

ADMINISTRATION MANUAL



Divine Word College
Epworth, Iowa

October 1994

Updates: 8/1/18

Updates: 1/19

Administration Manual Contents

100 Mission of Divine Word College

- 101 Mission Statement
- 102 Core Beliefs of Divine Word College
- 103 Core Values of Divine Word College
- 104 Vision Statement

200 Governing Bodies

- 201 Board of Directors
- 202 Board of Trustees
- 203 Board of Administration

210 Administration Personnel

- 211 PRESIDENT
- 212 Development Director
- 213 Associate Development Director
- 214 Public Relations Director
- 215 Public Relations Specialist
- 216 VICE PRESIDENT FOR ACADEMIC AFFAIRS
- 217 Registrar
- 218 Director of Intensive English Language Institute (IELI)
- 219 Studies Abroad Coordinator
- 220 Academic Advisement Coordinator
- 221 Library Director
- 222 Assistant Librarian
- 223 Director of Educational Technology and Institutional Effectiveness
- 224 VICE PRESIDENT FOR FORMATION
- 225 Dean of Students
- 226 Associate Dean of Students
- 227 Formation Directors
- 228 Spiritual Life Coordinator
- 229 Spiritual Directors
- 230 Counselor
- 231 Ministries Coordinator
- 232 Assistant Ministries Coordinator
- 233 College Chaplain
- 234 Assistant College Chaplain
- 235 Liturgical Music Coordinator

- 236 Assistant Liturgical Music Coordinator
- 237 Sports Coordinator
- Health Services Coordinator
- 238 VICE PRESIDENT FOR ADMISSIONS
- 239 Admissions Director
- 240 Vocation Promoters
- 241 International Student Advisor
- 242 Financial Aid Coordinator
- 244 VICE PRESIDENT FOR OPERATIONS
- 245 Business Office Director
- 246 Information Systems Director

250 College-Wide Standing Committees/Councils

- 251 Academic and Formation Advisory Council
- 252 Admissions Committee
- 253 Assessment Committee
- 254 Campus Sustainability Committee
- 255 Chairs Council
- 256 Cultural Events Committee
- 257 Emergency Planning Committee
- 258 Emergency Response Team
- 259 Faculty Senate
- 260 Academic Appeals Committee (forthcoming)
- 261 Financial Affairs Committee
- 262 Formation Committee
- 263 Information System Committee
- 264 Library Council
- 265 Liturgy Committee
- 266 Presidential Forum
- 267 Rank and Tenure Committee
- 268 Formation Appeals Committee (forthcoming)
- 269 Scholarship Committee

270 Programs

- 271 Academic Programs
- 272 Department Chair

280 Organizational Chart

300 Admissions

310 Admission Forms Policy

320 Admissions Requirements and Procedures for SVD Candidates

- 321 Formal Application Procedures for SVD Candidates
- 322 Admission Requirements and Procedures for Non-SVD Candidates
- 323 Academic and Formation Assessment of Applicants
- 324 Proficiency Tests
- 325 Assessment and Placement of New Students
- 326 Application Deadlines/Start of Semester
- 327 Transition to the Undergraduate Program from the Intensive English Language Institute (IELI)
- 328 Transfer Students
- 329 International Students
- 330 Leave of Absence
- 331 Readmission

340 Admission of Students Without High School Diploma or GED

350 Health Requirements for Admission to Divine Word College

360 Working With Minor Candidates

400 College Policies

- 401 Access to and Disclosure of Employment Records
- 403 Americans With Disability Act (ADA) Policy
- 404 Anti-Bullying Policy
- 405 Awards
- 406 Anti-Harassment/Sexual Misconduct
- 407 Bereavement and Illness Notices
- Budget Process - Timeline
- 408 Child Abuse-Mandatory Reporter
- 409 Children in the Work Place
- 411 College Facilities – Use of
- 412 Communication
- 413 Computer/Information Technology Policies
 - 413.1 College Network – Use of and Security
 - 413.2 Computer Hardware and Software Acquisition
 - 413.3 Computer Lab Policy
 - 413.4 Computer Resources and Technology

	413.5	Computer Virus Policy
	413.6	Information System – Waste Disposal
	413.7	Information Technology Emergency Services
	413.8	Digital Millennium Copyright Act Compliance
415		Conduct of Employees
416		Disposal of College Property
417		Drug Free Work Place and College
419		College Safety and Security
421		Equal Opportunity Employment
423		Family Education Rights and Privacy Act
425		Food and Beverages
427		Graduation Policy
429		Guests (Overnight) at DWC
431		HIV/AIDS Policy
433		Honorary Degrees from Divine Word College
435		Injuries/Workers Compensation
437		Key Distribution Procedure
439		Meals at DWC
441		Personally Owned Property
443		Protection on the Human Subject of Research
444		Retention Policy
		Sexual Misconduct – See #406
449		Smoke Detectors/Fire Alarm
451		Smoking Policy
453		Solicitation of Funds
455		Student Complaints
456		Student Health Services Policy
457		Student Leave of Absence
459		SVD Students in Temporary/Perpetual Vows
461		Telephone/Cell Phones
463		Tranquility Weekend
465		Whistleblower Policy
466		Work from Remote Locations

PREFACE

1. Non-Profit Educational Institution

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 world-wide mission of education and work for the welfare of all peoples.

2. Non-Discrimination

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.

3. Divine Word College Handbooks

The Board of Trustees has the legal responsibility to see that the College fulfills its mission. The academic policies and administrative procedures specified in the Administration Manual and the Faculty 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..

The Board of Trustees must review and give approval for the following specific policies (By-Laws, Article VII):

- 3.1 Changes in the educational programs of the institution.
- 3.2 Policies and procedures regarding salary schedules, appointment, promotion, tenure and dismissal of faculty members.
- 3.3 All earned and honorary degrees awarded by the College.
- 3.4 Due process policies and procedures.

Academic policies related to the following are also forwarded to the Board of Trustees for approval:

- 3.5 The kinds and number of degrees or certificates awarded by the College.
- 3.6 Substantial changes in the content of the program that fulfills the general education requirement of a specific degree.
- 3.7 The courses required for a specific degree.
- 3.8 The addition or deletion of academic programs or departments within the College.

4. Detailed procedures for changes in policy are explained below.

- 4.1 The Administration Manual and the Faculty Handbook are intended to be guides for decision-making and the resolution of operational and procedural questions. To guarantee maximum usefulness and to assure that the statements of policy and procedure contained in them are up-to-date and reflective of current norms and practices in higher education, they require regular review.
- 4.2 The Board of Administration initiates review and revision of the policies and procedures contained in the Administration Manual. Any member of the College community may request a review of an existing policy or addition of a new policy in the Administration Manual as a means of promoting fair and efficient institutional operations.
- 4.3 Any faculty member may propose to the Vice President for Academic Affairs for consideration a change in policy or addition of a new policy in the Faculty Handbook. 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.
- 4.4 The President, in consultation with the Board of Administration, has the final authority to approve or reject changes to the Administration Manual or the Faculty Handbook, except those policies reserved for the Trustees, as outlined in these documents.
- 4.5 All decisions of the Board of Trustees are final within the College.

CHAPTER ONE

MISSION OF DIVINE WORD COLLEGE

100 Mission of Divine Word College

- 101 Mission Statement
- 102 Core Beliefs of Divine Word College
- 103 Core Values of Divine Word College
- 104 Vision Statement

CHAPTER ONE

MISSION OF DIVINE WORD COLLEGE

100 Mission of Divine Word College

101. 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.

102. 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.

103. Core Values of Divine Word College

1. **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.

2. **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.
3. **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.
4. **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.
5. **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.
6. **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.

7. **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.

104. 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, 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:

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.

CHAPTER TWO

GOVERNANCE

200 Governing Bodies

- 201 Board of Directors
- 202 Board of Trustees
- 203 Board of Administration

210 Administration Personnel

- 211 PRESIDENT
- 212 Development Director
- 213 Associate Development Director
- 214 Public Relations Director
- 215 Public Relations Specialist
- 216 VICE PRESIDENT FOR ACADEMIC AFFAIRS
- 217 Registrar
- 218 Director of Intensive English Language Institute (IELI)
- 219 Studies Abroad Coordinator
- 220 Academic Advisement Coordinator
- 221 Library Director
- 222 Assistant Librarian
- 223 Director of Educational Technology and Institutional Effectiveness
- 224 VICE PRESIDENT FOR FORMATION
- 225 Dean of Students
- 226 Associate Dean of Students
- 227 Formation Directors
- 228 Spiritual Life Coordinator
- 229 Spiritual Directors
- 230 Counselor
- 231 Ministries Coordinator
- 232 Assistant Ministries Coordinator
- 233 College Chaplain
- 234 Assistant College Chaplain
- 235 Liturgical Music Coordinator
- 236 Assistant Liturgical Music Coordinator
- 237 Sports Coordinator
- Health Services Coordinator

- 238 VICE PRESIDENT FOR ADMISSIONS
- 239 Admissions Director
- 240 Vocation Promoters
- 241 International Student Advisor
- 242 Financial Aid Coordinator
- ~~243 Retention Coordinator~~
- 244 VICE PRESIDENT FOR OPERATIONS
- 245 Business Office Director
- 246 Information Systems Director

250 College-Wide Standing Committees/Councils

- 251 Academic and Formation Advisory Council
- 252 Admissions Committee
- 253 Assessment Committee
- 254 Campus Sustainability Committee
- 255 Chairs Council
- 256 Cultural Events Committee
- 257 Emergency Planning Committee
- 258 Emergency Response Team
- 259 Faculty Senate
- 260 Academic Appeals Committee
- 261 Financial Affairs Committee
- 262 Formation Committee
- 263 Information System Committee
- 264 Library Council
- 265 Liturgy Committee
- 266 Presidential Forum
- 267 Rank and Tenure Committee
- 268 Formation Appeals Committee
- 269 Scholarship Committee

270 Programs

- 271 Academic Programs
- 272 Department Chair

280 Organizational Chart

CHAPTER TWO

GOVERNANCE

200 GOVERNING BODIES

201 BOARD OF DIRECTORS

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.
2. 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.
3. 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 By-Laws 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:
 - 3.1 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 (*Optatum Totius*), 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;
 - 3.2 to approve any changes in the College's statement of Mission as may be recommended by the Board of Trustees;
 - 3.3 to receive and acquire monies 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 formed; to borrow money for its uses and purposes and to execute and deliver notes or other evidences of indebtedness for the same;

3.4 to amend the By-Laws of the College, 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.

4. 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.

202 BOARD OF TRUSTEES

1. Members

The Board of Trustees of College shall consist of not less than thirteen (13) nor more than thirty (30) members. These members shall be the following:

1.1 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.

1.2 Elected Members: The remaining members, other than Ex-Officio Members, shall be elected by the currently serving Board of Trustees.

2. Appointment and Term of Office

2.1 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.

2.2 New members of the Board of Trustees shall be elected by the Board from among nominees presented by the Membership Committee.

- 2.3 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.
- 2.4 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/she fails to attend three (3) consecutive meetings of the Board without a valid excuse.
- 2.5 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.
- 2.6 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.

3. Officers of the Board of Trustees

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 still exists, the President of the College shall substitute as Chairman.

4. Quorum

A majority of the Trustees shall constitute a quorum for the transaction of business.

5. Rights and Duties

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:

- 5.1 Review periodically the purposes and mission of the institution.
- 5.2 Select the Chief Executive Officer commonly referred to as the President of the institution.
- 5.3 Ensure that there is a sound institutional planning process.
- 5.4 Recommend, review and approve changes in the educational programs of the institution, consistent with its mission.
- 5.5 Establish policies and procedures regarding salary schedules, appointment, promotion, tenure and dismissal of faculty members.
- 5.6 Approve and authorize all earned and honorary degrees.
- 5.7 Oversee and approve the budget of the institution, and establish policy guidelines for the endowment and for all investments and major fund raising efforts.
- 5.8 Authorize the construction of new buildings and major renovations of existing buildings.
- 5.9 Authorize the incurring of debts by the institution and securing thereof by mortgage and pledge or real and personal property tangible and intangible.
- 5.10 Authorize officers or agents of the institution to accept gifts or bequests on behalf of the institution.
- 5.11 Ensure that adequate due process policies and procedures exist.
- 5.12 To amend these By-Laws, with approval of the Board of Directors, as stipulated in the Articles of Incorporation.

6. **Meetings**

- 6.1 **Regular Meetings.** 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.

- 6.2 **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.

203 BOARD OF ADMINISTRATION

1. Purposes

- 1.1 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.
- 1.2 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.

2. Members

- 2.1 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. The Board may include other members appointed by the President.
- 2.2 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.

3. Responsibilities

- 3.1 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 recommendation of the preliminary budget to the Board of Trustees, the approval of scholarship and other financial aid awards, the planning of facility maintenance and improvements, the adequacy of various policies and practices, the approval of the annual liturgical and activities calendars, the evaluation of public and special events, the formulation of effective emergency procedures, the promotion, evaluation and implementation of institutional planning objectives, and the consideration of special issues brought to the attention of the Board.
- 3.2 The Board reviews and assesses the effectiveness of all college-wide committees, institutes new committees or discontinues existing committees as may be necessary.

4. Meetings

- 4.1 The Board shall normally meet every two weeks during the academic year and as necessary during vacation periods. The secretary shall keep accurate minutes to be signed regularly by the secretary and countersigned by the President or Vice President for Academic Affairs.
- 4.2 The President may call special meetings as may seem necessary. Other members may request the calling of a special meeting.
- 4.3 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 The Log; 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.

5. Quorum

- 5.1 A quorum shall consist of a majority of all the members (3). One of the three members must be the President or the Vice President for Academic Affairs.
- 5.2 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.

6. **Agenda**

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.

210 ADMINISTRATIVE PERSONNEL

Administrative personnel are those who are described in the Administration Manual under Chapter Two, Governance, Nos. 211-246.

211 PRESIDENT

Reports to	Board of Trustees
Classification	Exempt
Status	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:

- 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
- Development Director
- Public Relations Director
- Executive Secretary to the President

Date approved:	<i>November 30, 2018</i>
Reviewed:	

212 DEVELOPMENT DIRECTOR

Reports to	President
Classification	Exempt
Status	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

213 ASSOCIATE DEVELOPMENT DIRECTOR

Reports to	Development Director
Classification	Exempt

Status

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

214 PUBLIC RELATIONS DIRECTOR

Reports to	President
Classification	Exempt
Status	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 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

215 PUBLIC RELATIONS SPECIALIST

Reports to	Public Relations Director
Classification	Exempt
Status	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. Collects information for this content by conducting interviews, taking photos and doing research.
2. Assists at special events, which can occur on weekends and evenings.
3. Coordinates the publishing of the Divine Word College newsletter and works in collaboration with the editorial board to publish quality and informative newsletters.
4. Develops content for College-sponsored websites, including the Vocation Office, in collaboration with the Director of Public Relations and appropriate administrators regularly updating information, as well as creating fresh and interesting features showcasing College programs and opportunities and information about the Society of the Divine Word.
5. Publishes a monthly bulletin that is available to members of the public who attend Mass at DWC.
6. Prepares articles, news releases and media alerts for local publications such as *The Witness*, the *Telegraph Herald*, *Julien's Journal* and *The Voice of Progress*, as well as for regional and national distribution via the PR Media email list, when appropriate.
7. Prepares other printed material in support of Public Relations and vocation efforts. These may include: brochures, annual photo directory, name tags, etc.
8. Takes individual photos of all students, faculty, staff and trustees as well as organizes and regularly updates the images in the photo directory.
9. Assists with other writing projects of the Public Relations, Vocation and Development Offices as needed.
10. Serves on College committees as appropriate.
11. Other duties/responsibilities as assigned by the Public Relations Director.

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

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

216 VICE PRESIDENT FOR ACADEMIC AFFAIRS

1. The Vice President for Academic Affairs is appointed by and is responsible to the President.
2. The Vice President for Academic Affairs is responsible for oversight of the academic program.

- 2.1 Is responsible, in consultation with program chairs and the President, for the recruitment and assessment of faculty.
 - 2.2 Encourages and provides assistance for faculty development, including funding for scholarly activity and professional growth.
 - 2.3 Encourages the scholarly community of the College and represents the faculty to the administration and trustees.
 - 2.4 Develops, in consultation with the program chairs and the President, and administers the budget for the academic program.
 - 2.5 Oversees academic advising.
 - 2.6 Oversees maintenance of academic records.
 - 2.7 In consultation with faculty and administration, develops and monitors the academic programs, curriculum, course work, and catalogue.
3. Serves in various ex officio capacities, including as chair of the Chairs Council and the Faculty Assembly.
4. Prepares agendas for meetings of the Chairs Council and Faculty Assembly.
5. Serves on Board of Administration and other committees as appointed by the President.
6. Advises President on academic concerns, including promotion in rank and tenure.
7. Represents the College to outside organizations as needed.
8. Supervises the Office of the Registrar.
9. Submits reports relating to the academic work of the College.
10. Maintains active membership in local, state and national professional organizations as best serves the needs of the College.
11. Maintains professional awareness in academic administration and remains current in his/her professional field.

217 COLLEGE REGISTRAR

Reports to	Vice President for Academic Affairs
Classification	Non-exempt
Status	Full-Time

Job purpose

The Registrar is an at-will employee of the College. Under appropriate supervision, the Registrar 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. 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. Participates as a non-voting member of the Chairs Council, the Academic and Formation Advisory Council, and the Faculty Senate.
2. Acquires the final transcripts and other relevant post-admission documents of new students.
3. Collects, records, and maintains student records, shares data with other offices for legitimate academic purposes in compliance with FERPA guidelines, as well as collects all data necessary for reporting to external agencies.
4. Analyzes transcripts and works with Department Chairs and the Vice President for Academic Affairs in making recommendations for approval of transfer credits.
5. Collaborates with other administrators, faculty, and Information Systems staff to continuously improve services to students and faculty.
6. Assists the Academic Advisement Coordinator in the use of the degree audit function of the Learning Management System (Populi) and monitors student progress in their program of study.
7. Updates course requirements in the Learning Management System to reflect curriculum changes.
8. Utilizes professional opportunities in order to remain current on innovations in registrar services, and recommends changes in the operations of the office as appropriate.
9. Coordinates student class registration.

10. Schedules all classes and assigns classrooms; plans schedules in consultation with the Vice President for Academic Affairs.
11. Prepares final examination schedules.
12. Issues transcripts in accordance with College regulations.
13. Issues summary and statistical reports on students and faculty.
14. Verifies, for the approval of the V P for Academic Affairs, all candidates for academic honors and for graduation.
15. Gathers data related to graduation rates, first-year persistence rates and collaborates with others as needed for Integrated Postsecondary Education Data System (IPEDS) report.
16. Coordinates IPEDS data/reporting.
17. Prepares the academic calendar of the College, assuring sufficient instructional hours to comply with standards; collects updated information and prepares the College Catalog for publication, after final approval by the Board of Administration.
18. Implements applicable technology to enhance customer service and operational efficiencies.
19. Other duties/responsibilities as assigned by the VP for Academic Affairs.

Qualifications

- Bachelor's degree preferred, or equivalent professional experience.
- Strong interpersonal and communication skills.
- Skill in the use of computers and related software applications (MS Word, Excel, Populi).
- Ability to analyze and solve problems, make evaluative judgment and analyze information and draw conclusions.
- 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.

Physical requirements

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

Direct reports

- None

218 DIRECTOR OF INTENSIVE ENGLISH LANGUAGE INSTITUTE (IELI)

1. The Director of the Intensive English Language Institute (hereafter, Director) plays a critical role in academic governance. 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. The Director exercises leadership in advancing the Mission and Strategic Planning Goals of the Institute and the College by cultivating quality instructors, continuously improving instructional programs, and facilitating effective instruction and advisement of students.
2. The Director is an appointed position. He/She must be employed full-time in the ESL Institute, who holds the rank of Instructor or above and who is qualified to teach in the Institute. The Director is appointed by the College President in consultation with the Vice President for Academic Affairs. The Director reports to the Vice President for Academic Affairs and serves at the pleasure of the Administration. The Director is an ex-officio member of the Chairs Council.
3. The Director receives reassigned time that is equivalent to six contact hours of teaching.
4. The core responsibilities of the Director are described below.

4.1 Cultivating Quality Faculty

The Director is the immediate supervisor of the instructors within the Institute. In this administrative role, the Director:

- 4.1.1 Organizes the process of hiring of instructors, following established procedures, and makes recommendations to the College President through the Vice President for Academic Affairs.

- 4.1.2 Orients and mentors new ESL instructors and familiarizes them with the Institute policies and procedures as well as those of the College.
- 4.1.3 In consultation with the ESL instructors, 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.
- 4.1.4 Assures that instructors are meeting their full-time teaching loads.
- 4.1.5 Supervises and evaluates instructor performance for formative and summative purposes.
- 4.1.6 Consults with ESL instructors in selecting representatives to College committees (except when committee membership is determined through College-wide election).
- 4.1.7 Hires and supervises ESL Lab Tutors.
- 4.1.8 Encourages, facilitates, and supports instructors' professional engagement.
- 4.1.9 Creates and implements operational procedures for effective management of the Department.
- 4.1.10 Makes recommendations to the Vice President for Academic Affairs regarding salary, promotion in rank, and renewal of contracts of ESL instructors.
- 4.1.11 Creates and implements operational procedures for effective management of the Institute, consistent with College policies.
- 4.1.12 Prepares agendas for and presides at all ESL Institute meetings.
- 4.1.13 Serves as the link between the faculty and the administration.

4.2 Implementing and Improving the Curriculum

A major responsibility of the Director is monitoring and advancing the quality, relevance, and appropriateness of the courses and curriculum to advance the Missions of the ESL Institute and the College in accordance with the changing needs of students and evolving standards in ESL instruction. In particular, the Director:

- 4.2.1 Consults with the ESL instructors in preparing recommendations for the revision of Institute objectives and course descriptions for the Catalog in harmony with the general aims of the College.
- 4.2.2 Ensures that the Institute's program goals and learning outcomes are consistent with the Institute's Mission.
- 4.2.3 Reviews course syllabi to assure that course outcomes support the Program and the course's Catalog description.
- 4.2.4 Provides leadership in assessing learning outcomes.
- 4.2.5 Provides leadership in developing new courses and curriculum changes and works with Departmental Chairs to assure that courses are not needlessly duplicated.
- 4.2.6 Provides leadership for the external review of the Institute's program.
- 4.2.7 Collaborates with the Librarian in securing and maintaining library resources relative to the needs of the Institute.
- 4.2.8 Collaborates with the Vice President for Academic Affairs in developing and carrying out the Program curricula and furthering the educational objectives of the College.

4.3 Facilitating Effective Instruction and Advisement of Students

- 4.3.1 Assigns advisors and ensures effective advisement of students in the Institute.
- 4.3.2 Leads the administration of English proficiency exams at the end of each semester.

- 4.3.3 Oversees and assists the ESL instructors in the decision-making process of placing students into levels each semester.
- 4.3.4 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.
- 4.3.5 Reports placement decisions to the ESL instructors, the Vice President for Academic Affairs, and the Registrar.
- 4.3.6 Collaborates with the College President, the Vice President for Academic Affairs, and the Secretary for Education, Formation, and Recruitment of the Chicago Province in enacting summer supplemental ESL programs for SVD students and others as needed.

4.4 Planning and Management of ESL Institute Budget

- 4.4.1 Plans and administers the Institute's operating budget. Instructional and Institutional funds in series 6000 shall not be expended for social gatherings or outings. This includes end-of-the-year meals, Christmas parties, tokens of appreciation, departmental socials, etc.
- 4.4.2 Works with the Vice President for Academic Affairs in planning and allocating instructor development funds to promote instructor development and professional engagement.
- 4.4.3 Evaluates the ESL Institute's staffing needs and works with the Vice President for Academic Affairs to assure adequate and appropriate coverage for courses for the Institute.

- 5. This job description is not exhaustive. Perform other duties as assigned.

219 STUDIES ABROAD COORDINATOR

- 1. The Studies Abroad Coordinator is appointed by the President and is responsible to the Vice President for Academic Affairs.

2. Rights and Duties

The Executive Secretary has the right and duty to:

- 2.1 Follow the guidelines for the program as approved by the Board of Administration.
- 2.2 Inform students of their acceptance in the program after the necessary approvals have been received.
- 2.3 Prepare 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.
- 2.4 Help 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
- 2.5 Handle the official correspondence of the program that originates or terminates at Divine Word College.
- 2.6 Represent the College in dealing with other agencies engaged in similar activities and at meetings concerning studies abroad.

220 ACADEMIC ADVISEMENT COORDINATOR

1. The position of Academic Advisement Coordinator (hereafter, Coordinator) is appointed by and reports to the Vice President for Academic Affairs.
2. The Coordinator receives reassigned time that is equivalent to three credit hours of teaching.
3. The core responsibilities of the Coordinator are described below:
 - 3.1 Oversees academic advising to ensure effective delivery.
 - 3.2 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).

- 3.3 Inspires faculty to provide proactive advising, holding the best interests of the students as a guiding principle, and to advise the students accordingly.
- 3.4 Develops a process for advisement of Online Students, in collaboration with the Director of Online Learning.
- 3.5 Coordinates with the Director of Intensive English Language Institute to facilitate advising assignments for ESL graduates.
- 3.6 Collaborates with the Registrar to disseminate information and resources to students and faculty in order to promote effective advisement.
- 3.7 Keeps Department Chairs informed of advising plans, progress and issues.
- 3.8 Plans and directs periodic training programs in advising for faculty advisors.
- 3.9 Works with faculty teaching HUM 101 to assure the quality and consistency of its basic content.
- 3.10 Periodically assesses effectiveness of advisement to ensure student success and satisfaction.
- 3.11 Utilizes feedback to improve the advisement process.
- 4. This job description is not exhaustive. Perform other duties as assigned.
(7/22/14)

221 LIBRARY DIRECTOR

Reports to	Vice President for Academic Affairs
Classification	Exempt
Status	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

222 ASSISTANT LIBRARIAN

Reports to	Library Director
Classification	Exempt
Status	Full 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

223 DIRECTOR OF EDUCATIONAL TECHNOLOGY AND INSTITUTIONAL EFFECTIVENESS

Reports to	Vice President for Academic Affairs
Classification	Exempt
Status	Full Time

Job purpose

The Director of Educational Technology and Institutional Effectiveness is an at-will employee of the College and is appointed by the President, and accountable to the Vice President for Academic Affairs.

Duties and responsibilities

1. Provide ongoing support and training to faculty and personnel in the use of educational technologies. This includes facilitating the use of the open-source course management platform Populi in conjunction with other applications for course development, management, teaching, and learning.
2. Provide assistance in the integration of technology into assessment and research activities such as creating surveys, electronic portfolios, and course evaluations.
3. Provide assistance in integrating Populi into other areas of operations such as Admissions and Financial Aid.
4. Collect, analyze, and interpret data to facilitate institutional effectiveness in the areas of planning, program assessment, learning outcomes assessment, and curriculum improvement.
5. Chair the Assessment Committee; gather, maintain and analyze data on student learning outcomes, and facilitate the use of data to improve student outcomes.
6. Offer training to administrators and personnel concerning data utilization to set targets and metrics to implement the strategic plan.
7. Help build and maintain an alumni database for communication and fundraising purposes.
8. Oversee the gathering and dissemination of data to external agencies.
9. Serve as the key resource person for institutional data, including data related to progress in the College's strategic plan.
10. Assist with Webmaster services for the College's website by assuring the accuracy, currency, and relevance of the information published on the College webpages.
11. Perform other duties as assigned by the Vice President for Academic Affairs.

Qualifications

- TBD

Working conditions

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

Physical requirements

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

Direct reports

- None

224 VICE PRESIDENT FOR FORMATION

Reports to	College President
Classification	Exempt
Status	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

225 DEAN OF STUDENTS

Reports to	Vice President for Formation
Classification	Exempt
Status	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

226 ASSOCIATE DEAN OF STUDENTS

Reports to	Dean of Students
Classification	Exempt
Status	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

227 FORMATION DIRECTOR

Reports to	Vice President for Formation
Classification	Exempt
Status	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

- Preferably, a member of the SVD, & SSpS, or other religious community.
- Preferably have experience in world mission and/or intercultural settings.
- Good listener and willing to challenge others.

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

228 SPIRITUAL LIFE COORDINATOR

Reports to	Vice President for Formation
Classification	Exempt
Status	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

229 SPIRITUAL DIRECTORS

Reports to	Spiritual Life Coordinator
Classification	Exempt
Status	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

- Certificate of Spiritual Direction is preferred.
- Previous experience in 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

- 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

230 COUNSELOR

Reports to	Vice President for Formation
Classification	Exempt
Status	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 student's 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

MINISTRIES COORDINATOR

Reports to	Vice President for Formation
Classification	Exempt
Status	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

232 ASSISTANT MINISTRIES COORDINATOR

Reports to	Ministries Coordinator
Classification	Exempt
Status	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

- 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.
- 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

233 COLLEGE CHAPLAIN

Reports to	Vice President for Formation
Classification	Exempt
Status	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 Bachata, 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

234 ASSISTANT COLLEGE CHAPLAIN

Reports to	College Chaplain
Classification	Exempt
Status	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

235 LITURGICAL MUSIC COORDINATOR

Reports to Vice President for Formation

Classification Exempt

Status 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

236 ASSISTANT LITURGICAL MUSIC COORDINATOR

Reports to	Liturgical Music Coordinator
Classification	Exempt
Status	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

237 SPORTS COORDINATOR

Reports to	Dean of Students
Classification	Exempt
Status	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 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

??? HEALTH SERVICES COORDINATOR

Reports to	Dean of Students
Classification	Non-Exempt
Status	Part-Time

Job purpose

The Health Services Coordinator is an at-will employee of Divine Word College and is appointed by the College President. 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

238 VICE PRESIDENT FOR ADMISSIONS

Reports to	President
Classification	Exempt
Status	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. Supervises the Admissions Director and assists in coordinating all new applications to the College.
8. 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.

9. Supervises the Financial Aid Coordinator and serves as liaison with any outside agencies as the College serves the financial aid needs of its students.
10. 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.
 - Submits a copy of the annual budget of the National Vocation Office and the annual report of the National Vocation Office to Chicago Province leadership.
 - Collaborates with the Tri-Province Vocation Committee, Associate Program Director, and Novitiate, Theologate and Brotherhood formation personnel as needed.
11. 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

239 ADMISSIONS DIRECTOR

Reports to Vice President for Admissions

Classification Exempt

Status 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

240 VOCATION PROMOTERS

Reports to	Vice President for Admissions
Classification	Exempt
Status	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

241 INTERNATIONAL STUDENT ADVISOR

Reports to	Vice President for Admissions
Classification	Exempt
Status	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

242 FINANCIAL AID COORDINATOR

Reports to Vice President for Admissions
Classification Exempt
Status 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

244 VICE PRESIDENT FOR OPERATIONS

Reports to	President
Classification	Exempt
Status	Full-Time

Job purpose

The Vice President for Operations 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 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 in all aspects of the budgeting process, presenting it to the Board of Administration and the Board of Trustees 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 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 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 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 Administration Manual and the Employee Handbook; works with the Vice President for Academic Affairs in implementing the Faculty Handbook.
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. 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 staff
- Food Service Director and kitchen staff
- Housekeeping staff
- Human Resource services
- Information Systems Director
- Maintenance staff

245 BUSINESS OFFICE DIRECTOR

Reports to Vice President for Operations
Classification Exempt
Status Full-Time

Job purpose

The Business Office Director is an at-will employee of the College who handles the daily activities of the business office according to standard accounting and business practices and in accord with College policy. The Director 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. Receives funds, provides for their safekeeping, deposits all funds in banks as designated, and disburses funds to meet regular obligations.
2. Maintains 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.
3. Works with the Vice President for Operations 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 to ensure budget adherence.
4. Prepares routine financial reports, reports significant changes as soon as recognized.
5. Prepares and submits all necessary reports to government agencies, associations, grantors, or other appropriate private organizations. Copies of all such reports are given to the President and VP for Operations.
6. Oversees the investment of excess funds available on a short-term basis.
 - Obtains and enters journal entries from the VP for Operations.
 - Obtains and enters monthly balance reports from the VP for Operations.
7. Assists the VP Operations and legal advisors in the handling of claims, tax questions, implementation of government regulations and similar matters
8. In cooperation with those listed below, the Business Office Director is responsible for the following:
 - Oversees accurate recordkeeping of cost.
 - Prepares work papers for the annual audit and assists the audit firm with the fieldwork.
 - Maintains a summary of property, plant, and equipment additions and improvements.
 - Schedules, organizes, and makes financial arrangements for outside groups to use the College facilities, verifies adequate insurance, and works in conjunction with the VP for Operations and the Public Relations Director.
 - Processes and manages insurance claims – following each case until it is finalized.
 - Chairs the Financial Affairs Committee meetings.
 - Provides supervision for mail collection and delivery.

9. Serves as the SVD House Treasurer.
10. Oversees the College payroll and bills for payment with the approval and co-signature of the VP for Operations.
11. Interacts with the Finance Committee of the Board of Trustees regarding 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.
12. Serves as a member of the Finance Committee of the Board of Trustees and together with the VP for Operations serves as liaison with the Board of Trustees in all financial matters.
13. Attends selected workshops and seminars appropriate to this position to ensure professional updating in current financial trends and developments, the Business Office Director shall.
14. Other duties as assigned by the VP for Operations.

Qualifications

- BA preferred or equivalent professional experience.
- 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 secretarial staff.
- Computer literacy (MS Word, Excel, Quicken, Business Office software, etc.).
- Financial, accounting, and analytical skills.
- Practical experience of web based applications.
- Knowledge of health and safety issues/practices.
- Awareness of equal 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 25 pounds.

Direct reports

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

246 INFORMATION SYSTEMS DIRECTOR

Reports to	Vice President for Operations
Classification	Exempt
Status	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.

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

250 COLLEGE-WIDE STANDING COMMITTEES/COUNCILS

College-Wide Standing Committees are established to expedite the work of the Board of Administration by closer investigation and discussion of matters which fall within their competence as described below, and by reporting their findings and decisions to the governing bodies when requested by the same.

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 school year prior to committee elections.

251 ACADEMIC AND FORMATION ADVISORY COUNCIL

The Academic and Formation Advisory Council is an advisory body that reports to the President.

1. Membership:

- 1.1 The Council shall consist of all the members of the faculty and the formation team. While members of the Board of Administration may participate in the meetings of the Council, they will not hold membership in the Council with voting privileges.
- 1.2 The Council shall elect its Chair who will draw up the agenda and run the meetings.
- 1.3 The Chair shall serve a two-year term.

2. Rights and Duties:

- 2.1 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.
- 2.2 Identify and resolve on an ongoing basis operational issues relating to the coordination and integration of academic and formation programs.
- 2.3 Make recommendations to the Board of Administration for specific actions.

3. Meetings:

The Council meets a minimum of once a semester.

252 ADMISSIONS COMMITTEE

The Admissions Committee shall consist 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)

1. Rights and Duties:
 - 1.1 to decide by vote as to the acceptance or rejection of all applicants seeking full-time attendance at Divine Word College.
 - 1.2 to assist the Admissions Director in the formulation of admission policies for presentation to the Board of Administration.
2. In the absence of the Admissions Director, the Vice President for Academic Affairs will chair the Admissions Committee.
3. A quorum shall consist of three official committee members.
4. The Committee is responsible to the Vice President for Admissions.

253 ASSESSMENT COMMITTEE

Divine Word College is committed to educational achievement and improvement through the ongoing assessment of student learning. Assessment is an important responsibility of the faculty, a task facilitated and supported by the Assessment Committee in collaboration with the Vice President for Academic Affairs. The collection, analysis, and reporting of accurate and relevant data, drives more effective decision-making and institutional planning.

1. Membership: The Assessment Committee is organized into two modalities: the Plenary Body and the Nuclear Body.
 - 1.1 The Plenary Body consists of the Director of Institutional Effectiveness, the Department Chair of Theology & Philosophy, the Department Chair of Interdisciplinary Studies, the Director of the Intensive English Language Institute, the Registrar, two faculty members, and a Formation Committee member.

- 1.2 The Nuclear Body consists of the Director of Institutional Effectiveness and the two appointed faculty members on the Plenary Body.
- 1.3 The Director of Institutional Effectiveness serves as Chair of the Assessment Committee in both its Plenary and Nuclear modalities, and is responsible for proposing agenda, distributing documentation, and facilitating meetings.
- 1.4 The Formation Committee member is appointed by the College President for two academic years, in consultation with the Vice President for Formation.
- 1.5 The two faculty members are appointed by the College President for two academic years, in consultation with the Vice President for Academic Affairs.
- 1.6 The Assessment Committee is responsible to, and collaborates with, the Vice President for Academic Affairs.
2. Responsibilities: The Assessment Committee serves as an advisory body to the Vice President for Academic Affairs in matters relating to the assessment of the English as a Second Language program and the undergraduate academic degree programs. It also serves as an advisory body to the Vice President for Formation in matters relating to the assessment of the Religious Formation Program. These responsibilities include:
 - 2.1 Facilitating the effective collection, systematic analysis, and accurate reporting of relevant data in useful form to stakeholders for effective decision-making and institutional planning;
 - 2.2 Developing and implementing assessment protocols in the Intensive English Language Institute, the undergraduate academic programs, and in the Religious Formation Program;
 - 2.3 Crafting recommendations to the Chairs Council and to the Formation Committee, regarding the implementation of effective assessment protocols and/or the elimination of ineffective assessment protocols, and;
 - 2.4 Preparing annual assessment reports for internal and external constituencies demonstrating how assessment data are utilized for effective decision-making, institutional planning, and for improving student learning and development.

3. Meetings: The Nuclear Body of the Assessment Committee meets a minimum of four times per semester, and is the normal modality in which the committee conducts business. The Chair invites one or more members of the Plenary Body whenever specific agenda items pertain to their particular area of expertise or responsibility. However, all Nuclear Body meeting materials (agenda, minutes, reports, and other relevant materials) are distributed to each Plenary Body member.
- 3.1 The Plenary Body of the Assessment Committee meets a minimum of once per semester for the purposes of planning, ongoing evaluation, communication, and proposal of recommendations to college constituencies.
- 3.2 Additional meetings of the Nuclear or Plenary Bodies may be called for by the Assessment Committee Chair or the Vice President for Academic Affairs.

Revised: 09/07/18

254 CAMPUS SUSTAINABILITY COMMITTEE

1. Objectives:

The Documents of the XV SVD General Chapter 2000 note the SVD's worldwide commitment to sustainable practices: "In the light of today's ecological crisis, our concern for the well-being of future generations leads us to commit ourselves to working for a sustainable environment and to adopting a way of life that witnesses to the importance of environmental concerns" (39).

The Campus Sustainability Committee's purpose is to transform the SVD commitment to sustainability into a lived and witnessed reality at Divine Word College—in the academic and formation curriculum, in student life, and in institutional management. In so doing, 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.

2. Membership:

The College President appoints the chair of the Committee. The Committee consists of the Vice President for Operations, an SVD member, (appointed by the College President), a faculty or staff member (appointed by the College President), and two student representatives (selected by the Student Senate). The committee will hold no more than six and no fewer than two meetings each semester. Meetings will be open to all interested members of the Divine Word College community. The committee is accountable to the Vice President for Operations. (9/1/17)

3. Term of Office:

Members serve two-year terms and may be re-appointed.

4. Responsibilities:
The committee

- 4.1 fosters the integration of formational and academic curricula so as to promote environmental sustainability;
- 4.2 assesses the sustainability of Divine Word College management practices;
- 4.3 acknowledges and rewards environmentally beneficial practices;
- 4.4 identifies and promotes sustainable management practices;
- 4.5 sets goals and timelines for improvement;
- 4.6 selects, prioritizes, and recommends initiatives proposed to achieve improvement toward sustainable practices;
- 4.7 nurtures cooperation between faculty, staff, and students;
- 4.8 supports coordination between campus operations, employee practices, and student life.
- 4.9 In carrying out its duties, the Committee
 - 4.9.1 Conducts a campus audit to assess current sustainability of College practices and programs.

- 4.9.2 Recommends goals for improvement in use of resources including energy, water, paper, food.
- 4.9.3 Gathers suggestions from DWC community on ways to improve resource use.
- 4.9.4 Collaborates to identify goals, action plans, and timelines for such improvement.
- 4.9.5 Consults with involved individuals as required, e.g. the Work-Study Supervisor, the Vice-Presidents for Operations and Formation, the Maintenance Supervisor, science faculty and other members of the college community.
- 4.9.6 Makes recommendations to the Board of Administration, through the Vice President for Operations.

(revised 12/7/15)

255 CHAIRS COUNCIL

1. Membership:

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 Council functions as an advisory body to the Vice President for Academic Affairs who will draw up the agenda and chair the meetings of the Council.

2. Responsibilities:

- 2.1 Facilitate excellence in teaching and assessment of learning outcomes.
- 2.2 Promote faculty's creative and scholarly activities, professional development, and service.
- 2.3 Help develop and update courses and curriculum.
- 2.4 Collaborate with faculty and administration in developing, updating, and implementing academic policies and procedures.
- 2.5 Assist in advancing the College's academic strategic plan.

3. Meetings:

The Committee meets a minimum of three times during a semester or as called by the Vice President for Academic Affairs.

4. Office Space:

The Chairs Council will review faculty office assignments and recommend new or changed office assignments to the Vice President for Academic Affairs prior to the beginning of each semester.

256 CULTURAL EVENTS COMMITTEE

1. Objectives:

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 international themes in their presentations, thereby furthering the educational and intercultural objectives of Divine Word College.

2. Membership:

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 (appointed by the Student Senate). The Committee reports to the College President.

3. Term of Office:

The members of the Committee shall serve a two-year term and may be re-appointed.

4. Responsibilities:

The Committee shall

- 4.1 Prepare and submit an annual budget.
- 4.2 Plan and host a maximum of two (2) public events per semester each school year. Public events include lectures, visual and performing arts.
- 4.3 Prepare an annual calendar of cultural events in collaboration with the Dean of Students and the Vice President for Academic Affairs.
- 4.4 Publish an annual announcement of the year's cultural events for the College community and the public. (Revised 11/20/15)

257 EMERGENCY COMMITTEE

1. Purpose:

The Emergency Committee is established to assist the administration of Divine Word College in providing for the welfare and safety of the College community.

2. Membership:

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. The Committee reports to the President.

3. Responsibilities:

- 3.1 Update the emergency procedures annually.
- 3.2 Schedule a presentation to the students, faculty, staff and SVD community at the beginning of each academic year on the importance of following the emergency procedures.
- 3.3 Distribute copies of the Emergency Procedures plan to the College community at the beginning of each year.
- 3.4 Meet with the Emergency Response Team once each semester to review emergency procedures.

- 3.5 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.
- 3.6 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.)
- 3.7 Keep current on security issues and emergency trends by attending area workshops and conferences when relevant.
- 3.8 Submit recommendations to the President when changes are necessary to upgrade security or emergency procedures.

258 EMERGENCY RESPONSE TEAM

1. Purpose:

The Emergency Response Team will be ready to respond and take action in the case of any emergency at Divine Word College.

2. Membership:

The Emergency Response Team is composed of at least three ex officio SVD members: the President, the Dean of Students, the Rector, and other members appointed by the President. Members shall serve for three-year terms. Members may also serve on the Emergency Committee.

3. Responsibilities:

The Emergency Team will

- 3.1 Provide leadership to the College community during any emergency.
- 3.2 Use the paging system to evacuate the building during an emergency.
- 3.3 Reset the fire alarm system following activation.

- 3.4 Meet with the Emergency Committee once each semester to review emergency procedures.
- 3.5 Submit recommendations and suggestions for security and safety improvements to the President.

259 FACULTY SENATE

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 part-time 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.

260 ACADEMIC APPEALS COMMITTEE (forthcoming)

261 FINANCIAL AFFAIRS COMMITTEE

The Financial Affairs Committee shall be composed of the Business Office Director as Chair, the Vice President for Operations, the Development Director, the Vice President for Admissions, and the Financial Aid Coordinator. The Committee is responsible to the Vice President for Operations.

1. Responsibilities:

- 1.1 Reviews the annual budget prepared by the Business Office Director 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.
- 1.2 Reviews the monthly financial report.
- 1.3 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.

- 1.4 Serves, at the President's request, as an ad hoc advisory committee on special financial issues.

262 FORMATION COMMITTEE

The Formation Committee consists of the Vice President for Formation as Chair, the Dean of Students, the Ministries Director, the Spiritual Life Coordinator, the Counselor, the College Chaplain, the Formation Directors, and three student representatives, non-voting, one of whom is a female student. A representative of the faculty regularly attends as a non-voting member. The Committee reports to the Vice President for Formation.
(9/15/17)

1. Responsibilities:
 - 1.1 Implements and oversees the Religious Formation Program
 - 1.2 Meets regularly each month.
 - 1.3 Recommends changes or revisions in the Religious Formation Program to the Board of Administration for approval.

263 INFORMATION SYSTEMS COMMITTEE

1. The Information Systems Committee shall consist of the College's Information Systems Director as the Chair of the Committee, the Vice President for Academic Affairs, the Library Director, the Instructional Technology Support Specialist, and such other representatives of the programs and offices as may be appointed by the Board of Administration. 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. The Committee reports to the Vice President for Operations.
2. The function of 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 will especially help the Director deal with requests for equipment and upgrades, assisting with the prioritizing of needs and requests, so that computing equipment is distributed in an equitable and responsible fashion.

3. The Committee meets at least twice during each semester.
4. Along with the Information Systems Director, the Committee submits an annual budget to the Vice President for Operations of Divine Word College.
5. The Committee shall recommend policy for the operation of the College websites.

264 LIBRARY COUNCIL

1. Objectives:
The Library Council advises the College Library Director on the allocation of funds, the acquisition of library material, and on library policies.
2. Membership:
The Library Council shall consist of the College Library Director as Chair, the Assistant Librarian, one member from each academic program appointed by the respective programs, and a student representative appointed by the Student Senate.
3. Term of Office:
Faculty representatives shall be appointed for terms of two years. The Student representative shall be appointed for one year.
4. Responsibilities:
The Library Council shall meet at least at the beginning and mid-term of each semester.
5. The Library Council reports to the College Library Director.

265 LITURGY COMMITTEE

1. Purpose:

The Liturgy Committee is established in order to ensure that all liturgical and para-liturgical functions shall be well prepared, providing compliance with established norms and, at the same time, adding dignity and inspiration to all participants. The Committee is also 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.

2. Members:

This Committee shall consist of the following members:

- 2.1 the College Chaplain, Chair;
- 2.2 the Assistant Chaplain, Co-Chair
- 2.3 the Rector of the SVD community
- 2.4 the Vice President of Formation
- 2.5 a member of the Faculty appointed by the President; and,
- 2.6 a student appointed by the Student Senate.

3. Responsibilities:

- 3.1 To act as a sounding board in liturgical matters regarding ordinary and extraordinary liturgical and para-liturgical functions at Divine Word College.
- 3.2 To help set overall liturgical goals for the semester and the school year and to review these goals periodically.
- 3.3 To review present liturgical policies and, when needed, to recommend changes to the President.
- 3.4 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.

4. Meetings:

- 4.1 In order to fulfill its duties and purposes the Committee shall meet as often as needed or advisable. In particular meetings should be scheduled:
 - 4.1.1 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.

4.1.2 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.

4.2 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.

266 PRESIDENTIAL FORUM

1. The Presidential Forum is the gathering of the College Community, called by the President or by his designee.
2. The purpose of the President Forum is to facilitate communication on College-wide matters of interest to the College Community.
3. All employees of the College are members of the Presidential Forum.
4. Meetings of the Presidential Forum are chaired by the President or by the President's designee.
5. Meetings are called by the President. They 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 or exchange of information, the forum does not vote on any item unless the President explicitly requests a vote on any specific matter.

267 RANK AND TENURE COMMITTEE

The Rank and Tenure Committee makes recommendations on rank, tenure, merit considerations and an annual teaching excellence award.

1. Members:
 - 1.1 The Committee shall comprise five (5) members elected by the Academic and Formation Advisory Council.

- 1.2 At least two members shall be lay persons and at least two shall be members of the SVD.
 - 1.3 The Committee submits recommendations to the President of one or two of its members (ranked in order of preference) to be appointed by the President as Chair of the Committee.
 - 1.4 When possible at least two members shall be tenured persons and at least two shall be non-tenured members.
 - 1.5 Members shall have a three-year term. The terms shall be staggered.
 - 1.6 No member of the Board of Administration shall be a member of this Committee.
2. The Committee is responsible to the Vice President for Academic Affairs.

3. Responsibilities:

RANK

- 3.1 Determine eligibility on application for promotion in rank and to make recommendations to the Vice President for Academic Affairs by March 15.
- 3.2 Determine the eligibility on application for publication merit award and make recommendations to the Vice President for Academic Affairs by March 15
- 3.3 Be responsible for the evaluation of the instructional faculty presenting applications for merit recognition, promotion in rank, and tenure.

- 3.4 Determine preliminary inquiries, at the recommendation of the President, as to cause for dismissal or termination for cause, of continued renewal of contract of a non-tenured member.

TENURE

- 3.5 Apply established criteria in evaluating instructional effectiveness.
- 3.6 Institute the review of the candidate after receiving statement of intent by October 15.
- 3.7 Weigh scholarship and research in the process of evaluation.
- 3.8 Give significant weight to positive attributes of service in the review.
- 3.9 Make recommendation for tenure to the President through the Vice President for Academic Affairs by March 15.

TEACHING EXCELLENCE AWARD

In undertaking its responsibilities related to the Rev. Charles Malin, SVD, Excellence in Teaching Award, the Rank and Tenure Committee follows the procedures detailed in the Faculty Handbook.

269 SCHOLARSHIP COMMITTEE

1. **Objectives:** The Scholarship committee shall assist the President in awarding scholarships and grants to students of DWC.
2. **Membership:** The committee consists of five ex-officio members:
 - President
 - Vice President for Formation-Student Life
 - Vice President for Admissions-Recruitment
 - Financial Aid Coordinator
 - International Student Advisor

The President appoints the chair, and may also appoint additional members to the committee.

3. **Meetings:** The committee meets as necessary to provide appropriate counsel to the President on the awarding of scholarships.
4. **Responsibilities:**
 - Recommend policies for the awarding of Scholarships and Grants.
 - Determine priority characteristics for the awarding of DWC and Named scholarships.
 - Organize and review the applicants for DWC scholarships.
 - Review and recommend to the Board of Administration recipient students for DWC and Named Scholarships.
 - Assist with correspondence regarding scholarships (as needed).

(Approved 5-11-18)

270 PROGRAMS

271 ACADEMIC UNITS

1. The College's instruction programs are organized into two academic departments and an institute, as follows:
 - 1.1 Department of Interdisciplinary Studies
 - 1.2 Department of Theology and Philosophy
 - 1.3 Intensive English Language Institute
2. The Board of Administration, in consultation with the faculty, may establish, eliminate, or reorganize academic programs as may be necessary.

272 DEPARTMENT CHAIR

1. The Department Chair (hereinafter, 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.
2. 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.
3. The Chair receives reassigned time that is equivalent to six credit hours of teaching.
4. The Core responsibilities of the Chair are described below:
 - 4.1 Cultivating Quality Faculty

The Chair is the immediate supervisor of the faculty in the Department. In this administrative role, the Chair:

- 4.1.1 Organizes the process of hiring instructors, following established procedures, and makes recommendations to the College President through the Vice President for Academic Affairs.
- 4.1.2 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.
- 4.1.3 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.
- 4.1.4 Assures that faculty are meeting their full-time teaching loads.
- 4.1.5 Supervises and evaluates faculty performance for formative and summative purposes.
- 4.1.6 Consults with faculty in selecting representatives to College committees (except when committee membership is determined through College-wide election).
- 4.1.7 Encourages, facilitates, and supports faculty professional engagement.
- 4.1.8 Creates and implements operational procedures for effective management of the Department.
- 4.1.9 Makes recommendations to the Vice President for Academic Affairs regarding salary, promotion in rank, and renewal of contracts of departmental faculty.
- 4.1.10 Prepares agenda for and conducts departmental faculty meetings.
- 4.1.11 Serves as the link between the faculty and the administration.

4.2 Improving Degree Programs

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:

- 4.2.1 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.
- 4.2.2 Ensures that goals of the degree programs and learning outcomes are consistent with the College Mission and institutional learning outcomes.
- 4.2.3 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.
- 4.2.4 Provides leadership in assessing learning outcomes.
- 4.2.5 Provides leadership in developing new courses and curriculum changes and works with other Chairs to assure that courses are not needlessly duplicated.
- 4.2.6 Provides leadership for external degree program review.
- 4.2.7 Collaborates with the Librarian in securing and maintaining library resources relative to the needs of the Department.
- 4.2.8 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.

4.3 Facilitating Effective Teaching and Advisement of Students

- 4.3.1 Assigns advisors, in collaboration with the Academic Advisement Coordinator, and ensures effective advisement of students in the Department.

- 4.3.2 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.

- 4.4 Planning and Management of the Departmental Budget

- 4.4.1 Plans and administers the Department's operating budget. Instructional and departmental funds in series 6000 shall not be expended for social gatherings or outings. This includes end-of-the-year meals, Christmas parties, tokens of appreciation, departmental socials, etc.
- 4.4.2 Works with the Vice President for Academic Affairs in planning and allocating faculty development funds to promote faculty development and professional engagement.
- 4.4.3 Evaluates department's staffing needs and works with the Vice President for Academic Affairs to assure adequate and appropriate coverage for degree programs.

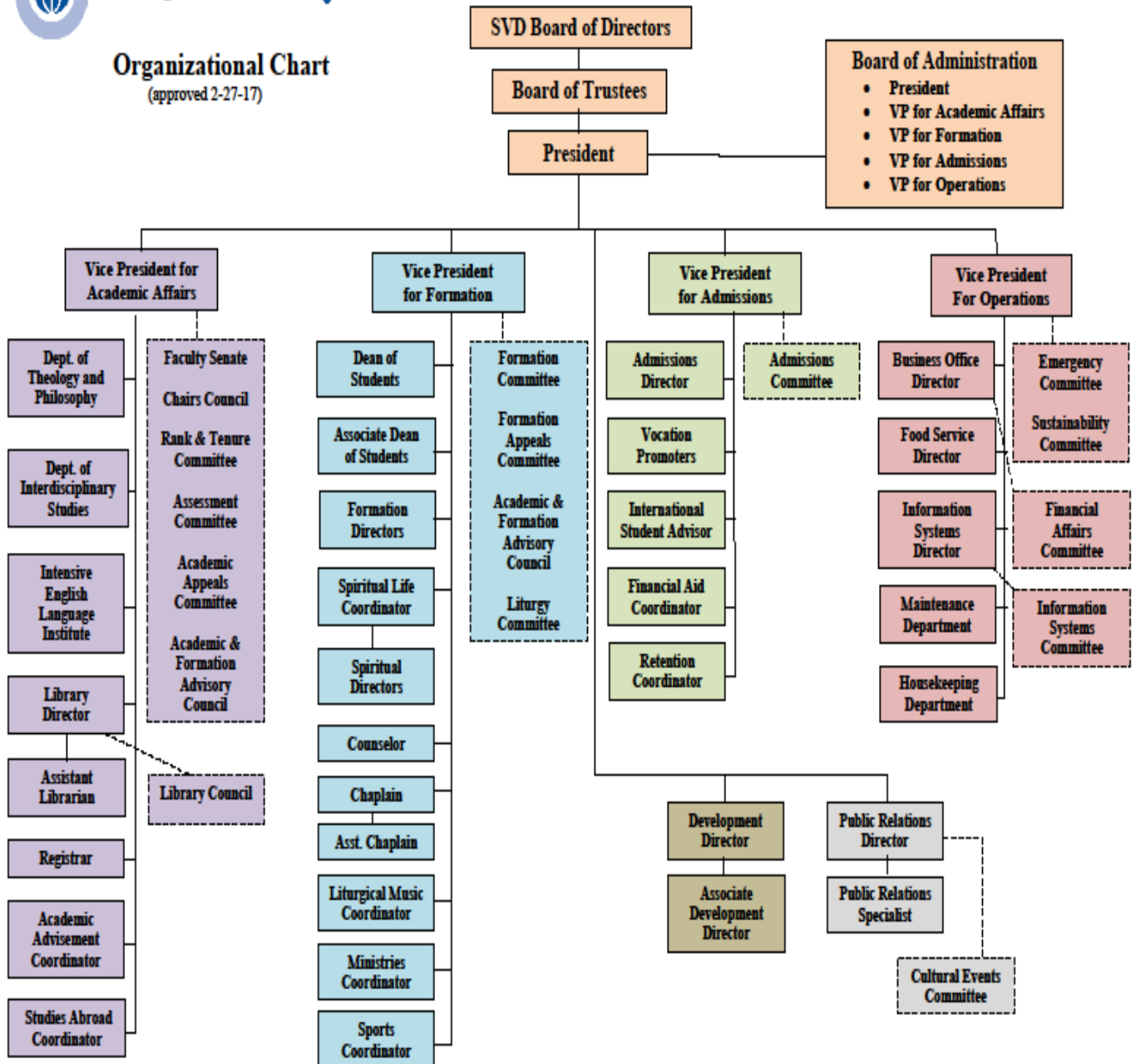
- 5. This job description is not exhaustive. Perform other duties as assigned.

(Revised 7/22/14)



Organizational Chart

(approved 2-27-17)



CHAPTER THREE
ADMISSION POLICIES

300 Admissions

310 Admission Forms Policy

320 Admissions Requirements and Procedures for SVD Candidates

- 321 Formal Application Procedures for SVD Candidates
- 322 Admission Requirements and Procedures for Non-SVD Candidates
- 323 Academic and Formation Assessment of Applicants
- 324 Proficiency Tests
- 325 Assessment and Placement of New Students
- 326 Application Deadlines/Start of Semester
- 327 Transition to the Undergraduate Program from the ESL Institute
- 328 Transfer Students
- 329 International Students
- 330 Leave of Absence
- 331 Readmission

340 Health Requirements for Admission to Divine Word College

350 Working With Minor Candidates

360 Admission of Students Without High School Diploma or GED

300 ADMISSIONS

The Admissions Committee is accountable to the Vice President for Admissions, and one of its duties is to propose changes in admissions policies to the Board. Admissions policies are approved by the Board of Administration.

310 ADMISSION FORMS POLICY

1. Purpose

The Tri-Province Vocation Office is responsible for presenting candidates for admission to Divine Word College and for collecting and coordinating documents required in the admission process. The Vocation Office forwards the application papers submitted to the Divine Word College Admissions Committee. The intent of this policy is to outline the procedures to be used after the documents have been submitted to the Vocation Office to insure the privacy of the applicant and provide an orderly distribution of the material needed by other departments.

2. Procedures

2.1 The Vocation Office requests the following documents be submitted in the application process to Divine Word College:

- a. Signed application form
- b. Autobiography
- c. Official academic transcripts from each secondary and post-secondary school attended
- d. Course descriptions and/or syllabi for college classes when the applicant is requesting transfer credit
- e. High school diploma or equivalency exam scores
- f. SAT or ACT scores and/or TOEFL or alternative English language test , if available
- g. Health report and up-to-date immunization record and appropriate psychological testing if requested
- h. Pastoral recommendation
- i. Two professional recommendations (including one from any youth service employer if applicable)
- j. Official Copies of baptismal and confirmation certificates
- k. Consent form for background check of national sex abuse registry and criminal background check of each state and county of residence for the last ten years
- l. International students: A copy of the applicant's passport, visa and all immigration documents

- m. Non-United States citizens and Naturalized United States Citizens: A copy of the applicant's immigration documents, including a copy of the Alien Registration Card (green card) or naturalization certificate or U.S. Passport
 - n. \$25 Application fee
 - o. Photo
 - p. Where applicable, a letter of recommendation is required from the diocese or religious community (rector, superior or his delegate) with whom the applicant was previously affiliated
 - q. Where applicable, a copy of separation/discharge forms after service in the U.S. military
 - r. Application for Federal Student Aid is recommended, but not required (eligible students)
- 2.2 After all the necessary documents have been received, the Vocation Office will forward the entire application to the Divine Word College Admissions Committee.
- 2.3 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.
- 2.4 While the Vocation Office will retain a copy of all the application material, it is the Vocation Office staff's responsibility to distribute the original and/or copies of necessary forms to the appropriate offices. The following will be used as a guide for the distribution of forms once an applicant is accepted as a student:
- Dean of Students
 - a. Original copy (or True Copy) of Baptismal and Confirmation Certificates
 - b. Original application form
 - c. One photo
 - d. Psychological test results (if any)
 - e. Background check results
 - f. Original medical report and any supporting medical information
 - g. Medical insurance information
 - h. Autobiography
 - i. Signed acceptance letter
 - j. Vocation director report
 - k. Pastoral recommendation
 - l. Professional recommendations
 - m. Copy of passport/visa/LPR card (if applicable)

- n. Recommendation from previous community/diocese (if applicable)
 - o. Military forms (if applicable)
 - Registrar
 - a. All official high school and college transcripts
 - b. Copies of diplomas and degrees
 - c. Originals of all standardized tests such as ACT, SAT or TOEFL
 - d. Copy of application
 - e. Copy of acceptance letter
 - f. Copy of passport/visa (if applicable)
 - Medical Coordinator
 - a. Copy of the medical report
 - b. Copy of any supporting medical documentation
 - c. Copy of medical insurance information
 - College Counselor
 - 1. Copy of acceptance letter
 - 2. Other necessary information if a referral is made to the College Counselor
 - Financial Aid Coordinator
 - a. Copy of application
 - b. Copy of acceptance letter
 - c. Medical insurance information
 - d. Copy of passport/visa/LPR card (if applicable)
 - International Student Advisor
 - a. Copy of application
 - b. Copy of acceptance letter
 - c. All immigration documents collected
- 2.5 If an applicant who has been accepted never enters formation, all information that had been distributed to various departments should be returned to the Vocation Office for proper filing.
- 2.6 The Vocation 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.
- 2.7 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 his 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.

Approved by the Divine Word College Board of Administration
February 9, 2006
May 24, 2012 Updated
April 28, 2017 Updated

320 Admission Requirements and Procedures for SVD Candidates

1. Criteria for Admission of SVD Candidates

Vocation Promoters assess the candidates applying to Divine Word College. They look for positive indicators for each of the characteristics listed below. A serious deficiency in one category can jeopardize admission. The candidate's age and experience may affect the degree to which he demonstrates these characteristics. Guided by the Constitutions of the Society of the Divine Word (Const. 511.4), when Vocation Promoters (Recruiters) and the Admissions Committee make decisions about candidates, they look for positive evidence of:

- a religious spirit appropriate to the candidate's age indicating a missionary calling
- active participation in the life of the Church as evidenced by involvement in his local parish or other volunteer service projects
- the necessary talent for the education required
- willingness to live in an intercultural environment
- sound physical and mental health
- ability to accept responsibility
- a sense of purpose in life
- social skills appropriate to the candidate's age
- the capacity for and a demonstrated pattern of lived celibacy for an appropriate period

2. Pre-Screening of SVD Candidates

A candidate who contacts the College concerning admission does not receive application papers, but is assigned a Vocation Promoter. The Vocation Promoter maintains contact with the candidate from this initial stage through the admission process. In most cases, the Vocation Promoter visits the candidate at his home, invites the candidate to visit the College and interviews the candidate. If the Vocation Promoter is convinced that the candidate is serious and is likely to meet the criteria as previously outlined, the Vocation Promoter offers the candidate application materials. The ensuing application procedures are designed to gather sufficient information about the candidate so the Admissions Committee can make an informed decision of the candidate's suitability for admission to formation and to one of the academic programs at Divine Word College—Intensive English Language Institute (IELI), Undergraduate Program or the Associate Program.

321 FORMAL APPLICATION PROCEDURES FOR SVD CANDIDATES

Each SVD Candidate applicant normally follows the following procedures:

- Applicants are interviewed by a Vocation Director at the applicant's home, school, Divine Word College or another appropriate location.
- Applicants are generally required to visit Divine Word College prior to application.
- Applicants submit the following documents:
 - Signed application form
 - Autobiography
 - Official academic transcripts from each secondary and post-secondary school attended
 - Course descriptions and/or syllabi for college classes when the applicant is requesting transfer credit
 - High school diploma or equivalency exam scores
 - SAT or ACT scores and/or TOEFL or alternative English language test , if available
 - Health report and up-to-date immunization record and appropriate psychological testing if requested
 - Pastoral recommendation
 - Two professional recommendations (including one from any youth service employer if applicable)
 - Official Copies of baptismal and confirmation certificates
 - Consent form for background check of national sex abuse registry and criminal background check of each state and county of residence for the last ten years
 - International students: A copy of the applicant's passport, visa and all immigration documents

- Non-United States citizens and Naturalized United States Citizens: A copy of the applicant's immigration documents, including a copy of the Alien Registration Card (green card) or naturalization certificate or U.S. Passport
 - \$25 Application fee
 - Photo
 - Where applicable, a letter of recommendation is required from the diocese or religious community (rector, superior or his delegate) with whom the applicant was previously affiliated
 - Where applicable, a copy of separation/discharge forms after service in the U.S. military
 - Application for Federal Student Aid is recommended, but not required (eligible students)
- Send information to:
- ADMISSIONS DIRECTOR
Divine Word College
P.O. Box 380
Epworth, IA 52045-0380
Phone: (800) 553-3321
Fax: (563) 876-5515
E-mail: svdvocations@dwci.edu
Websites: www.dwci.edu
www.svdvocations.org

The College's Admissions Committee reviews the information and gives final approval for acceptance into the College. The Admissions Director will generally respond to the applicant within 14 days with the committee's decision. The Admissions Director will notify the Registrar of acceptance so the student can register for classes.

322 ADMISSION REQUIREMENTS AND PROCEDURES FOR NON-SVD CANDIDATES

In addition to men considering religious vocations as missionary priests and brothers, Divine Word College welcomes other individuals wishing to utilize the College's educational programs. Non-SVD candidates will fall into the following categories:

1. Degree-Seeking Students (full or part-time)

Applicants submit the following documents:

- Application form

- Letter(s) of recommendation and/or referral (must be from the congregational superior if applicant is a member of a religious community and from the bishop if applicant is a diocesan priest or priesthood candidate)
- Official academic transcripts from each school attended
- Course descriptions and/or syllabi for college classes when the applicant is requesting transfer credit
- SAT or ACT scores, if available
- TOEFL or alternative English Language test score (such as TOEIC or IELTS), if appropriate
- Health report and current immunization record for international students (SVD, SSpS and domestic applicants are exempt from the health report)
- International students: A copy of the applicant's passport, visa and all immigration documents
- Non-United States citizens and Naturalized United States Citizens: A copy of the applicant's immigration documents, including a copy of the Alien Registration Card (green card) or naturalization certificate or U.S. Passport
- Background check consent form when appropriate
- \$25 application fee

The College's Admissions Committee reviews the information and gives final approval for acceptance into the College. The Admissions Director will generally respond to the applicant within 14 days with the committee's decision. The Admissions Director will notify the Registrar of acceptance so the student can register for classes.

2. Non-Degree Seeking Temporary Students (full-time)

Applicants submit the following documents:

- Application form
- Letter(s) of recommendation and/or referral (must be from the congregational superior if applicant is a member of a religious community, the bishop if applicant is a diocesan priest or priesthood candidate, or from the pastor if the applicant is applying for the Lay Ministry Program)
- If available, official academic transcripts from each school attended
- SAT/ACT scores, if available
- TOEFL or alternative English Language test score (such as TOEIC or IELTS), if available
- Health report and current immunization record (SVD, SSpS and domestic applicants are exempt from the health report)
- International students: A copy of the applicant's passport, visa and all immigration documents

- Non-United States citizens and Naturalized United States Citizens: A copy of the applicant's immigration documents, including a copy of the Alien Registration Card (green card) or naturalization certificate or U.S. Passport
- \$25 application fee

The College's Admissions Committee reviews the information and gives final approval for acceptance into the College. The Admissions Director will generally respond to the applicant within 14 days with the committee's decision. The Admissions Director will notify the Registrar of acceptance so the student can register for classes.

3. Non-Degree Seeking Temporary Students (part-time)

Individuals interested in taking an occasional class complete a short application. Applicants should return applications to the Admissions Office for processing. Generally, the Admissions Director will forward the applications to the Registrar immediately so the student can register for classes. Students who previously completed a registration form do not need to complete a new form for each subsequent semester.

4. Unclassified Part-Time Students

Students from area high schools may enroll in lower division college courses. Applicants must have completed the junior year and are unclassified part-time students who are not pursuing a degree.

323 ACADEMIC AND FORMATION ASSESSMENT OF APPLICANTS

An applicant should have at least average intelligence, which may be indicated in a variety of ways, including academic transcripts ("C" or 2.00 cumulative GPA); standardized testing; and/or rank in class (upper two-thirds). An applicant must have a high school diploma, or the applicant must submit official scores of a secondary school equivalency exam such as the General Educational Development (GED) Test or the High School Equivalency Test (HiSET).

Students who have completed a four-year high school program in the United States are highly encouraged to submit ACT and/or SAT scores to assist the Admissions Committee in their evaluation of their academic potential.

In some circumstances, documentation to show academic ability may be impossible to gather especially if an applicant's education documents are not available from his/her home country or were permanently lost. The Admissions Director or designee will make every attempt to gather information about an applicant's academic ability through

interviews, recommendations from persons who know the applicant, unofficial grade reports, recommendations from teachers, or letters attesting to the applicant's academic history.

An applicant whose primary language is not English is required to either submit a TOEFL (Test of English as a Foreign Language) or equivalent test score or take an English language proficiency test at Divine Word College prior to placement into the undergraduate program. An applicant may also submit an alternative standardized test of English proficiency.

An applicant who has a TOEFL score of 550 (213 CBT or 80 iBT) or higher and an English Writing Test (EWT) score of five will be placed in the undergraduate program. Applicants with lower EWT scores will be placed in an undergraduate developmental writing course.

Students who completed some of their education outside the United States but who did not complete high school may be admitted to the Intensive English Language Institute (IELI) without a high school diploma or passing an equivalency exam. These students will be required to complete a high school equivalency exam before being considered for admission to the undergraduate program. Students who complete the IELI before the equivalency exam may take part-time college courses for no more than two semesters while completing the equivalency exam. It should be noted that acceptance to Divine Word College without a high school diploma or equivalency exam is an exception to the norm.

All candidates for the Divine Word Missionaries, for dioceses/congregations and religious in temporary vows will participate in the complete spiritual formation program and must, therefore, meet the criteria for admission as identified above for SVD Candidates. Other fulltime students, including ordained priests and religious in perpetual vows attending Divine Word College and living on campus will need to understand the spiritual and formational aspects of the entire Divine Word College program. Full participation in the community life of the College's multi-cultural community is a requirement for all on-campus students.

324 PROFICIENCY TESTS

1. Advanced Placement Program (AP)

Divine Word College participates in the Advanced Placement Program of the College Entrance Examination Board. High school students who have performed satisfactorily in advanced college level courses before college entrance and who have demonstrated their achievement in the Advanced Placement Test of the College Entrance Examination Board may have the results submitted directly to Divine Word College for credit.

A student who receives a four (4) or five (5) rating in the Advanced Placement Test will automatically receive college credit in the subject.

Applicants for advanced placement should request their high school counselor to obtain the test from the College Entrance Examination Board, Princeton, NJ 08540.

2. College Level Examination Program (CLEP)

Divine Word College participates in The College Level Examination Program (CLEP) and accepts CLEP's current recommended standards for transfer of credit. Students who, by virtue of study or travel abroad, work experience, independent study, advanced work in high school or study in non-accredited institutions, believe that they might already possess knowledge comparable to that expected in a certain lower division course, may receive credit and placement based on scores of the Subject examinations administered by CLEP.

325 ASSESSMENT AND PLACEMENT OF NEW STUDENTS

All new, full-time degree-seeking students will be required to complete assessment testing during orientation week or early in the semester in order to determine placement into appropriate courses. Assessment tests will include reading, writing and math skills, and understanding of the Catholic faith. Students who have successfully completed a previous college-level math course will be exempt from the math placement test. Students may be admitted to either the undergraduate program or the Intensive English Language Institute (IELI) if they require further language support. Test scores will determine which classes a student may take. A standardized test score consistent with the DWC Admission Policy of a TOEFL score of 550 (213 CBT or 80 iBT), such as a score of 64 or higher on the Cambridge Michigan Language Assessments (CaMLA), is required to directly enter the undergraduate program. All new students are required to take the English Writing Test (EWT) unless they have a Bachelor's Degree from an American institution of higher learning. New students entering the undergraduate program may be required to take basic, non-credited developmental courses as needed.

Students required to take an English language test may do so during the application process or any time prior to admission. If a student performs well on a language test and results indicate he/she is not in need of the IELI the student will be exempt from taking the CaMLA during orientation week. On the other hand, if a student's English language test score on a test prior to enrollment indicates he/she will need the IELI, the student may retake a test during orientation week to assess if his/her English language skills have changed.

New full-time students who are not seeking a degree will be exempt from the math assessment test. These students would include those at the College to complete Philosophy requirements for future Theology studies.

326 APPLICATION DEADLINES / START OF SEMESTER

The Admissions Committee ordinarily processes applications within two weeks of receipt of all the required documentation. Applicants are encouraged to complete the application process as early as possible. Ideally, the Admissions Office will process international student applications until June 15 for the fall semester and until October 15 for the spring semester. The Admissions Office will process domestic student applications until **July 15** for the fall semester and until **December 1** for the spring semester.

The college expects new and returning students to begin each semester on the designated starting date. Students are required to participate in the new semester orientation. In exceptional circumstances, students may request permission to arrive late, specifically when circumstances beyond their control prevent their prompt arrival, e.g., application papers submitted on time but U.S. consulate delayed issuance of visa, physical illness, extraordinary family emergency, etc. Ordinarily, all students must be on campus within two weeks of the start of the semester (refer to the Academic Regulations section of the College Catalog).

327 TRANSITION TO THE UNDERGRADUATE PROGRAM FROM THE INTENSIVE ENGLISH LANGUAGE INSTITUTE (IELI)

Many students spend time in the Intensive English Language Institute (IELI) before enrolling in the undergraduate program. Before enrolling in credited, undergraduate classes, students in the IELI must undergo educational assessments by their instructors.

1. English Language Assessment

The Intensive English Language Institute (IELI) assesses students admitted to the IELI at the end of each term to determine their readiness for promotion to the next level in the IELI or to fulltime studies in the undergraduate program. The tables below indicate IELI requirements for new students and level promotion for current students.

Table 1: Placement Testing Criteria for New Students

Program	Placement	1. English Writing Test	2. English Speaking Test	3. CaMLA
IELI	Level 1	9-14	5-8	0-24
	Level 2	15-19	9-10	25-29
	Level 3	20-23	11-12	30-34
	Level 4	24-25	13-14	35-39
	Level 5	26-27	15-16	40-45
	Level 6	28-29	17-18	46-52
	Level 7	30-31	19-20	53-58
	Level 8	32-33	21-22	59-63
College	ENG 090 & ENG 111	34-35	23-25	64-80
	ENG 111	36-45		

At the end of each term, all IELI students take part in standardized testing of writing and oral communication skills. The results of these tests (see Table 2), along with course grades, determine a student's placement for the following term.

Table 2: Promotion Testing Criteria for Existing Students

Program	Promotion	1. English Writing Test	2. English Speaking Test	3. Course Grade Average (Fall and Spring)	4. CaMLA (Summer only)
IELI	Level 1	9-14	5-8	80% or higher	0-24
	Level 2	15-19	9-10		25-29
	Level 3	20-23	11-12		30-34
	Level 4	24-25	13-14		35-39
	Level 5	26-27	15-16		40-45
	Level 6	28-29	17-18		46-52
	Level 7	30-31	19-20		53-58
	Level 8	32-33	21-22		59-63
College	ENG 090 & ENG 111	34-35	23-25		64-80
	ENG 111	36-45			

2. Formal Process for Transition

Following the English language assessment as outlined above, students wishing to transition from the IELI to the college's undergraduate program must complete a formal request—Application Form to Transition from IELI to Undergraduate Program. After a student obtains the signature of the Director of the IELI and the Dean of Students, the student submits the form to the Vice President for Academic Affairs for final approval. The Vice President for Academic Affairs writes a letter to the student approving or denying the request and sends a copy to the Registrar for the student's permanent file.

328 TRANSFER STUDENTS

A student wishing to transfer from another accredited college or seminary should follow the normal application procedure. The student must submit official transcripts to the Admissions Director during the admissions process or to the Registrar or Vice President for Academic Affairs after enrollment. If the applicant is requesting transfer credit, the applicant must submit course descriptions or course syllabi for all college classes in question in order to more accurately determine their equivalency to Divine Word College courses. Refer to the section on Transfer Credits in the Academic Regulations section of this catalog for the process of accepting transfer courses. In order to process transfer credits in a timely manner, applicants should submit their information as early as possible. A letter of recommendation from the rector, superior or his/her delegate is also required if the applicant is transferring from a seminary or was ever in formation/vows with another religious congregation or diocese.

329 INTERNATIONAL STUDENTS

International students are subject to the admission policies of Divine Word College and the regulations of the Citizenship and Immigration Services of the United States Department of Homeland Security. If the student is accepted, the college will issue an I-20 form and other necessary documents within two weeks in order for the student to apply for a student visa from the United States government.

Students with questions about the Test of English as a Foreign Language (TOEFL) can contact Educational Testing Services (ETS), P.O. Box 6151, Princeton, NJ 08541-6151 or visit www.ets.org/toefl.

For students who are transferring from a foreign university, the regulations on the acceptance of transfer credits are located under the Transfer Students section. Federal Financial Aid is not available to international students. An applicant may apply for a Divine Word College scholarship

330 LEAVE OF ABSENCE

A student with good reason and with approval, by both the Vice President for Formation and the Vice President for Academic Affairs, may request and 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 absence. If the student does not return to the college within two semesters, the student must re-apply to Divine Word College under the "Readmission" section below.

331 READMISSION

A student who withdraws from Divine Word College in good standing may reapply after two semesters. A student who withdrew from Divine Word College because of academic probation may be readmitted to the College after two years in a fresh start program (see Academic Regulation Section of this Catalog). The same admission procedures noted below are followed as for those who left in good standing. If the student is readmitted, the credits earned previously at Divine Word College are treated as transfer credits. To graduate, the student must complete the last 30 hours in residence at Divine Word College. The College Chairs Committee may make exceptions.

A student reapplying is required to submit the following documentation:

- Signed application form
- A letter to the Admissions Director outlining why the student left, his/her principal activities during the absence from Divine Word College (including involvement in parish and Church related activities), and why the student wishes to return
- Official academic transcripts of all courses taken in the interim, along with course descriptions or syllabi
- One professional recommendation
- Updated medical form with recent physician exam.

(Revised and approved by the Board of Administration: May 25, 2018)

340 HEALTH REQUIREMENTS FOR ADMISSION TO DIVINE WORD COLLEGE

Applicants to and students enrolled at Divine Word College will adhere to the following:

1. All SVD candidates applying to formation with the Divine Word Missionaries at Divine Word College must complete a four-page medical 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 the last year before the start of classes at Divine Word College. All medical conditions, physical and psychological, that are reported on the medical report will be evaluated on a case-by-case basis. Applicants with certain symptoms of specific medical conditions may not qualify for a seminary formation program sponsored by our religious community.
2. 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 medical report prior to admission. However, international students are asked to submit the medical report so the Health Services Coordinator is aware of any medical needs.
3. Non-SVD Candidates living in the United States are exempt from the four-page medical report during the admissions process. However, after acceptance, each student submits the College's MMR/TB Form to the Admissions Office and/or Health Services Coordinator.
4. All students must have two verified MMR vaccinations after their first birthday. Usually these are noted as MMR or separate vaccinations to Rubella (red measles), Mumps and German Measles on the vaccination record. Laboratory evidence of immunity (Rubella and Rubella titers and Mumps IgG immune status) is acceptable in lieu of vaccination records. The signature and office stamp of physician or immunizing official must be affixed to all records. Individuals born before 1957 are not required to have these immunizations unless there is laboratory evidence of no immunity.
5. All international students are required to have a Tuberculosis (TB) test completed in the United States within one year of their arrival if they are from a country noted as high risk by the Center for Disease Control (CDC). If they are known to be positive or have current positive results, a chest X-ray with a copy of the report is required.
6. If the student fails to provide documentation of the MMR vaccines, the student can enroll in classes for one semester. During that semester, the student must obtain the required immunizations. The College's Health Services Coordinator will assist the student to complete the immunizations. The student's immunization record must be up-to-date by

the start of the following semester; otherwise, the student will normally not be allowed to enroll for a second semester.

7. While not required, the meningitis vaccine is recommended. As indicated on the medical 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.
8. 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 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.

Revised November 30, 2018

350 WORKING WITH MINOR CANDIDATES

The Vocation Office advertises to high school students and receives many inquiries from young men under the age of eighteen. When Vocation Promoters work with minor candidates, a clear, shared understanding of appropriate boundaries ensures the safety of both the candidate and the Vocation Promoter.

The Vocation Office and all its staff members adhere to the following guidelines in order to provide the safest possible environment for the discernment process:

1. When a candidate is known to be under the age of eighteen, the National Vocation Director 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.
2. At the same time the National Vocation Director 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 Director 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 Vocation Office.
3. After a week during which the parents can contact the Vocation Office to ask questions or express concerns, a Vocation Promoter will begin to try to make contact with the candidate.
4. If a minor candidate initiates contact with the Vocation 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 Vocation Office so that further communication between the candidate and the Vocation Promoter can occur with their knowledge.
5. If a minor contacts the Vocation 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 Vocation Director 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 Vocation Office.
6. 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.

7. 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 Vocation 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.
8. 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.
9. 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, Vocation Office staff members should never put themselves at risk for accusations or give the image of improper behavior. This guideline defining appropriate boundaries is consistent with Province Office policy.
10. A Vocation Promoter should avoid being alone with a minor candidate in a car. When at all possible, two people should transport a minor candidate; i.e., picking up a visitor at the airport, etc.

360 ADMISSION OF STUDENTS WHO LACK A HIGH SCHOOL OR GENERAL EDUCATIONAL DEVELOPMENT (GED) DIPLOMA

Divine Word College, while strongly committed to providing support resources to students, particularly to students from immigrant and refugee backgrounds, recognizes the limits of such support. Students' ability to sustain motivation over several years of study and seminary formation at the pre-novitiate level is a necessary consideration.

1. Admission to the regular College undergraduate degree programs requires evidence of satisfactory completion of a high school course of study. This is ordinarily demonstrated by possession of a high school or General Educational Development (GED) diploma.

2. In special circumstances, admission to the English as Second Language Institute is possible without a high school or GED diploma. “Special circumstances” include:
 - Lack of a family support network or sufficient financial resources that would in ordinary circumstances enable the student to pursue and complete the GED prior to admission.
 - Prior completion of four of the five GED area tests.

Admission without a high school diploma or GED is intended as the exception rather than the rule.

3. A student admitted to the DWC ESL program and lacking a GED is expected to complete the GED within a two-year period after being declared qualified to begin GED studies by the Director of the ESL Institute.
4. A GED student in ESL Level Six may enroll in “adjunct” courses in the traditional special status arrangement and under the direction of his ESL instructor.
5. A student completing the ESL program before completing his GED will be required to participate in special non-credit courses designed to aid his preparation for GED testing and future study in regular College courses.
6. A student lacking a high school diploma or GED is ineligible for federal or state financial aid.
7. Failure to complete the GED within the two-year time allotment will ordinarily mean dismissal from the College. Exceptions to this two-year time limitation will be made on evidence of strong participation in the seminary formation program and a reasonable expectation of success on remaining tests within a short time.

CHAPTER FOUR

COLLEGE POLICIES

- 401 Access to and Disclosure of Employment Records
- 403 Americans With Disability Act (ADA) Policy
- 404 Anti-Bullying Policy
- 405 Awards
- 406 Anti-Harassment/Sexual Misconduct
 - Budget Process - Timeline
- 407 Bereavement and Illness Notices
- 408 Child Abuse-Mandatory Reporter
- 409 Children in the Work Place
- 411 College Facilities – Use of
- 412 Communication
- 413 Computer/Information Technology Policies
 - 413.1 College Network – Use of and Security
 - 413.2 Computer Hardware and Software Acquisition
 - 413.3 Computer Lab Policy
 - 413.4 Computer Resources and Technology
 - 413.5 Computer Virus Policy
 - 413.6 Information System – Waste Disposal
 - 413.7 Information Technology Emergency Services
 - 413.8 Digital Millennium Copyright Act Compliance
- 415 Conduct of Employees
- 416 Disposal of College Property
- 417 Drug Free Work Place and College
- 419 College Safety and Security
- 421 Equal Opportunity Employment
- 423 Family Education Rights and Privacy Act (FERPA)

425	Food and Beverages
427	Graduation Policy
429	Guests (Overnight) at DWC
431	HIV/AIDS Policy
433	Honorary Degrees from Divine Word College
435	Injuries/Workers Compensation
437	Key Distribution Procedure
439	Meals at DWC
441	Personally Owned Property
443	Protection on the Human Subject of Research
444	Retention Policy
	Sexual Misconduct/Anti-Harassment – See #406
449	Smoke Detectors/Fire Alarm
451	Smoking Policy
453	Solicitation of Funds
455	Student Complaints
456	Student Health Services Policy
457	Student Leave of Absence
459	SVD Students in Temporary/Perpetual Vows
461	Telephone/Cell Phones
463	Tranquility Weekends
465	Whistleblower Policy
466	Work from Remote Locations

401 ACCESS TO AND DISCLOSURE OF EMPLOYMENT RECORDS

Divine Word College maintains personnel records and information for each applicant, employee, and past employee. 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.

1. Personnel Records

- 1.1 Employment records for each faculty member are maintained in the Office of the Vice President for Academic Affairs. These include documents used to determine employment, promotion, compensation, transfer, disciplinary action, or termination.

2. Access

- 2.1 Personnel files may not be removed from the Vice President for Academic Affairs' office.
- 2.2 Only the President and the Vice President for Academic Affairs have access to faculty personnel files.
- 2.3 Faculty members have the right to access their personnel files, subject to the following limitations:
 - 2.3.1 Faculty members 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.
 - 2.3.2 If the faculty member disagrees with information in the file, the faculty member may submit a written statement explaining his or her position. Such faculty documents must remain part of the file.
 - 2.3.3 The faculty member is entitled to a copy of all or part of the file.
- 2.4 Information contained in a personnel file will be released to a party other than the employee only under the following circumstances:
 - 2.4.1 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.

2.4.2 In response to a request by a law enforcement agency for the faculty member's address or dates of attendance at work or to comply with federal, state, or local laws or regulations.

2.5 Reference checks:

Inquiries about a current or former faculty member should be directed to the President or the Vice President for Academic Affairs. Only basic information will be furnished -- date of hire, date of termination and whether termination was voluntary or involuntary.

403 AMERICANS WITH DISABILITY ACT (ADA) POLICY

Divine Word College is committed to complying fully with the Americans with Disability Act (ADA) and ensuring 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.

Hiring procedures provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of the position.

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 the 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 the accommodations, this constitutes a new ADA Claim and thus the process begins anew.

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. Leave of all types will be available to all employees on an equal basis.

The College is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The College will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

The College is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Accommodation Procedures

1. Any employee with a disability, in need of an accommodation, shall report it to the external Human Resource Consultant.
2. The external Human Resource Consultant will set up a confidential file for the employee separate from the employee's personnel file. The external Human Resource Consultant will communicate with the employee to discuss the disability and the accommodation process.
3. 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. The College requires a second medical opinion in order to process the accommodation request if the medical documentation is insufficient.
4. In light of the medical information, the external Human Resource Consultant evaluates the request for accommodation(s) and provides the Human Resource Liaison their recommendation for accommodation(s) (if any).
5. 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.
6. 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.
7. The employee will report to the external Human Resource Consultant when there is a change in the status of the disability.
8. If the decision of the Board of Administration is unsatisfactory to the employee or to the immediate supervisor, either may appeal, in writing, 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.

Approved 5/17/14

404 ANTI-BULLYING POLICY

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.

A. Definition of Bullying

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. It also has potential consequences for everyone involved.

Examples of behaviors that meet the definition of bullying include, but are not limited to:

- Staring, glaring or other nonverbal demonstrations of hostility;
- Exclusion or social isolation;
- Excessive monitoring or micro-managing;
- Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
- Being held to a different standard than the rest of an employee's work group;
- Consistent ignoring or interrupting of an employee in front of co-workers;
- Personal attacks (angry outbursts, excessive profanity, or name-calling);
- Encouragement of others to turn against the targeted employee;
- Sabotage of a coworker's work product or undermining of an employee's work performance;

- Stalking;
- Invasion of another person's personal space;
- Unreasonable interference with an employee's ability to do his or her work (i.e. overloading of emails);
- 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.
- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;
- Abusive and offensive language;
- Trivializing of work and achievements;
- Criticizing continually in front of others;
- Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property;
- Nonverbal threatening gestures;
- Conduct that a reasonable person would find hostile, offensive, and unrelated to the employee's work.

Mobbing 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.

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.

B. Reporting Bullying Actions

1. Students – 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.
2. Staff – 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, 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.

3. Faculty – 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.

C. Procedure for Dealing with Bullying

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.

1. Informal Resolution

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. 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.

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 these discussions should be kept.

If the matter cannot be resolved to the complainant's or accused person's satisfaction through this informal process, one should proceed with the following grievance procedures.

2. Formal Grievance Procedures

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 discharge for college employees and expulsion for students.

2.1 Supervisors or department chairpersons observing such bullying shall take immediate action to stop it and report the incident to the Human Resource representative.

3. General

3.1 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.

3.2 All members of management, i.e., academic department chairpersons and administrative supervisors, are held accountable for the effective administration of this policy.

Approved: 6/30/15

405 AWARDS

1. Brother Leonard Bauer Service Award

This award is named after Bro. Leonard Bauer, SVD, who gave tirelessly of his time and talents in service to the mission of Divine Word College.

The President, in consultation with the Board of Administration, honors 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.”

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 commencement exercises.

2. Service Recognition Program

Divine Word College recognizes employees, faculty members, and SVD priests and brothers for their years of service to the College.

2.1 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.

2.2 A special recognition gift is presented to employees who have served the College for 25 years. Recognition gifts are usually presented at the recognition lunch held in the spring of each academic year.

3. Employee Retirement

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.

4. Donaghey Service Award

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 in its important mission. The award is named for

Fr. John Donaghey, SVD, a dedicated and long-time Divine Word College faculty member and administrator.

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.

The award ceremony usually takes place during a Sunday liturgy in the fall. 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.

5. Matthew 25 Award

The Matthew 25 Award is an annual award by which Divine Word College recognizes a person engaged in front-line 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 still lack their own public voice. Recipients are individuals who are rooted somehow in our local church – i.e. either working within the Archdiocese of Dubuque or with religious or family connections within the greater Tri-State area.

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.

Award recipients receive an honorarium of \$500 to support their particular ministry. A special recognition ceremony is held usually in the month of March. 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.

6. Charles Malin Excellence in Teaching Award

The Charles Malin Award honors a particular teacher for excellence in teaching. The award is presented during the commencement exercises. The recipient's name is inscribed on a plaque honoring all Charles Malin Award recipients.

Faculty eligibility and the selection process is outlined in the Faculty Handbook.

7. Rev. Michael Hutchins, SVD, Excellence in Leadership Award

The College established this award in honor of Fr. Michael Hutchins, SVD, who led the College for 18 years as President. Fr. Hutchins exemplified servant leadership informed by a passion for justice, integrity, and dedication to the Mission of Divine Word College.

All current staff, faculty, and administrators are eligible for the award. It honors those employees who demonstrate exceptional leadership in advancing the mission of the College.

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.

The award recipient is announced and presented at an annual event organized by the College. The recipient's name and award year are added to the College plaque permanently displayed at the College.

8. Donna Puccio Distinguished Service Award

The College established the Donna Puccio Distinguished Service Award to honor a staff member for his or her outstanding service to the College community.

All full-time staff members employed by the College for a minimum of three consecutive years as full-time are eligible. The president and members of his Board of Administration are not eligible.

The Vice President for Operations receives nominations during the month of March. Nominations for the award may be made by any member of the College community (faculty, staff, and administrators).

A subcommittee of the Board of Administration selects the recipient. The President will present the award during the Spring Recognition and Award Luncheon. The recipient's name and award year are added to the College plaque permanently displayed at the College.

406 ANTI-HARRASSMENT/SEXUAL MISCONDUCT POLICY

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 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 discharge of College employees and expulsion of students.

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.

HARRASSMENT

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 environment.

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.

Sexual Harassment: Sexual Harassment 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 student's ability to participate in or benefit from the College's education programs or activities, or creates a hostile working environment when:

- Submission to, or rejection of, the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- The conduct has the effect of unreasonably interfering with a person's work, professional or educational performance, 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.

Examples of sex discrimination and sexual misconduct may include, but are not limited to the following examples of unwelcome acts:

- **Verbal:** 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.
- **Nonverbal:** 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.
- **Physical:** 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.
- **Social Media:** Posting sexually explicit photos or harassing comments on social media sites.

Sexual Abuse: 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:

- 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.
- 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.
- The other person is a child (under age 18 and not married).

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)

Dating Violence: 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.

Domestic Violence: 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.

Stalking: 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. 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.

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:

- 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
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering information about a victim from family, friends, co-workers and/or classmates
- 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. Victims of stalking have the right to learn the outcome of their case, including any recommended sanctions.

Consent 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.

PROTECTION AND SAFETY TIPS

- **Educate** yourself about the realities of sexual assault. Knowledge can be a powerful tool in abuse prevention.
- **Argue** against dangerous gender roles and stereotypes that can lead to and perpetuate sexual violence.
- **Trust** your instincts. Pay attention and listen to your “inner voice” that tells you when something is wrong or feels unsafe.
- **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.
- **Be cautious** when choosing to use alcohol or drugs, as they can increase the risk of sexual violence.
- **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.
- **Locks** to cars and living areas should be in working order and always used.
- **Be aware** if someone suspicious is in the residence hall or walking around outside, call the Dean of Students or another College officer.
- **Know** that sexual assault is never the victim’s fault, regardless of the situation they were in.

REPORTING SEXUAL ASSAULT

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.

- The victim has the right to choose to remain anonymous or keep a report confidential when reporting an incident.
- Do not wash, douche, shower or launder your clothes after an assault, as such could result in destroying evidence.
- Report to a hospital emergency room as soon as possible for treatment and evaluation.
- Cooperate with police and College officials who will contact you for information to proceed with the case.
- 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).
- 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,

- 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.)
- 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 Students, Vice President for Operations, Vice President for Academic Affairs, and the Rector of the SVD religious community.

Retaliation: Retaliation 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 is prohibited. 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:

- Unfair grading, evaluation or assignments
- Unfair changes to conditions of employment
- Information being withheld or made difficult to obtain
- Ridicule (public or private)
- Oral or written threats or bribes

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.

This policy covers all members of, or visitors to, Divine Word College and those otherwise associated with the College to include but not limited to: administrators, faculty, staff (administrative, professional and hourly), students, vendors, contractors, and volunteers.

SECURITY AWARENESS

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. All College policies are available in the Student, Faculty, and Employee Handbooks and Administration Manual. Policies are also reviewed with new employees.

General information about sexual harassment and abuse are available in the College Counselor's Office. Information is also disseminated on area workshops regarding safety and security and sexual abuse.

COMPLAINT AND REPORTING PROCEDURES

It is the College's intent to investigate all complaints in accordance with the procedures 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.

1. 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.

A Faculty Member reports to the Vice President for Academic Affairs

A Staff Member reports to the Human Resource representative

A Student reports to the Dean of Students

A Vice President reports to the President

2. 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.
3. 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.
4. 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 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.
5. 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.

6. 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.
7. 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.
8. 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.
9. 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.
10. 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. The Title IX Coordinator will review the report within ten (10) days and determine appropriate sanctions if any. Both parties involved will then be notified concerning the determination of facts and any sanctions imposed.
11. 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.

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.

APPEALS

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.

Approved: 6/30/15

407 **BEREAVEMENT AND ILLNESS NOTICES**

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. Therefore, the Board of Administration has developed the following guidelines in response to a recent injury.

1. When employees will be absent from work because of the death of a loved one, illness or tragedy, they should inform their supervisor or the person they would ordinarily inform regarding an absence from work. This would be the ordinary channel through which most employees would first inform the College community about a death, illness or tragedy. This will also ensure that someone will cover employees' responsibilities while they are away.
2. If employees wish to inform additional members of the College community of the death, illness or tragedy affecting them, communicate that information to their supervisor or another co-worker or colleague, requesting that person to furnish the information 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.
3. The Business Office will ordinarily arrange to send flowers on behalf of the College to employees who undergo surgery or are hospitalized. The Business Office will also send flowers to the funerals of family members of our employees according to an established policy.
4. 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 in no. 3 above.
5. 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.
6. 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.

DIVINE WORD COLLEGE GUIDELINES FOR TIME-LINE OF THE BUDGET AND FINANCIAL REPORTS

Adjustments to the following time-line can be made by the Business Office Director, after consultation with the Financial Affairs Committee.

Adjustments to the Chart of Accounts can be made by the Business Office Director, after consultation with the Financial Affairs Committee.

BUDGET

November 1-5	Business Office Director initiates budget process
November 26-30	Department Chairs submit budget requests back to VPAA. Department supervisors submit requests back to VP for Operations or Business Office Director
December 10-15	Budgets are due to Business Office Director
January 15-20	Business Office Director submits preliminary budget to DWC Finance Committee for approval/changes
January 25-31	Business Office Director submits preliminary budget to Board of Administration for approval
February 20 – March 1	Approved preliminary budget due to Province Budget Committee – Fr. Matheus Ro, SVD
First weekend of May	Preliminary approval given by Board of Trustees
Mid-June	Provincial Council – final approval – confirmed by email
September 10-16	Submit final approved budget to Board of Administration
First weekend of October	Board of Trustees give final approval

FINANCIAL REPORTS

August 9-15	Email comes from Fr. Matheus Ro, SVD requesting financial reports for fiscal year ending June 30
August 16-25	Business Office Director presents year-end report to DWC Finance Committee for approval

September 1-6	Business Office Director presents year-end report to Board of Administration for approval
---------------	---

September 7 – 10	Send approved year-end report to Province Budget Committee
------------------	--

Approved: October 24, 2018 by Board of Administration

Revised: December 14, 2018 by Board of Administration

408 CHILD ABUSE – MANDATORY REPORTER

Purpose

Divine Word College believes in the value of human life and the safety of children. Therefore, college employees will comply with Iowa law as it pertains to reporting suspected child abuse for employees of post-secondary schools.

Procedures

1. Any Divine Word College employee (including Divine Word Missionaries) who suspects a child (see definitions below) may have been physically or sexually abused is required under Iowa law to report the abuse.
2. Employees must report suspected child abuse to both College Administration and to the police.
 - 2.1 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.
 - 2.2 If imminent danger exists for a child, employees must contact 911 immediately. If imminent danger is not present, employees must 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.
 - 2.3 Following the standard procedures of the Chicago Province, the President or Rector of the SVD community should inform the Provincial Superior of the Chicago Province.
3. 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.
4. College administration will cooperate with the local police department, county sheriff and the Department of Human Services regarding child abuse investigations.
5. 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.

Definitions

1. Child

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.

2. 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.
- The child is subjected to one or more of the nine categories of child abuse defined in Iowa Code section 232.68:
 - Physical abuse
 - Mental injury
 - Sexual abuse
 - Denial of critical care
 - Child prostitution
 - Presence of illegal drugs
 - Manufacturing or possession of a dangerous substance
 - Bestiality in the presence of a minor
 - Allows access by registered sex offender
 - Allows access to obscene material

August 24, 2012 – Approved by Board of Administration

409 CHILDREN IN THE WORKPLACE

1. 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.
2. 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.

3. 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 strictly off bounds to visiting minor children.

411 COLLEGE FACILITIES - USE OF

College facilities are designed and constructed to carry out the Divine Word College instruction program and 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 sports and athletic 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.

1. SWIMMING POOL:

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.

Persons or groups from the local community who wish to use the swimming pool shall make their requests to the Vice President for Operations, usually 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 Business Director handles these requests.

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 wishes to extend consideration to groups which have benefited and supported the College.

When the pool is not being used by these groups it is occasionally made available to other groups.

2. GYMNASIUM, OTHER INDOOR FACILITIES, AND OUTDOOR SPORT AREAS:

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 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.

In order to insure 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:

- 2.1 Requests for use of facilities by non-college groups shall normally be received by the College not less than 14 days prior to the date of the proposed program or event.
- 2.2 Applications shall be directed to the Business Office 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 that:

- 2.2.1 The applicant has taken reasonable steps to insure, 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;
- 2.2.2 The applicant has taken reasonable steps to insure, 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
- 2.2.3 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.
- 2.3 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.
- 2.4 Non-college groups shall be held responsible for any damage to College property.
- 2.5 Sales, possession or consumption of alcoholic beverages shall not be permitted without approval of the College.
- 2.6 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.
- 2.7 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.
- 2.8 As a condition of approval, non-college groups may be required to furnish evidence of insurance coverage deemed necessary by the College.
- 2.9 The College may assess reasonable fees for use of College facilities.

3. PRIORITY GIVEN:

- 3.1 The College gives priority to programs which are sponsored by the City of Epworth for the benefit of its citizens.

3.2 Local service groups with which the College staff and faculty are associated are given priority.

3.3 The College also extends consideration to groups which have benefited and supported Divine Word College.

4. OVERNIGHT GUESTS:

4.1 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.

4.2 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.

412 COMMUNICATION

412.1 The Log

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.

413 COMPUTER/INFORMATION TECHNOLOGY POLICIES

413.1 COLLEGE NETWORK – USE OF AND SECURITY

The Information Systems staff adheres to the following privacy policy.

1. 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.

2. When normal network services are affected or potential policy violations are suggested, the Information Systems staff will collect and review relevant data with the permission of the Information Systems Director.
3. In all other cases, the Information Systems staff must have the permission from the President in order to monitor any particular user.
4. Without permission, no individual users are allowed to collect and review any other network user's private data.

413.2 COMPUTER HARDWARE AND SOFTWARE ACQUISITION POLICY

All computer systems, peripherals, and software programs need to be approved by the Information Systems Director before purchase. This approval should be in written form via an email or document stating the manufacturer, software version (if applicable) and the purpose for use.

413.3 COMPUTER LAB

1. All students are required to pay a comprehensive fee each semester for computer and internet use. The Information Systems Committee recommends the amount for this student fee to the Board of Administration.
2. The semester fee is payable to the Business Office along with other published college fees.
3. All fees will be credited to the computer science supplies and expenses account.
4. Use of portable equipment such as the overhead computer projector or CD-ROM is for instructional use only and must be signed out of the lab by the responsible faculty member.
5. The computer lab is open 24 hours a day.

413.4 COMPUTER RESOURCES AND TECHNOLOGY POLICY

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. Authorized 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

suspension 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.

Authorized 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.

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:

1. transmit threatening or defamatory communications or persist in sending or posting unwanted communications to other users and groups,
2. gain access to passwords, files, resources, and computing devices without proper permission or authorization,
3. distribute, disseminate, use, or storing on durable media copyright programs and multimedia files without appropriate licenses or the copyright holder's permission,
4. disclose or transfer passwords and privileges of the College network to other parties without permission,
5. assume or falsify computing identities with the intent of concealing actions prohibited under the above regulations,
6. exploit technology resources for personal profit or gain, or
7. exploit technology resources for an organization or group that is not authorized to use those resources.

413.5 COMPUTER/WIRELESS NETWORK POLICY

College personnel and students who intend to use a personal computer or wireless device (including PDA, cell phone, IPOD, etc.) on the College network are required to have the computer or device registered by the Information Systems department before access to the network is permitted.

413.6 INFORMATION SYSTEMS - WASTE DISPOSAL

The Information Systems Committee is responsible for the proper disposal of electronic waste materials.

1. The policy for electronic devices that the Information Systems department has judged to be of no further value to the College:
 - a) All hard drives are erased before devices are donated or sold to employees.
 - b) In consultation with the Vice President for Operations these electronic devices of potential value will be offered for sale to or through the College community.
 - b) These devices might also be either donated or disposed of through reputable organizations.
2. 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.

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.

413.7 INFORMATION TECHNOLOGY EMERGENCY SERVICES

1. Rationale

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, for example, by having on hand spares of all critical devices. 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.

2. Definition of Information Systems Emergency

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 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.

3. Action in Case of Emergency

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.

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.

413.8 DIGITAL MILLENNIUM COPYRIGHT ACT COMPLIANCE

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.

1. The Information Systems Director is the school's Digital Compliance Officer (DCO). Matters of compliance may be addressed to publicly posted email address available on all Divine Word web presences.
2. In the event of a DMCA notice of violation or other licensing violation the following steps shall be taken:
 - a. 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.
 - b. 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 Financial Affairs). Appropriate bandwidth restrictions will be applied to the account of the alleged offender.
 - c. A third (and any subsequent notices) will be referred directly to the appropriate administrator for possible disciplinary action.
3. 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.
4. Only properly licensed software owned by the institution will be installed on the DWC network. All installations must be done by the technology staff. 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.
5. 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.
6. The IS 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.
7. The DWC Intranet will host pages of legal alternatives to illicit media downloading and informational pages on copyright law as it applies to software and media acquisition.

415 CONDUCT OF EMPLOYEES

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 in no small part 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 College Handbooks, 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. This list is not meant to be exhaustive.

1. Attendance

- 1.1 Excessive absenteeism, regardless of reason, the effect of which disrupts College operational effectiveness.
- 1.2 Repeated unauthorized late arrival or early departure from work or being absent without authorization.

2. Behavior

1.1 General

- 1.1.1 Theft, embezzlement, misapplication of funds, false entries in any book, report or statement with intent to defraud, and falsification of expense accounts.
- 1.1.2 Knowledge that a misdemeanor or crime has been committed. Failure to report such actions could make the faculty member an accessory after the fact.
- 1.1.3 Willful or negligent violation of the Faculty Handbook or related directives.
- 1.1.4 Conduct that discredits the employee or the College. *See Academic Freedom Policy.*

- 1.1.5 Knowingly falsifying, removing or destroying information related to employment, payroll or job-related records or reports.
- 1.1.6 Discourteous treatment of other employees or the public the College serves; this includes harassing, coercing, threatening or intimidating others.
- 1.1.7 Unauthorized removal or use of any College property.
- 1.1.8 Any act or conduct that is discriminatory in nature toward another person because of race, creed, color, national origins, gender, age, religious beliefs, or political affiliations not related to job requirements.
- 1.2 Regarding Students
 - 1.2.1 Dating students or giving the appearance of romantic and/or sexual involvement with students.
 - 1.2.2 Illegally providing alcoholic beverages, tobacco, or controlled substances for students.
 - 1.2.3 Participating with or encouraging students in the violation of established curfew.
 - 1.2.4 Sharing College information of a confidential or restricted nature with students.

3. Performance

- 1.1 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.
- 1.2 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.
- 1.3 Only the President and the Vice President for Operations may authorize disclosure of College financial information and policies to external public agencies.

416 DISPOSAL OF COLLEGE PROPERTY

Property & Equipment Disposal Policy

General Policy:

The purpose of 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).

Surplus Definition

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.

Operating Procedures

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 (VPO) for advice and determination of proper disposal procedures.

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.

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:

Disposal by internal departmental transfer

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).

Disposal by sale

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/expense account.

Disposal by donation

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.

Donation requests from various sources will be considered. The following guidelines address these requests.

- 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.
- A proposal to donate equipment or supplies no longer needed by the College must be reviewed by the VPO.

Once a donation request is approved, the recipient will receive an acknowledgement letter from an authorized College Representative.

Disposal as Waste

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.

Asset Disposal/Transfer Form Required

For all of the above actions, an Asset Disposal/Transfer form shall be submitted to the VPO for approval.

Computers

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.

(Approved 12/01/17)

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: 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 Authorization:

Signature: _____

417 DRUG FREE WORKPLACE AND COLLEGE

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).

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.

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.

Counseling for any drug problem and/or violation is available at the College Counseling Office. In addition, counseling is available from Substance Abuse Services, Dubuque, IA 52001, 563-582-3784 or the Turning Point, Dubuque, IA 52001, 563-589-8290.

An employee or student who violates the terms of this policy may have his/her employment/matriculation suspended or terminated in accordance with College policy as defined in the Employee Handbook, Administration Manual, and Student Handbook.

419 COLLEGE SAFETY AND SECURITY

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 is available 24 hours a day to assist students for any emergency on campus by calling extension 215 from within the building or from Megan Hall. The Dean of Students, in an emergency, will contact the Dubuque County Sheriff, fire, or medical services by dialing 9-911 from any phone.

SECURITY

Students, faculty, and staff are asked to exercise reasonable caution on-campus and to be alert to suspicious persons or activities. You are reminded to be certain that exit doors are not propped open and that you do not give the access code or keys to the building or your private room to anyone. Entrance doors are locked 24 hours a day in all residences for your protection.

Divine Word College complies with the requirements of the “Campus Crime Awareness and Campus Security Act of 1990” 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 *Student Life* link.

- **Reporting** – 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.
- **Phones** – In an emergency, students living in the main College dorms and Megan Hall must contact the Dean of Students from the phone in their room or in the corridors by dialing 215. Students living in off-campus housing will inform their supervisor, who resides in the house, or call 9-876-3353, ext. 215.
- **Timely Notice** – In cases where an emergency or criminal activity is reported, whether within one of the College buildings or outside the College campus, 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 email notice, intercom announcement, or bulletin board notice. It is your responsibility to be attentive to these announcements and act prudently when warned.
- **Dorms/Residence Halls** – 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.

- **Security Awareness** – 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.
- **Contact Person** – At the beginning of each semester, students register for courses with the Registrar. 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.
- **Entrance/Exit Doors** – All doors are locked twenty-four hours a day and require a code to enter. Please do not prop these doors open.
- **Classrooms** – 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.
- **Photo IDs** – 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.
- **Visitors** – 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, inform the Dean of Students immediately.

EMERGENCY PROCEDURES

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 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.

Fire:

1. Pull the nearest fire alarm if you see a fire/smoke.
2. When the fire alarm goes off leave the building immediately through the nearest exit!
Walk fast, do not run!
3. Proceed to the soccer field and gather by your formation groups.

4. 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.
5. 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.

Tornado:

1. When a tornado warning is announced over the PA system, go immediately to the basement corridor (near the art room). Megan Hall residents go to the south end of the Megan Hall basement (green game room).
2. Gather in your formation group.
3. Remain there until the “all-clear” signal sounds.

Intruder:

1. When the announcement “THIS IS A LOCK DOWN” sounds over the PA system, remain where you are at. Shut/lock the door and remain quiet. Stay away from the windows.
2. Remain where you are until you hear the “all-clear” call or the police notify you that it is safe to leave the room.
3. After the emergency is over, everyone gathers in the gym for a person count.

Bomb Threat:

1. When the PA system announces a bomb threat, leave the building immediately through the nearest exit.
2. Go to the soccer field and line up in your formation group.
3. Remain on the field until the “all clear” signal is given.

Severe Weather or Electrical Storm:

1. The lifeguards or Dean of Students should evacuate the swimming pool, soccer field and tennis courts immediately.

MISSING STUDENT

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.

421 EQUAL OPPORTUNITY EMPLOYMENT

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.

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.

423 FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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 or the Dean of Students’ Office.

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:

- Name and Address
- Telephone listing
- Electronic mail address
- Enrollment status (e.g., undergraduate or graduate)
- Photograph
- Major field of study
- Honors and awards received

- Grade level
- Date and place of birth
- Full-time or part-time
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- The most recent educational agency or institution attended

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 anytime by completing a new form.

425 FOOD AND BEVERAGES

1. Eating and drinking are not permitted in the following areas: gym, swimming pool, music rooms, lecture hall (room 107), chapel and chapel areas (including the organ loft, sacristies, crypt), computer room, classrooms, front entrance, and all corridors.
2. Only by special arrangement may food and drink sometimes be permitted in the crypt for special meetings, recollections, and retreats.

27. GRADUATION POLICY

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.

This recognition and conferral takes place at the commencement ceremony.

OBJECTIVES OF COMMENCEMENT EXERCISES

The Board of Administration specifies certain objectives for the commencement exercises to:

- 1.1 Welcome the graduates into the community of scholars; to encourage them to continue their intellectual endeavors.
- 1.2 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.
- 1.3 Encourage the student body in its pursuit of learning and vocational commitment.
- 1.4 Foster a closer union between Divine Word Missionaries and the relatives and friends of our students.
- 1.5 Say "farewell" officially and formally.

2. CONDUCT OF COMMENCEMENT

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.

- 2.1 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.
- 2.2 The College President, in consultation with the Board of Administration, has the right to decide the following:
 - 2.2.1 Select the commencement speaker.
 - 2.2.2 Brief the commencement speaker on the purposes of graduation ceremonies in the light of the mission of the College.
 - 2.2.3 Establish the date and time of the Commencement ceremony.
 - 2.3.3.1 Commencement is held at 10:30 a.m. on the Friday of final exam week of the spring semester.
 - 2.3.3.2 Commencement is followed by a light lunch for all guests.

- 2.2.4 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 select and propose to the Board of Administration their recommendation for the Valedictorian no later than February 15.

3. POLICIES GOVERNING COMMENCEMENT

The Board of Administration establishes the following policies:

- 3.1 The graduates, faculty, administration, trustees, and commencement speaker wear academic robes for the commencement ceremony.
- 3.2 The College does not pay for motel rooms for families and friends of the graduates.
- 3.3 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.
- 3.4 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.
- 3.5 The College sets the Student Graduation fee.
- 3.6 Students pay the rental fee for their own caps and gowns.
- 3.7 The College pays for the academic regalia of the faculty.

4. COMMENCEMENT ACTIVITIES

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.

- 4.1 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.

- 4.2 Duties will include:
- Design and print the invitations.
 - Provide invitations for the graduates to send to their family and friends.
 - Design and print the Commencement Program.
 - Select individuals who will take part in the commencement – marshals, readers, etc.
 - Organize set up and clean up.
 - Work with the Liturgical Music Coordinator and the College Chaplain for the selection of cantors, music, etc.
 - Work with the Vice President for Academic Affairs to provide information on the Commencement.
 - All other necessary details for the commencement ceremony.

(Revised/Approved October 9, 2015)

429 GUESTS (OVERNIGHT) OF DWC STUDENTS

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.

431 HIV/AIDS POLICY

General Statement

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 for a world in which HIV infection continues to play an ever more influential role.

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.

Rights of the Individual

1. HIV infection will not be a consideration in admission or employment decisions.
2. 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.
3. 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.
4. Human rights legislation prohibits discrimination on the basis of a disability. From a human rights standpoint, HIV infection will be treated as a disability.
5. 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.

6. 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.

Resource Services

1. 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.
2. The Vice President for Operations 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.
3. The President will be the official spokesperson to handle external inquiries regarding the institution's policies concerning HIV infection.
4. Instructors are encouraged to incorporate information and discussion about HIV infection in courses as appropriate.

433 HONORARY DEGREES FROM DIVINE WORD COLLEGE

A. Objectives

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.

B. Selection Criteria

1. Consideration of candidates for honorary degrees includes the nominee's scholarly achievements, charitable works, community service, and other life achievements.

2. Candidates are exemplars of the values imbedded in the mission of Divine Word College.
3. 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.
4. 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 perform outstanding service quietly may be worthy candidates.

C. Selection Procedures

1. Any person may nominate a candidate for this degree. The nominations are submitted to the President of the College by February 15 of the year prior to the anticipated awarding of the degree.
2. The President submits the name(s) of nominee(s) for review by the Faculty Committee on Rank and Tenure. This Committee's role is advisory. The President makes the final decision as to which name(s) he will present to the Committee for Academic Affairs of the Board of Trustees.
3. The Committee for Academic Affairs of the Board of Trustees votes on the nominee(s) and presents the name(s) of the nominee(s) to the full Board of Trustees.
4. The Board of Trustees is responsible for the final approval of the nominee(s).
Approved by the Board of Trustees: 10/05/02

435 INJURIES/WORKER'S COMPENSATION

Employees injured on the job who are off work for three days or fewer days:

1. 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.
2. The College insures employees against accidental injuries under the Worker's Compensation Act of the State of Iowa.

3. An injured employee who is sent home by the Vice President for Operations or his/her immediate supervisor, will be paid for the remainder of the workday.
4. 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.
5. Worker's Compensation 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.
6. 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.

437 KEY DISTRIBUTION PROCEDURE

1. When an employee of the College, SVD member, or student needs a key, he/she should request the key from one of the following administrators:

VP for Academic Affairs	-	Faculty
VP for Operations	-	Staff
Rector	-	SVD Member
VP for Admissions	-	Vocation Promoters
Dean of Students	-	Any Individual needing dorm keys, Infirmary, or Megan Hall keys
Work-Study Coordinator	-	Work-Study Students
2. The above administrator will provide a request form to the Business Office for the requested key one week in advance of the date the key is needed. The Business Office will correspond with the maintenance department to make sure the keys are supplied to the Business Office.
3. The Business Office will supply the key(s) to the administrator along with a form listing the key(s). The administrator and the recipient sign the form acknowledging receipt of the key(s). The form will be returned to the Business Office and kept on file.
4. The Dean of Students will provide any student, Formator, Spiritual Director and Director of Health keys needed for the dormitory, Megan Hall, etc. For any other keys needed, i.e.

master keys, the Dean of Students will provide the request form to the Business Office and follow the same procedures as above.

5. It is the responsibility of the administrative office requesting the keys to make sure the keys are returned to them when an employee is leaving the employment of the College or when a faculty member goes on sabbatical. These keys should then be returned to the Business Office and recorded on the original form.

439 MEALS

During the work week, the College invites faculty and staff to share one meal (normally lunch) each day with the rest of the College community.

Standard meal charges apply when faculty members wish to have an additional meal or to invite family members or other guests for meals. The faculty member should make payment directly to the Business Office.

441 PERSONALLY OWNED PROPERTY

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. 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. 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. While reserving the right to do so, College officials will not ordinarily engage in a search of the premises for missing items. The Emergency Committee maintains a record of reports regarding missing or stolen items and their recovery.

443 PROTECTION OF THE HUMAN SUBJECT OF RESEARCH

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.

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 through the use of identifiable private information, it requires review and approval by an Institutional Review Board.

Institutional Review Board (IRB): Appointment and responsibilities:

- 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.
- 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.
- Develops and implements procedures and provide training and education for researchers as may be needed.
- Determines whether or not a proposed activity qualifies as research.
- Assures that informed consent given by human subjects conforms to appropriate standards.
- Has authority to approve, disapprove, or require modifications to the research proposal.
- Communicates its decision in writing and explains the reason(s) for disapproval if a proposal is disapproved.
- Reviews and approves/disapproves changes to the research proposal.
- Reviews annually a research that lasts over one calendar year.
- The IRB Chair may decide whether or not a research proposal qualifies for exemption, expedited review, or a full review.
- The IRB Chair has authority to grant expedited review of the proposal that involves no more than minimal risk to human subjects.
- The IRB Chair will maintain all documentation associated with the IRB actions.

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.

Procedure

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.

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.

Informed and Voluntary Consent

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.

Confidentiality of Records

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.

Informed Consent Form

You are being asked to participate in a study of:

The purpose of the study is to:

If you agree to participate, you will:

Risks and benefits of the study:

Compensation:

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)

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.

444 RETENTION POLICY

Retention efforts at most college and universities center on improving student persistence and graduation rates by working closely with first-year students and serving as a case manager for students with 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.

At Divine Word College, typical retention efforts are addressed by several departments:

- The formation staff, school counselor and spiritual directors work closely with students to address any concerns that impede their personal growth.
- The academic dean and academic advisors closely monitor students' academic progress and intervene as needed to assist students.
- The Vice President for Admissions conducts Exit Interviews.
- 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.

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.

Approved 12/14/18

449 SMOKE DETECTORS/FIRE ALARM

Smoke detectors are installed throughout the College to protect property and, most importantly, to protect the lives of students and staff. Anyone attempting to disarm smoke detectors (by covering, by shutting off the electricity, etc.) shall be subject to dismissal.

Pulling a fire alarm in an intentionally foolish or careless way will lead to disciplinary action.

During fire drills, the fire/smoke alarm system is tested by maintenance, at least once per semester.

451 SMOKING POLICY

1. 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.
2. Tobacco products include, but are not limited to: cigarettes, cigars, pipes, e-cigarettes, vaping, and all smokeless tobacco products such as chew and snuff.
3. This policy extends to employees, residents, visitors and students.
4. The policy applies at all times, including school-sponsored and non-school-sponsored events.
5. Under no circumstances may any tobacco product be sold on campus.

453 SOLICITATION OF FUNDS

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.

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, as well as to support, partially or totally, the needs of an individual or individuals.

The heading "Project(s)" includes, but is not limited to, the following:

1. Solicitation of funds for equipment, academic and non-academic;
2. Solicitation of funds for missionaries, whether in this country or other countries; and
3. Solicitation of funds for the personal, legal, or extraordinary needs and expenses of a member of the faculty, staff or a student.

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.

1. 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.
2. 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.
3. To solicit funds for the needs, whether personal or otherwise, of a student or students, the approval and permission of the President is required.

455 STUDENT COMPLAINTS

1. Processing Student Concerns

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. All College personnel, including students, are encouraged to resolve differences and problems by discussing them personally and informally with the individuals or parties concerned. Students are encouraged to seek the assistance of their formation directors, spiritual directors, the College Counselor, appropriate administrators and other staff members toward an informal resolution of a difficult issue or perceived grievance.

When a student feels unable to achieve satisfactory resolution of a problem, the student may resort to a formal process. Examples of formal processes available to students include but are not limited to the process for resolving a grade dispute between a student and an instructor (*College Catalog*); appeals to the Academic Appeals Committee or Formation Appeals Committee; “Fair Process” protections afforded students in the administration of discipline (*Student Handbook No. 140 and 160.2*); actions of the Student Senate (*Student Handbook No. 720*); and written requests to either the Vice President for Academic Affairs or the Dean of Students.

A record of student issues addressed through a formal procedure should be kept in the minutes of the committee or office primarily responsible for the resolution of the issue.

It is possible that in some instances, after having exhausted both informal and formal processes, a student or students may feel that they have failed to achieve a satisfactory resolution of a problem. In such instances a student or students may submit a written request for review of the issue to the College President. The request should include a description of the problem and the actions already taken toward its resolution. The College President will act on the request within ten working days.

2. Record of Student Complaints

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.

3. Filing Student Complaints

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:

Iowa College Student Aid Commission

430 East Grand Ave, FL 3

Des Moines, IA 50309-1920

Phone: 877-272-4456

Website: <https://www.iowacollegeaid.gov/content/constituent-request-review>

Students can also file complaints with the Higher Learning Commission:

Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1411

Phone: 800-621-7440

Website: <https://www.ncahlc.org>

456. STUDENT HEALTH SERVICES POLICY

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 Medical Coordinator and/or the Dean of Students prior to the services being provided.

1. The Medical Coordinator may approve services up to \$500 in consultation with the Dean of Students.
2. The Dean of Students may approve services up to \$1,500.
3. The Dean of Students and the Business Office Director must approve services over \$1,500.
4. Medical/Dental expenses the College will pay include:
 - Basic dental care that is non-cosmetic in nature, such as cleaning, x-rays, fillings. Major dental care, such as crowns, root canals, and extractions, will be paid 80% by the College and 20% by the student.
 - Medical care after reimbursement from medical insurance.
 - Single pair of eye glasses not to exceed \$300 every 2 years.

(approved 4-28-17)

457 DIVINE WORD COLLEGE - *STUDENT LEAVE OF ABSENCE (See No. 332)*

A student with good reason and with approval, by both the Vice President for Formation and the Vice President for Academic Affairs, may request and be granted a leave of absence for a period up to one year without withdrawing from the College. S/He may re-enroll after communicating directly with the Vice Presidents for Formation and Academic Affairs. The Dean of Students will maintain contact with the departing student during his/her absence. If the student does not return to the College within two semesters, s/he must re-apply to Divine Word College under the "Readmission" section.

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.

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. 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.

Criteria Assessed at by Academic Dean:

- Student is in good academic standing (not on probation).
- Student meets the criteria for Satisfactory Academic Progress.
- Student has cumulative GPA of at least 2.50.
- Student has not failed courses due to unexcused or unexplained absences.
- Student has compelling reason for leave.

Criteria Assessed at by Dean of Students:

- Student is in good formation standing (not on probation).
- Student has had no disciplinary action brought against him/her for at least one year.
- Student has compelling reason for leave.

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:

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:

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

459 SVD STUDENTS IN TEMPORARY/PERPETUAL VOWS

Divine Word College welcomes SVD students in perpetual vows to study in the College's English as a Second Language Institute. The College is eager to share with them its substantial resources for learning English. The College also welcomes SVD students in temporary vows. The College's expectations for students in perpetual and temporary vows are similar in some aspects but vary in others. The purpose of this statement is to clarify the aspects that vary for students in perpetual vows.

1. SVD students of Divine Word College, whether in perpetual or temporary 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.
2. SVD students, whether in perpetual or temporary vows, will participate in SVD community activities, like days of recollection, house assemblies, vow renewal and anniversary celebrations, and regularly scheduled conveniats.
3. SVD students, whether in perpetual or temporary 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.
4. 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.
5. 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.
6. SVD students in perpetual vows are excused specifically from the following: the weekly liturgical preparation period, student retreats and recollections, etc.
7. SVD students in perpetual vows ordinarily reside in the SVD residence as assigned by the Rector. SVD students in temporary vows usually reside in the student dorms as arranged by the Dean of Students and the Rector.

Revised: 8/24/12

461 TELEPHONE/CELL PHONES

College phones are primarily for College business. Students needing to make long-distance calls on College phones must first seek the permission of the Dean of Students.

The College does not provide cell phones for employees or students. Personal calls should occur during break periods or at lunch time. 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.

463 TRANQUILITY WEEKENDS

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.

The following list, while not exhaustive, suggests ways to ensure that designated weekends remain tranquil.

1. 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.
2. Special lectures and presentations will not be scheduled by formation, academic departments, Special Events Committee, Student Senate, or other groups which occasionally plan such activities.
3. Sporting activities with outside groups are not scheduled.
4. College facilities will not be rented so that extra cleaning and dish-washing will not be required.
5. No banquets are scheduled.
6. Student cars will be available as usual for use to Dubuque, etc.
7. Formation groups may plan a non-required, optional community outing using College cars.
8. Academic requirements are not affected by Tranquility Weekends.

These dates will be published and approved by the Board of Administration in consultation with the formation team and the academic departments before May 1 of each preceding year.

465 WHISTLEBLOWER POLICY

- 1. 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.
- 2. Reporting Violations**
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 with anyone in the administration 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.
- 3. Accounting and Auditing Matters**
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.
- 4. No Retaliation**
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.
- 5. Acting in Good Faith**
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.

6. Confidentiality

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.

7. Handling of Reported Violations

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.

Approved: May 18, 2016

466 WORK FROM REMOTE LOCATIONS

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.

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.

(Approved 2018.12.14)

WORK FROM REMOTE LOCATION AGREEMENT FORM

Start Date: _____ End Date: _____

Additional instructions from the Supervisor and/or Vice President:

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)

ADMINISTRATION MANUAL INDEX

A

Academic & Formation Advisory Council	251
Academic Advisement Coordinator	220
Academic Appeals Committee	260
Academic Programs	271
Access to & Disclosure from Employee Records	401
Administrative Chart	280
Administrative Personnel	211-246
Admission of Students without High School Diploma or GED	360
Admissions	300
Admissions Committee	252
Admissions, Director	239
Admissions Forms Policy	310
Admissions, Health Requirements	340
Admissions, Minor Candidates	350
Admissions, Non-SVD Candidates	322
Admissions, Requirements for SVD Candidates	320-335
Anti-Bullying Policy	404
Anti-Harassment/Sexual Misconduct	406
Assessment Committee	253
Assistant Liturgical Music Coordinator	236
Assistant Ministries Coordinator	232
Assistant Librarian	222
Associate Dean of Students	226
Associate Development Director	213
Awards	405

B

Beliefs and Core Values, College	102
Bereavement & Illness Notice	407
Board of Administration	203
Board of Directors	201
Board of Trustees	202
Brother Leonard Award	405
Budget Process - Timeline	
Business Office Director	245

C

Campus Sustainability Committee	254
Changes, Administration Manual	Preface

Chair of a Program	272
Chairs Council (Academic Affairs)	255
Chaplain, Assistant Chaplain	233-234
Chart, Organization	280
Child Abuse, Mandatory Reporter	408
Children in the Workplace	409
College Committees	250
College Facilities	411
College Network – Use of and Security	413.1
College Policies	400-463
College Safety and Security	419
Communication	412
Computer, Digital Millennium Copyright Act Compliance	413.8
Computer, Emergency Services	413.7
Computer Hardware and Software Acquisition Policy	413.2
Computer Lab	413.3
Computer Network, Use of and Security	413.1
Computer Resources and Technology Policy	413.4
Computer System Emergency Service	413.7
Computer Technology Policies	413
Computer/Wireless Network Policy	413.5
Computer/Waste Disposal	413.6
Conduct of Employees	415
Coordinator, Speech Portfolio	268
Core Beliefs and Values	102
Council, Library	264
Counselor	230
Cultural Events Committee	256

D

Dean of Students	225
Department Chair	272
Departments, Academic (see programs)	271
Development Director	212
Director of Intensive English Language Institute	218
Donna Puccio Distinguished Service Award	405.8
Donaghey Service Award	405
Drug Free Workplace and College	417

E

Educational Technology and Institutional Effectiveness Director	223
Emergency Planning Committee	257
Emergency Procedures	419

Emergency Response Team	258
Employee Retirement	405
Equal Opportunity Employment	421
ESL Director	218
Excellence in Teaching Award	405
Excellence in Leadership Award	405.7

F

Facilities, Use of College	411
Faculty Access to Student Records	423
Faculty Senate	259
Family Education Rights & Privacy Act (FERPA)	423
Financial Affairs Committee	261
Financial Affairs	245
Financial Aid Coordinator	242
Food and Beverages	425
Formation Appeals Committee	268
Formation Committee	262
Formation Directors	227

G

Governing Bodies	200
Graduation Policy	427
Guests, Overnight Guests of Students	429
Gymnasium, Use of	411

H

Health Services Coordinator	
HIV Policy	431
Honorary Degrees from Divine Word College	433
Hutchins Leadership Award	405

I

Information Systems Committee	263
Information Systems Director	246
Information Technology Emergency Service	413.7
Injuries/Worker's Compensation	435
International Student Advisor	245
Instructional Technologist	223

K

Key Distribution Procedure	437
----------------------------	-----

L	
Leave of Absence, Student	457
Library Council	264
Library Director	221
Liturgical Committee	265
Liturgical Music Coordinator	235
Liturgical Music, Assistant Coordinator	236

M	
Malin Teaching Award	405
Matthew 25 Award	405
Meals	439
Ministries Coordinator	231
Ministries, Assistant Coordinator	232
Mission Statement	101
Missing Student	419

N	
Non-Discrimination Policy	Preface

O	
Organization Chart	280
Overnight Guests of Students	429

P	
Personal Property	441
Policies, College	400-463
Power of Authority	211
Program Chair	272
President	211
Presidential Forum	266
Property, Personal	441
Provincial Superior	201
Protection of the Human Subject of Research	443
Public Relations Director	214
Public Relations Specialist	215

R	
Rank and Tenure Committee	267
Recruiters (Vocation Promoters)	240
Recruitment and Admissions Director	238
Registrar	217

Research, Protection of the Human Subject	443
Retention Coordinator	243

S

Security	419
Service Recognition Program	405
Smoke Detectors	449
Smoking Policy	451
Social Justice, Faculty Advisor	239
Solicitation of Funds	453
Speech Portfolio Committee	268
Speech Portfolio Coordinator	268
Spiritual Director	229
Spiritual Life, Coordinator	228
Sports Coordinator	237
Standing Committees	250-269
Student Complaints	455
Studies Abroad Coordinator	219
SVD Students in Temporary/Permanent Vows	459
Swimming Pool, Use of	411

T

Telephone/Cell Phones	461
Tranquility Weekends	463

V

Values, Core	103
Vice President for Academic Affairs	216
Vice President for Operations	244
Vice President for Formation	224
Vice President for Admissions	238
Vision Statement	104
Vocation Promoters	240

W

Whistleblower Policy	465
Work from Remote Locations	466
Workers Compensation	435
Working with Minor Candidates	350