilles – 2008***

***Ms. Mary “Cookie” Scherrman – 2009***

***Sr. Corine Murray, PBVM – 2011***

***Mr. Rick Mihm - 2013***

***Mr. PaulDinh Nguyen – 2014***

***Deacon Bill Beaver – 2016***

***Deacon Bill Hickson – 2016***

***Deacon Tom Lang – 2016***



*Mr. Art Roche – 2019*  
*Sr. Helen Huewe, OSF - 2019*

## Recipients

- Sr. Paula Schwendinger, PBVM, an Epworth native, who is ministering among immigrant Hispanics in Dyersville, IA.
- Mr. Joe Featherston (deceased), was Associate Director of Catholic Charities in Dubuque, working with immigrant families in the Dubuque and Tri-State area.
- Dr. Alan Hathaway (deceased), a dentist from Davenport, who traveled for over twenty years to northeast Brazil to provide dental care to poor children.
- Fr. Kenneth Stecher (deceased), pastor of Sacred Heart Parish in Waterloo, Iowa and a social worker with Catholic Charities, worked with the Bosnian immigrants in the Waterloo area.
- Ms. Dee Maahs, traveled to Haiti many times to bring medical care and supplies to the people in need.
- Ms. Michelle Brown, served as Executive Director of Maria House and Theresa Shelter in Dubuque, a transitional home for women and children.
- Ms. Gwen Nilles, Resurrection Parish, Dubuque, initiated a Partner Parish relationship with the American Indians of St. Ignatius Parish in Wanblee, South Dakota.
- Ms. Mary “Cookie” Scherrman, helped establish the Dyersville Food Pantry, and organized annual trips to Fonds Verettes, Haiti, to bring necessary school and other supplies to the people in need.
- Sr. Corine Murray, PBVM, founding Executive Director of the Lantern Center in Dubuque, where hospitality, educational opportunities and advocacy are provided for immigrant adults, especially women and their children.
- Mr. Rick Mihm, Executive Director of the Dubuque Rescue Mission, assisted in establishing the Hope House and founded the New Hope Catholic Worker Farm to provide food, housing and clothing for families and individuals in Dubuque.
- Mr. PaulDinh Nguyen, a graduate of Divine Word College, helps to organize teams of doctors, dentists, nurses and other volunteers to offer medical assistance to poor villages in Vietnam.
- Deacons Bill Biver, Bill Hickson, and Tom Lang, serve in the Archdiocese of Dubuque prison ministry, bringing a sense of hope and the light of Christ to those who are incarcerated.
- Mr. Art Roche, an alumnus of Divine Word College, assists homeless, abused, and immigrants in the Dubuque area.
- Sr. Helen Huewe, OSF, (deceased) provided leadership in establishing organizations to improve the lives of the ill, the poor and the forgotten, especially the Marshallese in the Dubuque area.

## ***Divine Word College***

# ***The Matthew 25 Award***

### **Recipients**

The Matthew 25 Award, established in 2001, recognizes people engaged in front-line ministries with the “least among us,” in the spirit of the Gospel of St. Matthew, Chapter 25.

Award recipients are men and women who minister among immigrants and refugees, street people, AIDS victims, inner-city youth, prisoners, or those who live at the “margins” of our society and still lack their own public voice.

Recipients are rooted in our local community—i.e. working within the Archdiocese of Dubuque or the greater Tri-State region, or with religious or family connections within the greater Dubuque area who have not been widely recognized for their service.

Award recipients may not be members of the Divine Word College Board of Trustees, employees, students, or members of the Society of the Divine Word.

Award recipients receive an honorarium of \$500 to support their particular ministry.

### **Rationale for the Award**

The Matthew 25 Award benefits Divine Word College students. Most of our students have come to the College because they aspire to give their lives in service to others in need. This award helps encourage our students’ idealism and their desire to serve others.

The Matthew 25 Award benefits the Divine Word College faculty and staff. It helps kindle our enthusiasm and reminds us all of the higher objectives to which Divine Word College is dedicated.

The Matthew 25 Award benefits our friends and supporters. Through this award they come to understand more clearly the College’s commitment to missionary service. They can grow into a deeper mission relationship with the College community.

The Matthew 25 Award benefits the recipients. Through the award they receive affirmation and support for their ministries.

## THE MATTHEW 25 AWARD

### Nomination Form

Deadline for submittal is **May 1, 20\_\_**. Please submit to:

Donna Puccio: President's Office  
Divine Word College – P. O. Box 380  
Epworth, Iowa 52045-0380  
Fax: (563) 876-3407 Email: [dpuccio@dwci.edu](mailto:dpuccio@dwci.edu)

NOMINEE: \_\_\_\_\_  
(Name) (City, State and Zip)

\_\_\_\_\_  
(Address) (Phone)

**Provide information about your nominee as requested below.**

**1. Please state clearly why the person is a worthy candidate. Please include the following and be as specific as possible.**

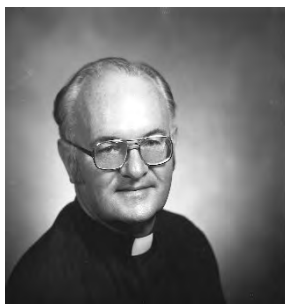
- Describe in detail his or her ministerial service;
- how long he or she has been engaged in this ministry;
- the qualities that make this nominee a good candidate for the Matthew 25 Award; and
- is he/she still actively involved in this ministry?

(please attach additional sheets if more space is needed)

**2. Please identify two or three individuals who know the nominee's ministry well and who could offer a brief testimonial on the nominee's behalf at the Matthew 25 Award presentation. Please provide the name and phone number of the individuals.**

Nominator: \_\_\_\_\_  
(Name) (City, State and Zip)

\_\_\_\_\_  
(Address) (Phone)



**NOMINATION FOR THE FR. JOHN DONAGHEY, SVD AWARD  
FOR OUTSTANDING SERVICE TO  
DIVINE WORD COLLEGE**

**Deadline for Submittal is September 30, 20\_\_\_\_. Please submit to:**

Donna Puccio - President's Office  
Divine Word College – P.O. Box 380  
Epworth, Iowa 52045-0380  
EMAIL: [dpuccio@dwci.edu](mailto:dpuccio@dwci.edu) FAX: (563) 876-3407

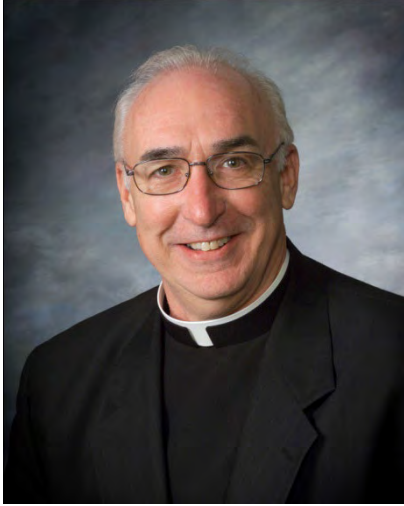
NOMINEE: \_\_\_\_\_  
(Name) (City, State and Zip)

\_\_\_\_\_  
(Address) (Phone)

I believe my nominee should be considered for the Donaghey Award for Outstanding Service to Divine Word College because:

NOMINATOR: \_\_\_\_\_  
(Name) (City, State and Zip)

\_\_\_\_\_  
(Address) (Phone)



## **Rev. Michael Hutchins, S. V. D. Excellence in Leadership Award**

The Board of Administration established this award in honor of Fr. Michael Hutchins, SVD, who led the College for 18 years as President. Fr. Hutchins met unprecedented challenges with exceptional leadership. He broadened the mission of the College and enabled the admission of religious women and lay students. In his unwavering dedication and commitment to the College, Fr. Hutchins was an excellent role model of striving for excellence in all of his decisions and initiatives.

### Eligibility

Administrators and trustees (current and previous) are eligible for the award. It honors those who demonstrate exceptional leadership in advancing the mission of the College.

### Criteria:

- *Initiative*: Recognized by others for activities, programs or other initiatives that have a broad and positive impact on the College community.
- *Role model*: Recognized by others as a role model and thus inspires others to pursue excellence.
- *Caring and Concern*: Promotes an environment of caring and concern for the well-being of others.
- *Generosity*: Generously gives time and effort to service beyond the call of duty.
- *Vision and creativity*: Demonstrates vision and creativity in addressing institutional challenges.
- *Team spirit*: Promotes collegiality, collaboration, and team spirit.

### Procedure

The Board of Administration receives nominations during the month of January from within the College community. After nominations are received, the Board may request more information and makes the selection according to the criteria. This is not necessarily an annual award. Only those who demonstrate exceptional leadership receive the award.

The award winner will be announced during the Recognition and Award Luncheon held in the spring of each academic year and his or her name will be inscribed on a plaque displayed on the College Honors Board.

# **Rev. Michael Hutchins, S.V.D. Excellence in Leadership Award**

## Nomination Form

Deadline for submittal is **March 30,** . Please submit to:

Fr. Tom Ascherman, SVD, President

Mailbox 207

I nominate: \_\_\_\_\_

Please provide information about your nominee and how he or she meets the criteria for the award. If more space is needed, please attach additional pages.

- *Initiative:* Recognized by others for activities, programs or other initiatives that have a broad and positive impact on the College community.
- *Role model:* Recognized by others as a role model and thus inspires others to pursue excellence.
- *Caring and Concern:* Promotes an environment of caring and concern for the well-being of others.
- *Generosity:* Generously gives time and effort to service beyond the call of duty.
- *Vision and creativity:* Demonstrates vision and creativity in addressing institutional challenges.
- *Team spirit:* Promotes collegiality, collaboration, and team spirit.

Name: \_\_\_\_\_



## DIVINE WORD COLLEGE

### BROTHER ANTHONY KREINUS, SVD

### DISTINGUISHED SERVICE AWARD

The College established the Distinguished Service Award to honor Brother Anthony Kreinus, SVD who served the college with great generosity, selflessness, and dedication for nearly 30 years. The award is given to faculty members in recognition of outstanding service to the College and the Community.

#### **Eligibility**

A nominee must be a full-time faculty member employed by the College for a minimum of three consecutive years. The President and members of the Board of Administration are not eligible. Previous recipients of the award are not eligible for nomination.

#### **Nomination**

Nominations for the award may be made by any member of the College community (students, faculty, staff, and administrators) using the attached nomination form. This is not necessarily an annual award.

#### **Criteria**

- Employed by the College for a minimum of three consecutive years as full-time faculty.
- Provides outstanding service to all or some part of the College community (colleagues, students, faculty, SVDs) and the public.
- Strives to improve continually the quality of work and delivery of service.
- Develops creative solutions to recurring problems to improve operational efficiencies in significant ways.
- Demonstrates a willingness to go beyond the call of duty to serve the needs of students and colleagues.

#### **Procedure**

1. Complete the attached nomination form. Nominations are received during the month of March. Address how the nominee meets the criteria and cite specific examples of accomplishments (two pages maximum)
2. Submit completed nomination forms to the Chair of the Faculty Promotions & Awards Committee. The Committee will review all nominations forms and forward these to the Vice President for Academic Affairs with their comments by 1 April.
3. The Vice President for Academic Affairs will present the nominees, along with recommendations, to the Board of Administration which will select the award recipient.
4. The President will present the award at the Spring Recognition and Awards Luncheon in April. The recipient's name will be displayed on a plaque on the College Honors Board.



**BROTHER ANTHONY KREINUS, SVD**  
**DISTINGUISHED SERVICE AWARD**

**Nomination Form**

Submit the completed nomination form to the Chair of the Faculty Promotions & Awards  
Committee no later than April 1.

I nominate: \_\_\_\_\_

Please provide information about your nominee and how he or she meets the criteria for the award. If you need more space, please attach additional pages.

- Has been employed by the College since: \_\_\_\_\_
  
- Provides outstanding service to all or some part of the College community (colleagues, students, faculty, SVDs) and the public.
  
- Strives to continually improve the quality of work and delivery of service.
  
- Develops creative solutions to recurring problems to improve operational efficiencies in significant ways.
  
- Demonstrates a willingness to go beyond the call of duty to serve the needs of all colleagues.

Name: \_\_\_\_\_



## **Divine Word College Donna Puccio Distinguished Service Award**

The College established the Distinguished Service Award to honor Donna Puccio who has served the college with great generosity, grace and dedication for nearly 50 years. The award is given to a staff member for his or her outstanding service to the College community.

### **Eligibility**

A nominee must be a full-time staff member employed by the College for a minimum of three consecutive years. The president and members of the Board of Administration are not eligible. Previous recipients of the award are not eligible for nomination.

### **Nomination**

Nominations for the award may be made by any member of the College community (students, faculty, staff, and administrators) using the attached nomination form. It is not necessarily an annual award.

### **Criteria**

- Employed by the College for a minimum of three consecutive years as full-time staff.
- Provides outstanding service to all or some part of the College community (colleagues, students, faculty, SVDs) and the public.
- Strives to continually improve the quality of work and delivery of service.
- Develops creative solutions to recurring problems to improve operational efficiencies in significant ways.
- Demonstrates a willingness to go beyond the call of duty to serve the needs of all colleagues.

### **Procedure**

5. Complete the nomination form attached. Nominations are received during the month of March.
6. Address how the nominee meets the criteria and cite specific examples of accomplishments (three pages maximum)
7. Submit your nomination to the Vice President for Operations and Finance. The deadline for nominations is April 1.

**Selection**

The Board of Administration will select the recipient. The President will present the award during the Spring Recognition and Award Luncheon. The College will inscribe the recipient's name on a plaque displayed on the College Honors Board.

# **Donna Puccio Distinguished Service Award**

## Nomination Form

Deadline for submittal is **March 30, \_\_\_\_**.

Please submit to: Vice President for Operations and Finance  
Mr. Steven Winger

I nominate: \_\_\_\_\_

Please provide information about your nominee and how he or she meets the criteria for the award. If you need more space, please attach additional pages.

- Has been employed by the College full-time since: \_\_\_\_\_
- Provides outstanding service to all or some part of the College community (colleagues, students, faculty, SVDs) and the public.
- Strives to continually improve the quality of work and delivery of service.
- Develops creative solutions to recurring problems to improve operational efficiencies in significant ways.
- Demonstrates a willingness to go beyond the call of duty to serve the needs of all colleagues.

Name: \_\_\_\_\_

### The St. Arnold Janssen Oral Presentation Award

The Oral Presentation Award is bestowed upon the student that most eloquently and convincingly answers the question, “what does it mean to be a missionary disciple, today?” The question poses the central question of every missionary of the Church and must certainly have been on the mind of the founder of the Society of the Divine Word. It is a concern expressed by Pope Francis in *The Joy of the Gospel* and foundational to the great commission to go forth and preach the gospel.

Students will write and deliver an oral presentation answering the question. Students will be assessed on content and style. Students are encouraged to focus on the dimensions of prophetic dialogue in the context of missionary discipleship and to utilize concrete examples of Christian witness as promulgated by Pope Paul VI, 1) demonstrating a good Christian life; 2) proclaiming the gospel; 3) teaching the Catechism; and 4) participating in ecumenical dialogue. The Communication faculty shall publish entry processes, develop an assessment sheet, and recruit judges to evaluate entries. The competition shall be held in the Spring semester. Competition results shall be announced by the date of the college awards and recognition ceremony.

Any fulltime DWC student is eligible to enter. The top three entries will be recognized with a stylish medal and certificate. The top entry shall be recognized with the Arnold Janssen Oral Presentation Award having their name engraved on a plaque displayed within a place of prominence in the college. In the event of a tie, multiple students may be presented the Arnold Janssen Oral Presentation Award.

For 2022, submissions will be accepted in video form. Students are asked to record themselves delivering their presentation. Presentations are strictly limited to 10 minutes. Videos are submitted to Dr. Joshua Young at [joyoung@dwci.edu](mailto:joyoung@dwci.edu). Submissions are due by 5pm CST, 15 April, 2022. Winners expected to be announced by April 24.

## Assessment Criteria

### Delivery

#### Verbal

- Extemporaneous/conversational style
- Audience engagement
- Dynamic and descriptive vocabulary
- Artful use of rhetorical devices

#### Nonverbal

- Pronunciation and articulation
- Volume
- Rate
- Vocal fillers
- Solid stance
- Appropriate level of eye contact
- Dynamic but purposeful gestures
- Purposeful movement limited distracting movement

### Content & Structure

#### Intro

- Attention getter
- Statement of relevancy
- Statement of credibility
- Thesis
- Preview

#### Body

- Appropriate supporting claims
- Appropriate evidence to support claims (timely, relevant, and credible)
- Proper verbal citations (source, credibility, publishing date)
- Warrant- explicit statement showing how the evidence justifies the claim and supports the thesis. Rationale or reason for your claim
- Proper transitions and sign posts using review/preview structure
- Demonstrable organizational pattern, topical, spatial, chronological

#### Conclusion

- Review- restatement of thesis and sub points
- Clear indication of presentation conclusion

Each area of scoring are assessed 0-4.

0 indicates there was no evidence or little effort to demonstrate skill or content, there is clearly no

understanding of concept or skill.

1 indicates there is an effort, but it is not executed or demonstrated very effectively, demonstrates a

lack of thorough understanding of concept or skill but has some

2 indicates there is an effort, it is somewhat effective in execution of demonstration, there could be

significant improvements for clarification or impact with further development

3 indicates there is an effort that demonstrates an understanding of technique though there could be

some improvement with continued practice. Average or typical performance

4 indicates the performance or execution of this criteria as exceedingly above average, no to very few

flaws or suggestions for improvement. Demonstrates mastery and command of concept

0- F

1- D

2- C

3- B

4- A+

# **DIVINE WORD COLLEGE EPIDEMIC RESPONSE PLAN**

**April 2020**

## **DIVINE WORD COLLEGE EPIDEMIC RESPONSE PLAN**

**April 24, 2020**

### **Purpose of this plan:**

At the directive of the U. S. Department of Education, National Department of Health and Human Services and the Centers for Disease Control and Prevention, Divine Word College has developed an Epidemic Response Plan. The plan is a guide for responding to an outbreak of an epidemic or pandemic scope.

### **Plan Strategies:**

The intent of this plan is to assist in managing the impact of a transmissible outbreak on Divine Word College based on two main strategies:

- *Reduce the spread of the virus within Divine Word College facilities.*
- *Sustain educational functions and operations.*

### **What will this plan mean to Divine Word College employees?**

Each department will be impacted by the initiation of this response system. Specific responsibilities and duties will be assigned by the administrator or person supervising each department.

The following groups of individuals will have specific roles delegated to them during the plan activation. These groups include members of the Board of Administration, Emergency Committee, Health Services Coordinator, College Counselor, Faculty and Staff. Various



employees may be asked to provide back up support services as needed to continue the day-to-day operation and functions of Divine Word College.

Please review this Response Plan to become familiar with the duties and responsibilities that it describes. This plan will require a team effort to be successfully implemented.

## **EPIDEMIC RESPONSE PLAN/RESPONSIBILITIES**

The following persons will be responsible to carry out certain functions in the event of a transmissible epidemic or pandemic.

**The Emergency Planning Committee** – works directly with the President and Board of Administration to assist in coordinating emergency plans.

### **Health Services Coordinator**

- Keeps record of illnesses on campus, collecting daily absences from the Dean of Students, Vice President for Operations and Finance, and the Vice President for Academic Affairs.
- Contacts the physician or health center for students or SVD members needing medical service.
- Recommends that all Divine Word College employees who exhibit a temperature of 100 degrees or higher, have active vomiting or diarrhea, a generalized body rash of undiagnosed origin or are experiencing any additional symptoms that may be specific to the active strain of a transmissible virus, stay at home. Divine Word College protocol for reporting an absence due to illness should be followed. Employees who develop these symptoms while at work will leave the work place immediately.

### **The President**

- Consults with the Emergency Response Team and/or the Emergency Committee and Public Health Officials to institute their recommendations and facilitate the dissemination of health communications in the event of an epidemic or pandemic.
- Communicates all College plans to internal and external constituencies.
- Executes key decision-making regarding Divine Word College such as college closure.
- When necessary, implements a “stay-on-campus policy,” limiting traffic on and off campus.

### **Vice President for Operations and Finance/Human Resources**

- Supports Divine Word College employees as they perform duties as delegated and assigned. Reviews and revises delegation of duties as necessary.

- Addresses potential compensation and budgetary implications of the plan, in consultation with the President and the Business Office Director and Controller.
- Prioritizes material needs and purchases during the epidemic.
- Identifies essential staff and functions. (Prioritizes functions and back up staff.)
- Delegates or reassigns employees to cover essential tasks. Discontinues functions that are deemed non-essential.
- Conducts a daily review of number of staff absent due to illness and reports absences to the Health Services Coordinator.
- Plans for absenteeism of staff - develops a contingency or back up plan for functioning with a limited number of college employees absent due to personal or family illness.
- Addresses potential implications for sick leave policies.
- Ensures that core functions, people and skills have been identified and that strategies are in place to manage these prior to the pandemic (i.e. cross training, delegation, prioritization of functions).
- Identifies a process for maintaining College operations.
- Works closely with housekeeping staff to ensure all necessary supplies are available, as noted below under housekeeping duties.

#### **Vice President for Academic Affairs**

- Conducts daily review of the number of faculty and students absent due to illness, and reports absences to the Health Services Coordinator.
- Plans for student absenteeism due to illness.
- Develops mechanisms for allowing students to continue programs who have been excluded for a period of time due to illness.
- Develops alternative methods for continuing educational functioning in the event of a prolonged college closure (i.e. emailing of assignments, phone messages, mailing of assignments, distance learning with the use of the internet, Zoom, Populi, etc.).
- Maximizes student spacing in classrooms and distancing individuals to reduce the spread of pathogens by keeping the desks as far apart as possible.
  - Space student desks at a minimum of six (6) feet apart or in small pods or clusters.
  - Discourage prolonged congregation in hallways or entryways in between class periods.
  - Stagger lunch and dinner times to minimize the number of students and employees in the dining room at one time. Doing so could require schedule changes and flexibility to accommodate this component of the plan.
- Limits large group activities.
- Postpones college events or activities where large groups of people congregate.
- Develops a plan to cover courses should faculty become ill.
- Ensures all classes are meeting and running on schedule.
- Meets with those instructors who need additional time to cover curriculum.
- Organizes these extra class times.

## **Faculty**

- Faculty are responsible for putting the plan into effect in the classroom.
- Promotes healthy hygiene habits in the classroom (i.e. appropriate distancing, frequent hand washing, covering sneezes and coughs).
- Prevents personal exposure to germs and illness-causing pathogens by:
  - Instructing students to wipe desktops with disinfectant wipes after class before leaving the classroom.
  - Computer Lab - Periodically cleaning computer keyboard with processes recommended by Information Systems Staff.
- Reports any signs of illness to the appropriate dean and the Health Services Coordinator.
- Do not report to work if ill and have a temperature of 100 degrees or higher, active vomiting or diarrhea, or a generalized body rash of undiagnosed origin. Follow the college protocol for reporting an absence due to illness.
- Removes any student from the classroom that exhibits a temperature of 100 degrees or higher, has had active vomiting or diarrhea, or a generalized body rash of undiagnosed origin as soon as possible.
- Spaces desks as far apart as possible - Maximizes student spacing and distances individuals to reduce the spread of pathogens.
- Promotes frequent air exchanges in the classroom, by closing the door to the hallway, and opening a window if available.
- Promotes continuity of educational process by utilizing one or more of the following strategies or instituting another avenue for providing the same:
  - Posts assignments on-line for ill students or in the event of campus closure.
  - Maintains a list of students in class with phone numbers to contact them with assignments.
  - Prepares to teach classes through online options using Populi or college-wide information system.
  - Gives students an email address or some other mechanism for turning in assignments.

## **College Counselor**

- Provides emotional-psychological support to students and staff via counseling.
- Monitors the effects of cumulative stress on caregivers such as office staff, faculty, administrators, and other employees who may be under additional stress or working extended hours during the epidemic event.
- Sets up support/discussion groups for those affected by the transmissible virus.
- Follows up with staff and student referrals to other community agencies for intervention as need indicates.
- Provides a safe area for students or staff to utilize during times of high stress or when emotionally distraught.

- Makes educational materials available to families and staff on topics such as how to support your loved one while recovering from illness, common symptoms of grief or loss, and describe aspects of effective versus ineffective coping mechanisms.

## **PHYSICAL PLANT**

### **Housekeeping Staff, in Coordination with the Vice President for Operations and Finance**

- Provides for and effectively manages material resources such as masks, gloves, trash can liners and other contamination equipment for Divine Word College.
- Initiates actions that reduce the spread of the virus including the thorough cleaning and disinfecting of the facilities.
- Acquires and provides adequate cleaning supplies, gloves, etc. to last ideally a minimum of six to eight weeks, or more.
- Provides waterless hand cleaning stations, disposable facial tissue, trash can liners for potentially virus-contaminated materials, and adequate restroom stocking of hand soap and toilet tissue.
- Provides adequate supplies of protective gear such as protective face masks for the ill individuals, and gloves along with other health service materials that will be required. (Assure adequate stock supply in event of transit or shipping halts due to an epidemic outbreak).
- Prevents personal exposure to germs and illness-causing pathogens:
  - Performs cleaning duties according to established protocol.
  - Wears protective gear when indicated.
  - Wipes public telephones and door knobs with disinfection solution ~~daily~~ repeatedly during times of high incidence of illness.
- Maintains adequate storage of supplies to include:
  - Cleaning supplies, including bottles of disinfectant and wiping cloths for each classroom.
  - Protective wear: masks, gloves.
  - Waste liners.
  - Restroom supplies: hand soap, toweling, and toilet tissue.
- Disinfects daily (or more often if possible) common or shared surfaces, desktops, counters, railings, and door knobs/handle mechanisms. Standard cleaning solutions or products are adequate—no specialized solutions are indicated. Detailed information regarding cleaning solutions can be found on the Iowa Public Health Website: <https://idph.iowa.gov/>.
- Disposes of waste materials in a safe and efficient manner. Liners will be needed in all waste cans that are collecting potentially contaminated materials.
- Props doors open to daily entered areas – dining room, corridors, classrooms, etc. – to avoid possible contamination by continuously touching the doors.

### **Maintenance Staff, in Consultation with the Vice President for Operations and Finance**

- Researches ventilation systems and methods to shut off or reduce ventilation to various areas on campus in the event of closure.
- Purchases contamination signs and tape.
- Where operationally possible, promotes frequent air exchanges and increases ventilation in the buildings. Opens doors and windows if possible. Turns up air conditioning or heating system to promote air exchanges.
- Cleans and changes filters on air conditioning or heat exchange units frequently.
- Reports any potential areas of contamination to the Vice President for Operations and Finance and the College President.
- Prepares to put up partitions in dorm areas, such as restrooms and shower areas, to separate ill individuals from other students.

## **FOOD SERVICES**

### **Director of Food Services, in Consultation with the Vice President for Operations and Finance**

- Coordinates with his/her staff that the following responsibilities are carried out.
- Manages food supplies and inventory. Develops a contingency plan in the event of limited arrival of food shipments.
- Maintains adequate storage of food supplies for use in event of an epidemic that could last 6-8 weeks, or more.
- Purchases masks, gloves, and individual food containers.
- Promotes healthy hygiene habits (frequent hand washing before and after mealtime, cover sneezes and coughs, etc.).
- Prevents personal exposure to germs and illness-causing pathogens by:
  - Practices Universal Precautions at all times.
  - Performs kitchen and cafeteria cleaning duties according to established protocol.
  - Utilizes mechanical dishwasher at appropriate temperature setting and for full-cycle washing. (This effectively eliminates potential disease-causing pathogens on kitchenware and tableware.)
  - Prepares foods as directed, maintaining ideal temperatures for hot and cold foods.
  - Avoids sharing paperwork surfaces and telephones with others.
  - Wipes paperwork surfaces and telephones with disinfecting solution daily during times of high incidence and illness.
- Does not report to work if ill and has a temperature of 100 degrees or higher, active vomiting or diarrhea, or a generalized body rash of undiagnosed origin. Follow Divine Word College protocol for reporting an absence due to illness.
- Disinfects daily (or more often) common or shared surfaces, counters, railings, and door knobs/handle mechanisms. Cafeteria tabletops and seats should be disinfected after each seating of students. Standard cleaning solutions or products are adequate—no

special solutions are indicated. Detailed information regarding cleaning solutions can be found on the Iowa Public Health website: <https://idph.iowa.gov>.

- Where operationally possible, promotes frequent air exchanges and increases ventilation in the building. During the day, increases air exchanges in the kitchen and cafeteria.
- Reports any potential areas of contamination or concern to the Vice President for Operations and Finance.

The Director of Food Service, in consultation with the Vice President for Operations and Finance, will develop contingency plans in the event of high amounts of absenteeism due to illness, for coverage of essential food service duties. Cross training of food service personnel may be indicated to support continuity of food services during high absenteeism. Another area of consideration for food services will be in the event that food supply deliveries are limited or shipments suspended.

In the event of an epidemic outbreak, the Vice President for Operations and Finance, in consultation with the College President, will close the kitchen area to non-kitchen personnel, limiting access to the kitchen for food service workers only.

## **STUDENT DORMS**

### **Dean of Students**

- Promotes and reinforces healthy habits (i.e. frequent hand washing, covering sneezes and coughs, etc.)
- Where possible, increases ventilation by opening windows.
- Develops a plan to isolate ill students. Possible alternatives include individual rooms for all students or isolating all ill individuals in one location.
- Has emergency phone numbers available for physicians and hospitals.
- Coordinates with the Health Services Coordinator to have a plan in place for those who will care for the ill students.
- Develops a plan to have food delivered to the students in the dorms.
- Wears a face mask when working with ill students.
- Quarantines the dorm used to house the ill students.
- Communicates often with students and keep them advised.
- Assures a thorough cleaning of the entire dorm area as well as the ventilation system before resuming occupancy in the dorm rooms.

### **Students**

- Practice healthy hygiene habits – frequent hand washing, covering coughs and sneezes, use and proper disposal of personal tissues.
- Prevent personal exposure to germs and illness-causing pathogens by:
  - Not attending classes if ill. Contact the Dean of Students.

- Not sharing drinking glasses or eating utensils.
- Using and properly disposing of soiled tissues in garbage.
- Covering mouth with all coughs and sneezes.
- Eating a well-balanced diet and getting plenty of rest during time of illness.
- Disinfecting commonly shared surfaces.
- Using hand sanitizer as directed.
- Open windows to increase ventilation as weather and outdoor temperatures warrant.

## **REFERENCES**

**References for information on epidemic/pandemic illness and the development of a response plan:**

**Centers for Disease Control and Prevention:** <http://www.cdc.gov/>

**Iowa Department of Public Health:** <http://idph.iowa.gov/>

**U.S. Department of Health and Human Services:** <http://www.hhs.gov/>

**World Health Organization:** <http://www.who.int/>

**There are other sources of information available as well. However, those listed here are official information resources.**

**Divine Word College**  
**Asset Disposal/Transfer Form**

Date: \_\_\_\_\_ Dept. \_\_\_\_\_

Asset Description: \_\_\_\_\_

Estimated Value: \_\_\_\_\_

Serial Number or VIN # \_\_\_\_\_

Disposal: Check appropriate box

\_\_\_\_\_ Donation – Agency \_\_\_\_\_

Agency Signature \_\_\_\_\_

\_\_\_\_\_ Sold: Date & To Whom: \_\_\_\_\_

\_\_\_\_\_ Interoffice Transfer: From & To Whom: \_\_\_\_\_

\_\_\_\_\_ Replacement: \_\_\_\_\_

\_\_\_\_\_ Discarded (Where) \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Traded Information: VIN # \_\_\_\_\_

\_\_\_\_\_ Vehicle Sale to Third Party: VIN # \_\_\_\_\_

\_\_\_\_\_ Lost (when give details) \_\_\_\_\_

\_\_\_\_\_ Stolen – Give details – attach police report \_\_\_\_\_

Vice President for Operations and Finance Authorization:

Signature: \_\_\_\_\_



**Protection of the Human Subject of Research**Informed Consent Form

You are being asked to participate in a study of:

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The purpose of the study is to:

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If you agree to participate, you will:

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Risks and benefits of the study:

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Compensation:

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Confidentiality:

Records of this study will be kept in a secure place; only researchers will have access to the records. If the results of the study are reported in any form, the report will not contain information that will make it possible for others to identify you.

Voluntariness: Your participation in this study is completely voluntary. You are free to withdraw from the study at any time.

If you have any questions, you can contact me at (Office address, telephone, and email)

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Consent to participate:

I have read and understood the above information, and I have no further questions at this time.  
I consent to participate in the study:

Signature

\_\_\_\_\_Date\_\_\_\_\_

Your name (printed) \_\_\_\_\_

A copy of the signed consent form must be given to the participant, and the original must be kept for a minimum of three years beyond the termination of the study.

**CHAPTER 06: POLICIES FOR FACULTY AND STAFF**

x.6.07

**CONFLICT OF INTEREST STATEMENT**

**DIVINE WORD COLLEGE  
EPWORTH, IOWA 52045**

A. I certify that I have currently no conflict of interest as described in the January 31, 1990 approved Conflict of Interest Policy of Divine Word College.

<hr/>	<hr/>
Date	Signature

B. I certify that a possible conflict of interest situation could develop because of the following business interests:

1. 

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2. 

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3. 

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4. 

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5. 

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I understand that any conflict of interest situations does not disqualify anyone from business transactions with Divine Word College, but any purchases of materials and/or services must be safeguarded by competitive bidding and by full disclosure to the Vice President for Operations and Finance.

<hr/>	<hr/>
Date	Signature



## EMPLOYEE CLASS ENROLLMENT APPLICATION

**Print Name:** \_\_\_\_\_

I wish to enroll in the following class(es) for  
(Circle One)

**CREDIT or AUDIT**

Academic Year	SEMESTER Fall / Spring	Course Number	Course Name

**I understand that I am responsible for the cost of the book(s) up to a total of \$75.00.**

Signed:	Date:
---------	-------

Supervisor Approval:	Date:
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**Please submit this signed and approved form to the Registrar.**

**OFFICE USE ONLY:**

Approved VPAA:		Date:
Business Office:		Date:

## Family Medical Leave Act (FMLA) Request Form

Employee Name: \_\_\_\_\_  
Approximate Start Date for FMLA Leave: \_\_\_\_\_  
Expected Return Date: \_\_\_\_\_

You must have worked at least 12 months with a total of at least 1,250 hours worked in the previous 12 months. Do you satisfy this requirement?

- ☐ Yes  
☐ No

Reason(s) for FMLA Leave (check all that apply):

- ☐ 1. Birth of a child, or placement of a child with you for adoption or foster care (within one year of child's birth or placement).  
☐ 2. The employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.  
☐ 3. To care for the employee's spouse, child, or parent who has a qualifying serious health condition (parent, child under age 18 or older child if disabled, spouse).  
☐ 4. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."  
☐ 5. Care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin.

Are you requesting an intermittent leave? (*Do you want to work less hours per day or less days per week than your normal schedule*)? If yes, attach a separate sheet with your proposed schedule.

- ☐ Yes  
☐ No

Please note that an employee who requests FMLA leave is required to first use paid sick leave and vacation days prior to using unpaid FMLA leave. The paid days are included in the twelve week total of FMLA leave. In addition, the *Longer Illness or Condition* benefit, including the *Extended Illness* benefit, are included in the FMLA leave. All this will be explained on the approval/denial letter issued by the College to the employee requesting FMLA leave.

Employees seeking leave because of the first, second, or third reasons above, must provide a health care provider's statement and return it within fifteen (15) days (or in case of emergencies, as soon as possible). Employees seeking leave because of the fourth or fifth reasons above, must submit documentation from the military within fifteen (15) days (or in case of emergency, as soon as possible). I understand that my leave may be delayed until I provide the appropriate documentation.

Employees seeking to return to work after a leave because of their own serious illness must provide a health care provider's written release to return to work. I understand that I may not be permitted to resume my position until I have provided said written release.

I hereby agree that while I am on leave, I will continue to pay my share of health insurance premiums, unless I elect to discontinue such coverage. I also agree that if I fail to return to work at the end of my leave period, I will reimburse my employer for the cost of health benefits provided during my leave, unless I fail to return to work because of the continuation, recurrence, or onset of a serious health condition.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The original request form goes to the Human Resource Generalist for appropriate approval and filing.

**ACKNOWLEDGEMENT OF  
DIVINE WORD COLLEGE POLICY HANDBOOK**

The Human Resource representative has given me information as to where to locate a copy of the **Divine Word College Policy Handbook**.

I understand that I am responsible for following the policies and procedures as stated and should refer any questions to my immediate supervisor or Human Resource representative for clarification. I further understand that the Board of Administration reserves the right to change, modify, and/or delete any of the work rules and policies at any time.

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Employee's Signature

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Supervisor's Signature/Human Resource Representative

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Date

Place in Employee's Personnel File

(Revised and approved 11-17-16)

**WORK FROM REMOTE LOCATION AGREEMENT FORM**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Additional instructions from the Supervisor and/or Vice President:

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Employee \_\_\_\_\_  
(Signature)

Supervisor \_\_\_\_\_  
(Signature)

Final Approval/Vice President or President \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

*Each party will receive a copy of this signed agreement. The original form must be filed in the business office.*

(Approved 2018.12.14)



## CHAPTER 07: FACULTY POLICIES AND PRACTICES

x.7.02.03

Form E2

(Revised 3/12)

### Travel and Expense Report

Name \_\_\_\_\_ Date(s) from \_\_\_\_\_ to \_\_\_\_\_

Purpose \_\_\_\_\_

Travel from \_\_\_\_\_ to \_\_\_\_\_

**Breakdown of**

**Expenses:**

Conference/Workshop Registration Fee \$ \_\_\_\_\_

Air Travel (attach ticket) \$ \_\_\_\_\_

Personal Vehicle miles \_\_\_\_\_ @ .54/mile \$ \_\_\_\_\_

Rental Vehicle (attach contract) \$ \_\_\_\_\_

Hotel/Motel (attach receipts) \$ \_\_\_\_\_

Meals - \$35/day allowance (attach receipts for expenses over \$5) \$ \_\_\_\_\_

Miscellaneous (attach receipts for expenses over \$5 and explain in detail)

\$ \_\_\_\_\_

Click here to enter text.

\$ \_\_\_\_\_

**Total Expenses Claimed \$ \_\_\_\_\_**

**Less Advance Received \$ \_\_\_\_\_**

**Total Reimbursement Requested \$ \_\_\_\_\_**

**Cash Advance Received \$ \_\_\_\_\_ Date \_\_\_\_\_**

**Total Balance Due to College \$ \_\_\_\_\_**

(If an amount is due to the college, indicate how much and please attach a check or cash)

**Disposition of Check:** Choose an item.

<hr/>		<hr/>
<hr/>		<hr/>
Faculty Member Signature		Date
<hr/>	<hr/>	<hr/>
<hr/>		<hr/>
Vice President for Academic Affairs Signature	Date	Account Number

*Note: Faculty member must present one copy of Form E2 with receipts and bills attached to the Vice President for Academic Affairs within three weeks after the conference/workshop.*

**Copy To:** ☐ Business Office ☐ Faculty Member ☐ Vice President for Academic Affairs

**Faculty Class Absence Report [F-CAR]**

Instructions to Faculty: Use this form to report faculty class absences 48 hours before an expected absence or within 48 hours after returning from an unexpected absence. This form serves dual purposes: a) academic integrity – documenting faculty accountability regarding alternate arrangements for student instruction in lieu of missed class periods (Faculty Manual 303.9), and; b) financial accountability – documenting faculty class absences with regard to the allowed number of Paid-Time-Off (PTO) days per academic year (Faculty Handbook 431). After completing the requested information, please forward to your respective Department Chair / IELI Director for initial approval, who in turn will forward to the VPAA for final approval and distribution.

Faculty Member Name: \_\_\_\_\_

Department: ☐ DTP ☐ DIS ☐ IELI

Date of Class Absence(s): \_\_\_\_\_

Reason for Absence: ☐ Illness ☐ Travel ☐ Personal ☐ Inclement Weather☐ Other \_\_\_\_\_

Requested PTO days: ☐ Full day PTO (8 hours) ☐ Half day PTO (4 hours) ☐ No PTO (approved meeting, conference, etc.)  
[for non-SVD] ☐ Partial day PTO (2 hours) ☐ Partial day PTO (1 hour)

Cancelled?	Course Number & Title	Regular Date & Time	Guest Instructor / Alternate Assignment
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

\_\_\_\_\_  
Faculty Signature\_\_\_\_\_  
Date Form Submitted

Approved

☐ Rejected\_\_\_\_\_  
DTP Chair / DIS Chair / IELI Director Signature\_\_\_\_\_  
Date Form Received☐ Approved☐ Rejected\_\_\_\_\_  
VP for Academic Affairs Signature\_\_\_\_\_  
Date Form Received

**Distribution Copies:**

☐ VP for Academic Affairs

☐ DTP/DIS Chair/IELI Director

☐ Faculty Member

☐ Business Office [for non-SVD]



x.7.02.12

## Field Trip Application Form

Updated 5/10/12  
Revised 10/2/14

**Instructor:**

**Course Title:**

**Course Number:**

**Semester/Year:**

**Date(s) of field trip:**

**Field trip destination:**

**Purpose of field trip:**

**Describe how the field trip is related to the course:**

**Number of students involved:**

**Number of hours involved:**

**Time of leave:**

**Time of return:**

**Does the field trip conflict with other classes?**

**If yes, explain what will be done to resolve the conflicts.**

**Estimated expenses per student: (if any)**

**Meals:**

**Mileage:**

**Admission Fee:**

**Other (explain):**

**Total Estimated Expenses \$**

**Estimate number of miles roundtrip:**

*Administration Manual #385.5 must be met. College cars must be used for transport of students for College sponsored activities. To reserve school cars, please see the dean in charge of cars. If private cars are used, please follow the requirements outlined in #385 of the Administration Manual.*

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean of Students Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

*Copies to: ( ) VPAA ( ) Department Chair/ESL Director ( ) Instructor ( ) Dean of Students*

# DIVINE WORD COLLEGE BUSINESS OFFICE

## CHECK REQUEST

DATE: \_\_\_\_\_

ISSUE CHECK TO: \_\_\_\_\_

IN THE AMOUNT \_\_\_\_\_ OF: \$

CHARGE: \_\_\_\_\_ # \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

REASON: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

### *FOR OFFICE USE ONLY*

JOURNAL # \_\_\_\_\_

DATE POSTED \_\_\_\_\_

TEXTBOOKS

Academic Year \_\_\_\_\_ Semester \_\_\_\_\_  
\_\_\_\_\_

Department \_\_\_\_\_

COURSE NO. \_\_\_\_\_ COURSE \_\_\_\_\_  
TITLE \_\_\_\_\_

**This form will not be accepted unless the information is typed.**

List the required textbook(s) and provide requested information for each.

**Check here if no textbook is required for the course.**

**Check here if the same textbook(s); edition or volume has been used a previous semester/year. If so, please list the textbooks below.**

TEXTBOOKS

For Office Use Only

Title \_\_\_\_\_ ISBN No. \_\_\_\_\_ 1. \_\_\_\_\_  
Author \_\_\_\_\_  
Publisher \_\_\_\_\_  
Paperback \_\_\_\_\_ Hardcover \_\_\_\_\_ New Textbook \_\_\_\_\_ Used \_\_\_\_\_  
This textbook was last used: Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
Comments: \_\_\_\_\_

Title \_\_\_\_\_ ISBN No. \_\_\_\_\_ 2. \_\_\_\_\_  
Author \_\_\_\_\_  
Publisher \_\_\_\_\_  
Paperback \_\_\_\_\_ Hardcover \_\_\_\_\_ New Textbook \_\_\_\_\_ Used \_\_\_\_\_  
This textbook was last used: Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
Comments: \_\_\_\_\_



Title \_\_\_\_\_ ISBN No. \_\_\_\_\_ 3. \_\_\_\_\_  
Author \_\_\_\_\_  
Publisher \_\_\_\_\_  
Paperback \_\_\_\_\_ Hardcover \_\_\_\_\_ New Textbook \_\_\_\_\_ Used \_\_\_\_\_  
This textbook was last used: Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
Comments: \_\_\_\_\_

Title \_\_\_\_\_ ISBN No. \_\_\_\_\_ 4. \_\_\_\_\_  
Author \_\_\_\_\_  
Publisher \_\_\_\_\_  
Paperback \_\_\_\_\_ Hardcover \_\_\_\_\_ New Textbook \_\_\_\_\_ Used \_\_\_\_\_  
This textbook was last used: Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
Comments: \_\_\_\_\_

Signature of Instructor of Course \_\_\_\_\_ Date to Business Office \_\_\_\_\_

\_\_\_\_\_  
Date Signature of Department Chair/ ESL Director

The instructor completes one form for each course to be given to the Chair/Director.  
The Chair/Director dates, signs, and gives the form(s) to the Vice President for  
Academic Affairs. Please consult the Faculty Checklist for deadline dates.

\_\_\_\_\_  
Date Ordered

**DESK COPY REQUEST FORM \***

Date \_\_\_\_\_

TO \_\_\_\_\_

**Publisher**

\_\_\_\_\_

**Street**

\_\_\_\_\_

**City**

**State**

**Zip Code**

**Greetings:**

This is a request that a sample or desk copy of the following be forwarded to my attention at the address below.

**Title** \_\_\_\_\_ **Edition** \_\_\_\_\_

**Author** \_\_\_\_\_

**ISBN No.:** \_\_\_\_\_

**Hardcover**

**Paperback**

This has been adopted as a required textbook in my course entitled

The course begins on \_\_\_\_\_ and will have an approximate enrollment of \_\_\_\_\_ students.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Department** \_\_\_\_\_

**Divine Word College**  
**102 Jacoby Drive SW**  
**P. O. Box 380**  
**Epworth, IA 52045-0380**

\*Mail this form directly to the publisher. Use a separate request form for each desk copy requested.

## **FACULTY SENATE**

"Approved for provisional use through the remainder of the 2021-2022 Academic Year, pending review and final approval by the Board of Trustees." jszu

### **DIVINE WORD COLLEGE FACULTY SENATE By-Laws**

*Approved by the Faculty Senate 26 October, 2021*

#### **ARTICLE I: NAME**

The Faculty Senate of Divine Word College, hereinafter referred to as the Faculty Senate.

#### **ARTICLE II: PHILOSOPHY**

The purpose of the Faculty Senate is to serve as a vehicle for shared governance, especially in matters pertaining to academic programs at the College. In particular, the Senate addresses business submitted to it by Faculty Senate Members, the Chairs Council, the Vice-President for Academic Affairs, and the College President.

The Senate is responsible for the interpretation and development of academic policies within the framework of shared governance, the Divine Word College Policy Handbook, and the broad policies established in the By-Laws of the College, and by the College Board of Trustees.

The Faculty Senate reports to the Vice-President for Academic Affairs.

#### **ARTICLE III: MEMBERSHIP ELIGIBILITY**

Voting members of the Senate shall consist of all full-time faculty, the College librarians, and full-time employees of the College who teach a minimum of two courses each academic year. The College Registrar and Director of Institutional Effectiveness shall be non-voting members of the Faculty Senate.

While adjunct faculty members, the College President, and the Vice President for Academic Affairs may also attend Faculty Senate meetings, they are not voting members of the Faculty Senate.

#### **ARTICLE IV: OFFICERS**

**Faculty Senate President:** The President of the Faculty Senate serves as the Chair of the Senate, presides over Senate Meetings, and presents faculty opinions and recommendations to the administration.

**Duties:** The Faculty Senate president shall:

- Oversee all business before the Faculty Senate.
- Be available to meet with the Chairs' Council and the Board of Administration, as may be necessary.
- Eligibility: Any voting member of the Faculty Senate not serving on the nominating committee.
- Term: Two academic years.

**Election:** In the spring term of alternating years, each Faculty Senate member may nominate a qualified person. Individuals accepting the nomination will be eligible for the final vote. At the next regular meeting of the Faculty Senate, the Senate shall elect the President from the three candidates receiving the most nominations. Election shall require a simple majority vote by paper ballot during the faculty senate meeting. The nomination and election process shall be run by the nominating committee.

**Faculty Senate Secretary:** (hereinafter, Secretary)

**Duties:** The Faculty Senate Secretary shall:

- Record and distribute minutes of all Senate meetings.
- Consult and advise the president on meeting agendas.
- Eligibility: Any voting member of the Faculty Senate not serving on the nominating committee.
- Term: One academic year.

**Election:** Election of the Faculty Senate Secretary shall take place during the last meeting of the Spring semester and follow the same procedure as election of the Faculty Senate President.

Officers may receive release time from course load and/or other standing committees in consultation with the Vice-President for Academic Affairs.

## **ARTICLE V: FACULTY SENATE MEETINGS**

- Regular Faculty Senate meetings shall be held once *per* month, August through November and January through April, during the academic year and shall be called by the Faculty Senate President.

- Additional meetings may be called by the Faculty Senate President or at the request of the Vice-President for Academic Affairs or the President of the College.
- An annual schedule listing the date and time of regular meetings shall be published in the Divine Word College Almanac at the beginning of each academic year.
- An agenda shall be posted to the total membership in advance of each meeting.
- Any Faculty Senate member may request an item be placed on the agenda by notifying the Faculty Senate President in advance of a meeting.
- Due to the mixed nature of the Faculty Senate, agenda items may take one of five forms:
  - **Executive Items:** Formal proposals that require immediate action of the Senate. This would include advisory recommendations of the Faculty Senate.
  - **Deliberative items:** Items for discussion that, while relevant to the Faculty Senate, do not require Senate executive action. However, in the course of discussion of any particular deliberative item, any member may present a motion to take action on that issue.
  - **Consultative:** Items brought to the Faculty Senate for consultation by the Vice-President of Academic Affairs or the Board of Administration for feedback from the Faculty Senate that do not require consideration of the Faculty Senate. The Faculty Senate may consider a formal endorsement of a consultative item.
  - **Reports:** Reports will come from standing committees of the senate and/or other committees from within the College as needed and as relevant. Generally, reports will not need immediate action from the Senate; however, in the course of discussion of any particular committee report, any member may present a motion to take action on that issue.
  - **Sundry:** When time permits, general information pertinent to the Faculty Senate may be presented.
- Faculty Senate recommendations shall be made directly to the Vice-President of Academic Affairs.
- Faculty Senate meetings shall be open. All interested persons are encouraged to attend.
- The rules contained in the latest edition of Robert's Rules of Order shall govern the Faculty Senate in all areas where they are not in conflict with these Faculty Senate Bylaws.
- Any changes to the Faculty Senate Bylaws shall be proposed in writing, and shall require a two-thirds majority vote at the next regularly scheduled Faculty Senate meeting.

## ARTICLE VI: VOTING

- A simple majority of the Faculty Senate members shall constitute a **quorum**.
- Any action taken by the Faculty Senate without a quorum shall be deemed invalid.
- A **majority** shall be more than fifty *per cent* of the Faculty Senate members voting.
- Any voting member of the Faculty Senate may introduce motions, second motions, or call for a vote.
- Each Faculty Senate member may cast one vote per question.
- Any voting member of the Faculty Senate has the right to abstain from voting on a question.
- Votes are counted as simple majority votes unless these bylaws define a vote more specifically.
- When counting simple majority votes, abstentions are not included in the total.
- In the event of a **tied** vote, the Faculty Senate President shall cast the deciding vote. This vote may be in addition to their vote as a regular member of the senate and is strictly only to break a tie.

## ARTICLE VII: COMMITTEES

- The Senate may establish standing and *ad hoc* committees which will report to the Faculty Senate.
  - The following committees are the standing committees of the Faculty Senate:
    - The Nominating Committee- shall be made up of one representative from the Department of Interdisciplinary Studies, the Department of Theology and Philosophy, and the Intensive English Language Institute. They shall solicit nominations for officer candidates, as needed, and conduct and oversee officer elections. Members of the nominating committee may not stand for election for President or Secretary.
  - Ad Hoc Committees- The Senate shall establish ad hoc committees as needed to address Faculty Senate business.
- The Faculty Senate may request reports from College committees on items related to the shared governance of the Academic program of the College.

**APPLICATION FOR LEAVE**

Rev. 7/28/14 Form L



Name \_\_\_\_\_ Department \_\_\_\_\_

☐ Leave of Absence (See A.M. #322)☐ Sabbatical Leave (See A.M. #321)Service at the College: from \_\_\_\_\_ to \_\_\_\_\_  
month year month yearDate of Leave: from \_\_\_\_\_ to \_\_\_\_\_  
month year month yearAim and Objective of \_\_\_\_\_  
Leave:\_\_\_\_\_  
\_\_\_\_\_

College/University to be attended: \_\_\_\_\_

Fellowship or Grant received: \_\_\_\_\_

I make the above application and attach the outline of my plan of study, research, or activity.

I also accept the following conditions:

1. At the completion of my leave, I will serve the College for one year for each semester of leave granted.
2. In any publication or completed research, I will indicate that it was done on leave granted by the College.
3. On returning to the College, I will submit a written report to the President evidencing the fulfillment of my aim and objectives.
4. I will share my experience with the College faculty.



5. In preparation for my leave, I, together with the Department Chair / ESL Director, have made arrangements for the teaching of courses, in my absence, that would have been assigned to me during the period of my leave.

---

Signature

Date

The faculty member completes one form to give to the Department Chair/ESL Director. A copy with the decision of and signature of the appropriate officials will be given to the faculty member.

**DECISION:**

☐ Approved

☐ Rejected

---

Department Chair / ESL Director      Date

☐ Approved

☐ Rejected

---

Vice President for Academic Affairs      Date

☐ Approved

☐ Rejected

---

President      Date

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Copies to: ☐ President

☐ Vice President for Academic Affairs

☐ Chair/Director

☐ Applicant

## CHAPTER 08: FACULTY EMPLOYMENT

## CHAPTER 09: FACULTY EVALUATIONS, RANK, AND PROMOTIONS

x.9.01.07

F-COB Form (Rev. 9/2020)

### Faculty Class Observation – [F-COB]



The Department Chair / IELI Director utilizes this F-COB Form as a tool for evaluating faculty teaching. New instructional faculty are observed at least once every year for two consecutive years; all other instructional faculty are observed at least once every two years. Completed F-COB Forms are submitted to the VP for Academic Affairs and are also retained in the Department's / Institute's files. Classroom observations are intended to encourage ongoing improvement in teaching, to supply information for accurate faculty performance evaluations, and to provide data for equitable decisions on contract renewals and promotions. (Divine Word College Policy Handbook 09.01.07)

**Instructions:** Before the class observation, the Department Chair / IELI Director reviews the course syllabus and schedules a pre-observation conference with the instructor to set the class observation date. The observer should remain in the classroom for the full class period (or at least one hour). Thereafter, the Department Chair / IELI Director holds a post-observation conference with the instructor within one week to provide feedback and an opportunity for discussion regarding any comments and/or recommendations.

Instructor Observed:

Observer:

Course Number & Title:

Course Credit/Contact Hours:

Class Observation Date/Time:

Number of Students Present:

Pre-Observation Conference Date:

Post-Observation Conference Date:

**Criteria:** Indicate the level of assessment for each criterion based on the class observation. Utilize the reverse of this form to provide more detailed feedback and recommendations for the instructor.

Criteria	Strong	Met	Needs improvement	N/A
1. Has a clear purpose and plan, yet is flexible.				
2. Knows the subject matter well.				
3. Shows enthusiasm for the subject matter.				
4. Uses teaching methods appropriate to the material.				
5. Organizes the presentation and activities of the class period.				
6. Encourages and appropriately directs student involvement.				
7. Encourages thinking and analysis.				

8. Responds appropriately to students' questions and comments.
9. Communicates clearly at a level appropriate for the students.
10. Effectively uses entire class time.
11. Makes assignments appropriate in length and difficulty.

**Detailed Assessment/Recommendations:** Indicate any detailed comments regarding assessment of the class observation criteria above, other observation comments, and specific recommendations for improvement.

What are the particular strengths of this instructor and this presentation?

What specific suggestions would you make for improvement?

This Faculty Class Observation and associated assessment, comments, and recommendations were discussed in a post-conference meeting between the instructor and the corresponding Department Chair / IELI Director.

Instructor signature:

Department Chair / IELI Director signature:

Completion date:

Copy distribution:

☐ Instructor

☐ Department Chair / IELI Director

☐ VP for Academic Affairs

## SERVICE REPORT FORM FOR PROMOTION

(Month, Year) through (Month, Year)

Those who wish to apply for promotion should use this Service Report form to document their performance, covering the period under review, in support of their application. The Report will be used to evaluate the applicant by the Committee on Rank and Tenure, the Vice President for Academic Affairs, and by the President.

Please refer **Procedures for Granting Promotions in Rank** in this *Handbook* for additional details concerning the Criteria and the Process of applying for promotion.

Please provide this report to the Chair of the Rank and Tenure Committee no later than February 1. The promotion portfolio should include, in addition to this report, the following:

1. An updated curriculum vitae;
2. Copies of annual evaluations for the past six years (for Associate Professor Rank) or the past four years (for Full Professor Rank);
  - Evidence of excellence in teaching;
  - Evidence of scholarly engagement; and
  - Evidence of effective service.

Name \_\_\_\_\_ Present rank \_\_\_\_\_

Rank to which you wish to be promoted: \_\_\_\_\_ Associate \_\_\_\_\_ Full

Number of years in present rank (including current academic year) \_\_\_\_\_

Number of years of teaching experience:

Divine Word College \_\_\_\_\_ (include current academic year)

At other universities/colleges: \_\_\_\_\_

### Assigned Duties:

Provide a statement of assigned duties, with approximate portion of time, on an average for the period under review, designated for (1) teaching, (2) research or other scholarly and creative activities, (3) service, and (4) other responsibilities.

## CHAPTER 10: ACADEMIC POLICIES AND PROCEDURES

## CHAPTER 11: ADMISSIONS

x.11.00

# Financial Aid and Scholarship Policy

## Divine Word College

**April 4, 2019**

**Revised: September 4, 2020**

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### **Part One - Introduction**

The purpose of the financial aid program at Divine Word College is to provide financial assistance to students who demonstrate financial need in accordance with program guidelines. Some domestic Divine Word College students receive financial assistance from state and federal

student aid programs. Every incoming domestic student should apply for federal financial aid. Divine Word College expects parents/students to contribute according to their means, taking into account all financial resources of the family, including appropriate borrowing against future earnings by the student. Several factors directly affect the student's need for financial aid: parent/student income, number of dependents in family, savings, investments, number of family members going to college, and a variety of other circumstances. The amount of aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and family's resources.

International students attending Divine Word College do not qualify for federal financial aid; therefore, the College has a robust scholarship program and collaborates with the Society of the Divine Word Chicago Province to provide necessary grants to help international students meet their financial aid needs.

The policies and procedures outlined in this manual cannot and are not intended to replace individual program manuals and the laws, regulations, policy statements, and other directories made by the government for government aid programs. No study on student aid can remain current very long (even though every effort will be made to keep it current); this manual is no exception. Questions on any policy and/or procedure should be referred to the Financial Aid Office for response and/or resolution. The contents of this manual pertain to the following federal, state and institutional financial assistance: the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work-study, the Federal Direct Subsidized/Unsubsidized Loans, State Grant Programs, and Divine Word College programs.

### **Awarding Philosophy and Methods**

The philosophy of Divine Word College in awarding government financial aid is to assist eligible students, to the fullest extent possible to access financial aid enabling them to achieve their goals. The student makes the final determination as to whether the financial aid award will provide the needed assistance. Ultimately, each student has his/her own cost of attendance, which will determine if the award, made according to regulations, will conform to that individual's situation.

The student and/or parents must fill out and file the Free Application for Federal Student Aid (FAFSA). After filing the FAFSA, the Financial Aid Coordinator at Divine Word College electronically receives the Institutional Student Information Record (ISIR) report. The ISIR is checked for possible errors.

Financial aid applicants must meet all federal and state requirements before a financial aid award can be extended. This includes such eligibility criteria as a regular student enrolled in an eligible program, satisfaction of institutional application requirements, completion of verification requirements, and compliance with other student eligibility provisions. Once these determinations have been made, the awarding process can begin.

## **Coordination of College Positions/Offices**

### **The Financial Aid Coordinator**

The Financial Aid Coordinator has broad responsibility for awarding and administering virtually all financial aid funds which flow to the institution and generally for obtaining these funds from the government and other resources. Critical to performing these responsibilities successfully is a thorough understanding and continuous monitoring of regulations, legislation, and philosophies which affect the delivery of student aid. The professional staff which is current on these issues is in a position to recommend appropriate action and to speak with authority in disseminating information to other departments of the institution. The Financial Aid Coordinator:

- Strives to meet the demonstrated and documented financial need of all students at Divine Word College following approved procedures and ethical practice.
- Exercises appropriate caution and controls to avoid any over-awarding of student financial aid.
- Redirects funds when a student benefits from a merit scholarship recognizing special talents when these funds represent a significant portion of institutional assistance.
- Verifies applicant information as required under applicable federal statutes and the U.S. Department of Education (USDE) interpretations as specified in the USDE Verification Guide and the Federal Student Aid Handbook.
- Notifies state and federal agencies, which provide funds, of individual award amounts, fund balances and expenditures, regular enrollment and/or academic status reports, institutional audits, and requests for funds.
- Ensures compliance with specific statutory and regulatory requirements which govern each aid program (citizens, eligible non-citizens, selective service).
- Informs the student of all conditions under which an award is granted at the time the offer is made.
- Participates in the mandatory exit interview scheduled with each financial aid recipient.
- Maintains records of all student loans, furnishes to the Vice President for Admissions lists of students in default, and participates in the processing of loan collections and referrals to the U.S. Department of Education.

- Prepares for the annual Financial Aid Audit by preparing and producing all required documentation in a timely manner. Supplies all auditor requested information in a timely manner.
- Provides statements on the cost of attendance to students and government agencies when required.
- Maintains appropriate office confidentiality regarding all financial aid awards and student records.

#### Board of Administration

The Financial Aid Coordinator provides information regularly and promptly to the Scholarship Committee and the Board of Administration for decisions regarding scholarship renewals and other matters as requested.

#### Business Office

The Financial Aid Coordinator and the Business Office are in regular communication to ensure that the goals of the institution with respect to financial aid are carried through to completion. Both are involved in the implementation related to student financial aid.

#### Admissions Office

As a member of the Admissions Office, the Financial Aid Coordinator works closely with other members of the office to ensure their understanding of the financial aid policies and programs available to Divine Word College students.

#### Registrar Office

The Registrar provides enrollment verifications to the Financial Aid Coordinator for students of federal and state aid (e.g. grade reports, withdrawals, full or part-time, etc.). The control and management of aid funds require considerable information from the Registrar; therefore a good line of communication between the Registrar and the Financial Aid Coordinator ensures accurate reporting and outcomes.

## **Part Two – Available Financial Assistance**

### **Federal Title IV and State Programs**

The Financial Aid Coordinator is required to maintain eligibility for Title IV and State financial aid programs.

The Financial Aid Coordinator shall be familiar with the requirements of the eligibility provisions to participate in Title IV student aid and state aid programs in order to maintain both initial institutional eligibility and subsequent renewal requirements. Included with this procedure is the mandate of complying with the administrative standards for student financial assistance.



Title IV and State Aid programs are as follows:

Federal Pell Grant – The Federal Pell Grant Program provides grants to undergraduate students who have financial need as determined by the results of the Free Application for Federal Student Aid (FAFSA). Besides having financial need, students must meet other eligibility requirements as set forth by the Department of Education.

Federal Supplemental Educational Opportunity Grant (FSEOG) – Federal Supplemental Educational Opportunity Grants are awarded to students with exceptional financial need as determined by the results of the Free Application for Federal Student Aid (FAFSA). Priority is given to students who are eligible to receive a Federal Pell Grant.

Federal Work-Study Program – The Federal Work-Study program is a federal program in cooperation with Divine Word College. The purpose of the program is to provide financial assistance to domestic college students in need. (See the Federal Work-Study Handbook). Divine Word College determines if the student qualifies for the federal work-study program and to what degree. While attending Divine Word College, the student participates in the formation program of community service, volunteering for six hours or more each week. Students who qualify for federal work-study can work additional hours and receive payment through the federal work-study program. Students are paid at least the current state or federal minimum wage, whichever is higher, per hour without deductions for income taxes and social security taxes. Payment for federal work-study hours completed occurs once a month. The amount is credited to the student's tuition, room and board, or personal account, whichever is applicable.

Federal Direct Subsidized/Unsubsidized Loan Program – This program enables students with financial need to borrow up to \$3,500 for the first year, \$4,500 for the sophomore year, and \$5,500 for each of the junior and senior years to an undergraduate aggregate maximum amount of \$23,000. These yearly maximum amounts may be less if the student receives other financial aid to help cover the cost of attendance. An origination fee is charged and deducted proportionately from each disbursement of the loan. Repayment of these loans begins six months after the student ceases to be at least a half-time student. Divine Word College provides applicants with information on the Federal Student Loan Programs, encouraging them not to take unnecessary loans or to borrow in excess of their means to repay. No student, however, will be denied his/her right to borrow assuming their intent to repay the loan.

State Grant Programs – State Grant Programs may be available for studying at Divine Word College.

### **Divine Word College Scholarships**

**Divine Word College Financial Assistance** - After admission and upon enrollment at the beginning of every semester, financial assistance from Divine Word College (in the form of institutional discount) may be granted to any student in need. Students enrolling for

part-time and/or auditing courses may qualify for proportionately reduced assistance.

**Presidential Scholarship** - Divine Word College first awarded the Presidential Scholarship in 1979. This scholarship is a recognition of and an honor for students who show promise of superior academic achievement. The Presidential Scholarship includes an annual award of up to \$3,000 renewable each year the recipient continues to meet the established guidelines. The award may result in a further institutional discount of tuition. A maximum of two new applicants may be approved for this scholarship in a single year.

**Honor Scholarships** - Scholarships honor the donors and the students who receive them. Funds associated with these scholarships are gifts given to Divine Word College. The scholarship gifts reduce any expected tuition payments from the student.

They include:

- DWC Presidential Scholarship
- Bishop Curtis Guillory, SVD, Scholarship
- Fr. Robert Flinn, SVD, Scholarship
- Mr. Alfred E. Hughes Scholarship
- Fr. Chester Nowicki, SVD, Scholarship
- Fr. Francis Kamp, SVD, Scholarship
- Fr. Edmund Morman, SVD Scholarship
- Mr. Amedeo Cacciamani Scholarship
- Mrs. Annunziata Cacciamani Scholarship
- Mani Family Scholarship
- Holy Spirit Missionary Sisters & Holy Spirit Adoration Sisters Scholarship
- Divine Word Missionary Brothers Scholarship
- Fr. William Shea, SVD, Scholarship
- Dr. William Cade Goertz Scholarship

Good Neighbor Scholarship – Divine Word College established the Good Neighbor Scholarship in order to provide an AA Degree to local area residents who wish to avail themselves of the programs at Divine Word College.

#### Society of the Divine Word Chicago Province Grant for International Students

The Society of the Divine Word Chicago Province established a grant for international students attending Divine Word College in need of assistance for non-academic, personal expenses, including but not limited to room/board, the cost of medical insurance, clothing, necessary fees, and travel. Eligible students must possess an F-1 Student Visa, plan to attend DWC, seek to better prepare themselves for missionary service, and need financial assistance to help cover their costs. Students may apply for the grant, and if approved, the grant is renewable each year during the duration of their studies at Divine Word College.

## **Other Sources of Student Financial Aid**

Divine Word College students may be eligible for other financial assistance to help meet educational expenses, including but not limited to:

- Educational assistance to veterans and their families
- Vocational rehabilitation assistance
- Social Services
- Private Grants:
  - Knights of Columbus
  - Service Clubs: Kiwanis, Rotary, Lions
  - St. Vincent DePaul Society
  - Church or Parish Organizations
  - Serra Clubs
- Private Loans
- Students are allowed to seek private loans; however, Divine Word college does not provide a preferred lender list. Students are free to seek any lender they choose. College personnel follow a code of conduct for educational loans as available in the College Handbook and appended to this policy.

## **Part Three – Procedures for Awarding Financial Assistance**

### **Order of Financial Awards**

Divine Word College Scholarships are awarded in conjunction with all other outside assistance in the following order:

1. Federal Grants
2. State Grants
3. Non-Institutional (outside) scholarships
4. Presidential Scholarship\*
5. Other Honor Scholarships\*
6. Federal Work-study
7. Federal Direct Loans
8. Divine Word College Financial Assistance

\* See the Financial Aid Coordinator for details

### **Federal Financial Assistance**

Pell Grant – The Financial Aid Coordinator will make Federal Pell Grants available to eligible students, according to the following procedures:

- Administration of this program is in accordance with program regulations for Title IV programs.
- The Financial Aid Coordinator will recalculate awards only for enrollment status changes that occur up to the end of the refund period. The Financial Aid Coordinator will recalculate the Federal Pell Grant award for any student whose enrollment status changed up to that date. No adjustments will be made for changes to enrollment status that occurred after that date.

Federal Supplemental Educational Opportunity Grant (FSEOG) – The Financial Aid Coordinator will make FSEOG awards to eligible students to the extent of available funding. These grants are made to students who receive Federal Pell Grants.

Federal Work-Study Program – Divine Word College will provide eligible students with part-time employment opportunities on campus.

- The Federal Work-Study Coordinator, along with the Dean of Students, will assign suitable work-study positions to the student.
- The Federal Work-Study Coordinator, along with the Dean of Students, will assign supervisors for each student.
- The Financial Aid Coordinator will monitor student employment earnings through the federal work-study program to assure that the student does not work more hours than he/she was allotted for in his/her financial aid award. The Financial Aid Coordinator will collect monthly time sheets and make sure each student receives payment.
- The Financial Aid Coordinator will certify that only students eligible for federal/state aid receive this aid.

Veterans Administration Benefits – Students eligible for veteran benefits will work with the Financial Aid Coordinator to access those benefits according to the following guidelines:

1. The Financial Aid Coordinator will assist eligible veterans and dependents of veterans in completing appropriate application forms for entitlement payments in order to attend approved programs at Divine Word College.
2. Completed application forms will be processed by the Financial Aid Coordinator in addition to enrollment certification forms which are forwarded to the Veterans Administration.

3. The Financial Aid Coordinator will also monitor the satisfactory progress of enrolled veterans and will notify the Veterans Administration when progress is not attained.
4. Section 103 Compliance Policy: ALL students that have completed their GI Bill Benefits worksheet and have been certified by the College, will not be restricted in any way for the first 90 days of a semester if the reason for the delay in making payments for the certified semester is due to a delay in receipt of benefits from the VA. This will include assessing late fees, charging restrictions or registration holds. After the 90 days, the College will treat each Veteran on a case by case basis.

Federal Direct Subsidized/Unsubsidized Loan – Students eligible to receive federal loans will work with the Financial Aid Coordinator to access those benefits according to the following guidelines:

1. Students complete the loan entrance counseling and the loan application online at [www.studentloans.gov](http://www.studentloans.gov).
2. The Financial Aid Coordinator receives notification that No. 1 has been completed by the student and then completes the loan process.
3. The Financial Aid Coordinator completes loan certifications as required.
4. When the student leaves the College, the Financial Aid Coordinator assists with the online exit interviews in collaboration with the Dean of Students and the student.

#### Policies Governing Federal Grants

1. Verification Method – Verification is the process under which a student's FAFSA information is selected by the U.S. Department of Education or Divine Word College to check the accuracy of the information the student and/or parents provided when applying for federal financial aid. Information is verified by securing documentation and signed statements attesting to the accuracy of the information provided. Verification will help assure the correct amount of financial assistance to be disbursed.

Programs at Divine Word College covered by verification are Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, and Federal Direct Subsidized/Unsubsidized Loans.

Verification of applicant information is an encompassing responsibility required under applicable federal statutes and U.S. Department of Education (USDE) interpretations. There are two important sources of information on verification that are to be consulted for both understanding and implementing the verification

procedures. These sources are: The USDE Verification Guide and the Federal Student Aid Handbook. Statements made on policy and procedures for verification in this context are broad guidelines for implementing this requirement, and the aforementioned informational resources are to be consulted for final determination on “verification.”

The following policies and procedures are broad features of verification at Divine Word College. Questions regarding specific features should be directed to the Financial Aid Coordinator.

- All financial aid applications of enrolled students selected by the U.S. Department of Education for verification are verified for accuracy of the required data items as outlined in the federal regulations. This may or may not match the 30% limitation. Divine Word College will also select additional applications for verification beyond those required where information appears to be conflicting or discrepant.
- Any suspicion of fraud or abuse will be reported to the USDE during verification by the Financial Aid Coordinator. Examples are: forged or falsified documents, transcripts, or signatures; false claims; and generally unsupported data.
- The applicant is notified of verification requirements via the Institutional Student Aid Record (ISIR), provided an Institutional Verification Worksheet (IVF), and advised to contact the Financial Aid Coordinator for further instructions.
- Notwithstanding federal verification requirements, Divine Word College will resolve what it identifies as conflicting documentation, and verify data that appears to be incorrect.
- Verification requirements are as follows:
  - The IVF worksheet will be used to verify family information and required student/parent untaxed income as well as collect required signatures for certification or information.
  - Federal tax returns will be utilized to verify both taxed and untaxed income verification items.
  - As a matter of policy, all untaxed income items will be reviewed in accordance with verification information.

- VA educational benefits will be verified with the records in the Student Services VA office. A copy of the student's VA payment roster is used to verify the amount received.
  - All verified applications with incorrect information are corrected and resubmitted electronically to the Department of Education for recalculation.
2. Refunds – Upon withdrawal from the College, tuition and room and board are refunded on a day-by-day prorated basis, minus a \$100 administrative recovery charge. When 60% of a semester has expired, there will be no refund.
  3. Refunds for Military Personnel – Per section 261.9(1) of Iowa Code, a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and is ordered to national guard duty or federal active duty are protected by the following provisions:
    - Withdraw from the students entire registration and receive a full refund of tuition and mandatory fees.
    - Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
    - Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.
  4. Return of Title IV Funds – The College follows the U.S. Department of Education regulations and procedures to determine Refunds and Returns of Title IV funds. When 60% of a semester has expired, there is no refund or return of Title IV funds. The U.S. Department of Education regulations and procedures are available in the Financial Aid Office.
  5. Satisfactory Academic Progress and Attendance Policy – Students receiving financial assistance must maintain satisfactory academic progress and attendance in order to receive financial assistance (Title IV programs and Veterans benefits).
    - The Registrar will send the list of students on probation at the start of each semester and send immediate updates on student withdrawals throughout each semester to the Financial Aid Coordinator.

- Students who have not maintained the minimum cumulative grade point average are given a “probationary term.”
  - Financial aid is suspended at the end of the probationary term if the cause condition has not been corrected. The Financial Aid Coordinator will advise students of their status.
6. Collection Process for Student Loans - Federal Perkins Loans and Divine Word College Loans – Divine Word College contracts the services of University Accounting Service, LLC, Brookfield, WI. UAS bills and maintains the borrower’s account during grace and deferment periods. UAS contacts and sends correspondence to the borrowers as required by federal regulations during the grace, deferment and repayment periods.

Student loans, in default, following the established collections procedures by UAS, are assigned to the U.S. Department of Education.

## **State Grants**

State Grant Programs – State Grant Programs may be available for studying at Divine Word College.

Vocational Rehabilitation Assistance – Information regarding such assistance is available from the department of education in a student’s home state.

## **Divine Word College Assistance**

### **Divine Word College Financial Assistance**

As previously noted, after admission and upon enrollment at the beginning of every semester, financial assistance from Divine Word College (in the form of institutional discount) may be granted to any student in need who is pursuing the objective of missionary service. Students enrolling for part-time and/or auditing courses may qualify for proportionately reduced assistance.

For domestic students who qualify for federal financial aid, their Divine Word College assistance is based on need after all other grants, scholarships and loans are calculated. The Financial Aid Coordinator lists the amount of the Divine Word College financial assistance on their award letter and each student acknowledges receipt of this letter by signing it in a timely manner.

International students and domestic students who are not eligible for federal financial aid may also receive Divine Word College financial assistance. While domestic students may receive Divine Word College financial assistance for both tuition and non-academic costs, international students only qualify for academic assistance. To assist them with non-academic expenses, the Society of the Divine Word Chicago Province established a



grant for F-1 Visa holders. The Financial Aid Coordinator will assist international students in applying for that grant to receive additional assistance for personal expenses.

Students receiving Divine Word College financial assistance must be in good standing with the College both academically and formationally.

Honor Scholarships – Divine Word College offers several Honor Scholarships, including the Father Robert Flinn, SVD, Bishop Curtis Guillory, SVD, Father Chester Nowicki, SVD, Father Francis Kamp, SVD, Mr. Al Hughes, Father Edmund Morman, SVD, Mr. Amedeo Cacciamani, Annunziata Cacciamani, and Mani Family Scholarships. Awarding these scholarships will be according to the following procedure:

1. The Financial Aid Coordinator will provide the applications to the Dean of Students for distribution to the Formation Groups by February 1st.
2. Applicants submit completed forms to the Financial Aid Coordinator by February 28<sup>th</sup>.
3. The Financial Aid Coordinator gathers pertinent data from the Registrar's Office, compiles the data on each applicant, and reviews the information with the Vice President for Admissions, who forwards the information to the Board of Administration by March 15.
4. The Board of Administration reviews all applications and makes any and all awards by April 15.
5. The President notifies the recipients and the Financial Aid Coordinator.

Presidential Scholarship – Divine Word College awards the Presidential Scholarship according to these procedures:

1. The Financial Aid Coordinator provides applications to qualifying students.
2. The completed application is returned to the Financial Aid Coordinator, who submits the application to the Vice President for Admissions.
3. The Vice President for Admissions presents the applications to the Board of Administration.
4. The Board of Administration selects the scholarship recipients.
5. The President of the College notifies the recipients and the Financial Aid Coordinator.

#### Dr. William Cade Goertz Scholarship

Dr. Goertz is an SVD alumnus, who at the time of his death, established a scholarship for students at Divine Word College. The funds from his trust are recommended by the Scholarship Committee and approved by the College President and are distributed according to the guidelines outline in the trust fund.

#### Good Neighbor Scholarship

Divine Word College established the Good Neighbor Scholarship in order to provide an AA Degree to local area residents who wish to avail themselves of the programs at Divine Word College. The scholarship details, including eligibility criteria, benefits and application process are provided in a separate scholarship brochure. Applicants should contact the Vice President of Admissions for details.

Satisfactory Formation Progress – Financial Assistance through Divine Word College, Honor Scholarships and the Presidential Scholarship may be forfeited if a student is placed on formation probation; depending on the decision of the Dean of Students and the College President.

Limitations of Financial Awards – Any student, who does not qualify for government financial aid, including loans, may be awarded financial assistance through Divine Word College at the discretion of the Financial Aid Coordinator and approved by the Vice President of Admissions.

Divine Word College Professional Judgment Methods – The Financial Aid Coordinator exercises professional judgment when informed of extenuating circumstances that affect the financial welfare of the student. The Financial Aid Coordinator might learn of the need to exercise professional judgement from the student, professional staff, referral, agency personnel or other concerned parties such as parents or spouse. The Financial Aid Coordinator will exercise all reasonable and prudent means which are at hand to help the student meet both financial and human needs. Reasons for exercising professional judgment include:

- Adjusting the cost of attendance to allow for unanticipated expenses that are not foreseen or considered in normal situations (e.g., change in direct school expenses such as program equipment purchases due to curricular changes).
- A student/parent's inability to meet expected family contribution levels under the needs analysis formula because of special conditions. There are any number of other reasons that could cause a change in income or loss of assets that can lower the contribution level.

The Financial Aid Coordinator will document the professional judgment conditions to the best of his/her ability with written and dated narrative and/or documents. A personal interview will normally occur but a written request by the student will be considered. A recalculation of expected family contribution will be performed whenever there is a change in income. Current calendar year, school year, or expected calendar year income

could be considered. The Financial Aid Coordinator will notify the Vice President for Admissions professional judgment is used to reflect changes in the financial aid award.

### **Part Four – Financial Aid Coordinator Required Reports**

The Financial Aid Coordinator is responsible for preparing the following reports required for financial aid accounting;

- Federal Pell Grant Payments submitted electronically via EDE Express to update Federal Pell grant authorizations.
- The Fiscal Operations Report and Application to Participate (FISAP) – The FISAP report is filed annually to report financial aid expenditures and apply for funding for the Federal Work-Study Program, Federal Perkins Loan Program and the Federal Supplemental Educational Opportunity Grant Program.
- Information required by auditors performing annual federal audit procedures on Title IV student financial assistance programs and State of Iowa programs.
- Integrated Post Secondary Education Data System (IPEDS) – The Financial Aid Coordinator provides necessary information to the Registrar to complete the IPEDS report.
- Campus Crime & Security Survey – The Vice President for Operations and Finance prepares the report and gives it to the Financial Aid Coordinator to transmit and to the Public Relations Director to post on the website.
- Gainful Employment Report – The Financial Aid Coordinator submits annually the Gainful Employment Report via NSLDS if required by the U.S. Department of Education.

Approved April 4, 2019

Revised: September 4, 2020

**Institutional Code of Conduct  
for Education loans**

**Divine Word College**

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**07/22/2019**

**Reviewed September 18, 2020**

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## **Introduction**

Iowa Code Section 261F.2, Sections 487(a)(25)(A) and 487(e) of Title IV of the Higher Education Act (HEA), and federal regulations contained in 34 CFR 668.14(b)(27), and 34 CFR 601.21 require Divine Word College (referred to throughout this document as “the institution”) to develop, administer, and enforce a Code of Conduct. The Code of Conduct sets forth standards for business relationships between colleges and universities, their affiliated organizations and entities, private entities that make or hold education loans (referred to throughout this document as “lender”), and guarantors of loans made under the Federal Family Education Loan Program (FFELP).

*A private education loan* is any loan that is not made under Title IV of the HEA and is issued to a borrower expressly for postsecondary education expenses, regardless of whether the loan is provided through the institution that the student attends or directly to the borrower from the lender. A private loan secured by a dwelling or an extension of credit under an open-end consumer credit plan (e.g., a home equity line of credit, or open line of credit tied to a Certificate of Deposit) is not considered a private education loan.

### *Iowa Code Section 261.F1(10)*

All of the following individuals or entities associated with the institution must comply with this code of conduct governing education loan activities:

- An employee
- A contract employee
- A director or officer
- A trustee
- An agent – including an “institution-affiliated organization” (see below), booster club, or other organization directly or indirectly associated with or authorized by the institution or an employee of the institution

*An institution-affiliated organization* is an organization that is directly or indirectly affiliated with us and includes, but is not limited to, an alumni, athletic, social, academic, or professional organization.

*Iowa Code Sections 261F.2(1) and 261F.1(2) and (3); 34 CFR 601.2 definition of institution-affiliated organization*

## **Distribution Requirements**

This code of conduct must be published prominently on our Internet site.

### *Iowa Code Section 261F.2(1)(b) ; 34 CFR 601.21(a)(2)(ii)*

If an institution-affiliated organization (see above) participates in a preferred lender arrangement\*, and that organization has a Web site, our Code of Conduct must be published on the institution-affiliated organization’s Web site.



### *34 CFR 601.21(b)(2)*

At least annually, the institution's officers, employees, and agents who have responsibilities for education loans must be informed of the provisions of this code of conduct. An institution-affiliated organization (see above) that participates in a preferred lender arrangement\* must notify its officers, employees, and agents who have responsibilities for education loans of the provisions of this Code of Conduct at least annually.

### *34 CFR 601.21(a)(2)(iii) and (3)*

\*See "Preferred Lender Arrangements" for more information.

## **Gifts**

### **Impermissible Activities**

An officer, employee, or agent of the institution who is employed in the financial aid office or who otherwise has direct responsibilities with respect to education loans must not solicit or accept any gift from a lender, lender servicer, or guarantor. See exceptions below under "Permissible Activities."

#### *Gifts to Family Members or Others*

A gift to a family member of the institution's officer, employee, or agent, or a gift to an individual based on that individuals' relationship with the institution's officer, employee, or agent is not permissible if **either** of the following applies:

- The gift is given with the knowledge and acquiescence of the institution's officer, employee, or agent, **or**
- The officer, employee, or agent has reason to believe the gift was given because of that person's official position with the institution.

#### *Gift Definition*

A gift means any gratuity, favor, discount, entertainment (including expenses for shows, sporting events, or alcoholic beverages), hospitality (including private parties of select training or conference attendees), loan, or other item having a monetary value of more than a "de minimus" or nominal value<sup>1</sup>. A gift includes services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

*Iowa Code Sections 261F.1(5) and 261F.3(1) and (2); HEA Section 487(e)(2); 34 CFR 682.200(b) Definition of "Lender" (5)(i)(A)(8); 34 CFR 682.401(e)(1)(i)(D); 34 CFR 601.21(c)(2)(i) and (ii); November 1, 2007, Federal Register, Vol. 72, No. 211, p. 61981*

### **Permissible Activities**

An officer, employee, or agent of the institution, or a member of an organization affiliated with the institution, may accept items of a “de minimus” or nominal<sup>1</sup> value from a lender, lender servicer, or guarantor that are offered as a form of generalized marketing or advertising or to create good will.

Examples of permissible gifts include, but are not limited to, the following:

- Pens or pencils
- Notepads; sticky-notes
- Calculators
- Small tote bags
- Other individual office supply items

**<sup>1</sup>”De minimus” or nominal value is undefined in Iowa Code, federal law or the U.S. Department of Education’s regulations (34 CFR 601.21). Employees of state agencies should consult their personnel policies for any additional restrictions on the acceptance of gifts.**

An employee of the institution may also accept items of value from a lender, lender servicer, or guarantor that are also offered to the general public.

*Iowa Code Section 261F.1(5)(l) and (m); HEA Section 487(e)(2)(B); 34 CFR 682.200(b) Definition of “Lender” (5)(ii)(J); 34 CFR 682.401(e)(2)(ix)*

## **Philanthropic Gifts/Contributions to the Institution**

### **Impermissible Activities**

The institution will not accept philanthropic contributions from a lender, lender servicer, or guarantor that are related to the education loans the lender, lender servicer, or guarantor provides to our students and families, or that are made in exchange for any advantage related to education loans.

*Iowa Code Section 261F.1(5)(d); HEA Section 487(e)(2)(B)(ii)(V); 34 CFR 601.21(c)(2)(iii); 34 CFR 682.200(b) Definition of “Lender” (5)(i)(A)(9); 34 CFR 682.401(e)(1)(i)(E)*

### **Permissible Activities**

The institution may accept philanthropic contributions from a lender, lender servicer, or a guarantor that are not related to the education loans provided by the lender or guarantor, and that are not made in exchange for any advantage to the lender, guarantor, or servicer. However, we must disclose philanthropic contributions made to our institution by an education lender with whom we have a preferred lender arrangement\* under rules established by the Iowa Attorney General. (As of the date of this publication, rules for this disclosure have not been developed by the Iowa Attorney General.)

\*See “Preferred Lender Arrangements” for more information.

*Iowa Code Sections 261F.1(5)(d) and 261F.4(6); 34 CFR 601.21(c)(2)(iii)*

## **Advisory Councils**

### **Impermissible Activities**

An officer, employee, or agent of the institution who is employed in the financial aid office or who otherwise has direct responsibilities with respect to education loans must not serve on or otherwise participate in an advisory council established by a lender or its affiliate, or a group of lenders.

*Iowa Code Section 261F.3(6)*

An officer, employee, or agent of the institution who serves on an official, standing advisory council for a guarantor must not accept anything of value for that service. See the exception below for reasonable compensation under "Permissible Activities."

*HEA Section 487(e)(7); 34 CFR 601.21(c)(7)*

### **Permissible Activities**

An officer, employee, or agent of the institution who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other financial aid offered to our students and their families may serve on an official, standing advisory council for a guarantor, including an Iowa College Student Aid Commission advisory council or task force, and be compensated for reasonable expenses incurred in that service.

Expenses are considered reasonable if they meet the standards of and are paid according to a State government reimbursement policy that governs the entity offering reimbursement. If no State government reimbursement policy applies to the entity which offers reimbursement, expenses are reasonable if they meet the standards of and are paid according to applicable Federal cost principles.

*34 CFR 601.21(c)(7); 34 CFR 668.16(d)(2)(ii); 34 CFR 682.401(e)(2)(vi)*

An officer, employee or agent of the institution may respond to any lender who seeks advice from the institution or groups of institutions by telephone, electronically, or in a meeting, about improving products or services for borrowers. However, the institution may not accept any gift or compensation for responding to the lender including, but not limited to, transportation, lodging, or related expenses.

*Iowa Code Section 261F.3(6)*

## **Boards of Directors**

### **Impermissible Activities**

#### **Lender, Lender Servicer, and Guarantor**

An employee or agent of the institution who is employed in the financial aid office must not serve on or otherwise participate in the board of directors of a lender, lender servicer, or guarantor.

An employee or agent of the institution who is not employed in the financial aid office but who has responsibility with respect to education loans must not serve on or otherwise participate in the board of directors of a lender, lender servicer, or guarantor, unless we have a written conflict of interest policy.

This institution has a written conflict of interest policy for this purpose. See below under “Permissible Activities” for more information about the content of that policy.

*Iowa Code Sections 261F.3(7)(a)(1) and (2); 34 CFR 601.21(c)(3)(i) and (ii)*

#### **Institutional Boards of Directors or Trustees**

No officer, employee, or agent of a lender, lender servicer, or guarantor may serve on this institution’s board of directors or trustees, unless we have a written conflict of interest policy.

This institution has a written conflict of interest policy for this purpose. See below under “Permissible Activities” for more information about the content of that policy.

*Iowa Code Sections 261F.3(7)(a)(3); 34 CFR 601.21(c)(3)(iii)*

### **Permissible Activities**

#### **Lender, Lender Servicer, and Guarantor**

An employee or agent of the institution who is not employed in the financial aid office and who has no responsibility with respect to education loans may serve unrestricted and be compensated for service on the board of directors of a lender, lender servicer, or guarantor.

An employee or agent of the institution who is not employed in the financial aid office but who has responsibility with respect to education loans may serve on the board of directors of a lender, lender servicer, or guarantor, and be compensated for that service, if the institution has a written conflict of interest policy. Our conflict of interest policy specifies that an officer or agent of the institution who is serving on such a board of directors must not participate in any decision of the board with respect to any transaction regarding education loans.

*Iowa Code Section 261F.3(7)(a)(1) and (2); 34 CFR 601.21(c)(3)(i)*

#### **Institutional Board of Directors and Trustees**

The institution may permit an officer, employee, or agent of a lender, lender servicer, or a guarantor to serve as a member of our board of directors or trustees if we have a written conflict of interest policy. The institution has a conflict of interest policy for this purpose. Our conflict of interest policy includes all of the following:

- A prohibition against the participation of such a member in any decision regarding education loans offered to our students or their families,
- Procedures to be followed when such a member's personal or business interests in education loans may be advanced by an action of the board of directors or trustees, and
- A prohibition against the participation of such a member in any decision to approve any transaction where such conflicting interests may be advanced.

*Iowa Code Sections 261F.3(7)(a)(3) ; 34 CFR 601.21(c)(3)(iii)*

## **Bundling of Private Loans**

### **Impermissible Activities**

The institution's financial aid staff will not bundle (i.e., package) a private education loan in a student's financial aid award, except under certain conditions. See "Permissible Activities" below for more information about acceptable conditions for private loan bundling.

*Iowa Code Section 261F.5(2)*

### **Permissible Activities**

The institution's financial aid staff may bundle (i.e., package) a private education loan in a student's financial aid award under any one of the following conditions:

- The borrower is ineligible for additional funding
- The borrower has exhausted the limits of his or her eligibility for Title IV loans (Federal Perkins, Stafford, and, as applicable, parent or Grad PLUS)
- The borrower has not filled out a Free Application for Federal Student Aid (FAFSA)
- The borrower does not desire, or refuses to apply for, a Title IV loan (including a parent PLUS loan)

The bundling of a private education loan will be clearly and conspicuously disclosed to the borrower, in a manner that distinguishes them from loans made under Title IV of the HEA, prior to the borrower's acceptance of the financial aid package.

*Iowa Code Section 261F.5(2); 34 CFR 601.11(c)*

## **Choice of Lender**

### **Impermissible Activities**

Regardless of whether this institution maintains a preferred lender arrangement for education loans, our financial aid office will not:

- Refuse to certify or delay certification of an education loan based on a borrower's selection of a lender or guarantor
- Assign a first-time borrower's education loan to a particular lender through award packaging or other methods

*34 CFR 601.21(c)(4)*

## **Consulting and Contractual Arrangements**

### **Impermissible Activities**

An officer, employee, or agent of the institution who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans will not accept from any lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to or on behalf of the lender. A prohibited financial benefit includes the opportunity to purchase stock.

*Iowa Code Section 261F.3(3); 34 CFR 601.21(c)(3)*

### **Permissible Activities**

An officer, employee, or agent of the institution who is not employed in the financial aid office and who has no responsibilities with respect to education loans may accept compensation from a lender for a consulting arrangement or other contract to provide services to or on behalf of a lender.

*Iowa Code Section 261F.3(3); 34 CFR 601.21(c)(3)*

## **Loan Counseling**

### **Permissible Activities**

The institution may request and accept services from a lender or guarantor in conducting initial (i.e., entrance) and exit loan counseling for our students (including in-person counseling or on-line counseling resources), provided:

- Institutional staff is in control of the counseling. To be considered “in control of the counseling,” staff must review and approve the content of the counseling and provide oversight over how the counseling is conducted.
- The lender or guarantor does not promote a specific lender’s products or services.

Counseling materials that the institution accepts from a lender or guarantor must disclose the identity of the entity that assisted in preparing or providing the materials, and must not be used to promote the lender’s or guarantor’s education loan or other products. A guarantor’s materials may promote benefits provided under other federal and state programs that the guarantor administers.

*Iowa Code Section 261F.4(5)(a); 34 CFR 601.21(c)(2)(iii)(D); 34 CFR 601.21(c)(6)(ii); 34 CFR 682.200(b) Definition of “Lender” (5)(i)(10) and (5)(ii)(B); 34 CFR 682.401(e)(2)(i); Federal Register dated October 28, 2009, p. 55631*

## **Loan Terms and Conditions**

### **Impermissible Activities**

The institution will not request or accept from any lender an offer of funds to be used for private education loans, including funds for an opportunity pool loans (see the separate definition of opportunity pool loans below), in exchange for the institution’s promise to provide the lender with any of the following:

- A specified number of education loans
- A specified education loan volume
- A preferred lender arrangement

*34 CFR 601.21(c)(5)*

The institution will not place a lender on a preferred lender list (PLL), or provide that lender with preferred placement on the PLL, in exchange for benefits the lender provides to the institution or to our students in connection with a different type of loan.

*Iowa Code Section 261F.6(4)*

### **Opportunity Pool Loans**

An opportunity pool means a private education loan made by a lender to a student attending this institution or a student’s family member that this institution guarantees in any manner or that involves the institution directly or indirectly paying points, premiums, payments, additional interest, or other financial support to the lender for the purpose of that lender extending credit to the borrower.

*Iowa Code Section 261F.3(5); 34 CFR 601.21(c)(5)(ii)*

## **Permissible Activities**

The institution may solicit or accept from any lender an offer of funds to be used for private education loans (including opportunity pool loans), if it is **not** provided in exchange for a promise that the institution will deliver to the lender a specified number of loans or loan volume, or place that lender on the institution's preferred lender list.

*Iowa Code Section 261F.3(5); HEA Section 487(e)(5); 34 CFR 601.21(c)(5)(ii)*

The institution may solicit and accept the following favorable education loan terms and conditions on behalf of our student and parent borrowers:

- A reduced origination fee
- A reduced interest rate
- Payment of the federal default fee on a Stafford or PLUS loan made under the FFELP (Note: Federal law prohibits the making of new loans under the FFELP effective July 1, 2010)
- Benefits offered to a borrower under a repayment incentive program that requires, at minimum, one or more scheduled payments to receive or retain the benefit
- Benefits under a loan forgiveness program for public service or other targeted purposes approved by:
  - The Iowa Attorney General for a private loan forgiveness program
  - The U.S. Department of Education for a federal loan forgiveness program

An *employee* of the institution may accept favorable terms, conditions, and borrower benefits on an education loan if the terms, conditions, and benefits on the employee's loan are comparable to those provided to all of our students.

*Iowa Code Section 261F.1(5); 34 CFR 601.21(c)(2)(iii)(C); 34 CFR 682.200(b) definition of lender (5)(ii)(I);*

## **Meals, Refreshments, and Receptions**

### **Impermissible Activities**

See the definition of "Gift" for information about cases when meals, refreshments, or other hospitality is considered a prohibited gift.

### **Permissible Activities**

The institution's employees and agents may accept from any lender or guarantor food and refreshments that are reasonable in cost and are offered as an integral part of a training session or conference that is designed to contribute to the professional development of our



employees or agents. The food and refreshment sponsored by the lender or guarantor must be offered to all who attend the training session or conference.

Our employees and agents may attend a lender- or guarantor-sponsored reception for which food and refreshments are provided, so long as the reception is a general gathering that is held in conjunction with a training session or conference and is open to all attendees.

In addition, the institution's employees and agents may accept from a guarantor food and refreshments that are reasonable in cost and provided in connection with other workshops and forums the agency uses to fulfill its guaranty agency responsibilities.

*Iowa Code Section 261F.1(5)(b); HEA Section 487(e)(2)(B)(ii)(II); 34 CFR 601.21(c)(2)(iii)(B); Federal Register, Vol. 72, No. 211, November 1, 2007, p. 61981*

#### Prudent Person Test

Employees of the institution who participate in the planning of a student-aid related training session or conference will ensure that food and refreshments sponsored by a lender or guarantor is reasonable in cost by applying the "prudent person test." In other words, the cost per person for the sponsored event must not exceed the cost that would be incurred by the prudent person under the circumstances at the time the decision was made to incur the cost. The burden of proof will be, in part, on event managers to show that costs are consistent with the normal per-person cost of the event.

*November 1, 2007, Federal Register, Vol. 72, No. 211, p. 61981*

## **Misleading Identification of Institutional Employees**

### **Impermissible Activities**

The institution will not permit a lender's or guarantor's employee or agent to be identified as an institutional employee, representative, or agent.

*Iowa Code Section 261F.4(2)*

## **Payment of Education Loan Costs**

### **Permissible Activities**

The institution may make principal or interest payments on an education loan to lower costs for our borrowers.

#### Impact on Our Cohort Default Rate

If an owner, agent, contractor, employee, or other entity or individual affiliated with the institution makes a payment to prevent default on a Stafford loan, or a Consolidation loan that repaid a Stafford loan, during the period for which our cohort default rate is calculated,

that loan is considered to be in default and counts against our cohort default rate notwithstanding the payment.

*Iowa Code Section 261F.3(7)(b); 34 CFR 668.183(c)(1)(iii); USDE Cohort Default Rate Guide, Chapter 2, p. 2-1.9*

## **Preferred Lender Arrangements**

### **Definition**

A preferred lender arrangement is an arrangement or agreement between the institution or an institution-affiliated organization\* and a lender that provides education loans to our students and their families in which we or our affiliated organization recommends, promotes, or endorses the lender's education loan product.

There are two conditions that must be met in order for a preferred lender arrangement to exist between a lender and this institution or an institution-affiliated organization\*:

- A lender provides or issues education loans to our students or their families, and
- We, or an institution-affiliated organization\*, recommends, promotes, or endorses the lender's education loan products.

A preferred lender arrangement does not require a written or verbal agreement, nor is a preferred lender arrangement confined to only cases in which the lender is included on a preferred lender list.

*Iowa Code Section 261F.1(8); 34 CFR 601.2; Federal Register dated July 28, 2009, p. 37436; Federal Register dated October 28, 2009, p. 55630*

A preferred lender arrangement does **not** include any of the following:

- Federal Direct loans
- Federal Perkins loans

*Iowa Code Section 261F.1(8)*

The identity of any private lender with whom the institution or an institution-affiliated organization\* have a preferred lender arrangement will be displayed on all information and documentation related to the lender's loans.

*34 CFR 601.12(b)*

For any year in which the institution has a preferred lender arrangement, we will annually compile and make available for students attending the institution and their families a list of the specific education loan lenders that the institution recommends, promotes, or endorses.

34 CFR 668.14(b)(28)

See “Introduction” for more information about an “institution-affiliated organization.”

## **Preferred Lender Lists**

***(Applicable to the institution, an any institution-affiliated organization\*, that has a preferred lender arrangement for education loans.)***

A preferred lender list (PLL) is a list of education loan lenders which the institution recommends, promotes, or endorses, and with which we have a preferred lending arrangement.

### **Impermissible Activities**

The institution’s PLL will not include less than three unaffiliated lenders (see the paragraph immediately below for an exception). For this purpose, a lender is affiliated with another lender if any of the following applies:

- The lenders are under the ownership or control of the same entity or individuals
- The lenders are wholly or partly owned subsidiaries of the same parent company
- The directors, trustees, or general partners, or individuals exercising similar functions, of one of the lenders constitute a majority of the persons holding similar positions with the other lender

*Iowa Code Sections 261F.1(9) and 261F.6(1)(b)*

If we initially meet the preferred lender list requirement of including a minimum of three unaffiliated lenders, we may be later notified that one or more of those lenders has decided to discontinue making loans to our students and parents. The USDE and the Iowa Attorney General will take such circumstances, over which we have no control, into consideration in determining our compliance with the requirement that we maintain at least three unaffiliated lenders on our preferred lender list.

*U.S. Department of Education Dear Colleague Letter GEN-08-06*

A PLL will not include lenders that have offered, or have offered in response to our solicitation, financial or other benefits to the institution in exchange for inclusion on the PLL, or a promise that the institution or its students will send a certain number of loan applications to the lender.

*Iowa Code Sections 261F.6(1)(c)*

Our financial aid office will not use a PLL to do any of the following:

- Require a prospective borrower to use a lender on our PLL
- Deny or otherwise impede a borrower's choice of lender
- Assign a first-time borrower's loan to a particular lender through award packaging or other methods
- Refuse to certify a loan or cause unnecessary certification delays for a borrower who selects a lender that does not appear on our PLL

*Iowa Code Sections 261F.6(1)(a) and 261F.6(2)(c), (d), and (e); 34 CFR 601.10(d)(1)(iii); 34 CFR 601.10(d)(5); 34 CFR 601.21(c)(4)*

## **Preferred Lender List Alternatives**

### **Permissible Activities**

The institution's financial aid office is not required to maintain a preferred lender list for education loans, and is permitted to provide no information to education loan borrowers about lenders.

Other acceptable alternatives to a preferred lender list appear below. These alternatives are not considered a preferred lender list or preferred lending arrangement:

- If the institution desires to compile a preferred lender list but is unable to identify at least three unaffiliated lenders that will make loans to its students or parents sufficient to meet the requirements of a preferred lender list, we may provide the names of all of the lenders that have indicated that they would provide loans to our students and their parents. In providing this information, we will make it clear that we do not endorse the lenders, and provide a clear statement that the borrower may choose to use any lender that will make loans to the borrower for attendance at this institution.
- We may provide a neutral, comprehensive list of lenders that have made loans to our students or parents in the past three to five years (or some other period) and that have indicated that they would continue to make loans to our students. We may provide contact information for the lender, and comparative information about the terms and conditions of loans offered by the lender. We will not provide any additional information about the lender, including, for example, the percentage of loans made to our students by a particular lender. We will make it clear that we do not endorse the lenders, and that the borrower can choose to use any lender that will make loans to the borrower for attendance at this institution.
- We may refer a prospective private education loan borrower to a Web site developed by a third party that contains a neutral, comprehensive list of private education lenders and the loan products each lender offers. We will ensure that the list provided on such a Web site is broad in scope, does not

endorse or recommend any of the lenders on the list and the lenders on the list do not either pay the third party who maintains the Web site for placement on the list or pay the third party a fee based on any loan volume generated.

*U.S. Department of Education Dear Colleague Letter GEN-08-06; Federal Register, Vol. 74, No. 207, October 28, 2009, p. 55630.*

## **Publications**

### **Impermissible Activities**

The institution will not permit a lender with which it has a preferred lender arrangement\* to prepare any of our materials related to education loans, with exceptions permitted by law and noted below under “Permissible Activities.”

\*See “Preferred Lender Arrangements” for more information.

*Iowa Code Section 261F.4(3) and (5)(a)*

The institution will not permit a lender or guarantor to print and distribute our catalogue and other non-counseling or non-student financial aid-related materials at reduced or no cost.

*34 CFR 682.200(b) definition of lender (5)(iii)(C); 34 CFR 682.401(e)(3)(iii)*

We will not permit a lender to use our name, emblem, mascot, logo, other words, pictures or symbols readily identified with the institution in the marketing of private education loans to our students or parents in a way that implies that the institution endorses the lender’s private education loans or that the loan is offered or made by this institution. We may allow the use of our name if it is part of the lending institution’s name.

*Iowa Code Section 261F.4(4); 34 CFR 601.12(a)*

### **Permissible Activities**

The institution may request and accept, free of charge, student aid, financial literacy, debt management, default prevention, or default aversion materials and publications from a lender or a guarantor. We may also request and accept initial (i.e., entrance) and exit loan counseling materials and services from any lender or guarantor (see “Loan Counseling” for additional information).

*Iowa Code Sections 261F.1(5)(a) and 261F.4(5)(a); 34 CFR 601.21(c)(2)(iii)(A) and (D); 34 CFR 601.21(c)(6)(ii)*

## **Revenue-Sharing Arrangements**

## **Impermissible Activities**

The institution or an agent of the institution will not solicit or accept a fee, revenue- or profit-sharing, or other material benefit provided by a lender that issues education loans to our students or their families in exchange for the institution recommending the lender or the lender's education loan products.

*Iowa Code Sections 261F.1(11) and 261F.3(4); 34 CFR 601.21(c)(1)*

## **Staffing Assistance**

### **Impermissible Activities**

The institution will not permit any lender to staff our financial aid offices or call center, except on a short-term, non-recurring, emergency basis.

*Iowa Code Section 261F.4(5)(b); 34 CFR 601.21(c)(6)*

The institution will not permit a guarantor to staff our financial aid offices or call center under any circumstances.

*HEA Section 428(b)(3)(C)*

### **Permissible Activities**

The institution may permit a lender to staff our financial aid offices or call center on a short-term, non-recurring, emergency basis.

For this purpose, "emergency" is defined as:

- A State-designated natural disaster
- A Federally-declared natural disaster (identified by the Federal Emergency Management Agency on its website at [www.fema.gov](http://www.fema.gov))
- A Federally-declared national disaster
- Another localized disaster or emergency approved by the Iowa Attorney General and the USDE

*Iowa Code Sections 261F.4(3) and 261F.4(5)(b); 34 CFR 601.21(c)(6)(iii)*

## **State Education Grants, Scholarships, & Financial Aid Funds**

### **Permissible Activities**

The institution may accept Iowa grants, scholarships, and other state-based financial aid funds administered by the Iowa College Student Aid Commission under Iowa Code Chapter 261.

*Iowa Code Section 261F.1(5)(e); 34 CFR 601.21(c)(2)(iii)(F)*

## **Student Aid Related Programs**

### **Permissible Activities**

The institution may request and accept from any lender or guarantor standard materials, activities, and programs, including workshops and training, related to student aid outreach, financial literacy, debt management, default prevention and aversion, or educational counseling that are designed to improve the lender or guarantor's services.

The lender or guarantor that provides any materials to us must disclose its identity in the materials that it assists in preparing or providing, and the lender's or guarantor's materials must not promote its student loan or other products. A guarantor may promote benefits provided under other Federal or State programs the guarantor administers.

The institution may also accept services that a guarantor must perform to meet its obligations to administer other Federal and State education programs.

*Iowa Code Section 261F.1(5)(a) and 261F.4(5)(a); 34 CFR 601.21(c)(2)(iii)(A); November 1, 2007, Federal Register, Vol. 72, No. 211, pp. 61982*

## **Technology**

### **Impermissible Activities**

The institution and its affiliated organization(s) will not accept from a lender or a guarantor either of the following at below market rental or purchase cost:

- Computer hardware
- Computer software that is unrelated to education loan processing or financial aid

*Iowa Code Section 261F.1(5)(f); HEA Section 435(d)(5); 34 CFR 682.200(b) Definition of "Lender" (5)(iii); 34 CFR 682.401(e)(3)(iii)*

The institution will not accept free data transmission services from any lender or guarantor that is unrelated to electronic loan processing or, for federal student loans, student status confirmation data.

*Iowa Code Section 261F.1(5)(f); 34 CFR 682.200 Definition of "Lender" (b)(5)(ii)(D); 34 CFR 682.401(e)(2)(vii)*

### **Permissible Activities**

The institution may accept, free of charge, any of the following from a lender or a guarantor:

- Financial aid related software
- Loan processing data transmission services
- A toll-free telephone number to obtain information about education loans

The institution may also accept free student status confirmation data processing services for federal student loans from a lender or guarantor.

*Iowa Code Section 261F.1(5)(f); 34 CFR 682.200(b) Definition of "Lender" (5)(iii)(C); 34 CFR 682.401(e)(3)(iii)*

## **Training**

### **Impermissible Activities**

The institution and an institution-affiliated organization will not accept payment of training or conference registration, travel or lodging costs from any lender or guarantor.

*Iowa Code Section 261F.1(5); 34 CFR 601.21(c)(2)(ii)*



## **Permissible Activities**

The institution may request and accept, free of charge, from any lender or guarantor standard materials, activities, and programs, including workshops and training, that are designed to improve the lender or guarantor's services or contribute to the professional development of our financial aid office staff relative to financial aid administration, student aid outreach, financial literacy, debt management, default prevention and aversion, and educational counseling.

*Iowa Code Section 261F.1(5)(a); HEA Section 487(e)(2)(B)(ii); HEA Section 487(e)(6)(B)(i); 34 CFR 682.401(e)(2)(ii), (iii) and (iv); 34 CFR 601.21(c)(2)(iii)(A); 34 CFR 601.21(c)(6)(i)*

## **Travel and Lodging**

### **Impermissible Activities**

An officer, employee, or agent of the institution who is employed in the financial aid office or who otherwise has education loan responsibilities will not request or accept lodging or travel costs from a lender or lender servicer, or a guarantor, except as provided below.

### **Permissible Activities**

See "Advisory Councils" and "Boards of Directors" for information about conditions under which an institutional employee or agent may receive reimbursement for reasonable expenses incurred in service on an advisory council or board of directors.

## **Other Permissible Benefits and Services**

The institution and our affiliated organizations may accept other benefits or services that are specifically identified in a separate, public notice issued by the Iowa Attorney General or the USDE.

*Iowa Code Section 261F.1(5)(n); 34 CFR 682.200(b) Definition of "Lender" (5)(ii)(A); 34 CFR 682.401(e)(2)(i)*

**Prepared by:  
Iowa College Student Aid Commission  
in consultation with the Iowa Attorney General's Office**



## **Divine Word College Honor Scholarships**

Divine Word College scholarships are endowed in honor of the following persons:

Father Robert J. Flinn, SVD  
Bishop Curtis Guillory, SVD  
Alfred E. Hughes  
Father Francis Kamp, SVD  
Father Edmund Francis Morman, SVD  
Father Chester Nowicki, SVD  
Amedeo Cacciamani  
Annunziata Cacciamani  
Mani Family

Each honor scholarship is an annual award of \$2,500; it is renewable each year provided the recipient continues to meet the established guidelines.

### **Criteria for Selection:**

- A fulltime student attending Divine Word College
- One year of full-time study at Divine Word College in the undergraduate college program or the Intensive English Language Institute
- Divine Word College Cumulative Grade Point Average (C-GPA) of 2.5 (i.e. – maintaining 2.5 after admission)
- Evident commitment to self-improvement through education
- Evident ability to promote the values of a Christian, intercultural community
- Evident leadership ability within Church-related activities and organizations
- Evident concern for the needs of the poor and marginalized
- Ability to benefit from financial assistance

### **Continuation Awards:**

Once a student becomes a scholarship recipient, continued annual awards, through graduation from Divine Word College, are contingent upon the recipient's maintaining satisfactory

academic progress and remaining a student in good standing. A student falling below the minimum C-GPA of 2.5 will be given a grace period of one semester to bring their C-GPA back to the minimum required without forfeiture of the scholarship. A student placed on formation probation may forfeit their scholarship, depending on the decision of the Dean of Students and the President.

## **Divine Word College Honor Scholarship Application**

### **Part I: Identification Information**

Applicant's Legal Name \_\_\_\_\_

Email Address \_\_\_\_\_

### **Part II: Personal Statement**

Attach a brief personal statement outlining your qualifications to be considered for a scholarship at Divine Word College. You may want to respond to some of the following points.

- Commitment to self-improvement through education
- Ability to promote the values of a Christian, intercultural community
- Leadership ability within Church-related activities and organizations
- Concern for the needs of the poor and marginalized

### **Part III: Submittal and Certification:**

Submit this completed application form to the Financial Aid Coordinator, Divine Word College, no later than **May 8, 2020.**

I certify that the information provided on this application is correct and complete to the best of my knowledge; and I hereby authorize the Office of the Registrar and the Financial Aid Office to release information concerning my grades and other assistance I may be receiving to those persons authorized to consider my application and renewal for a Divine Word College Scholarship.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

For office use only:

High School GPA: \_\_\_\_\_

Previous College GPA: \_\_\_\_\_

IELI GPA: \_\_\_\_\_

DWC Undergrad GPA: \_\_\_\_\_



**Father Robert J. Flinn, SVD**, (1928-1995) was an accomplished educator, author, canon lawyer, and medical ethicist. Throughout his lifetime of service he brought his multiple talents to bear for the betterment of the Society of the Divine Word. Those who knew him well saw him as a person of powerful intellect and notable accomplishment. He was always friendly and approachable. “Father Bob” held a particular interest in and loyalty to Divine Word College. His service as a College Trustee in the 1970’s, 80’s and 90’s speaks to his strong devotion to the College. Father Flinn died in June of 1995, and his colleagues and friends established this scholarship in his memory.



**Bishop Curtis Guillory, SVD**, is a **1968 graduate of Divine Word College** and currently serves as **Bishop of Beaumont, TX**. Previously he was **Auxiliary Bishop in the Diocese of Galveston-Houston**. **Bishop Guillory appreciates the educational opportunity provided him at Divine Word College**. **Divine Word College is, in turn, proud of his ministry as bishop and other achievements.**



**Alfred E. Hughes** (1929-2006) was a committed Catholic and devoted family man. He delighted in his family, his wife Marilyn and their three children, Terrence, Charles, and Susan. He was a respected attorney in the Dubuque area. For many years he gave generously of his time and professional skills to various Catholic organizations, notably Catholic Charities of Dubuque and Divine Word College. For Catholic Charities he served the needs of clients who lacked access to ordinary legal services. For Divine Word College, he was a trustee and College Attorney (1976-2006). Mr. Hughes was an avid reader and frequently a lector at the morning Mass he attended daily. He valued education and its potential for individual and social betterment. Centered in his faith, devoted to his family, a man of integrity, Mr. Alfred E. Hughes helped make the world a better place.



**Fr. Francis Kamp, SVD**, (1920-2011) served as a Divine Word Missionary for over 60 years. His missionary service has included teaching and important administrative responsibilities. Fr. Kamp’s tenure as Mission Office Director and Treasurer extended over four decades. In his capacity as Mission Director, Fr. Kamp tirelessly promoted the work of the Divine Word Missionaries, supporting missionaries “in the field,” raising awareness of their needs and generating support for their projects. In later years, Fr. Kamp coordinated the effort to develop land owned by Divine Word Missionaries so as to maximize benefits for the work of the missionaries around the world. He also served as a chaplain in a Chicago-area hospice program. Fr. Kamp’s life was characterized by an optimistic, joyful enthusiasm, an irrepressible desire to share the Good News of Jesus with all people.



**Fr. Edmund Morman, SVD, (1919-2007)** was ordained in 1937 and began his ministry as a teacher at St. Paul's Seminary in Epworth. Over the length of his career as a Divine Word Missionary, Fr. Morman, SVD, wore many hats – teacher, prefect, editor, Brothers Candidate school director, retreat master, associate pastor and chaplain. Fr. Morman, SVD, was tragically killed in a car accident February 7, 1986. Fr. Morman, SVD, touched the lives of many people, especially young men arriving at schools far from home to begin their seminary education. One such young man was Richard Mani. M.D. Dr. Mani has generously endowed this scholarship in memory of Fr. Morman, SVD, and in thanksgiving for the knowledge and experiences he gained as an SVD candidate student.



**Fr. Chester Nowicki, SVD, (1919-2007)**, served the Church and the Society of the Divine Word for over 50 years. Fr. Nowicki grew up in the nurturing environment of Chicago's Polish Catholic community. Already in his youth, he felt a call to the priesthood and missionary life. After his ordination to the priesthood in 1946, Fr. Nowicki entered upon a long career of seminary teaching and administration. Motivated by his religious faith, Fr. Nowicki was a tireless worker, demonstrating dedication beyond ordinary expectation. The Society of the Divine Word in the U.S. and abroad benefitted especially from Fr. Nowicki's service as treasurer, a service that was wise and disciplined, yet kind and generous. Even after his retirement and the loss of his eyesight, Fr. Nowicki remained active, contributing wherever he could. Participation in the life of his religious community, its daily prayer and devotion and love for his family, friends and co-workers sustained Fr. Nowicki over the course of his many years. In his life we find all that constitutes genuine missionary service.



**Amedeo Cacciamani (1902-1998)** was the 18th of 19 children in his family growing up in Gubbio, Italy. Amedeo's father worked to make ends meet as a blacksmith but the family lived in extreme poverty. Without access to medical care, 14 of Amedeo's brothers and sisters tragically died in childhood. When he was just 17, Amedeo heard stories about streets of gold in America, so he decided to move to the United States on his own in hopes of making a better life for himself. He didn't know a single word of English but was gifted at mechanics, so he took a job with the Pennsylvania Railroad repairing locomotives. Later, he married Annunziata, a beautiful woman who he knew in Italy and whose family had also recently relocated to Pennsylvania. The couple would go on to marry and have four sons, including Divine Word College Alumnus Dr. Richard Mani, M.D.



**Annunziata Cacciamani** (1901-2001) was the daughter of a successful merchant growing up in Assisi, Italy. One summer, her dad generously invited a young man named Amedeo to join their family once a week for a meal, since he knew the farmer who hired the teen to be less than kind toward his workers. Later, Annunziata's family immigrated to the United States after her older brother found great success in the country. Her family opened a delicatessen and soon Amedeo tracked her down and began courting Annunziata. The two married and had four sons together. The oldest, Divine Word College Alumnus Dr. Richard Mani, M.D., said his mother was the driving force for their family in terms of ambition and spirituality.

**Mani Family**, this scholarship honors all of the members of the Mani family, both living and deceased. Amedeo and Annunziata Cacciamani started this family legacy, which extended to their four sons and has flourished and grown from one generation to the next.

**CHAPTER 12: FORMATION AND STUDENT LIFE**

x.12.04

**Divine Word College**  
***Application for Student Leave of Absence***

I, \_\_\_\_\_, request permission for a leave of absence from Divine Word College for a period of no longer than one year.

My reason(s) for obtaining a leave of absence are:

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While away from Divine Word College, I will do the following to deal with the reason(s) above, so that I can return to the College ready to complete my program:

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At least six weeks prior to the semester of return, I will contact the Dean of Students and Vice President for Academic Affairs of my intention to return to the College.

If I do not return to Divine Word College within the period of my leave, I will need to follow the readmission process as stated in the Divine Word College Catalog.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Students Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Please use this form to inform our Counselor of potential *academic or formation problems* that a student in your class or formation group may be facing. Early detection of student problems helps us to assist students in addressing concerns in time to make a difference.

Name of Student: \_\_\_\_\_

Nature of Problem:

- \_\_\_\_\_ Frequently late
- \_\_\_\_\_ Lack of attention
- \_\_\_\_\_ Poor attitude towards others
- \_\_\_\_\_ Poor note-taking skills
- \_\_\_\_\_ Poor time management skills
- \_\_\_\_\_ Poor attitude towards tasks
- \_\_\_\_\_ Possible hearing/vision problems
- \_\_\_\_\_ Disrespectful

- ☐ Declining quality of work
- ☐ Declining quantity of work
- ☐ Declining test score or performance
- ☐ Disrupting behavior
- ☐ Sleeps in class/mass/meetings
- ☐ Mood swings
- ☐ Possible learning disabilities
- ☐ Other issues

Please include some explanation or additional comments:

[illegible]

Has the student been made aware of this referral?	Yes	No

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_



Please give this form to the counselor, who will make a determination about how best to proceed.

10/21/15

**CHAPTER 13: STAFF SPECIFIC POLICIES, PRACTICES, AND BENEFITS**

x.13.10

**ABSENTEE REPORT  
Divine Word College  
Epworth, Iowa 52045**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

**Please indicate your absence in number of hours:**

Sick Leave: \_\_\_\_\_ hours Date(s): \_\_\_\_\_

Vacation: \_\_\_\_\_ hours Date(s): \_\_\_\_\_

Funeral: \_\_\_\_\_ hours Date(s): \_\_\_\_\_

Jury Duty: \_\_\_\_\_ hours Date(s): \_\_\_\_\_

Payroll Ded.: \_\_\_\_\_ hours Date(s): \_\_\_\_\_

Other: \_\_\_\_\_ hours Date(s): \_\_\_\_\_

Attendance at Seminar/Workshop: \_\_\_\_\_  
(Name of Seminar)

Location of Seminar/Workshop: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Supervisor)

**FOR OFFICE USE ONLY**

Type: \_\_\_\_\_ Hours Used: \_\_\_\_\_ Hours Remaining: \_\_\_\_\_

## Divine Word College Annual Performance Appraisal

**Name:**

**Date:**

**Job Title:**

**The objective of the annual performance appraisal is to provide feedback on past performance, develop goals for future performance and offer professional guidance.**

- A.** Accomplishments *(Since the last performance appraisal, which goals were met or exceeded and why? What worked well or very well? What improvements were made in employee performance and productivity?)*

Supervisor comments	Employee comments
1.	
2.	
3.	

- B.** Areas for Improvement *(Since the last performance appraisal, what did not work as well as it could or should have? Which goals and standards were not met or could be improved further? Why and how can they be met or further improved in the next year?)*

Supervisor comments	Employee comments
1.	
2.	

3.	
----	--

**C. Goals** *(Identify three specific actions, behaviors or goals the employee needs to implement in the upcoming year. At least one goal should involve education, training or learning a new skill. Include indicators of success and activities the employee will undertake in order to achieve goals.)*

Employee & Supervisor collaborate to develop these three goals.
1.  2.  3.

**D. Professional Development** *(List professional development activities (seminars, SafeColleges training, ongoing education, workshops, etc.) completed in the past year.*

Employee Professional Development.
1.  2.  3.

**E. Additional Comments** *(Both the employee and supervisor are encouraged to add relevant additional comments or explanations of job performance or future work expectations.)*

Supervisor comments	Employee comments
1.  2.  3.	

☐ The supervisor and employee have reviewed and updated, if necessary, the employee job description.

☐ The supervisor and employee met to discuss this Performance Evaluation on \_\_\_\_\_.  
(date)

Supervisor \_\_\_\_\_ Employee  
Signature \_\_\_\_\_ Signature \_\_\_\_\_

(Approved by the Board of Administration November 9, 2018)

**RESIGNATION & RETIREMENT FORM**  
**(To be submitted to Human Resources)**

**Divine Word College**  
**Epworth, Iowa 52045**

Date: \_\_\_\_\_

**RESIGNATION or RETIREMENT:**

I, \_\_\_\_\_, wish to resign/retire from my position, classified as

\_\_\_\_\_  
(title)

at Divine Word College, for the following reason(s): (optional)

- |   |   |
|---|---|
| <input type="checkbox"/> To accept other employment | <input type="checkbox"/> Return to school   |
| <input type="checkbox"/> Illness                    | <input type="checkbox"/> Family reasons     |
| <input type="checkbox"/> Personal reasons           | <input type="checkbox"/> Leaving the area   |
| <input type="checkbox"/> To enter self-employment   | <input type="checkbox"/> Working conditions |
| <input type="checkbox"/> Military service           | <input type="checkbox"/> Retirement         |

Other: \_\_\_\_\_  
\_\_\_\_\_

My last day of actual work is: \_\_\_\_\_  
(date)

Name: \_\_\_\_\_  
(signature)

Address for forwarding mail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Updated 6-18-19

**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_

## CHAPTER 14: PRESIDENT AND RECTOR – AREAS OF CARE AND COMPETENCE

x.14.01.02

<b>Job title</b>	Rector of the SVD Religious Community
<b>Reports to</b>	Provincial Superior
<b>Classification</b>	Exempt
<b>Status</b>	Full Time

### Job purpose

The Rector of the SVD community is appointed by and accountable to the Provincial Superior to care for the spiritual and physical welfare of the members of the Epworth SVD religious community. He follows the general rights and duties outlined in Constitutions 214-219, 601-608, 611, 611.5, 611.11, 612, and 636-640. This job description was approved by the Provincial Superior, January 25, 1999.

### Duties and responsibilities

1. Stays aware of the physical well-being of the older and infirm members.
2. Works within the existing College formation program to assure that the members in temporary vows are adequately provided for in their spiritual lives.
3. Cares for the spiritual and physical welfare of members of other religious communities studying at Divine Word College.
4. Consults with the President of Divine Word College regarding matters of mutual concern, e.g. SVD personnel, schedules for College activities, representation at various events, etc.
5. Assigns rooms for guests and welcomes them to the community.
6. Prepares the daily schedule for the religious community, in consultation with the House Council, and in cooperation with the Dean of Students when the schedule involves students.
7. Coordinates requests for assistance at local parishes, determines the availability of the priests of the community, and assigns priests to the parishes and to the liturgies at Divine Word College.
8. Assigns cars for members of the community to use, especially during vacation periods, and for weekend parish ministry when necessary.
9. Convenes the House Council for voting on the novitiate applicants and members applying for renewal of vows. This includes collecting the evaluations of applicants for the novitiate from the pre-novitiate formation director and passing them on to the House Council for review and voting. He also gathers the evaluations of members in temporary vows from the members of the religious community and reviews them with the House Council prior to voting on the renewal of vows.
10. Coordinates and helps to plan the renewal of vows for members in temporary vows. This is done in consultation with the provincial after the members have been approved for renewal of vows by the Provincial and his council.
11. Convenes the House Council for discussion of issues relating to the religious community.
12. Schedules House Assemblies and SVD community meetings and prepares the agenda in consultation with the House Council.
13. Schedules recollections for the religious community in Advent and Lent, and arranges for speakers.

14. Prepares and oversees the annual budget for the religious community in cooperation with the SVD Community Treasurer and with the approval of the House Council. He appoints the SVD Community Treasurer after consultation with the House Council.
15. Represents the religious community at SVD events, or sees that the community is represented.
16. Initiates the planning for weekly community socials in collaboration with other members of the religious community. This also includes the planning for the following SVD community celebrations:
  - Welcoming of new SVD members or members from other religious communities;
  - SVD Family Feast in collaboration with the Dean of Students;
  - Monthly celebration of members' birthdays;
  - Jubilees/Anniversaries of SVD members that are celebrated at the College;
  - SVD community Christmas celebration; and
  - SVD end-of-the-school-year gathering which includes saying farewell to SVD members who are moving on to other assignments.
17. Prepares the Triennial Report as requested by the Provincial for the Generalate.
18. Presides at the community assembly for the election of local councilors following Province guidelines and those set forth in the *Handbook for Superiors*.
19. Convenes a House Chapter in preparation for the Provincial Chapter as requested by the Provincial and his council.
20. Oversees or delegates the distribution of Mass intentions for the priest members of the community.

#### Qualifications

- Member of the Society of the Divine Word.
- Master's degree minimum.
- Educational experience and practical experience in leadership preferred.
- Ability to lead an intercultural missionary community; experience in a culture other than his own preferred.
- Must have a valid driver's license.

#### Working conditions

- Ability to work nights and weekends.
- Willing to travel.
- Ability to work a flexible schedule, including evenings, weekends and holidays required.

#### Physical requirements

- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Ability to lift up to 25 pounds.

#### Direct reports

Initial approval:	January 25, 1999
Updated:	



AMENDED AND SECOND RESTATED ARTICLES OF INCORPORATION  
OF THE SOCIETY OF THE DIVINE WORD

WHEREAS, the current Articles of Incorporation of the Society of the Divine Word, an Iowa nonprofit corporation, were adopted on August 8, 1983 and filed with the Office of the Iowa Secretary of State on August 24, 1983 as "Restated Articles of Incorporation"; and

WHEREAS, Article XIV of the aforescribed Restated Articles of Incorporation provides that "Amendments to these Articles may be made at any meeting of the corporation, or at a special meeting called for that purpose, a majority of all members in interest, residing in Epwoflh, Iowa, voting for such amendment."; and

WHEREAS, all of the members of the Society of the Divine Word residing in Epworth, Iowa, having met on the date set forth hereinbelow, for purposes of considering amendments to the Articles of Incorporation, and having unanimously determined to adopt amendments, have, by their signature hereinbelow, passed and adopted the following "Amended and Second Restated Articles of Incorporation of the Society of the Divine Word", intending that the following shall replace and substitute for the previous Articles adopted August 8, 1983:

**ARTICLE I**

The name of this corporation shall be The Society of the Divine Word.

**ARTICLE II**

The duration of this corporation shall be perpetual.

**ARTICLE III**

The address of the corporation's initial registered office shall be 102 Jacoby Drive S W, Epworth, Iowa 52045, and the initial registered agent at that office shall be Rodney Bowers (the local Superior of the Order's religious community in Epworth, Iowa).

**ARTICLE IV**

The purposes for which the corporation is organized, are to promote and foster the religious, educational and charitable work of The Society of the Divine Word, an organization of the Roman Catholic Church, and shall have all of the powers granted to nonprofit corporations under the revised Iowa Nonprofit Corporation Act, Chapter 504 of the Iowa Code.

2008 MAY -8 AM 10:08  
SECRETARY OF STATE  
IOWA

## **ARTICLE V**

The number of members of the Board of Directors, and the manner of designating or electing the Board of Directors shall be as specified in the By-Laws of the corporation. The current members of the Board of Directors shall serve until their successors are designated or elected pursuant to the By-Laws. The By-Laws of the corporation shall prescribe the time, place, manner and method of holding annual meetings, and designating or electing the Board of Directors.

## **ARTICLE VI**

The power to make, amend, alter and repeal the By-Laws of the corporation and to adopt new By-Laws shall be vested in the Board of Directors, unless the revised Iowa Nonprofit Corporation Act, as amended, these Articles, or the By-Laws of the corporation require action by the members.

## **ARTICLE VII**

The corporation shall have only one class of members. Membership in the corporation shall consist of five members, all of whom shall be members of The Society of the Divine Word (the "Order"), and shall be ex-officio. There shall be no distinctions or differences in the rights or privileges of members. Each member shall be entitled to one vote on all matters submitted to a vote of members.

The ex-officio members of the corporation shall consist of the persons who from time to time hold the following offices of the Order:

- a. The Major Superior of the Chicago Province of the Order, a/k/a the "Provincial";
- b. The treasurer of the Chicago Province of the Order;
- c. The local Superior of the Order's religious community based in Epworth, Iowa, a/k/a the local Rector;
- d. The Vice local superior or Vice-Rector of the Order's religious community based in Epworth, Iowa;
- e. The President of Divine Word College, Epworth, Iowa.

### **ARTICLE VIII**

Upon dissolution of the corporation, all assets remaining after winding up of the affairs of the corporation, and payment of all charges, debts and obligations, shall be distributed to the Chicago Province of The Society of the Divine Word.

### **ARTICLE IX**

The corporation shall at all times be operated and its affairs conducted in such a manner as to qualify it as an organization exempt from taxation and qualified to accept tax exempt gifts under the revenue and tax laws of the United States and of the States in which it may be operating. The activities of the corporation shall be conducted exclusively for the accomplishment of its stated objectives and not for the pecuniary profit or benefit of its Board of Directors, members or officers, or any private individual, corporation or group. No part of the capital of the corporation or the earnings therefrom shall inure to the benefit of its Board of Directors, members or officers, or any private individual, corporation or group. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any

candidate for public office, Notwithstanding the foregoing, the corporation shall be authorized to pay reasonable compensation for services rendered.

### **ARTICLE X**

Statement Pursuant to Iowa Code Sections 504.1005(5) AND 504.1006(4): The foregoing Amended and Second Restated Articles of Incorporation consolidate all amendments into this single document. New amendments are included in this document, which new amendments were unanimously approved by the members in the manner required by Iowa Code Chapter 504, the Articles of Incorporation, and the By-Laws.

Dated this 10 day of April, 2008.

THE UNDERSIGNED BEING ALL MEMBERS OF THE SOCIETY OF THE DIVINE WORD RESIDING IN EPWORTH, IOWA:

<u>Anthony A. Kreiner</u>	<u>Stephen J. ...</u>	_____
<u>Joseph E. McDermott</u>	<u>Robert Brown, SVD</u>	_____
<u>Rev. Paul G. Leforge</u>	<u>Thanghoay</u>	_____
<u>Thomas J. Aschever, SVD</u>	<u>Walter Bunsafsky, SVD</u>	_____
<u>Wayne Till</u>	<u>Michael W. Hutchins</u>	_____
<u>William E. Shea, SVD</u>	_____	_____
<u>Kenneth J. Anich, SVD</u>	_____	_____
<u>Chris Dun</u>	_____	_____

**WAIVER OF NOTICE OF SPECIAL MEETING OF MEMBERS;**  
**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF AMENDMENT**

We, the undersigned, comprising all of the members of The Society of the Divine Word, an Iowa nonprofit corporation, and particularly, being all members of the Order of The Society of the Divine Word residing in Epworth, Iowa, hereby waive notice of a special meeting of The Society of the Divine Word called for purposes of amending and restating the Articles of Incorporation. We do hereby further each acknowledge having received and reviewed a copy of the proposed Amended and Second Restated Articles of Incorporation, being entitled the "Amended and Second Restated Articles of Incorporation".

Dated this 10 day of April, 2008.

THE UNDERSIGNED BEING ALL MEMBERS OF THE SOCIETY OF THE DIVINE  
WORD RESIDING IN EPWORTH, IOWA:

Anthony A. Kreinus

Stephen Guyon

Joseph E. McDermott

Rodney Boners, SVD

Rev. Paul H. LaFarge, SVD

Thang Hoang

Thomas J. Adams, SVD

Walter Bursafsky, SVD

Wayne Lill

Michael N. Shuchman

William E. Shea, SVD

Kenneth J. Aulich, SVD

Frederick

BY-LAWS  
OF  
SOCIETY OF THE DIVINE WORD  
an Iowa Nonprofit Corporation

**ARTICLE I**

**NAME; PURPOSES; AFFILIATION AND ECCLESIASTICAL AUTHORITY**

Section 1.1. Name. The name of the corporation is SOCIETY OF THE DIVINE WORD (the "Corporation"). The Corporation was originally formed under Articles of Incorporation filed August 26, 1933, which have since been amended and restated; and is governed by Chapter 504 of the Code of Iowa.

Section 1.2. Purposes. The purposes of the Corporation are to promote and foster the religious, educational and charitable work of the Society of the Divine Word, an organization of the Roman Catholic Church (the "Order").

Section 1.3. Affiliation and Ecclesiastical Authority. The Corporation was founded and is sponsored by the Order and is to be governed in accordance with the Canon Law of the Roman Catholic Church and the Constitutions of the Order. Actions contrary to such law or constitutions shall be null and void.

**ARTICLE II**

**OFFICES, AGENT AND RECORDS**

Section 2.1. Principal Office. The principal office of the Corporation shall be located at 102 Jacoby Drive S W, Epworth, Iowa 52045. The Corporation may have such other offices, in the State of Iowa or elsewhere, as the board of directors may from time to time determine.

Section 2.2. Resident Agent. As required by Iowa Code Chapter 504, the board of directors shall appoint a resident agent.

Section 2.3 Location of Records. If required by Iowa Code Chapter 504, the original, or attested copies, of the Articles of Organization of the Corporation, these By-Laws and records of all meetings of incorporators and members of the Corporation shall be kept in the State of Iowa for inspection by its members at the Corporation's principal office or an office of its clerk or resident agent.

### **ARTICLE III**

#### **MEMBERS**

Section 3\*1. Number and Qualifications. The Corporation shall have only one class of members. Membership in the Corporation shall consist of five members, all of whom shall be members of the Order and shall be ex officio as provided in Section 3.2. There shall be no distinctions or differences in the rights or privileges of members. Each member shall be entitled to one vote on all matters submitted to a vote of members.

Section 3.2. Ex Officio Members. The ex officio members Corporation shall consist of the persons who from time to time hold the following offices of the Order:

- a. The Major Superior of the Chicago Province of the Order, a/k/a the "Provincial";
- b. The treasurer of the Chicago Province;
- c. The local Superior of the Order's religious community based in Epworth, Iowa, a/k/a the local Rector;
- d. The Vice local superior or Vice-Rector of the Order's religious community based in Epworth, Iowa;
- e. The President of Divine Word College, Epworth, Iowa.

Section 3.3. Tenure and Termination. The tenure of any ex officio member described in Section 3.2 shall continue until said member ceases to hold the office giving rise to his status as a member or until his earlier death or resignation.

Section 3.4. Vacancies. Any vacancy occurring in the membership of the Corporation of an ex officio member described in Section 3.2, by reason of (a) death, (b) resignation, (c) failure of a person to or accept a position as member, (d) occurrence of a vacancy in any of the offices set forth in Section 3.2, (e) two or more of the offices set forth in Section 3.2 being held by one person, (f) increase in the number of ex officio members described in Section 3.2, or (g) any other reason, shall be filled in such manner as the members determine in their sole discretion. The tenure of any member so elected or appointed shall continue until the annual meeting of the members next following his election or appointment and until his successor is elected or appointed and qualified or until his earlier death, resignation or removal; provided that until the earlier death, resignation or removal of any member so elected or appointed, (i) the tenure of any member filling a vacancy occurring for the reason set forth in clause (d) above shall continue until the vacancy in the office set forth in Section 3.2 is filled and (ii) the tenure of any member filling a vacancy occurring for the reason set forth in clause (e) above shall continue until the offices set forth in Section 3.2 are no longer held by one person.

Section 3.5 Removal. Any member appointed or elected pursuant to Section 3.4 may be removed at any time, with or without cause, by the affirmative vote of at least two-thirds of the members.

Section 3.6. Annual Meeting. The annual meeting of the members and the conduct of other business shall be held on the first weekend of October in each year at the place of and immediately following the meeting of the Divine Word College Board of Trustees.

Section 3.7. Special Meetings. Special meetings of the members may be called at any time by the chairman of the board or the president or by a majority of the directors then in office and shall be called by the Secretary upon written application of three or more members and shall be held on the date and at the time and place designated in the call of the meeting.

Section 3.8. Notice of Meetings. Written notice date, time and place of every meeting of the members shall be given to each member at least 48 hours in advance of the meeting. Neither the business to be transacted at, nor the purpose of, any annual or special meeting of the members need be specified in the notice or waiver of notice of such meeting.

Notwithstanding the foregoing, if the purpose of any annual or special meeting of the members is: (i) to approve a director conflict of interest transaction; (ii) approve indemnification of another by the corporation; (iii) amend the Articles of Incorporation; (iv) approve a plan of merger; (v) sell, lease or dispose of all or substantially all of the corporation's assets; (vi) approve a corporate dissolution, then (a) notice of the date, time and place of such meeting shall be given to each member as required by Iowa law, and (b) the business to be transacted and the purpose of such meeting shall be specified in the notice of such meeting.

Section 3.9. Quorum and Adjournments. At each meeting of the members, the presence in person or by proxy of a majority of the members of the corporation shall constitute a quorum for the transaction of business. Any meeting of the members may be adjourned from time to time by a majority vote of the members present at such meeting. In the absence of a quorum, a majority of the members present in person or by proxy may adjourn the meeting from time to time, without further notice other than announcement at the meeting of the time and place of such adjourned meeting.

Section 3.10. Manner of Acting. A vote of a majority of the members present in person or by proxy at a meeting at which a quorum exists shall constitute action by the members, except as may be otherwise specifically provided by Chapter 504, the Articles of Incorporation of the Corporation or these By-laws.



Section 3.11. Organization. The chairman of the board shall preside at all meetings of the members and shall have the right to decide, without appeal, the order of business for such meeting and all procedural matters pending before the meeting, including the right to limit discussion as being unreasonably cumulative or prolonged or irrelevant to a pending question.

Section 3.12. Action by Consent of Members. Any action required by Chapter 504, the Articles of Incorporation of the Corporation or these By-Laws to be taken at a meeting of members, or which may be taken at such meeting, may be taken without a meeting, if prior to such action all members consent to the action in writing and the written consents are filed with the records of the meetings of the members.

Section 3.13. Compensation. Members shall not be entitled to compensation for their services in that capacity, but shall be entitled to reimbursement from the Corporation for reasonable expenses incurred in attending meetings or performing other duties as members of the Corporation.

#### **ARTICLE IV** **DIRECTORS**

Section 4.1. General Powers. The board of directors shall be the governing body of the Corporation. Except as otherwise provided by the Act, the Articles of Incorporation of the Corporation or these By-laws, the board shall manage the property and affairs of the Corporation, exercise all the powers, rights and privileges of the Corporation and do all acts and things which may be done by the Corporation; provided, however, that all actions of the board of directors shall be taken only in accordance with the Canon Law of the Roman Catholic Church and the Constitutions of the Order .

Section 4.2. Number and Qualifications. The board of directors shall consist of five persons, all of whom shall be members of the Order and shall be ex officio as provided in Section 4.3. Any vacancy occurring in the board of directors shall be filled as provided in Section 4.5.

Section 4.3. Ex Officio Directors. The ex officio directors of the Corporation shall consist of the persons who from time to time hold the following offices of the Order:

- a. The Major Superior of the Chicago Province of the Order, a/k/a the "Provincial";
- b. The treasurer of the Chicago Province;
- c. The local Superior of the Order's religious community based in Epworth, Iowa, a/k/a the local Rector;
- d. The Vice local superior or Vice-Rector of the Order's religious community based in Epworth, Iowa;

- e. The President of Divine Word College, Epworth, Iowa.

Section 4.4. Tenure and Termination. The tenure of any ex officio director described in Section 4.3 shall continue until said director ceases to hold the office giving rise to his status as a director or until his earlier death or resignation.

Section 4.5. Vacancies. Any vacancy occurring in the board of directors of an ex officio director described in Section 4.3, by reason of (a) death, (b) resignation, (c) failure of a person to qualify or accept a position as director, (d) occurrence of a vacancy in any of the offices set forth in Section 4.3, (e) two or more of the offices set forth in Section 4.3 being held by one person, (f) increase in the number of ex officio directors described in Section 4.3, or (g) any other reason, shall be filled in such manner as the board of directors determines in its sole discretion. The tenure of any director so elected or appointed shall continue until the annual meeting of the board of directors next following his election or appointment and until his successor is elected or appointed and qualified or until his earlier death, resignation or removal; provided that until the earlier death, resignation or removal of any director so elected or appointed, (i) the tenure of any director filling a vacancy occurring for the reason set forth in clause (d) above shall continue until the vacancy in the office set forth in Section 4.3 is filled and (ii) the tenure of any director filling a vacancy occurring for the reason set forth in clause (e) above shall continue until the offices set forth in Section 4.3 are no longer held by one person.

Section 4.6. Removal. Any director appointed or elected pursuant to Section 4.5 may be removed at any time, with or without cause, by the affirmative vote of at least two-thirds of the board of directors then in office.

Section 4.7. Annual Meetings. The annual meeting of the board of directors for the conduct of business shall be held on the first weekend of October in each year at the place of and immediately following the annual meeting of the members.

Section 4.8. Special Meetings. Special meetings of the board of directors may be called at any time by the chairman of the board or the president or by a majority of the directors then in office and shall be held on the date and at the time and place designated in the call of the meeting.

Section 4.9. Notice. No notice shall be required of the annual meeting of the Board of Directors. Written notice of the date, time and place of every special meeting of the board shall be given to each director at least 48 hours in advance of the meeting. Neither the business to be transacted at, nor the purpose of, any annual or special meeting of the board of directors need be specified in the notice or waiver of notice of such meeting. Notwithstanding the foregoing, if the purpose of any annual or special meeting of the board of directors is to make, alter, amend, repeal or adopt any by-law, then (a) notice of the date, time and place of such meeting shall be given to each director at least 7 days in advance of the meeting, (b) the

business to be transacted and the purpose of such meeting shall be specified in the notice of such meeting, and (c) a copy of the proposed by-law alteration, amendment, repeal or adoption, along with reasons for such alteration, amendment, repeal or adoption, shall be sent with the notice of such meeting. Any other by-law alteration, amendment, repeal or adoption may be made at such meeting if it is related to the proposed by-law alteration, amendment, repeal or adoption sent with the notice of such meeting.

Section 4.10. Quorum and Adjournments. At each meeting of the board of directors, the presence of a majority of the board of directors then in office shall constitute a quorum for the transaction of business. Any meeting of the board of directors may be adjourned from time to time by a majority vote of the directors present at such meeting. In the absence of a quorum, a majority of the directors present at a meeting may adjourn the meeting from time to time, without further notice other than announcement at the meeting of the time and place of such adjourned meeting.

Section 4.11. Manner of Acting. A vote of a majority of the directors present at a meeting at which a quorum exists shall be the act of the board, except as may be otherwise specifically provided by Chapter 504, the Articles of Organization of the Corporation or these By-Laws.

Section 4.12. Chairman of the Board. The Major Superior of the Province shall serve as chairman of the board, The chairman of the board shall preside at all meetings of the board of directors and members shall have such other duties as the board of directors may prescribe from time to time.

Section 4.13. Conflict of Interest. If a director is directly or indirectly a party to a transaction under consideration by the board of directors or any of its committees or is otherwise not disinterested in such transaction, such directors presence may be counted in determining whether a quorum is present but may not be counted when the board of directors or any of its committees takes action on the transaction. Such director shall disclose fully, in writing, to the directors his interest in and relationship to the transaction and the parties thereto prior to the time of such deliberations by the board of directors or of any of its committees.

Section 4.14. Action by Consent. Any action required by Chapter 504, the Articles of Organization of the Corporation or these By-Laws to be taken at a meeting of the board of directors, or which may be taken at such meeting, may be taken without a meeting, if prior to such action all directors consent to the action in writing and the written consents are filed with the records of the meetings of the board.

Section 4.15. Attendance by Conference Telephone. Members of the board of directors may participate in and act at any meeting of the board through use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other. Participation in such meeting by such means shall constitute attendance

and presence in person at the meeting of the person or persons so participating for all purposes including fulfilling the requirements of Sections 4.10 and 4.11.

Section 4.16. Compensation. Directors shall not be entitled to compensation for their services in that capacity, but shall be entitled to reimbursement from the Corporation for reasonable expenses incurred in attending meetings or performing other duties as directors of the Corporation.

## **ARTICLE V** **COMMITTEES**

Section 5.1. Executive and Other Committees. The board of directors, by resolution adopted by a majority of the directors in office, may, if and to the extent otherwise permitted by the Canon Law of the Roman Catholic Church and the Constitutions of the Order, designate and appoint an executive committee and one or more other committees. Each committee shall have one or more directors. To the extent provided in such resolution, each committee shall have and may exercise the authority of the board of directors in the management of the Corporation, but no such committee may (1) adopt a plan for the distribution of the assets of the Corporation or for dissolution; (2) approve or recommend to members any act that Chapter 504 requires to be approved by members; (3) fill vacancies on the board of directors or any of its committees; (4) elect, appoint or remove any officer or director or member of any committee, or fix the compensation of any member of any committee; (5) amend, alter or repeal these By-Laws or Articles of Incorporation of the Corporation; (6) adopt a plan of merger or adopt a plan of consolidation with another corporation; (7) authorize the sale, lease, exchange, pledge, mortgage or other disposition of all or any part of the property or assets of the Corporation; (8) authorize the incurrence of any indebtedness on behalf of the Corporation for any amount or amounts exceeding \$25,000 outstanding at anyone time, or any indebtedness due more than one year after the date of incurrence thereof; or (9) amend, alter or repeal or take action inconsistent with any resolution or action of the board of directors when the resolution or action provides by its terms that it shall not be amended, altered or repealed by action of a committee.

Section 5.2. Special Committees. The board of directors, by resolution adopted by a majority of the directors in office, may designate and appoint one or more special committees for such special purpose or purposes as the board shall determine; provided, however, that no such committee shall have the authority of the board of directors in the management of the Corporation. Any such committee shall consist of one or more directors, and any other person or persons appointed in such resolution.

## **ARTICLE VI**

### **OFFICERS**

**Section 6.1. Officers - General.** The officers of the Corporation shall consist of a President, a Vice President, a Secretary and a Treasurer, and such number of additional Vice Presidents, Assistant Secretaries and Assistant Treasurers as the board of directors may choose. Any two offices may be held by the same person. The officers of the Corporation shall be members of the Order.

**Section 6.2. Ex Officio Officers.** The ex officio officers of the Corporation shall consist of the persons who from time to time hold, respectively, the offices of the Order set forth opposite the offices listed below:

- (a) President -- The Local Superior of the Community;
- (b) Vice President The Vice Local Superior of the Community; and
- (c) Treasurer and Secretary -- The Treasurer of the Community.

**Section 6.3. Election of Officers.** Additional Vice Presidents and one or more Assistant Treasurers and Assistant Secretaries may be elected by the Board of Directors, to serve at the pleasure of the Board of Directors.

**Section 6.4. Term of Office and Removal.** The tenure of any ex officio officer described in Section 6.2 shall continue until said officer ceases to hold the office giving rise to his status as an officer or until his earlier death or resignation. The tenure of any officer elected or appointed pursuant to Section 6.3 or 6.5 shall continue until the next annual election of officers by the board of directors and until his successor is elected and qualified or until his earlier death, resignation or removal. Any officer elected or appointed pursuant to Section 6.3 or 6.5 may be removed at any time, with or without cause, by the affirmative vote of at least two-thirds of the board of directors then in office.

**Section 6.5. Vacancies.** Any vacancy occurring in any office may be filled by the Board of Directors in such manner as it may determine in its sole discretion.

**Section 6.6. Compensation.** Officers shall not be entitled to compensation for their services in that capacity, but shall be entitled to reimbursement for reasonable expenses incurred in attending meetings or performing other duties as officers of the Corporation.

**Section 6.7. Bonds.** The Board of Directors may require the officers, agents or employees of the Corporation to give bond to the Corporation, in such form and amount and with such surety as the board may determine, conditioned upon the faithful performance of their duties and upon the restoration to the Corporation when their services terminate of all books,

records, money and other things in their possession or control belonging to the Corporation. The cost of procuring such bonds shall be borne by the Corporation.

Section 6.8. Employment Contracts. Every employment for personal services to be rendered to the Corporation shall be at the pleasure of the Corporation unless the employment is for a specified term and pursuant to a written contract authorized or ratified by the Board of Directors or approved and signed on behalf of the Corporation by the president.

Section 6.9. President. The President shall be the chief executive officer of the Corporation and, subject to the direction and control of the board of directors, shall have general charge of the corporation's affairs and shall have such other duties as the board of directors may prescribe from time to time. Without limiting the foregoing, the President shall see that the resolutions of the board of directors are carried into effect, except in those instances in which that responsibility is specifically assigned to some other person by the board of directors; shall preside at meetings of the board of directors and members, in the absence of the chairman of the board; shall, except as and to the extent such authority shall be vested in a different officer or agent of the Corporation by the board of directors, have full power to vote in the name of the Corporation, in person or by general or limited proxy, all shares of stock and other voting securities owned by the Corporation; shall, except in those instances in which the authority to execute is expressly delegated to another officer or agent of the Corporation or a different mode of execution is expressly prescribed by the board of directors, have full power to execute in the name of the Corporation all instruments which have been authorized by the board of directors, including all deeds, mortgages, leases, bonds, contracts, checks, notes or other documents; shall have full power to hire such agents and employees as may be necessary or convenient in the conduct of the affairs of the Corporation and fix their compensation, prescribe their powers and duties and terminate their services at any time; and, in general, shall exercise all powers and perform all duties ordinarily exercised or performed by the chief executive officer of a corporation.

Section 6.10. Vice Presidents. The Vice President (and, if there is more than one Vice President, each of the Vice Presidents) shall assist the President in the discharge of his duties as the President may direct and shall perform such other duties from time to time as may be assigned by the President or the board of directors. In the absence of the President or in the event of his inability or refusal to act, the Vice President (or, if there is more than one Vice President, the Vice Presidents in the order designated by the chairman of the board, or by the board of directors if the chairman of the board has not made such designation, or by the President if neither the chairman of the board nor the board of directors has made such designation) shall temporarily act in place of the President.

Section 6.11. Secretary. The Secretary shall attend and act as secretary of all meetings of the board of directors and members; shall attend and act as secretary of all meetings of any committee of the board as the president or the board of directors so directs; shall give or cause to be given all notices provided for or required by Chapter 504 of the Iowa Code, the

Articles of Organization of the Corporation or these By-Laws; shall be custodian of the seal of the Corporation and cause the seal to be affixed to all documents executed on behalf of the Corporation if a corporate seal is required or appropriate; shall have charge of all books, records and papers of the Corporation relating to its organization or existence as a corporation and to the proceedings of directors of the Corporation; shall keep and file all reports, statements and other documents required by law except where the duty is explicitly imposed by law on some other officer, agent or employee; in general, shall exercise all powers and perform all duties ordinarily incident to the office of clerk and secretary of a corporation; and shall be a resident of the State of Iowa unless the Corporation shall have a duly appointed resident agent.

Section 6.12. Assistant Secretaries. The assistant Secretary (and, if there is more than one assistant Secretary, each of the assistant Secretaries) shall assist in the performance of the duties of the office of Secretary, under the control and direction of the Secretary. In the absence of the Secretary or in the event of his inability or refusal to act, the assistant Secretary (or, if there is more than one assistant Secretary, the assistant Secretary designated by the chairman of the board, or by the Board of Directors if the chairman of the board has not made such designation, or by the president if neither the chairman of the board nor the Board of Directors has made such designation) shall exercise the powers and perform the duties of the Secretary.

Section 6.13. Treasurer. The treasurer shall be responsible for the collection, receipt, custody, investment and disbursement of all corporate funds and securities; shall deposit all moneys and other valuable effects in the name of and to the credit of the Corporation in such banks or other depositories as may be designated by the board of directors or by an officer of the Corporation pursuant to any delegation of such authority by the board; shall be responsible for carrying out the policies of the Corporation relating to the approval, grant or extension of credit by the Corporation and for the procurement and maintenance of adequate insurance; and, in general, shall exercise all powers and perform all duties ordinarily incident to the office of treasurer for a corporation.

Section 6.14. Assistant Treasurers. The assistant treasurer (and, if there is more than one assistant treasurer, each of the assistant treasurers) shall assist in the performance of the duties of the office of treasurer, subject to the control and direction of the treasurer. In the absence of the treasurer or in the event of his inability or refusal to act, the assistant treasurer (or, if there is more than one assistant treasurer, the assistant treasurer designated by the chairman of the board, or by the board of directors if the chairman of the board has not made such designation, or by the president if neither the chairman of the board nor the board of directors has made such designation) shall exercise the powers and perform the duties of treasurer.

## **ARTICLE VII**

### **INDEMNIFICATION**

Section 7.1. Indemnification of Directors and Officers. The Corporation shall, to the fullest extent to which it is empowered to do so by Chapter 504 of the Iowa Code or any other applicable laws as may from time to time be in effect, 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, or any appeal thereof, whether civil, criminal, administrative or investigative, by reason of the fact that he is or was a director or officer of the Corporation, or that he is or was serving at the request of the Corporation as a director or officer of another corporation, partnership, joint venture, trust or other enterprise, against all expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding.

Section 7.2. Contract with the Corporation. The provisions of this Article VII shall be deemed to be a contract between the Corporation and each director or officer who serves in any such capacity at any time while this Article is in effect, and any repeal or modification of this Article VII shall not affect any rights or obligations hereunder with respect to any state of facts then or theretofore existing or any action, suit or proceeding, or any appeal thereof, theretofore or thereafter brought or threatened based in whole or in part upon any such state of facts.

Section 7.3. Indemnification of Employees and Agents. Persons who are not covered by the foregoing provisions of this Article VII and who are or were employees or agents of the Corporation, or who are or were serving at the request of the Corporation as employees or agents of another corporation, partnership, joint venture, trust or other enterprise, may be indemnified to the extent authorized at any time or from time to time by the board of directors; provided, however, that to the extent that such employee or agent has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding to which he was made a party by reason of the fact that he is or was an employee or agent acting in the above-described capacity, or in defense of any claim, issue or matter therein, the Corporation shall indemnify such employee or agent against expenses (including attorneys' fees) actually and reasonably incurred by him in connection therewith.

Section 7.4. Advance Payments. In accordance with Chapter 504, expenses indemnifiable under the preceding sections of this Article VII may be paid by the Corporation in advance of the final disposition of the action, suit or proceeding, or any appeal thereof, upon receipt of an undertaking by or on behalf of the director, officer, employee or agent to repay the amount so advanced if such person shall be adjudicated to be not entitled to indemnification under the Act, which undertaking may be accepted without reference to the financial ability of such person to make repayment.



Section 7.5. Other Rights of Indemnification. The indemnification provided or permitted by this Article VII shall not be deemed exclusive of any other rights to which those indemnified may be entitled by law or otherwise, and shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such person,

## **ARTICLE VIII** **MISCELLANEOUS**

Section 8.1. Loans or Contracts. Except to the extent expressly authorized pursuant to Section 5.1 or 5.2, no loans or contracts, including contracts for the sale or lease of property, shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. Such authority may be general or confined to specific instances.

Section 8.2. Leases and Rentals. Except to the extent expressly authorized pursuant to Section 5.1 or 5.2, no leases or rentals of lands, buildings or equipment, whether written or oral, shall be made on behalf of the Corporation, either as lessor or lessee, unless authorized by the Board of Directors. Provided, however, that the Board hereby approves and ratifies the "Lease for Building and Grounds" between this corporation and Divine Word College, as in effect on the date of adoption of these By-Laws.

Section 8.3. Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such general or special bank account or accounts, in such banks, trust companies or other depositories, as the board of directors may from time to time designate; and the board of directors may make such special rules and regulations with respect thereto, not inconsistent with the provisions of these by-laws, as it may deem expedient. The management of all funds of the Corporation shall be at the sole discretion of the board of directors.

Section 8.4. Gifts. The board of directors may authorize one or more officers, agents or employees of the Corporation to accept, on behalf of the Corporation, any contribution, gift, bequest or devise for the general purposes or for any special purposes of the Corporation, and such authority may be general or confined to specific instances.

Section 8.5. Definitions. All offices referred to in these bylaws, other than offices of the Corporation, shall be determined and defined under applicable ecclesiastical law and practice.

Section 8.6. Seal. The board of directors may adopt a corporate seal.

Section 8.7. Fiscal Year. The fiscal year of the Corporation shall begin on the first day of July and end on the last day of June in each year.

Section 8.8. Waiver of Notice. Whenever any notice is required to be given by Chapter 504, the Articles of Organization of the Corporation or these By-Laws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of notice. The presence of any director at any meeting without protesting the lack of notice of the meeting before its conclusion shall constitute a waiver of notice by him.

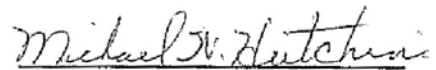

Section 8.9. Severability. If any provision of these by-laws, or its application to any person or circumstance, is held invalid, the remainder of these by-laws and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 8.10. Amendments. These by-laws may be made, amended, altered or repealed and new by-laws may be adopted (unless the Articles of Organization of the Corporation or these By-Laws specifically requires action by the members on a particular By-Law amendment), by the affirmative vote of at least two-thirds of the board of directors then in office. See Section 4.9 for Notice requirements.

Adopted on May 3, 2008.

  
\_\_\_\_\_  
Board Member  
  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member  
  
\_\_\_\_\_  
Board Member

**WRITTEN ACTION OF BOARD OF DIRECTORS OF  
THE SOCIETY OF THE DIVINE WORD**

The undersigned, being all of the Directors of The Society of the Divine Word, an Iowa nonprofit corporation ("Corporation"), acting pursuant to Iowa law, hereby approve and adopt the following resolutions:

RESOLVED, that the form, terms and provisions of the "Second Amended and Restated Articles of Incorporation of The Society of the Divine Word", be and the same are hereby approved and adopted in all respects, and said amendments contained therein are recommended for approval by the members of The Society of the Divine Word.

FURTHER BE IT RESOLVED, that the President or Secretary of the corporation be, and each of them hereby is, authorized, empowered

and directed to deliver the Amended and Second Restated Articles of Incorporation of The Society of the Divine Word, if approved by the members, to the Iowa Secretary of State for filing.

Executed as of the 10 day of April, 2008.

Mark E. Welus

Director

Michael N. Hutchins

Director

[Signature]

Director

[Signature]

Director

[Signature]

Director

**WAIVER OF NOTICE OF SPECIAL MEETING OF MEMBERS; ACKNOWLEDGEMENT OF  
RECEIPT AND REVIEW OF AMENDMENT**

We, the undersigned, comprising all of the members of The Society of the Divine Word, an Iowa nonprofit corporation, and particularly, being all members of the Order of The Society of the Divine Word residing in Epworth, Iowa, hereby waive notice of a special meeting of The Society of the Divine Word called for purposes of amending and restating the Articles of Incorporation. We do hereby further each acknowledge having received and reviewed a copy of the proposed Amended and Second Restated Articles of Incorporation, being entitled the "Amended and Second Restated Articles of Incorporation".

Dated this 10 day of April, 2008.

THE UNDERSIGNED BEING ALL MEMBERS OF THE SOCIETY OF THE DIVINE WORD RESIDING IN  
EPWORTH, IOWA:

Anthony A. Kreinus

Stephen Grayson

Joseph E. McDermott Rodney Boners, SVD

Rev. Paul H. Lutzges, SVD Thang Hoang

Thomas J. Rodano, SVD Walter Benafsky, SVD

Wayne Till Michael N. Dutchman

William E. Shea, SVD

Kenneth J. Anich, SVD

James Alan

**AMENDED AND RESTATED  
ARTICLES OF INCORPORATION  
OF  
DIVINE WORD COLLEGE**

WHEREAS, the Articles of Incorporation of Divine Word College, an Iowa nonprofit corporation, consist of:

- i) Articles of Incorporation adopted on October 30, 1967 and filed with the Office of the Iowa Secretary of State on October 31, 1967.
- ii) An Amendment adopted May 5, 1972 and filed September 19, 1972; and
- iii) An Amendment adopted May 24, 1974 and filed September 25, 1974;

AND WHEREAS, Article XV of the Articles provides that “these Articles may be amended by a majority vote of the members of the Board of Directors at their annual meeting, or at a special meeting called and held for that purpose, except Article X which may be amended only by the unanimous approval of the Board of Trustees”;

AND WHEREAS, the members of the Board of Directors of Divine Word College, having met at an annual meeting on the date set forth hereinbelow, for purposes of considering amendments to the Articles of Incorporation, and having unanimously determined to adopt amendments, have, by their signatures hereinbelow, passed and adopted the following “Amended and Restated Articles of Incorporation of Divine Word College”, intending that the following shall replace and substitute for the previous Articles adopted October 30, 1967, as amended:

**ARTICLE I**

The name of this corporation shall be Divine Word College.

**ARTICLE II**

The duration of this corporation shall be perpetual.

**ARTICLE III**

The address of the corporation’s initial registered office shall be 102 Jacoby Drive SW, Epworth, Iowa 52045, and the initial registered agent at that office shall be Fr. Michael Hutchins (the President of Divine Word College).

#### **ARTICLE IV**

The names and addresses of the original incorporators were:

Edward G. Dudink	Epworth, Iowa
Edgar T. Oehler	Epworth, Iowa
Leonard Bauer	Epworth, Iowa

#### **ARTICLE V**

##### **PURPOSES, OBJECTS AND POWERS**

The purposes for which the corporation is organized, are to establish, operate, and maintain an institution of education and learning, for the instruction of students in religion, philosophy, literature, the arts and sciences, languages, ancient and modern history, and other branches of learning necessary or useful in the professions or courses which they may choose; an institution which will qualify and be eligible for federal and/or state benefits and grants, student exchange programs within and without the United States, as are or hereafter may be extended to institutions of similar nature; and in connection with the operation thereof, to confer degrees including graduate degrees in philosophy and the other arts and sciences, usually conferred by such institutions at such times, in such manner and upon such conditions as may be determined by the Board of Trustees.

The Corporation shall have all of the powers granted to nonprofit corporations under the revised Iowa Nonprofit Corporation Act, Chapter 504 of the Iowa Code.

#### **ARTICLE VI**

##### **MEMBERS**

The members of this corporation shall consist of the duly and perpetually professed members of The Society of the Divine Word, who are attached to and residing at the Divine Word College located in the town of Epworth, Iowa, and in addition thereto any other members of The Society of the Divine Word who shall be, by office or by substitution with the Power of Attorney, as described hereinunder in Article VII, No. 1, members of the Board of Directors and any other persons who shall be elected or appointed.

#### **ARTICLE VII**

##### **BOARD OF DIRECTORS**

1. MEMBERS: The initial Board of Directors at the time of making this amendment shall be five (5) Directors, consisting ex officio of the Provincial Superiors of the United States Provinces of the Society of the Divine Word, the Vice Provincial of the Chicago Province, and one member appointed from the Chicago Province or their official substitute, or of such other members of the Society of the Divine Word as these shall appoint to serve as their true and lawful attorneys, for them, and each of them, in their own names, places and stead with full power of substitution until the next annual meeting to vote as their respective proxy at any and all meetings, regular or special, or any adjournments thereof, and give and grant to their respective attorneys all the powers the hereunder named Directors would possess if personally present. **The number and composition of the Board of Directors may be hereafter prescribed by the Bylaws as adopted by the Board.**

2. OFFICERS: The Officers of the Board of Directors shall consist of a Chairmen, Vice Chairman, Secretary and Treasurer.

3. RIGHTS AND DUTIES:

- (a) To attend the meetings of the Board of Trustees.
- (b) To pass and approve the annual budget as recommended for approval by the Administration and approved by the Board of Trustees.
- (c) To adopt the initial By-Laws of this corporation, and to give final approval to any action of the Board of Trustees by which the latter shall seek to alter, amend or repeal the By-Laws or adopt new By-Laws.
- (d) To do any and all things necessary and proper in the performance of their duties as Directors of this corporation.

4. MEETINGS: The annual meeting of the Board of Directors shall be held in May of each year, at a place designated by the Chairman, pursuant to notice duly given of the time and place where said meeting shall be held. Special meetings may be called throughout the year by the Chairman or Vice Chairman if the majority of the Board may warrant and demand.

## **ARTICLE VIII**

### **BOARD OF TRUSTEES**

1. MEMBERS: The Board of Trustees shall consist of not less than thirteen (13) nor more than thirty (30) members. The members shall be:

- a. Ex Officio Members: All members of the Board of Directors and the President of the College shall be ex-officio members of the Board of Trustees.

- b. Elected Members: The remaining members, other than Ex-Officio Members, shall be elected by the currently serving Board of Trustees. Elected members shall include at least one faculty member, who shall be nominated by the College faculty, and elected by the Board of Trustees; and such other members elected by the Board of Trustees.
- c. Term: Elected members serve for a period of three years each, and may be re-elected. After having served three consecutive terms, these trustees must step down from the Board for a one-year hiatus before becoming eligible for re-election.

2. OFFICERS: The Chairman and Vice Chairman of the Board of Trustees shall be the same persons who serve as Chairman and Vice Chairman of the Board of Directors. In the absence of both, if a quorum of the Board of Trustees still exists, the President of the College shall substitute as Chairman.

3. QUORUM: A majority of the Trustees shall constitute a quorum for the transaction of business.

4. RIGHTS AND DUTIES:

- (a) To be legally responsible for the institution fulfilling the distinctive purposes for which it was founded, and to direct the evolution of these aims as time and the Society demand.
- (b) To oversee and approve the kind of education offered; to make certain that its quality meets the highest standards; to help plan for educational growth. The Trustees will not legislate the particulars of curriculum or instructions. They can and should make general judgments concerning the kind and quality of the program and should insist that it be appropriate and excellent.
- (c) To counsel with and support the President of the institution, relying on him for leadership in educational policy and planning, and assisting him in the exercise of that leadership.
- (d) To alter, amend or repeal the By-Laws, or adopt new By-Laws, subject to the final approval of the Board of Directors.
- (e) To review and approve the annual budget.
- (f) To elect the President of the College.



5. MEETINGS: A meeting of the Board of Trustees shall be held at least twice a year in the spring and in the fall (the first weekend of May and October) at a time previously designated by the President of the College. These meetings shall ordinarily be held at the principal place of business at Epworth, Iowa.

#### **ARTICLE IX** **BY-LAWS**

The Board of Directors shall have power to adopt the initial By-Laws of the corporation, not contrary to the laws of this State, or in violation of these Articles, and they shall give final approval to any action of the Board of Trustees by which the latter shall seek to alter, amend or repeal the By-Laws or adopt new By-Laws. The By-Laws may contain any provisions for the regulation and management of the affairs of this corporation not inconsistent with law or the Articles of Incorporation.

#### **ARTICLE X** **EXEMPTION OF PRIVATE PROPERTY FROM CORPORATE LIABILITY:**

The private property of the members, directors, trustees and officers of this corporation shall be exempt from liability for the debts of this corporation.

#### **ARTICLE XI** **ENDOWMENTS**

The President of the College, or any other person or persons selected by the President, shall take charge of any endowment or other like fund, and may invest, manage and dispose of the same in accordance with the purpose for which it was created, subject to such regulations as the body by which he or they were elected may from time to time prescribe; and shall have the power to make contracts regarding, and to collect and sue for, and in all ways to control and protect any property belonging or which should belong to any such funds.

#### **ARTICLE XII** **CORPORATE SEAL**

This corporation shall have a corporate seal which may be altered from time to time by action of the Board of Trustees.

#### **ARTICLE XIII** **NONPROFIT ORGANIZATION & OPERATION**

This corporation shall have no capital stock nor shall it afford any pecuniary gain, incidentally or otherwise, to its members.

The corporation shall at all times be operated and its affairs conducted in such a manner as to qualify it as an organization exempt from taxation and qualified to accept tax exempt gifts under the revenue and tax laws of the United States and of the States in which it may be operating. The activities of the corporation shall be conducted exclusively for the accomplishment of its stated objectives and not for the pecuniary profit or benefit of its Board of Directors, members or officers, or any private individual, corporation or group. No part of the capital of the corporation or the earnings therefrom shall inure to the benefit of its Board of Directors or Trustees, nor its members or officers, or any private individual, corporation or group. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding the foregoing, the corporation shall be authorized to pay reasonable compensation for services rendered.

Upon dissolution of the corporation, all assets remaining after winding up of the affairs of the corporation, and payment of all charges, debts and obligations, shall be distributed to the Chicago Province of The Society of the Divine Word.

#### **ARTICLE XIV** **CORPORATE EXISTENCE**

The Articles of the corporation herein shall have perpetual duration.

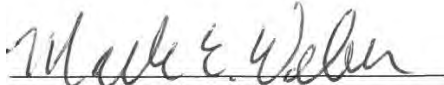
#### **ARTICLE XV** **AMENDMENTS**

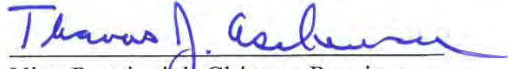
These Articles may be amended by a majority vote of the members of the Board of Directors at their annual meeting, or at a special meeting called and held for that purpose, except Article X which may be amended only by the unanimous approval of the Board of Trustees.

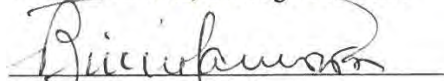
**Statement Pursuant to Iowa Code Sections 504.1005(4) AND 504.1006(4):** The foregoing Amended and Restated Articles of Incorporation consolidate all amendments into this single document. New amendments are included in this document, which new amendments were approved by the Board of Directors, and which did not require approval by the members.

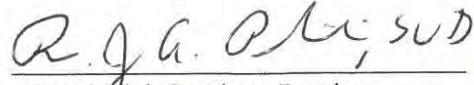
Dated this 4 day of October, 2008.

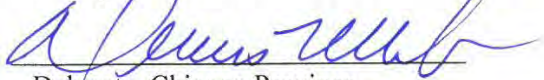
**THE UNDERSIGNED BEING ALL MEMBERS OF THE BOARD OF DIRECTORS OF  
DIVINE WORD COLLEGE:**

  
Provincial, Chicago Province

  
Vice Provincial, Chicago Province

  
Provincial, Western Province

  
Provincial, Southern Province

  
Delegate, Chicago Province

**MISSION STATEMENT**

**AND**

**BY-LAWS**

**OF**

**DIVINE WORD COLLEGE**

Revised: 10/6/07

Revised: 6/2/10

Revised: 1/7/16

Revised: 8/4/18

## **MISSION STATEMENT**

**OF**

## **DIVINE WORD COLLEGE**

### **Section 1**      **Mission Statement**

Divine Word College, a Roman Catholic seminary in the tradition of the Society of the Divine Word, educates men and women for missionary service as priests, brothers, sisters and laypersons. For this purpose, we offer an education that combines spiritual formation, a liberal arts curriculum, language learning and mission preparation within an environment that teaches and honors the rich cultural diversity of the world. This spiritual, academic, and experiential preparation serves the particular learning needs of our students, promotes their development as whole and responsible persons, and fosters a lifelong commitment to serving God's people.

### **Section 2**      **Core Beliefs of Divine Word College**

Divine Word College embodies and gives expression to several beliefs fundamental to the Society of the Divine Word.

- The Church is missionary by its very nature.
- God calls some to give special witness to the Church's missionary mandate.
- The missionary charism of the Society of the Divine Word, its history, heritage and hopes, is a significant contribution to the Church's missionary outreach.
- Service to the local churches through apostolic ministry demands the proper education and spiritual formation of future missionaries.

### **Section 3**      **Core Values of Divine Word College**

**Diversity** – Student recruitment efforts, the intercultural studies major, the spiritual formation program, intercultural activities, and the international teaching experience of the faculty foster and support cultural diversity at Divine Word College. Students, faculty, staff and friends of the college grow in intercultural community reflecting the strong international mission of the Society of the Divine Word.

**Opportunity** – A program of generous scholarship assistance, an Intensive English Language Institute, a low teacher-student ratio and other academic resources meet the learning needs of Divine Word College students, especially those from immigrant and refugee communities. This commitment of College resources demonstrates an historic interest of the Society of the Divine Word in the United States in enabling the marginalized to assume their rightful place within the Church.

**Community** – Active involvement by members of the Society of the Divine Word in the life of the College, the organization of students into small faith communities, the Friends Across Nations program, and the interdependence among departments and personnel foster a close-knit community at Divine Word College. College personnel in community portray the determination of the priests and brothers of the Society of the Divine Word to build community among themselves, their collaborators and those they seek to serve.

**Spiritual Growth** – An integrated program of spiritual direction, group retreats, daily and special liturgies, and regular prayer opportunities support Divine Word College students, faculty, staff, and friends in the discernment of their call to follow Jesus Christ. While pursued within community, spiritual growth is highly and intensely personal.

**Service** – Outreach to the elderly at area nursing homes, to the poor in homeless shelters and at soup kitchens, to youth in religious education programs, and to disabled children in local care facilities are important aspects of Divine Word College's efforts to follow the example of Jesus Christ who came "not to be served, but to serve." Students and faculty members regularly put themselves at the service of the local and regional community.

**Integrity** – Honesty in academic policies and practices, respect for each student's freedom in vocational discernment, the provision of just compensation and fair treatment for employees, and an adherence to high ethical standards in fundraising efforts and financial reporting help ensure that Divine Word College lives its mission and delivers on its promise.

**Lifelong Learning** – A liberal arts program opens students to new worlds of knowledge, broadens intellectual horizons, and provides the critical skills increasingly necessary for informed leadership and service. Carefully designed

curricula lead students to an appreciation of the complex and changing social environments of our time. Educational programs open to the wider community demonstrate Divine Word College's commitment to lifelong learning as a key to effective religious and missionary service.

#### Section 4      **Vision Statement**

Divine Word College aspires to excel in the spiritual and academic formation of missionaries who are grounded in faith, broadly educated in the liberal arts, cross-culturally competent to appreciate and honor the rich diversity of the world, and committed to serving God's people. Toward these ends, the College seeks to advance the following goals and priorities:

1.      Provide a continuously updated, high quality undergraduate education that is interculturally informed and rooted in the liberal arts.
2.      Offer an outstanding religious formation program that embodies SVD charism, values, and objectives and, for seminary students, meets the expectations of the U.S. Catholic Bishops' *Program of Priestly Formation*.
3.      Recruit, develop, and retain a cadre of well qualified and competent faculty and staff who are committed to advancing the College's mission.
4.      Maintain an optimum level of student enrollment that is consistent with the requirements of excellence in teaching and learning.
5.      Take full advantage of technology to enhance teaching and learning as well as to maximize operational efficiencies.
6.      Marshal adequate resources and strive toward financial independence through development efforts and endowment opportunities.
7.      Assure adequate physical facilities through a program of scheduled maintenance and careful projection of future housing requirements.
8.      Promote the international mission of the Society of the Divine Word and the College to external constituencies through a series of special cultural

and educational events, school visits, support groups, and short-term visits to the College by external groups.



**BY-LAWS**  
**OF**  
**DIVINE WORD COLLEGE**  
**EPWORTH, IOWA**

**ARTICLE I: NAME**

The name of this institution is Divine Word College serving the Society of the Divine Word and its mission and is located in the town of Epworth and incorporated under the laws of the State of Iowa as a nonprofit, tax exempt institution operating exclusively for religious, charitable and educational purposes (within the meaning of Section 501 (C) of the Internal Revenue Code).

**ARTICLE II: PURPOSE**

The purpose of this corporation is to establish and carry on a college of higher learning, primarily for members of and candidates for the Society of the Divine Word, secondarily for members and candidates of other Religious Institutes and dioceses, to award diplomas and to grant and confer any and all degrees in accordance with the laws of the State of Iowa; and to do all things deemed advisable to advance the cause of education generally in the service of the Church and society.

**ARTICLE III: AFFILIATION AND ECCLESIASTICAL AUTHORITY**

This College is founded and sponsored by the Society of the Divine Word and is to be governed in accord with the Canon Law of the Roman Catholic Church and the Constitutions of the Society of the Divine Word. Actions contrary to any of these laws and constitutions shall be null and void.

**ARTICLE IV: POWERS OF THE BOARD OF DIRECTORS**

As a legal entity distinct from the Board of Trustees, the Divine Word College Board of Directors shall have the following powers in accordance with these By-Laws, with the Code of Canon Law,

with the Constitutions of the Society of the Divine Word, and with the advice and counsel of the Board of Trustees:

- a) To approve any changes in the College's statement of mission as may be recommended by the Board of Trustees.
- b) To receive and acquire monies by gift or otherwise and to hold or dispose of real and personal property, as well as to lease, sell, rent or exchange these holdings; to make investments of its funds; to borrow monies secured by mortgages on its property or otherwise; to accept gifts and bequests and to act as executor and trustee whenever necessary; in the case of bequests to apply the principal or interest as may be directed by the donor or as the Board of Trustees may determine in the absence of such direction; to have and to hold, to buy and to sell such property, real and personal, as may be necessary to carry out the purposes for which this Corporation is formed; to borrow money for its uses and purposes and to execute and deliver notes or other evidences of indebtedness for the same.
- c) To amend these By-Laws, with approval of the Board of Trustees as stipulated in the Articles of Incorporation; and to amend the Articles of Incorporation when necessary, in the manner as provided for in the Articles.

## **ARTICLE V: MEMBERSHIP OF THE BOARD OF DIRECTORS**

**Section 1** The Board of Directors shall consist ex-officio of the Provincial Superior and the Vice Provincial of the Chicago Province; and three other members of the Society of the Divine Word elected by the Board of Directors. The term of office for elected members shall be for three years.

In order to effectuate this reconstitution of the Board of Directors, the (current) Board of Directors adopting this amendment shall, upon passage of this amendment, then be effectively replaced and their offices terminated. The new two ex-officio Directors provided for shall then proceed to elect the additional three *elected Directors* contemplated by this amendment, as provided below.

At the time of adoption of this amendment, three Directors shall be elected to fill the positions of *elected Directors*, two Directors to hold an initial term of office until the *May, 2011* annual meeting, and the other one to hold an initial term of office until the **May, 2012** annual meeting. Upon expiration of those

initial terms, such elected directorships shall at such time and thereafter be filled by elected Directors to serve three-year terms.

Section 2 The Chairman of the Board of Directors shall be the Provincial of the Chicago Province of the Society of the Divine Word. The Vice-Chairman of the Board of Directors shall be the Vice-Provincial of that same province who shall preside at meetings of the Board of Directors in the absence of the Chairman. The Board of Directors may elect a Secretary from outside the Board of Directors membership who shall maintain the minutes and other records of the Board of Directors but shall not be counted as part of a quorum.

## **ARTICLE VI: MEETINGS OF THE BOARD OF DIRECTORS**

Section 1 The annual meeting of the Board of Directors shall be held in May at a place designated by the Chairman, pursuant to 14 days advance written notice duly given of the time and place where said meeting shall be held.

Section 2 Special meetings may be held at any time at the call of the Chairman or Vice Chairman if the majority of the Board may warrant and demand. Such call shall be given to the members of the Board of Directors at least five (5) days in advance of the date for which the meeting is called and shall state the purpose for which it is called. Any matters may be considered at the special meeting, however, whether or not specified in the notice of call.

Section 3 Members of the Board of Directors may participate in and act at any meeting of the Directors through use of a conference telephone or other communications equipment. Participation in such meeting by such means shall constitute attendance and presence in person at the meeting of the person or persons so participating for all purposes, fulfilling the requirements for attendance and voting.

Section 4 A quorum for the transaction of business at the annual meeting or any special meeting shall consist of not less than four members of the Board of Directors, present in person or by written proxy.

Section 5 Minutes of annual and any special meetings shall be sent to members of the Board of Directors within thirty (30) days. The minutes shall be approved by formal vote at its subsequent meeting.

#### **ARTICLE VII: PURPOSES AND POWERS OF THE BOARD OF TRUSTEES**

The purposes of the Board of Trustees shall be policy making, the assurance of sound management, and active participation in the provision of necessary funds to operate the College. Except as otherwise provided in these By-Laws, in the Articles of Incorporation or in the laws of the State of Iowa, the Board has responsibility to determine general, educational, financial and related policies deemed necessary for the administration and development of the College in accordance with its stated mission as ultimately approved by the Board of Directors. The Board of Trustees shall:

- a) Review periodically the purposes and mission of the institution.
- b) Select the Chief Executive Officer a/k/a the President of the institution.
- c) Ensure that there is a sound institutional planning process.
- d) Recommend, review and approve changes in the educational programs of the institution, consistent with its mission.
- e) Establish policies and procedures regarding salary schedules, appointment, promotion, tenure and dismissal of faculty members.
- f) Approve and authorize all earned and honorary degrees.
- g) Oversee and approve the budget of the institution, and establish policy guidelines for the endowment and for all investments and major fund raising efforts.
- h) Authorize the construction of new buildings and major renovations of existing buildings.
- i) Authorize the incurring of debts by the institution and securing thereof by mortgage and pledge or real and personal property tangible and intangible.

- j) Authorize officers or agents of the institution to accept gifts or bequests on behalf of the institution.
- k) Ensure that adequate due process policies and procedures exist.
- l) To amend these By-Laws, with approval of the Board of Directors, as stipulated in the Articles of Incorporation.

## **ARTICLE VIII: MEMBERSHIP OF THE BOARD OF TRUSTEES**

**Section 1** The Board of Trustees shall consist of not fewer than thirteen (13) nor more than thirty-five (35) members. The members shall be: (revised 8/4/18)

- a. Ex Officio Members: All members of the Board of Directors and the President of the College shall be ex-officio members of the Board of Trustees.
- b. Elected Members: The remaining members, other than Ex-Officio Members, shall be elected by the currently serving Board of Trustees. (revised 1/7/16)
- c. Term: Elected members serve for a period of three years each, and may be re-elected. After having served three consecutive terms, these trustees must step down from the Board for a one-year hiatus before becoming eligible for re-election.

**Section 2** New members of the Board of Trustees shall be elected by the Board from among nominees presented by the Membership Committee.

**Section 3** After each three-year term the trustee will complete a personal self-evaluation of his or her participation on the Board and will dialogue with the Board Chair regarding the self-evaluation.

**Section 4** Any member of the Board of Trustees may be removed from office upon the vote of two-thirds (2/3rds) of the membership of the Board if he fails to attend three (3) consecutive meetings of the Board without a valid excuse.

**Section 5** Upon such removal, a vacancy shall be deemed to exist among the Trustees, and the Board shall thereafter have the right to fill the vacancy as provided in these By-Laws.

**Section 6** Any member wishing to resign may do so by submitting his/her resignation in writing to the Chairman of the Board of Trustees. The resignation becomes effective on the date of acceptance by the Board of Trustees.

#### **ARTICLE IX: EMERITI TRUSTEES**

A Trustee who has served with unusual distinction for two or more terms, may, upon recommendation of the Membership Committee on Trustees, be elected by a majority of the Trustees present at any meeting as Trustee Emeritus for a life-time term. Trustees Emeriti shall be entitled to receive notices of all meetings of the Board, to attend and speak at all meetings, to receive minutes of all meetings of the Board and Executive Committee and to be members of all committees except the Executive Committee. They shall have the power to vote in meetings of any Committee on which they serve, but shall not have voting powers in meetings of the Board of Trustees, nor shall they be elected to any office of the Board or as Chairperson of any standing Committee. A Trustee Emeritus shall not be counted as a member of the Board of Trustees in determining a quorum.

The total number of Trustees Emeriti shall not exceed one-third of the total number of regular voting Trustees.

#### **ARTICLE X: OFFICERS**

**Section 1** The officers of the Corporation shall be a Chairman of the Board of Trustees, a Vice-Chairman of the Board of Trustees, a President a/k/a Chief Executive Officer, a Vice-President, a Treasurer, and a Secretary, and such other officers as may be elected in accordance with the provisions of this Article. The Board of Trustees may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem advisable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Trustees. Any two or more offices may be held by the same person, except the offices of President and Secretary. The Chairman and Vice-Chairman of the Board of Trustees shall be the Chairman and

Vice-Chairman of the Board of Directors respectively. The Vice-President, Treasurer and Secretary of the Corporation shall not be Trustees.

- Section 2      **Election and Term of Office.** Subject to the provisions of this Section 2, the officers of the Corporation shall be elected by the Board of Trustees at the May meeting of the Board of Trustees. If the election of officers shall not be held at such meeting, such election shall be held thereafter as conveniently scheduled. Vacancies may be filled or new offices created and filled at any meeting of the Board of Trustees. The President shall hold office at the pleasure of the Board of Trustees. Each of the other officers shall hold office for a term of three years and until a successor shall have been qualified.
- Section 3      **Removal.** Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board of Trustees whenever in its judgment the best interests of the Corporation would be served thereby. Any such removal shall not affect any contract rights of such officer or agent.
- Section 4      **Vacancies.** A vacancy in any office, except that of Chairman and Vice-Chairman, because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Trustees for the unexpired portion of the term.
- Section 5      **Chairman of the Board.** The Chairman of the Board shall preside at all meetings of the Board of Trustees. He shall, if authorized by the Board of Trustees, sign any and all documents authorized by the Board of Trustees to be executed, and shall perform such other duties as from time to time may be assigned to him by the Board of Trustees.
- Section 6      **Vice-Chairman of the Board.** The Vice-Chairman of the Board shall, in the absence of the Chairman of the Board or in the event of his disability or refusal to act, perform the duties of the Chairman of the Board, and when so acting, shall have the powers and be subject to the restrictions of the Chairman of the Board. The Vice-Chairman of the Board shall also perform such other duties as shall be assigned to him from time to time by the Board of Trustees.
- Section 7      **President.** The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He may sign, either with the Secretary or any other proper officer of the Corporation authorized by the Board of Trustees:

- (i) any deeds as authorized by the Board of Directors as provided hereinabove;
- (ii) any mortgages, bonds, contracts, or other instruments which the Board of Directors or Board of Trustees have authorized to be executed,

except in cases where the signing and execution thereof shall be expressly delegated by the Board of Trustees or by these By-Laws or by statute to some other officer or agent of the Corporation; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Trustees from time to time. The position of President and Chief Executive Officer is more fully described below at Article XI.

Section 8      **Vice-President.** The Vice-President shall, in the absence of the President or in the event of his inability or refusal to act, perform the duties of President, and when so acting, shall have the powers and be subject to all the restrictions of the President. The Vice-President shall perform such other duties as from time to time may be assigned to him by the President or the Board of Trustees.

Section 9      **Treasurer.** If required by the Board of Trustees, the Treasurer shall give a bond for the faithful performance and discharge of his duties in such sum and with such surety as the Trustees shall determine. He shall have charge and custody of and be responsible for all funds and securities of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Trustees, and in general shall perform all the duties as from time to time may be assigned to him by the President or the Board of Trustees.

Section 10     **Secretary.** The Secretary shall keep the minutes of the meetings of the members and the Board of Trustees in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these By-Laws; keep a register of the post office address of each member and Trustee; and in general perform all duties as from time to time may be assigned to him by the President or by the Board of Trustees.

Section 11     **Assistant Treasurers and Secretaries.** The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the President or the Board of Trustees.



## **ARTICLE XI: CHIEF EXECUTIVE OFFICER/PRESIDENT**

**Section 1** The Board of Trustees shall elect a Chief Executive Officer of the institution/President to serve at the pleasure of the Board of Trustees. He shall be a member of the Society of the Divine Word. A two-thirds (2/3rds) vote of the Trustees present at a regularly constituted meeting shall be necessary to elect or to remove the Chief Executive Officer from office. In the event of vacancy, the Board of Trustees shall appoint an acting Chief Executive Officer and a special Search Committee to submit nominations for office.

**Section 2** The Chief Executive Officer shall be the chief educational and administrative officer of the institution. He shall exercise general responsibility for the overall affairs of the institution and shall bring those matters to the attention of the Board of Trustees that are appropriate and necessary to keep it fully informed and to enable it to meet its policy-making responsibilities. The Chief Executive Officer shall be ex-officio a member of the Board of Trustees, and of all committees of the Board, with/without power to vote. He shall further see that the institution's plant and properties are managed properly, maintained and supervised.

**Section 3** The Chief Executive Officer shall be responsible for the effective organization of the faculty, shall be regarded as a member of the faculty with vote, and shall represent the faculty and other employees of the institution in meetings of the Board of Trustees and its committees. At the direction of, and in cooperation with, the Board of Trustees, he shall be responsible for overseeing financial support programs for the objectives and programs of the institution and for representing the institution or causing to be represented, as may be necessary and appropriate, before the Church, other institutions of learning, and public and private bodies.

**Section 4** The Board of Trustees shall elect the Chief Executive Officer/President preferably from a slate of three nominees submitted by a search committee appointed by the Chairman of the Board. From among these nominees the Board will elect the Chief Executive Officer for a term of three years from the date on which he assumes office. This term is renewable indefinitely.

**Section 5** In the event the President wishes to resign from office he shall submit a written notice of his intention to resign to the Board of Trustees at least one year prior

to the proposed date of his resignation and said resignation shall become effective upon acceptance by the Board of Trustees.

Section 6 In the event that a majority of the entire Board of Trustees shall submit a written demand to the President that he resign from office, the President's term of office shall terminate six (6) months from the date of service of the written demand for his resignation upon him.

## **ARTICLE XII: MEETINGS**

Section 1 There shall be two (2) regular meetings of the Board of Trustees annually, which shall be held in the spring and fall (on the first Saturday in October and May) on such date as may be designated either by the Board or by the Chairman or by the President at least a month in advance. The annual meeting of the Board shall be the last meeting each fiscal year. These meetings shall be held at the principal place of business at Epworth, Iowa.

Section 2 Special meetings may be held at the call of the Chairman or the President and it shall be the duty of the Chairman or the President or the Secretary to call such special meetings on the request of three (3) trustees, setting forth the objectives of the meeting. All members must be duly notified as to the time and place at least two (2) weeks before a special meeting.

Section 3 Written notice of all meetings of the Board of Trustees shall be sent by the Secretary to each trustee at least two (2) weeks before the date of the meeting. In the case of special meetings, the notice shall state the purposes of the meeting, and no business shall be transacted at such meeting that does not relate to the purpose stated.

Section 4 A majority of the trustees shall constitute a quorum for the transaction of business.

## **ARTICLE XIII: ACTION WITHOUT FORMAL MEETING**

Any action required or permitted by the Board of Trustees or any committee thereof may be taken without a formal meeting. Meetings may be conducted by mail, telegram, cable, or in any other way the trustees shall decide. However, a

written consent setting forth the action so taken and signed by all members of the Board or committee, as the case may be, must be filed with the minutes of the proceedings of the Board or of the committee.

#### **ARTICLE XIV: COMMITTEES**

**Section 1**      There may be such special or ad hoc committees as the Board of Trustees may from time to time establish for the discharge of particular duties.

**Section 2**      There shall be the standing committees specified in this Article. Members of standing committees shall be appointed by the Chairman, after consultation with the Executive Committee annually, at or following the annual meeting of the Board of Trustees. Except as provided in these By-Laws, the Chairman of the Board of Trustees and President of the College shall be ex-officio members of all standing committees, and each standing committee shall include at least three (3) additional trustees. Except where otherwise provided in this Article, additional members, including persons who are not on the Board of Trustees, may be appointed. The Chair of each standing committee and a majority of its members shall be trustees. Committee chairs are appointed by the chair of the Board of Trustees.

**Section 3**      The Board of Trustees may at any time discontinue any of its standing committees for such time as may be determined, and the duties of any committee so discontinued shall be performed during such discontinuance by the Executive Committee.

**Section 4**      The Chair of any committee, with the consent of the Chairman of the Board, may request the President of the College to appoint an officer of the College or a member of the administrative staff to serve as a liaison between the committee and the office of the President. Such liaison person shall assist the Committee in the carrying out of its duties.

**Section 5**      Except as provided in this Section, all standing committees shall meet at least two (2) times annually.

**Section 6**      Quorum. Unless otherwise provided in the resolution of the Board of Trustees designating a committee, a majority of the whole committee shall constitute a

quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be an act of the committee.

Section 7      Rules. Each committee may adopt rules for its own government not inconsistent with these By-Laws or with rules adopted by the Board of Trustees.

Section 8      **Executive Committee**

- a)      The Executive Committee shall have a minimum of five (5) members, all of whom shall be trustees. The Chairman of the Board of Trustees shall also be the Chairman of the Executive Committee. The Vice-Chairman of the Board and the Chair of each standing committee of the Board shall be members of the Executive Committee. The President shall be ex-officio a member of the Executive Committee, without power to vote, and shall not be counted as a member of the committee for any other purpose.
- b)      Between meetings of the Board of Trustees, the Executive Committee shall have general supervision of the administration and property of the College except that unless specifically empowered by the Board of Trustees to do so, it may not take any action inconsistent with a prior act of the Board of Trustees or take any action which has been reserved by the Board or the Corporation. It shall also:
  - 1)      Oversee the planning process and the implementation of adopted goals and objectives for the College.
  - 2)      Propose procedures and oversee a periodic process of evaluation of the Board's performance.
  - 3)      Prepare the agenda for the meetings of the Board.
  - 4)      Review current committee structures and responsibilities with a view toward possible modifications, deletions or additions, including the possibility of adding a Committee on Admissions.
- c)      The Executive Committee shall meet at least three (3) times a year. Special meetings shall be called by the Secretary on the written request of the Chairman or at least two (2) of the members.

- d) A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business.
- e) The minutes of the meetings of the Executive Committee shall be distributed promptly after each meeting to each member of the Board of Trustees. At each and every meeting of the Board of Trustees, the minutes and actions taken by the Executive Committee since the last meeting of the Board shall be reviewed and approved by the Board.

**Section 9**      **Committee on Finance (Management)**

The Committee on Finance shall consider all questions concerning the financial affairs of the college, including:

- a) the review of the annual operating and capital budgets prepared under the direction of the President and the presentation of appropriate recommendations for the approval of the Board;
- b) periodic review of the financial control and accounting systems of the College, recommending appropriate changes as necessary;
- c) the recommendations of an independent auditor and the presentation to the Board of an audited statement of the financial condition of the College at the close of the fiscal year;
- d) the investment of all funds of the College;
- e) the recommendation for Board approval of all contracts above the amount designated by the Board of Trustees;
- f) the review of maintenance and operations policies and of proposals for major repairs and renovations.

**Section 10**      **Committee for Formation and Student Affairs**

The Committee for Formation and Student Affairs, guided by The Program of Priestly Formation of the National Conference of Catholic Bishops, shall review and evaluate for the Board the formation programs of the College, assure that

they are faithful to the mission and goals of the College, recommend changes to be made or personnel and materials to be provided to maximize the effectiveness of formation, communicate closely with the Committee on Academic Affairs so as to discuss areas of mutual concern and promote holistic integration of education and formation in the continuous growth of the student.

## Section 11      **Committee on Academic Affairs**

The primary responsibility of the Committee on Academic Affairs is to monitor the relationship between the mission of Divine Word College and the policies and strategies that define and guide its academic programs.

The Committee on Academic Affairs is therefore charged

- 1)      to monitor the academic program, ensuring that it meets the needs of students in a way consistent with the mission and strategies of the College;
- 2)      to ensure that the College has an ongoing assessment program that ensures the effectiveness of its academic programs;
- 3)      to examine the academic budget, making certain that it reflects the priorities of the College;
- 4)      to appraise faculty personnel policies and procedures and to recommend appropriate changes to reflect academic priorities.

To fulfill these charges, the Committee meets on a regular basis to raise questions, request updates on current practices, project future ramifications for the College of those practices, guide administrators and faculty in change and new directions when necessary, and work with other committees on the Board in the interests of the academic program. These activities are aimed at ensuring that, with respect to the academic program, the College acts effectively to fulfill the claim of its mission.

**Section 12**      **Committee for Development**

The Development Committee is an advisory, research and action-on-the-public committee primarily concerned with such external College requirements as public relations activities, fund-raising of all kinds, and all other such activities as are preliminary and ancillary to these purposes. The Committee shall regularly provide progress reports to the full Board.

**Section 13**      **Membership Committee**

The Committee on Membership identifies and continuously assesses the Board's membership needs, nominates prospective trustees for election to the Board, develops and oversees a program of orientation for new trustees and prepares a program/rite of formal initiation for all trustees.

**Section 14**      **Recruitment Committee**

The Committee for Recruitment/Admissions shall assist and advise the Board regarding Recruitment and Admissions issues by:

- a)      helping generate new ideas to enhance the recruitment of candidates for the SVD, especially in the area of recruitment marketing techniques and strategies, appropriate to the groups we approach;
- b)      encouraging the development of strategies to draw to DWC, students of other religious orders and dioceses that have no college seminary of their own;
- c)      continued openness to sharing the resources of the College with other SVD Formation and Continuing Education programs;
- d)      helping identify and attract new SVD recruitment personnel for the College;
- e)      actively supporting and encouraging the efforts of the current recruitment personnel serving DWC;
- f)      actively participating in the search for qualified, creative trustees to serve on the committee, as the need arises;

- g) periodically reviewing and evaluating for the Board, the recruitment and admissions programs of the College;
- h) communicating closely with the Committee on Academic Affairs and the Committee for Formation and Student Affairs, in order to discuss areas of mutual concern, thereby promoting a holistic integration of all programs toward the continuous growth of the candidate.

## Section 15      **Planning Committee**

The primary responsibility of the Planning Committee is to oversee the planning activities of Divine Word College.

The Planning Committee is therefore charged:

- 1) To shape and approve the continuing planning process of the College, to assure that it meets the needs of the College in a way consistent with the mission statement and values of the College.
- 2) To offer perspective and advice that may be useful in the planning process, especially as the College assesses its environment or identifies external challenges and opportunities.
- 3) To study and recommend to the Board of Trustees plans developed by the College in conjunction with the Committee.
- 4) To assess alignment of College performance with approved plans.
- 5) To align budgeting and fund development with strategic priorities.
- 6) To monitor and strategically align the Board's own planning process.

To fulfill these charges, the Committee meets regularly to request updates on current conditions; project future ramifications for the College of those conditions; offer guidance and support to administrators and staff in change and new directions; work with other committees on the Board in the interest of the College's planning activities; and to raise questions. These activities help assure that the College acts effectively to fulfill its mission.



Other activities of the Planning Committee:

- 1) Ensure that all constituencies are involved and fairly heard.
- 2) Ensure a balance among scale, scope, innovation, and constraints.
- 3) Contribute to envisioning and prioritizing.
- 4) Shape and monitor the metrics for success.

#### **ARTICLE XV: INDEMNIFICATION**

**Section 1** Each trustee, member of the Board of Directors, and officer of the College shall be indemnified by it against all expenses actually and necessarily incurred by such trustee or officer in connection with the defense of any action, suit or proceeding to which he/she has been made a party by reason of his/her being or having been a trustee, Board member or officer, except in relation to matters as to which he/she shall be adjudicated in such action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

**Section 2** No Trustee, member of the Board of Directors, or officer of the Corporation shall receive any compensation for services rendered in such position of the Corporation, nor shall any member have any right, title or interest in and to the property of the Corporation.

#### **ARTICLE XVI: CONFLICTS OF INTEREST**

A member of the Board of Directors or a trustee shall be considered to have conflict of interest if:

- a) there exists or potentially exists financial or other interests which impair or might reasonably appear to impair such member's independent, unbiased judgment in the discharge of his/her responsibilities to the College; or
- b) His/Her family member (which for purposes of this paragraph shall be a spouse, parents, siblings, children and any other relative if the latter resides in the same household as the Director or trustee), or any organization in which a Director or trustee (or member of his family) is an officer, director, employee, member, partner, trustee, or controlling stock-holder, has existing or potential financial or other interests.

All Directors and trustees shall disclose to the Board or Directors or trustees (as applicable) any possible conflict of interest at the earliest practicable time. No Director or trustee shall vote on any matter, under consideration at a Board or committee meeting, in which the Director or trustee has a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the Director or trustee having a conflict of interest abstained from voting. Any Director or trustee who is uncertain whether he/she has a conflict of interest in any matter may request the Board or committee to determine whether a conflict of interest exists, and the Board or committee shall resolve the question by majority vote.

#### **ARTICLE XVII: WAIVER OF NOTICE**

Whenever any notice whatever is required to be given under the provisions the "General Not for Profit Act" of Iowa or under the provisions of the Articles of Incorporation or the By-Laws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

#### **ARTICLE XVIII: DISSOLUTION**

In the event of dissolution, after a payment of all debts, the remaining assets shall be distributed to the Chicago Province of the Society of the Divine Word or a successor organization thereto. No assets may be distributed to any trustee, officer or member of the Corporation.

#### **ARTICLE XIX: DISCRIMINATION PROHIBITED**

Section 1      In administering its affairs, the College shall not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex or age.

Section 2      In interpreting these By-Laws, all masculine pronouns shall be deemed to refer equally to the feminine gender.

#### **ARTICLE XX: AMENDMENTS**

Section 1      The By-Laws may only be amended by the Board of Directors by a two-thirds (2/3rds) vote of those present, provided notice of the substance of proposed amendments is provided at least one month before the meeting and provided that the Board of Trustees has acted to authorize or approve such amendment(s).

Section 2 Prior to each annual meeting of the Board of Trustees, the Executive committee shall review these By-Laws and recommend any changes to the Board of Directors.

The foregoing By-Laws were approved by the Board of Trustees on the 18 day of August, 2009.

By Donna Puccio  
Secretary of the Board of Trustees

The foregoing By-Laws were adopted by the Board of Directors on the 25 day of August, 2009.

By Michael Hutchins, SVD  
Secretary of the Board of Directors