ANDREWS UNIVERSITY
WORKING POLICY

Section 1
ADMINISTRATION

January 2016-2017
FOREWORD

The Andrews University Working Policy dates from the nineteen sixties. A faculty committee established in 1961 reviewed existing policies and formulated new policies to meet the needs of an expanded faculty and a more complex university. A preliminary draft of the Working Policy was published in August 1964. A 1965 edition clarified further the policies of the growing university and became the basic working policy document that had evolved through several years of development. The Working Policy was approved by the faculty, and subsequently by the Board of Trustees; on February 1, 1965. Succeeding editions have been published in 1968, 1970, 1989, 1994, 1997, and in 2004-2005, the first searchable and user-friendly version was made available on the university website. This edition was edited and updated Fall 2012 to incorporate changes, especially those involving the acquisition of Griggs University, and formation of the Schools of Distance Education and Health Professions.

Throughout its history, the Working Policy has been developed collaboratively by faculty and administration. Through this process, new policies have been recommended by faculty, staff, and administrators to the Board of Trustees for adoption.

This edition of the Andrews University Working Policy has two sections: Administration (1) and, Faculty (2). The Student Life section is revised each summer, and the Employee Handbook (4) is now maintained by Human Resources. Every attempt has been made to reflect current approved practice, to delete outdated material, and to create a concise, readable tool. Many procedures have been relocated to auxiliary handbooks used by appropriate groups. It is recognized, however, that the Andrews University Working Policy will continue to evolve as the university changes and develops.
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I. PURPOSES, OBJECTIVES AND MISSION FOR ANDREWS UNIVERSITY

PURPOSES

Andrews University is a Seventh-day Adventist institution of higher education. It was established to provide high quality instruction in the arts and sciences and in vocational, pre-professional and professional education for the members of the Adventist church. It is now the flagship university of the Seventh-day Adventist church, serving students both nationally and internationally.

Andrews University serves the interests of the Seventh-day Adventist church:

- To further the mission of the Seventh-day Adventist church to carry the gospel to all the world;
- To educate students for generous service to the church and society in keeping with a faithful witness to Christ and to the worldwide mission of the Seventh-day Adventist church;
- To provide courses of study, based upon a Biblical foundation, which integrate faith, learning and research;
- To provide an educational experience that recognizes the priority of spiritual life and honors the value of diversity; and
- To offer its material and human resources to support local, regional, national and global outreach programs of the Seventh-day Adventist church.

Others who wish to enroll, who show the educational ideals established by the Board of Trustees and the faculty, and who express willingness to cooperate with university policies and to adjust to and be comfortable within its religious, social and cultural atmosphere may be admitted. In addition to these general objectives, the university welcomes others who wish to study within the context of Seventh-day Adventist educational and community values. The university is concerned with educating persons who will be responsible citizens of their countries, who will contribute to the welfare of their communities and who have special interest in giving of their talents for the welfare of humanity.

OBJECTIVES

Inasmuch as the university was established and is supported financially by the members of the Seventh-day Adventist Church, high priority is given:

1. To maintaining a campus environment favorable for the spiritual, intellectual, social and physical development of students

2. To providing association for students with socially and religiously compatible young people who accept or at least practice the moral and ethical standards of the church

3. To providing religious education to the students who enroll in the university and to encourage them to dedicate themselves to the service of God and humanity

4. To preparing people for such service in the church.
This religious education aims for the inculcation of the moral principles and ethical behavior patterns of the Christian faith as understood by the Adventist church; the attainment of an intellectual understanding of and commitment to the religious beliefs and standards and mission of Christianity and of the Seventh-day Adventist Church; and the development and maintenance of concomitant religious practices.

Andrews University was also established to serve as a center of higher learning in which Christian scholars, both teachers and students, engage in the joint pursuit, discovery, evaluation, organization and dissemination of knowledge, and the application of value judgments and faith itself to human thought and behavior. It is the desire of the Board of Trustees to sustain at Andrews University a community of scholars with similar philosophic assumptions but diverse training and background. There is to be an inquisitive spirit that is not content merely to master the broad reaches of the known, but to participate diligently in explorations of the unknown that widen our knowledge of nature, of human life and of the will of God.

At Andrews University special emphasis is given to integrative education; that is, humanity and life are viewed as a whole. Human works, institutions and history are considered from the viewpoint of our divine origin, nature and destiny as embodied in the Christian heritage. Freedom, academic as well as personal, provides for the progressive pursuit and discovery of truth which existed first in the mind of God and which we have come to discover by study, reflection and research. While recognizing the validity of the Christian worldview, the Andrews University scholar utilizes the standard systems of evidence in the search for truth. Andrews University applies knowledge and truth in a manner that nurtures wisdom and helps the student to live creatively and responsibly and personally fulfilled as an active member of society and the church.

The university functions as a training and research center for the worldwide activities of the Seventh-day Adventist Church. It has as a primary concern to nurture and train leaders for the church and its enterprises, and for the vocations and professions which by their nature are service-centered. The Board of Trustees also desires that Andrews University render service and guidance to society--locally, nationally and globally.

Further, it is intended that the university will grow at a steady rate and encompass, insofar as resources and facilities permit, a broad range of scholarly pursuits. The Board of Trustees is committed to provide the tools of learning such as libraries, laboratories, research facilities, housing and other means required to enable the faculty and students to advance teaching, learning and research in a climate of free inquiry.

Although instruction and research at the university will be directed toward these objectives, each school may formulate its own objectives within these general purposes.
VISION
STATEMENT

Andrews University, a distinctive Seventh-day Adventist Christian institution, stands at the center of Adventist intellectual life as it demonstrates the transformative power of faith and learning, excellence through diversity, collaborative scholarship, leadership development, and generous service. As such, Andrews University aspires to be a great university, which will be the Seventh-day Adventist University of Choice for students, parents and employees alike, as it educates men and women who will demonstrate their faith by utilizing scholarly competencies and leadership skills to transform local and global communities.

STATEMENT OF MISSION AND GOALS OF ANDREWS UNIVERSITY

Andrews University, a distinctive Seventh-day Adventist Christian institution, transforms its students by educating them to seek knowledge and affirm faith in order to change the world.

Andrews University students will:

SEEK KNOWLEDGE as they

- Engage in intellectual discovery and inquiry
- Demonstrate the ability to think clearly and critically
- Communicate effectively
- Understand life, learning, and civic responsibility from a Christian point of view
- Demonstrate competence in their chosen disciplines and professions

AFFIRM FAITH as they

- Develop a personal relationship with Jesus Christ
- Deepen their faith commitment and practice
- Demonstrate personal and moral integrity
- Embrace a balanced lifestyle, including time for intellectual, social, spiritual, and physical development
- Apply understanding of cultural differences in diverse environments

CHANGE THE WORLD as they go forth to

- Engage in creative problem-solving and innovation
- Engage in generous service to meet human needs
- Apply collaborative leadership to foster growth and promote change
- Engage in activities consistent with the world-wide mission of the Seventh-day Adventist church
II. THE ORGANIZATION OF ANDREWS UNIVERSITY

CONSTITUENT SCHOOLS OF THE UNIVERSITY

Andrews University is comprised of the College of Arts and Sciences, the School of Architecture, Art, and Design, the School of Business Administration; the School of Distance Education; the School of Education, the School of Health Professions (formerly Griggs University); the Seventh-day Adventist Theological Seminary, and the Departments of Agriculture and Aviation. All of these constituent schools offer both undergraduate and graduate degree programs except that the Seventh-day Adventist Theological Seminary offers only graduate degree programs. The graduate programs for the college and schools and the academic programs of the Seminary are supervised by the School of Graduate Studies and Research. The university also operates the Ruth Murdoch Elementary School (grades K–8), the Andrews Academy (grades 9–12), and the Griggs International Academy.

ORGANIZATIONAL HISTORY OF ANDREWS UNIVERSITY

Andrews University dates back to 1874 when the Seventh-day Adventist denomination founded Battle Creek College in Michigan. In 1901, the institution was moved to Berrien Springs, Michigan, including the K-12 program, and given the name of Emmanuel Missionary College. The Seventh-day Adventist Theological Seminary was organized in 1934 as the advanced Bible school on the campus of Pacific Union College in Angwin, California. Two years later the General Conference of Seventh-day Adventists voted to locate the advanced Bible school on a more permanent basis in Washington, D.C., and named it the Seventh-day Adventist Theological Seminary. In 1957, the Board of Trustees enlarged the scope of the seminary by establishing a school of graduate studies for graduate programs other than theology, and named the merged institution Potomac University. A new and larger site was sought to accommodate the expanded university.
In 1959 the university moved to the campus of Emmanuel Missionary College at Berrien Springs, Michigan. In 1960, Emmanuel Missionary College, the Theological Seminary and the School of Graduate Studies were united under one charter bearing the name of Andrews University. In 1974, the college section was reorganized into the College of Arts and Sciences and the College of Technology. The College of Technology was dissolved in 2011 and its academic programs were redistributed into the other existing schools. The School of Business Administration was organized in 1980, the School of Education was established in 1983 and the School of Architecture was organized as such in 1994. The role and function of the School of Graduate Studies was substantially altered in 1987. In 2010, Andrews University assumed ownership of Griggs University, which was reorganized as the School of Distance Education, to support distance education and educational programs offered at locations across North America and the world. Because of the many international partnerships, the school has since been renamed as the School of Distance Education & International Partnerships. In 2012, five departments housed within the College of Arts and Sciences together became the School of Health Professions. In 1901, the university moved to the campus of Emmanuel Missionary College at Berrien Springs, Michigan. In 1901, Emmanuel Missionary College, the Theological Seminary and the School of Graduate Studies were united under one charter bearing the name of Andrews University. In 1974, the college section was reorganized into the College of Arts and Sciences and the College of Technology. The School of Business Administration was organized in 1980, the School of Education was established in 1983 and the School of Architecture was organized as such in 1994. The role and function of the School of Graduate Studies was substantially altered in 1987.

The University School with its K-12 program origins in Battle Creek, Michigan moved with the college program to Berrien Springs, Michigan, in 1901. Griggs International Academy joined the University in 2010, along with Griggs University. The University School with its K-12 program origins in Battle Creek, Michigan moved with the college program to Berrien Springs, Michigan, in 1901.

Griggs University and Griggs International Academy joined the University in 2010. The former has been reorganized as the University School of Distance Education.

GOVERNANCE OF ANDREWS UNIVERSITY

Andrews University is governed by a Board of Trustees (see Section 1:310-325, the Board Policy Manual [approved March 2012], Appendix I-A, and I-B). The Andrews University Board of Trustees has delegated some of its oversight responsibilities to the Seminary Executive Committee (see Appendix I-E) and the respective operating boards for the Ruth Murdoch Elementary School, and the Andrews Academy, and Griggs International Academy (see Appendices 1-D, and 1-C, and ???, respectively).
III. THE ANDREWS UNIVERSITY BOARD OF TRUSTEES

DUTIES AND FUNCTIONS OF THE BOARD

The Board of Trustees is the governing body of Andrews University. The Board of Trustees is responsible to the university constituency by whom its members are elected. The university is chartered by the State of Michigan. The authority of the constituency over the university consists in the powers of electing the Board of Trustees and of voting or amending the articles of incorporation, which are the charter of the university.

The work of the Board of Trustees is governed by a Board Policies Manual which must be consistent with, and subservient to, applicable law and the University’s articles of incorporation and bylaws. The Manual supersedes all other University documents (including the Andrews University Working Policy) and any such documents must be consistent with, and subservient to, the Manual. The president is responsible for developing organizational and administrative policies which are consistent with the Manual.

The Board of Trustees exercises jurisdiction in all matters pertaining to the university; however, the Board of Trustees delegates to the president all powers of administering its policies. Inasmuch as curriculum building and supervision are the proper professional concern of the university faculty under the leadership of the president, the Board of Trustees designates the faculty, through its Faculty Senate, as the legislative body for determining educational policies such as those governing academic, spiritual, social, extra-curricular and related affairs. These policies must be formulated within the framework of the objectives, general policies and the budgetary provisions as voted by the Board of Trustees. The objectives, general policies and the budgetary provisions as voted by the Board of Trustees are interpreted to the faculty by the president; conversely, the president interprets the policies of the faculty to the Board of Trustees. The Board of Trustees may properly express concern for the total effectiveness of the curricular offerings in relation to the fulfillment of the stated university objectives, but rarely becomes directly active. Before acting on matters having to do with educational policy and organization of the university, the Board of Trustees shall seek the advice of the president and of the university faculty and its Senate through the president.

The Board of Trustees controls the title to all university property and must approve all transactions that would encumber or reduce the fixed assets of the university.

The guidelines for educational policymaking and university organization are incorporated in the Andrews University Working Policy. The Board of Trustees in adopting the Working Policy reserves the right to initiate and make changes in the Working Policy; before making changes it shall seek the advice of the president and the faculty. Any faculty objection to a proposed amendment may be recorded and forwarded to the Board of Trustees through the

Commented [3]: New copy from Board Policies Manual
The Board of Trustees formulates general university policies, but leaves the execution of those policies to the president, who acts under the trustees' general supervision. The Board of Trustees holds the president responsible for the proper conduct of university affairs. All of its administrative and policy dealings with faculty and staff are through the president. Thus, it is apparent that one of the chief functions of the Board of Trustees is the appointment of the president who then serves at the pleasure of the trustees, for it is primarily through the president that the concerns and actions of the Board of Trustees are communicated to the university. Except where the president's own conduct is at issue, the president alone has the right to report and make recommendations to the Board of Trustees, but may invite other members of the faculty or staff to present reports for the information of the trustees. Faculty and staff members have the right to petition the Board of Trustees to appear personally before it; all such requests are made through the president.

In all its dealings, the Board of Trustees acts only as a corporate body. The power and authority of the Board of Trustees belongs only to the trustees as a group. No individual trustee has any legal right to act for the Board of Trustees unless designated to do so by Board of Trustees action. As already noted, the actual administration of the institution is delegated to the president of the university.

It is the responsibility of the Board of Trustees to secure the funds necessary for the proper operation of the university. The Board of Trustees regulates expenditures by approving the budget and building projects proposed by the president. The Board of Trustees must approve any major change in the budget.

All appointments, re-appointments, dismissals and promotions of administrative, academic and non-academic salaried staff shall be made by the Board of Trustees on recommendation of the president. However, the Board of Trustees has delegated to the president and the operating boards of the Andrews Academy, Griggs International Academy and Ruth Murdoch Elementary School the appointment of all hourly-paid employees (see also policy #1:716).

Trustees receive no remuneration for serving on the board. They may report travel and related expenses.

For further description of board responsibilities and board actions, also see the Board Policy Manual, adopted March 6, 2012.
for the process of electing members of the Board of Trustees). As appropriate, university
cabinet members and academic deans will serve as non-voting observers.

**BOARD OF TRUSTEES MEETINGS**

The Board of Trustees shall conduct three regular sessions each year. A schedule of regular
meetings is published in the minutes of the Board of Trustees at the beginning of each year.
However, the chair may call special meetings with seven days prior notice.

**BOARD OF TRUSTEES COMMITTEES**

The Board of Trustees may appoint standing or ad hoc committees as needed.

*Note:* For further details on the Articles of Incorporation and Bylaws of Andrews University,
the reader is referred to Appendices 1-A and 1-B.

**IV. UNIVERSITY ADMINISTRATION**

**OFFICERS, ASSOCIATES, AND ASSISTANTS**

The Board of Trustees elects corporate general officers normally to serve until the next
regular session of the constituency.

According to the *Bylaws of Andrews University* (see Appendix 1-B) there are: President,
Provost, Secretary and Treasurer (VP Finance) stipulate that at the first meeting following its
election by the constituency the Board of Trustees shall appoint a president and such other
officers as may be deemed necessary for the proper operation of the university. These officers
shall hold office at the pleasure of the Board of Trustees or as soon as and such other officers
as may be deemed necessary possible at a meeting of the Board of Trustees following the
regular session of the corporation. (See Appendix 1-B, Article V, Section 2).

**General Officers**

General officers are the salaried personnel who hold office at the pleasure of the Board of
Trustees and the president. They provide central administrative leadership to the overall
university, and are distinct from the corporate officers (see 1:410). Officers of the schools provide
administrative leadership to the faculty.

General officers are as follows:

- President
- Provost
- Secretary

**Vice Presidents**

Controller

- Chief Information Officer
- Human Resources Director

Officers of the schools are as follows:
Administrative Directors 1:410:2

Administrative Directors are those salaried employees identified as such by the president. They are persons who usually report to a general officer; carry direct responsibility over salaried personnel; and hold university-wide responsibilities.

RESPONSIBILITIES OF THE GENERAL OFFICERS OF THE UNIVERSITY 1:420

President 1:420:1

The president is appointed by the Board of Trustees to be the chief officer of the university and the University Corporation and the spiritual leader of the institution. The president's term of office normally extends from one regular session of the university constituency until the Board of Trustees meets just after the next regular session of the university constituency. The president is an *ex-officio* member of the Board of Trustees. The president shall:

1. Execute and administer the policies established by the Board of Trustees and within that framework act to promote the function and development of the university.
2. Take responsibility for the enforcement of the policies and regulations of the university and for the operation and development of the institution as a whole and for each of its parts.
3. Advance the objectives and mission of the university, and promote and foster acceptance of the goals of the institution by the faculty, staff, students, constituency and public.
4. Oversee the development and maintenance of a program of instruction, research and service suited to the needs of the university's sponsors and students.
5. Select and maintain a highly qualified instructional, research and administrative faculty and staff and receive reports on the same from the relevant vice presidents and director of the office of human resources.
6. Serve as secretary of the Board of Trustees.
7. Serves as an *ex-officio* member of all faculties and *ex-officio* member of all committees within the university. The president may call and preside at such meetings of the faculties as may be deemed necessary.
8. Confer degrees on recommendation of the appropriate faculties and by authority of the Board of Trustees.
9. Develop a sound, efficient administrative structure for the university.
10. Make such recommendations to the Board of Trustees and to the faculties as may be deemed desirable for the best functioning and growth of the university in harmony with its objectives.
11. Communicate the will of the Board of Trustees to the faculty and staff or vice versa. All reports and recommendations from the faculty and staff to the Board of Trustees are made through the president. At the discretion of the president, other members of the faculty or staff may be invited to make reports to the Board of Trustees.
12. Prepare the annual budget with the help and advice of the vice presidents and, after adoption by the Board of Trustees, implement it with the assistance of the controller.

13. Develop effective channels of communication among faculty and staff members and students of the university.

14. Plan for the regular dissemination of information about the university to the constituency, the alumni and the general public.

15. Develop a public image of the university that attracts financial contributions and cultivates relationships with potential donors.

16. Assess compliance with statutory and regulatory obligations.

17. Liaise with the accrediting associations as contact person and chief spokesperson.

The positions which report to the President are: Provost, Chief Financial Officer, Director of the Center for Youth Evangelism, Director, Director of Health & Wellness, Director, Vice President for Integrated Marketing and Communications, Director of Human Resources, Director, and University Press.
The provost is the second officer of the university who also serves as the chief academic officer. The combined primary functions of the provost serve to ensure that relevant university activities contribute to the fulfillment of the university's mission. As chief academic officer, the provost carries broad responsibility for the university's academic programs, goals and excellence. The provost reports to the president and the following individuals report to the provost: vice presidents for integrated marketing and communication, enrollment management, and student life; the associate and assistant provosts, all school deans; and the chief technology-information officer. In the absence of the president, the provost also serves as chief executive officer. Among other duties and responsibilities, the provost is expected to perform the following:

1. Assists the president in refining and articulating the university's strategic vision and supervises the implementation of the university's strategic plan.
2. Provides administrative and academic leadership for the university under the president's direction.
3. Serves as a leader of the university's commitment to diversity.
4. Collaborates with the relevant vice presidents and all deans on academic and financial planning.
5. Sets and maintains the university's standards for recruitment, admission and graduation.
6. Oversees faculty recruitment, appointment, development, promotion and tenure.
7. Supervises program development and curriculum planning and ensures the integrity and excellence of academic programs.
8. Oversees self-assessment of the university, its programs, faculty, administrators and staff.
9. Coordinates the university's relationships with accrediting bodies.
10. Ensures that policies and procedures are fairly developed and applied.
11. Encourages individual and institutional research efforts.
12. Evaluates the performance of direct reports.
13. Oversees the maintenance and publication of official university publications such as the University Bulletin and the Working Policy.
14. Maintains the academic files for all members of the regular faculty.
15. Serves as a positive change agent for areas of the university where change will strengthen the university's ability to fulfill its mission.
16. Performs other appropriate duties as the president may authorize or request.
Vice President for Financial Administration

This vice president serves as the chief financial officer and treasurer of the university. Responsible to and assisting the vice president for financial administration are the controller, the director of public safety and the managers of the auxiliary and service departments. The controller shall exercise the functions of this vice president in the latter's absence. The vice president is an ex-officio member of all sessions, councils, committees, sub-committees and faculties within the university. The vice president shall perform the following functions as the president may delegate:

1. Formulate the overall business and accounting procedures of the institution and coordinate day-to-day operations through the persons answering to this office.
2. Implement the objectives of strategic plans that deal with financial matters.
3. Supervise the accounting and business systems, designate the place and manner in which financial records shall be maintained.
4. Counsel with the Internal Auditor as needed.
5. Supervise the handling of, and be responsible for all cash and negotiable securities of the university.
6. Care for the handling of funds and investments, in counsel with the president.
7. Negotiate and maintain relationships with financial institutions.
8. Invest university and trust money as authorized.
10. Oversee through the controller the receipt, safekeeping and proper disbursal of university funds.
11. Work with the controller and the vice presidents in assisting the president in the direction and control of the annual budget.
12. Take responsibility for university insurance claims and the purchasing of student accident and medical coverage.
13. Hold the significant papers and legal documents that relate to the business administration of the university.
14. Oversee, through assistants, the supervision, maintenance and improvement of the physical plant.
15. Assist the president in planning of new buildings and supervise their construction.
16. Oversee the purchase of all equipment and supplies.
17. Make recommendations on reimbursement, benefits and perquisites for faculty and staff members; and regulate student charges in consultation with the vice president for campus and student life, the human resources director and student financial services.
18. Supervise the operation of all auxiliary and service departments.
19. Oversee the security of the physical plant including fire protection, insurance coverage, safety inspections, the conducting of fire drills, the opening and closing of buildings, night watch checks and the rendering of appropriate reports.
20. Supervise the functioning of the independent operations of the university.
21. Chair the Campus Safety Committee.
22. Chair the Financial Management and Budget Committees.
The Vice-president for Financial Administration direct reports are the controller, the director of facilities management, the director of campus safety, the director of student financial services, the general manager of dining services, the manager of the bookstore, the manager of the post office and the manager of the farm and dairy.
Vice President for Campus & Student Life

Responsible to and assisting the vice president for Campus & Student Life are the assistant vice president for Campus & Student Life, associate deans for Student Life, assistant to the vice president for Campus & Student Life, University Chaplain, directors of the Residence Life halls, director of the Counseling and Testing Services Center, director of the Undergraduate Leadership Program, and the director of Athletics. The director of University Apartments reports to the assistant vice president for Campus & Student Life. The assistant director of Student Activities & Involvement and the faculty advisors to the AUSA, Student Movement, Cardinal, and Cast are responsible to the dean for Student Life. The director of International Student Services & programs and the director of the Undergraduate Leadership Program work in collaboration with the vice president for Campus & Student Life on issues impacting the international student experience, student life, the University chaplain, the faculty advisors to the AUSA, Student Movement, Cardinal, Cast, and clubs in the university.

The Vice President for Campus & Student Life. This officer of the university is an ex-officio member of all sessions, councils, committees, sub-committees and faculties within the university. The vice president for Campus & Student Life shall:

1. Advise the president on the social, spiritual and physical welfare of students in the university.
2. Supervise directors in the administration of student life.
3. Implement the strategic plan and co-curricular education related to student life.
4. Develop appropriate facilities and services within the area of student life.
5. Coordinate budget proposals and personnel changes within the area of student life.
6. Develop and apply the policies governing student conduct and oversee student discipline.
7. Develop and administer policies safeguarding student rights.
8. Counsel admissions within enrollment management relative to the character and citizenship of applicants.
9. Serve as a student life liaison with the various academic and other administration entities of the university.
10. Oversee the development, implementation and evaluation of a comprehensive student extra-curricular or co-curricular program focused on the integration of the mind, body and spirit, social and cultural activities.
11. Oversee the residence life program and housing of single undergraduate students and application of off-campus housing policies.
12. Oversee the university apartment life program and maintenance of all university-owned apartments and houses for students, faculty and staff.
13. Coordinate commuter/community student services and relationships and services.
14. Coordinate counseling and testing services available to all students.
15. Serve as the Title IX Coordinator for the University in the creation of an equitable educational environment.
Support campus chaplains to provide plan and program faith development, spiritual activities, core values, and spiritual care for students, faculty and staff, as well as to work in collaboration with university entities in fostering the integration of faith and learning in every sector of the campus.

Oversee the scheduling, programming and attendance of undergraduate chapels and assemblies as well as campus-wide and convocations for the university.

Coordinate with University Medical Specialties the Medical Center to ensure adequate health services for residential enrolled students and consultation regarding potential health crisis situations.

Oversee social recreation and student connections spaces in the Campus Center.

Provide education to the university community regarding the value of every human being and the University policy that prohibits unlawful discrimination against any member of its community on the basis of race, color, ethnicity, national origin, citizenship, sex, religion, age, disability, veteran status, or any other legally protected characteristic in matters of admissions, employment, housing or any aspect of its educational program and activities.

Provide education to the university community regarding the needs of unique populations of students including domestic minority and international students from diverse backgrounds, and diversity affairs. Coordinate commuter/community student relationships and services.

Provide under the department of social recreation, appropriate physical, recreational, intramural and social recreation for students.

Collaborate with university entities to provide career planning and placement services for current students and graduates.

Oversee the maintenance of all university-owned housing for faculty, staff and students.

Chair the Student Life Council, Student Life Directors Council, Student Life Residence Hall-Deans Council, University Student Intervention Team, Title IX Steering Team, and other student-life-related councils and task forces.
Vice President for University Advancement

Responsible to and assisting this vice president are the Associate Vice President for Development, directors of alumni services, planned giving and trust services, and the Howard Performing Arts Center. The vice president for university advancement shall perform the following functions as the president may delegate:

1. Serve as chief fund-raising officer of the university.
2. Implement the objectives of the strategic plan relative to university advancement.
3. Oversee the relationship between the university and its alumni.
4. Coordinate the hiring of advancement personnel.
5. Supervise the advancement budget.
6. Chair related committees of the advancement division.
7. Serve as a consultant to the president dealing with matters of general university concern.

Note: The reader is referred to Figure 1-5 for an organizational chart that reflects the major relationships of the vice president for university advancement. Direct reports not needed since are referenced above or (see figure 1.5)

Vice President for Enrollment Management

Responsible to and assisting the vice president for enrollment management are the directors of: enrollment counseling, recruiting, director of undergraduate admissions, undergraduate and communication and data, graduate enrollment management, and student visit supervisor, and international student services along with the enrollment management and international student services team they supervise. The vice president for enrollment management shall perform the following functions as the provost may delegate:

1. Administer the offices of enrollment and international student services and programs divisions of the university.
2. Assist Integrated Marketing and Communication Develop, with input and involvement from various academic entities, ongoing marketing plans to help the university achieve its annual enrollment objectives, and thereby assist them in achieving their educational goals.
3. Oversee all recruitment and admissions operations.
4. Collaborate with the appropriate campus academic and administrative committees and entities, academic administration in graduate recruitment, for implementation of admissions and retention policies and retention of undergraduate and graduate students.
5. Collaborate with financial administration in the policy development, delivery and monitoring of financial aid and student financial services through the Admissions, Recruitment and Financial Services Teams.
6. Collaborate with Integrated Marketing and Communication in developing the University Brand, marketing and external communication materials and programs.
7. Develop, negotiate and administer the budgets for the offices of Enrollment Management and International Student Services, and programs, programs, divisions.

Note: The reader is referred to Figure 1-6 for an organizational chart that reflects the major relationships of the vice president for enrollment management.
Vice President for Integrated Marketing and Communication

Responsible to and assisting the Vice President for Integrated Marketing and Communication are the FOCUS editor and editorial manager, the director of campus relations and events, the director of marketing and communication, the manager of web communications, and the manager of print communications. (See Figure 1.7) The vice president for integrated marketing and communication shall perform the following functions as delegated by the president for external University relations and the provost for internal University relations:

1. Provide leadership for a team of marketing and communication professionals who are dedicated to telling the story of Andrews University as they seek to consistently and successfully brand the University both on campus and beyond.
2. Provide strategic marketing and communication support specifically for key administrators, for Enrollment Management and the academic departments of the University, including efforts that will assure the enrollment goals for programs, departments, schools and colleges and the University itself. Also provide key marketing and communication support, as requested, by University Advancement to help the University achieve its goals related to Development, Alumni Services and the Howard Performing Arts Center.
3. Guide the official communication efforts of the University, including internal communication, media relations and production of the University's official journals, including FOCUS magazine and the annual research report.
4. Develop and manage the web presence of Andrews University, meeting needs of academic and service departments and the University itself.
5. Serve a key role in building campus community and also guiding community relations as it relates to local, church, national and international communities.
6. Continue to understand and develop an effective response to the marketing and communication needs and realities of campus, local, church, national and international communities, including the significance of emerging media tools and methods.

Associate Provosts

The Provost may appoint one or more associates and assistants who carry delegated responsibilities which may include, but are not limited to, student appeals, student policies and processes, committees, faculty development, and faculty working policy.

Assistant Provost for Institutional Effectiveness

The Assistant Provost is responsible to the provost and has the delegated responsibility to coordinate functions related to assessment, institutional accreditation and institutional research. See also policies # 1:728 and 2:440.

Controller

The controller is responsible to the vice president for financial administration and performs such functions as are delegated by this vice president. The controller shall:
Figure 1-7
Major Relationships of the
Vice President for Integrated Marketing & Communication
1. Assist the financial vice president and exercise the functions of the financial vice president in the latter's absence.
2. Serve as contact person for tax-related issues of the university.
3. Supervise accounting and related records of all university operations.
5. Prepare and assemble the annual budget, in cooperation with the president and vice president for financial administration.
6. Notify the president and appropriate officers of expenditures deviating from budget and of possible remedies.
7. Monitor and perform the collection procedures for faculty and staff accounts.
8. Approve and process employee reimbursements for travel.

Secretary 1:420:11
The secretary of the University Corporation is an officer of the university responsible to the president and shall perform the following functions as the president may delegate to him/her.
The secretary shall:
1. Hold the corporate records and the seal of the corporation.
2. Affix the seal of the corporation to all the documents the execution of which, on behalf of the corporation, is duly authorized in accordance with the provisions of the university bylaws.
3. Maintain a directory of the constituency and the Board of Trustees.
4. Sign documents on behalf of the corporation as authorized by the bylaws of the university and the Andrews University Board of Trustees.

Associate Deans of Students 1:420:13
The deans of students are responsible to the vice president for campus and student life for the following functions as may be assigned by the vice president for campus and student life:
1. Acting on behalf of the vice president for campus and student life in the latter's absence.
2. Overseeing the scheduling, programming and attendance supervision of chapel, assemblies and convocations.
3. Overseeing all weekly and weekend social recreation (except student life) with the help of the director of social recreation.
4. Accommodating foreign students, commuters, the physically challenged and minorities.
5. Ensuring an adequate student health care program.
6. Assisting in the development of policies, procedures and guidelines for student life generally.
7. Liaising with the various academic administration entities of the university.

Overview of Vice Presidential Responsibilities 1:420:14
An overview of the responsibilities of the officers of Andrews University is given in Figure 1-8.

Commented [G55]: 1/19/2017: ***VP F. Faehner will submit updated information if needed (for the positions of “assistant vice president for Campus & Student Life” and “dean for Student Life”)
EX-OFFICIO MEMBERSHIPS OF GENERAL OFFICERS OF THE UNIVERSITY

Officers of the university are classified as regular faculty members. Of the officers of the university, the president and the provost are ex-officio members with full voting rights in all sessions, councils, committees, sub-committees and faculties within schools. All other officers of the university are members of the published committees of the university with voting rights in the areas of their responsibilities. When representing a vice president, all associate and assistant vice presidents enjoy the same membership and voting rights as accorded the vice president. (See also policy #1:410.)

EX-OFFICIO MEMBERSHIPS OF OFFICERS OF SCHOOLS OF THE UNIVERSITY

All officers of schools are classified as regular faculty members and are ex-officio members with full voting rights in all sessions, councils, committees, sub-committees and faculties within their schools (see also policy #2:210 for the voting rights of the dean of the School of Graduate Studies and Research).

RESPONSIBILITIES OF THE OFFICERS OF THE SCHOOLS

Deans

The dean of each school is its academic and executive officer, responsible to the provost for the administration of that particular school. He/she is the agent of the school for the application of its educational policies.

Unique organizational patterns and functions give somewhat different responsibilities to the deans of the schools of distance education and graduate studies and research (see Appendix 1-G and Figure 1-8).

The deans of schools perform the following functions as the provost may delegate or assign:

1. Call and preside over meetings of the faculty of the school. Report to the faculty on the activities, needs and achievements of the school and the disposition of recommendations made by that faculty to the administrative officers or to the Board of Trustees.
2. Provide leadership to the faculty in development of academic policies, procedures and plans for furthering the educational mission and strategic plans of the school in synchrony with the university mission and strategic plans.
3. Promote spiritual community among faculty, staff and students to create a learning environment facilitating spiritual growth.
4. Ensure that departments of the school develop and offer instructional, research and service programs of excellent quality.
5. Collaborate with other deans in furthering the overall academic mission of the university through participation in the deliberations and decisions of the Academic Administration Council and the School Deans’ Council chaired by the provost.
6. Provide recommendations on academic administrative policies and procedures for the university by participation as a school representative in appropriate academic committees and councils.
7. Serve as the admissions officer for the school.
8. Counsel with students, in cooperation with departmental advisors, regarding their progress and special needs and give final approval to their registration.
9. Monitor the academic progress of students towards graduation and present their names for appropriate action by the school faculty.
10. Promote departmental assessment of student learning outcomes and utilization of resulting data as tools to advance the quality of departmental programs and services. See also policy 2:440.
11. Manage all buildings and rooms assigned to the school and the general equipment of the school.
12. Administer the budget under the guidance of the vice president for financial administration and the controller.
13. Recommend to the provost the appointment, reappointment or promotion of teachers in consultation with the departments.
14. Encourage the adequate provision and use of instructional materials, including library materials, laboratory equipment and visual and auditory aids.
15. Coordinate communication of all official affairs of the school with other university officers, with students and with the public.
16. Prepare a schedule of classes for approval by the provost.
17. Oversee the timely preparation of bulletin copy and course schedules.
18. Require and keep current the job descriptions of persons reporting to the dean.

**Associate and Assistant Deans**

Individuals who provide administrative support to the dean of a school may be titled as associate or assistant deans, depending on the scope of responsibilities delegated. Associate and assistant deans are responsible to the dean, and may:

1. Serve as acting dean when the dean is absent from the campus.
2. Serve as a member of the Academic Administration Council.
3. Chair committees of the school as designated by the dean.
4. Carry out special assignments delegated by the dean.

**Dean, School of Distance Education and International Partnerships**

The university’s distance education programs are administered by a dean who is directly responsible to the provost. The dean and his/her associates work in close cooperation with the deans and committees of the various schools of the university responsible for authorizing online, affiliated, and extension courses and programs. A Director of Off-Campus Programs works under the direction of the Dean of Distance Education. All activities are authorized and supervised by the university-wide Off-Campus Programs Committee. The organization of the School of Distance Education and International Partnerships is depicted in Figure 1:9.

The Dean of Distance Education functions as follows:
1. Liaises as official contact person between Andrews University and the affiliated institutions.
2. Carries out the wishes and specific instructions of the Off-Campus Programs Committee.
3. Negotiates contractual agreements with the respective affiliated institutions on behalf of Andrews University and the deans of the respective schools of the university.
4. Prepares, in consultation with the specific deans of the schools sponsoring extension programs, supporting documents of official agreement.
5. Holds regular joint meetings with the directors of extension programs in the respective schools.
6. Receives regular reports from the various affiliation and extension programs of the university.
7. Collaborates with the schools, registrar, academic offices, and university academic committees to develop and to recommend policies to the Off-Campus Programs Committee for quality control of off-campus programs.
8. Coordinates admission, registration, graduation and other documents in connection with off-campus programs and students.
9. Informs administrative officers on activities and needs of off-campus programs and students.
10. Recommends appropriate auditors for off-campus programs to the Off-Campus Programs Committee after consultation with the school deans.
11. Carries responsibility for billing to the appropriate entities all affiliation/extension fees, salary costs and travel expenses for Andrews University teachers at off-campus sites.
12. Negotiates with appropriate officers for the actual scheduling, staffing and locating of affiliation/extension sites.
13. Approves all material related to off-campus programs for publication in Andrews University and affiliated institution bulletins.
14. Arranges meetings on campus with presidents and other responsible officers of affiliated colleges at least every five years.

Dean of School of Graduate Studies and Research

The graduate dean is the principal academic officer of the school of Graduate Studies, a decentralized school that coordinates policy and the quality control standards for the six schools of the university. The graduate dean leads through cooperative relationships with deans of the schools, graduate program directors, the Associate Dean of Research, research center directors, chairs of departments with graduate program and graduate faculty to promote excellence and growth in the graduate programs of the university. The dean shall:

1. Chair the Graduate Council.
2. Oversees implementation decisions of the Graduate Council.
3. Liaise with accrediting agencies that evaluate graduate academic programs.
4. Participate in graduate program committees of the doctoral degree-granting schools.
5. Evaluate the oral defense of doctoral dissertations for degrees supervised by the Graduate Council and ensure that dissertations conform to the standards.
6. Review and approve petitions for exceptions to graduate policies.
7. Supervise degree audits during advancement to candidacy.
8. Advocate graduate student interests where appropriate and collaborate with the Graduate Student Association to promote academic interests of graduate students.
9. Oversee the graduate admissions process.
10. Collaborate with graduate programs and the vice president for enrollment management in the recruitment of graduate students and allocation of graduate assistantships.
11. Supervise graduate assistants assigned to the graduate school.
12. Orient and train graduate assistants in collaboration with the deans of the schools.
13. Provide a university-wide evaluation mechanism for graduate assistants.

Figure 1-10 depicts the relationships of the Dean of Graduate Studies and Research.

**Associate Dean of Research**

The Associate Dean of Research is responsible to the Provost. This dean shall perform the following functions:

1. Promote and facilitate scholarly work by faculty through counsel, mentoring, and providing faculty development opportunities.
2. Administer the internal research program of the university.
3. Liaise with the Office of Development regarding the development of research proposals to foundations and private donors.
4. Sign, on behalf of the university, all research proposals to government agencies and foundations.
5. Assure compliance of funded projects with regulations of the funding entity.

**Dean of Libraries**

The Dean of Libraries reports to the provost and shall consult with the provost regularly. The dean is responsible for the James White Library, the Architecture Resource Center, the Music Materials Center, and the Center for Adventist Research as well as all personnel and activities within those facilities. With the assistance of the directors and the professional librarians, the dean shall:

1. Develop policies, in consultation with directors, professional librarians, administration, and faculty concerning the development and provision of library resources and services;
2. Develop short- and long-range plans for the libraries, consistent with the vision, mission, and goals of the university;
3. Maintain well-organized procedures for the selection, acquisition and cataloging of books, periodicals and other library materials to support the university curricula;
4. Oversee the various special services of the libraries, but not limited to: the Mary Jane Mitchell Media Center, seminary library, music materials center, Center for Adventist Research, the Architecture Resource Center house, and specialized collections;
5. Prepare the annual library budget for the president via the usual channels, and authorize the expenditure of budgeted library funds;
6. Recommend to administration the appointment of directors and professional librarians. In consultation with directors, deans, and department heads, the dean shall appoint staff members. Directors and department heads shall select student workers and notify the dean;
7. Regularly update job descriptions and evaluate directors, professional librarians, and staff members;
8. Serve as secretary of the university Library Council (see policy #1:610:9);
9. Maintain close contact with the deans of the schools by attending school faculty meetings as needed, and assessing future needs.
10. Consult in planning processes to add new academic programs and courses in order to plan for, and provide necessary support;
11. Implement the budget under the supervision of the vice president for finance and the controller; and,
12. Serve as an advisory member of the graduate and undergraduate councils.

**Principals of University Schools**

**Principal, Andrews Academy**

The principal of Andrews Academy, who is responsible to the provost and the operating board of Andrews Academy (see Appendix 1-C), performs the following functions and such others as the director may delegate:

1. Administer the internal operations of the school program grades nine through twelve.
2. Confer regularly with the director of education for the Lake Union Conference and the provost regarding the internal administration of the school.
3. Report regularly to the operating board of the Andrews Academy and serve as secretary of the board.
4. Help prepare and implement the annual budget.
5. Consult with the operating board chair in the selection of faculty members with special attention to state and denominational licensure requirements.
6. Supervise the instructional and learning process.
7. Handle, with faculty consultation, the routine disciplining of students.
8. Consult with the operating board chair and provost regarding serious student offenses for which dismissal may be necessary.
9. Evaluate regularly the performance of each faculty and staff member.
10. Coordinate curricular and co-curricular activities.
11. Consult with the operating board chair regarding teaching assignments.
12. Recruit students.
13. Coordinate an effective system of communication among parents, students, faculty and the public.
14. Serve as ex-officio member of academy committees.
15. Convene and preside at academy faculty meetings.
16. Maintain the physical facilities of the academy and schedule their use.
17. Plan and coordinate chapel and assembly programs.
18. Supervise the counseling and guidance program.
19. Plan and coordinate new-student orientation.

**Principal, Ruth Murdoch Elementary School**

The principal of the Ruth Murdoch Elementary School, who is responsible to the provost and to the operating board of the school (see Appendix 1-D), performs the following functions:
1. Serve as secretary of the operating board of the Ruth Murdoch Elementary School (see Appendix 1-D).
2. Report regularly to the operating board of the Ruth Murdoch Elementary School and consult regularly with its chair.
3. Administer the internal operations of the school program from pre-first through eighth grade.
4. Help prepare and implement the annual budget.
5. Consult with the operating board chair in the selection of faculty members with special attention to state and denominational licensure requirements.
6. Supervise the instructional and learning process.
7. Handle, with faculty consultation, the routine disciplining of students.
8. Consult with the operating board chair regarding serious student offenses for which dismissal may be necessary.
9. Evaluate regularly the performance of each faculty and staff member.
10. Coordinate curricular and co-curricular activities.
11. Consult with the operating board chair regarding teaching assignments.
12. Recruit students.
13. Coordinate an effective system of communication among parents, students, faculty and the public.
14. Supervise the maintenance of student cumulative records and other reports and official documents
15. Serve as ex-officio member of elementary school committees
16. Plan and supervise the registration of students.
17. Convene and preside at elementary school faculty meetings.

Principal, Griggs International Academy 1:430:7:3

The principal of a Seventh-day Adventist elementary or secondary school in the North American Division is the chief executive officer responsible for both the instructional program and the financial operation of the school.

DUTIES AND RESPONSIBILITIES

A. The principal shall give evidence of commitment to Seventh-day Adventist beliefs and educational philosophy. is a member of the Seventh-day Adventist Church, and is the chief administrator of the school with responsibilities and functions as designated by the conference Board of Education and local school board policies.

B. Professional qualifications for this position include appropriate education and administrative certification or annual progress toward that goal.

C. Among the major responsibilities of the principal are the following:
   • To implement, in conjunction with the staff, the operational policies of the North American Division, Lake Union Conference Office of Education K-12 Code, the conference Board of Education, and the School of Distance Education – Griggs International Advisory Board.
   • In schools with an administrator who teaches half time or less, to formally observe and evaluate the certificated staff in consultation with the superintendent of schools.
   • To organize school visitation days for all teachers K-12.
   • To determine teacher load in counsel with the conference superintendent of schools.
   • To serve as the agent of the school board in equipping and maintaining the school plant.
   • To provide instructional leadership in consultation with the Adventist conference, union and division Offices of Education.
   • To develop and maintain, in counsel with the staff, patterns of programming such as class, work, and recreation schedules, as well as any other extracurricular activities.
   • To organize and maintain an accurate and efficient system of records.
• To accept the responsibility of spiritual leadership of the school.
• To represent the school as its official spokesperson.
• To seek to maintain student conduct consistent with Seventh-day Adventist principles of education and discipline in conjunction with guidelines set by the conference Board of Education and specific regulations adopted by the school board.
• To operate the school within the approved budget.
• To supply to Andrews University, the Lake Union Conference and the North American Division Offices of Education, all required reports.
• To acquaint the constituency with the goals and program of the school through periodic public reports.
• To acquaint parents and other stakeholders with policies and procedures relative to the operation of the school.
• To arrange orientation programs for new and prospective students.
• To serve as executive secretary of the school board.
• To establish and maintain effective working relationships with public school officials and civic leaders.
• To implement and execute safety education programs as relevant to the school setting.
• To facilitate, encourage, and provide opportunities for staff development and professional growth including faculty meetings.
• To work in conjunction with the local school board in the employment, supervision, and evaluation of classified personnel, including but not limited to teacher assistants (aides), substitutes, maintenance and janitorial staff and others, as necessary.
• To arrange for the preparation of the annual school bulletin.
• To organize and supervise the accreditation self-study process.
• To create and/or maintain a current faculty/staff handbook.
• To follow all appropriate state/government educational laws.

This section is under revision.

DIRECTORS IN ADMINISTRATION 1:440

Directors in administration are responsible for the support offices in the various divisions of the university. They report to the vice president of the particular division. Detailed job descriptions for these directors are filed in the office of human resources.

Chief Information Officer 1:440:1

The chief information officer (CIO) reports to the Provost and sits on the President’s Cabinet.

Director of Institutional Research 1:440:2

The director of institutional research reports to the chief information officer, and works in cooperation with the Assistant Provost for Institutional Effectiveness to support the assessment and planning functions of the University. Studies, reports and statistics are released only by authorization of the president.

Director, Office of Human Resources 1:440:3

The director of human resources reports to the president and sits on the President’s Cabinet. He/she is responsible for a wide range of personnel functions, including student labor.

Director, Student Success Center 1:440:4

The director of the student success center reports directly to the provost.
Director, General Education Program (ACE) 1:440:5
The director for the undergraduate general education program (the Andrews Core Experience) reports to the provost and directs and coordinates the general education program of the university, including evaluation of the program by way of a regular assessment plan. See also policy 2:440. The director chairs the General Education Committee, a university-wide committee of the Undergraduate Council.

Director, Undergraduate Leadership Program 1:440:6

Director, Honors Program 1:440:6
The director of the honors program carries overall responsibility for the honors program and reports to the Provost. The director is the chair of the Honors Council, a subcommittee of the Undergraduate Council.

Registrar 1:440:7
The registrar is responsible to the provost.

Director, Off-Campus Programs 1:440:8
The Director of Off-Campus Programs reports to the Dean of the School of Distance Education and International Partnerships and oversees all programs taught at alternate locations.

Compliance Officer, School of Distance Education and International Partnerships 1:440:9
The Compliance Officer reports to the Dean of the School of Distance Education and International Partnerships and is responsible for assuring compliance with legal requirements for offering academic programs in off-campus venues.

Director, University Press 1:440:10
The director is responsible to the president and works within the policies established by the Andrews University Press Board.

Director, Alumni Services 1:440:11
The director of alumni services reports to the vice president for university advancement.

Manager, Howard Performing Arts Center 1:440:12
The manager of the Howard Performing Arts Center reports to the vice president for University advancement.

Director of Planned Giving and Trust Services 1:440:13
The director of planned giving and trust services is responsible to the vice president for university advancement.

Director, Recruiting 1:440:14
The director of recruiting reports to the vice president for enrollment management.

Director, Undergraduate Admissions and Communication 1:440:15
The director for undergraduate admissions and communication reports to the vice president for enrollment management.

Supervisor, Student Visits 1:440:16
The supervisor of student visits reports to the vice president for enrollment management.

Chief Accountant 1:440:17
The chief accountant is responsible to the controller.
Director, Plant Administration
The director of plant administration is responsible to the vice president for financial administration.

Note: The reader is referred to Figure 1-11 for an organizational chart that reflects the major relationships of the Director for Plant Administration.

Post Office Manager
The post office manager serves as the manager of the central mail room and reports to the vice president for financial administration.

Director, Student Financial Services
The director of student financial services is responsible to the vice president for financial administration for the fiscal functions of the department and collaborates with the vice president for enrollment management for the enrollment and recruitment functions of the department.
**Director, Undergraduate Leadership Program**

The Director of Undergraduate Leadership Development supports the Mission and Strategic plan of Andrews University by assisting the Provost, Director of the L.I.F.E Center and other campus partners in creating an optimum environment to foster a culture of leadership development. Additionally, the director works in collaboration with the Undergraduate Leadership Council in developing and sustaining all aspects of the Undergraduate Leadership Certificate and minor program; develops an agenda of opportunities to facilitate leadership development and student engagement in on-campus activities as well as in civic and church communities; serves as a leading liaison in leadership development partnership between Academic Programs and Student Life and shall perform the following functions and such others as the Provost may delegate.

**Essential Duties**

**Curricular (Academic Credit) Programming**

1. Provides leadership, in collaboration with the Undergraduate Leadership Council, for all aspects of the implementation of a formal undergraduate curricular-based leadership development program.
2. Provides leadership in the development of a strategic plan for Undergraduate Leadership Development.
3. Provides leadership in the marketing of the Undergraduate Leadership Certificate and Minor Programs.
4. Coordinates the application and acceptance processes of potential students.
5. Designs and implements the Leadership Certificate Program orientation and the framework to support new cohorts and participants.
6. Develops the framework for the Leadership Learning Plan (LLP) and designs ongoing orientation support for participants to create their LLP.
7. Establishes the processes and tools to monitor and support students’ progress.
8. Provides leadership for the development of curriculum requirements for the Certificate’s change project and the venue to showcase and celebrate the learning process and the project’s completion.
   - Determines class offerings and assigns instructors according to established University/School of Education protocols.
   - Serves as the lead instructor of undergraduate leadership classes.
   - Coordinates and provides formal mentoring support for leadership participants registered for the Lead200 Practicum course, change projects, and general life coaching, etc.
   - Explores the development and the framework for the creation of a Leadership Society of all participants in the formal undergraduate leadership certificate program.

**General Programming**

13. Works collaboratively with the L.I.F.E. Center in enhancing the leadership experience of students.
14. Assists the Vice President and Student Life entities in the wholistic development of students and the implementation of programs to foster leadership development and growth.
15. Provides leadership for the development of a central hub of leadership development activities, programs, and resources for Andrews University, as well as communication vehicles to promote leadership development best practices.
16. Provides oversight for the development and maintenance of an Andrews University leadership development website with links to related University leadership entities, activities, and general leadership resources.
17. Facilitates ongoing benchmarking of Andrews University's undergraduate
curricular and co-curricular leadership development programs with best practices around the world.

Co-curricular (noncredit) Programming

18. Designs and provides Student Leadership training and workshop modules as requested by Student Life entities for positional and volunteer Andrews’s student leaders.
19. Develops, in collaboration with the Assistant Vice President for Student Life, Leadership Short Courses integrated into the Co-curriculum.
20. Ensure mentoring for Andrews University student leaders that may not be a part of the Undergraduate Leadership program.

Assessment

21. Directs and implements, in consultation with the Undergraduate Leadership Council, assessment strategies designed to determine program effectiveness and documentation of learning outcomes.
22. Prepares an annual assessment report including recommendations to strengthen the Leadership Certificate and Minor Programs in the context of learning outcomes.
23. Collaborates with University entities to identify and implement strategies to generate a collective showcase of the strengths of Andrews’s leadership initiatives that are preparing Andrews students to change the world.

University Chaplain

The University Chaplain reports to the vice president for campus and student life and is a member of the pastoral staff of Pioneer Memorial Church.

Director, Counseling & Testing Center

The director of the Counseling & Testing Center is responsible to the vice president for campus and student life.

Director of International Student Services and Programs

The director of international student services and programs reports to the vice president for campus and student life.

Director, Student Activities & Involvement of Social Recreation

The director of student activities & involvement of social recreation reports to the vice president for campus and student life.

Directors, Residence Halls

The directors of the men's and women's residence halls are responsible report to the director of residence life vice president for campus and student life for the welfare of all students residing in the residence halls on the campus.
Internal Auditor

The internal auditor reports to the audit committee of the board of trustees.

Director, Athletics

The director of athletics reports to the vice president for campus and student life.

Director, Residence Life

The director of residence life reports to the vice president for campus and student life.

Director, University Apartments

The director of the University Apartments reports to the assistant vice president for campus & student life.
V. ADMINISTRATION OF AUXILIARY ENTERPRISES AND SERVICE DEPARTMENTS

AUXILIARY ENTERPRISES

Auxiliary enterprises are those operations which provide services needed to support campus life. Included in this category are:

- The University Bookstore
- Commercial Leasehold
- The Farm, and Dairy and Vineyard
- The Dining Services
- Residence Halls
- Timber Ridge Manor
- University Housing Apartments
- WAUS, Campus Radio Station
- Lithotech

Detailed job descriptions for the managers of these enterprises are found in the Office of Human Resources.

Manager of the University Bookstore

The manager of the bookstore reports to the vice president for financial administration. (Outsourced to Barnes and Noble)

Commercial Leaseholds

The vice president for financial administration is responsible for the commercial leaseholds.

Manager of the Farm, Dairy and Vineyard

The manager of the farm, dairy and vineyard reports to the vice president for financial administration.

General Manager of Dining Services

The general manager of dining services reports to the vice president for financial administration.

Residence Halls

The residence halls report to the director of residence life and to the vice president for campus and student life/title IX coordinator.

Timber Ridge Manor

The manager reports to the vice president for financial administration.

University Housing Apartments
### Manager of the Radio Station (WAUS)

The university radio station, WAUS, is operated by the board of directors of the Andrews University Broadcasting Corporation. The manager of WAUS radio station is responsible to the Board of the Corporation, and reports also to vice president of financial administration.

### Lithotech

The manager of Lithotech reports to the vice president of financial administration.

### SERVICE DEPARTMENTS

Directors of service departments report to the vice president of financial administration or the director of plant administration. Detailed job descriptions for these directors are filed in the office of human resources.

**Director of Campus Safety**

The Director of Campus Safety, who is the life safety code enforcement officer of the university, is responsible for the activities of the campus safety department and its personnel. The director reports to the vice president for financial administration and coordinates with the vice president for campus and student life in sharing information and implementing safety protection measures.

**Manager of Custodial Services**

The manager of custodial services reports to the director of plant administration.

**Manager of the Grounds Department**

The manager of grounds reports to the director of plant administration.

**Manager of Plant Services**

The manager of plant services reports to the director of plant administration.

**Manager of Transportation**

The manager of transportation reports to the director of plant administration.
VI. UNIVERSITY SENATE, ADMINISTRATIVE AND
ADVISORY COUNCILS, BOARDS, COMMITTEES,
INSTITUTES AND CENTERS

INTRODUCTION
The president may appoint standing councils, committees, and advisory councils to advise him/her concerning the administration of the university. These committees serve any of three functions: policy development, coordination of communication and procedures or coordination of administrative strategies. They either report to the general faculty, specific administrators or to specific schools.

Listed below are the standing councils and committees that serve the university community on an on-going basis. Membership is updated annually in the University Committee Directory.

ADMINISTRATIVE BOARDS/COMMITTEES/COUNCILS

University Strategy and Policy Committee
The University Strategy and Policy Committee serves as the senior administrative committee of the University, with specific responsibility for strategy and policy. Committees and advisories with reporting lines to this group are:
- Cabinet
- Deans Council
- Strategic Planning Committee
- Financial Management Committee
- Compliance Committee
- Compensation Committee
- Institutional Diversity Council
- Institutional Operations Council
- Enterprise Risk Management
- Facilities Master-Planning Committee
- Strategic Partnerships Committee

Cabinet
The Cabinet is the highest coordinating and deliberative body in the university with respect to ongoing administrative matters.

The Cabinet is composed of administrative officers with whom the president may counsel regarding matters relating to the faculty, staff, and administrative units of the university. Membership includes the vice presidents, the director of human resources, the Chief Information Officer, and the chair of the Andrews University Senate. The president is the chair of the cabinet.
**Strategic Planning Committee**
The Strategic Planning Committee is a combined board, administration and faculty committee. It recommends major strategic initiatives to the Board of Trustees and seeks to ensure a cohesive approach to planning throughout the institution. The committee ensures the operation and regular updating of institutional plans as reports are received from the sub-committees and other University entities. The sub-committees are organized around the major divisions of the institution and include academics, the student experience, facilities, advancement, faculty, marketing and enrollment.

**Financial Management Committee**
The Financial Management Committee reviews budget progress, takes actions related to internal financial policies and recommends budget and policy items through the administration to the Board of Trustees. The membership consists of budget holders across the campus. The committee is chaired by the Vice President for Financial Administration.

**The Andrews University Senate**
As a broad-based, representative body of university faculty, staff, and administrators, the Andrews University Senate is the forum in which all major issues of general concern are addressed and in which all changes affecting the university as a whole are deliberated before implementation. The work of the Senate is to advance the mission of the university by ensuring that these matters have been adequately analyzed and discussed, and that subsequent decisions have received general support. Through the Senate Chair’s membership on the President’s Cabinet, the Senate has access to all reports and recommendations of any committee (standing, ad hoc, or otherwise) that deal with matters of university-wide impact. The Senate holds the prerogative to initiate discussion of these matters or of any similar or related issues that come to the attention of its constituency by any other means (See Appendix 1-F). After thorough review at regular, duly-called Senate meetings, the Senate’s voted, non-binding recommendations are sent simultaneously to (1) the chair of the committee involved, (2) the vice-president to which the committee reports, and (3) the university president.

*Note:* The reader is referred to Figure 1-12 for an organizational chart that reflects the major relationships of the University Senate.

**Compliance Committee**
The Compliance Committee is responsible for oversight of all compliance and regulatory requirements across the institution, usually those expected by external bodies. It maintains an inventory and ensures compliance is maintained. Chaired by the President, it includes selected administrators who have been charged with the responsibility of maintaining compliance with various regulations and laws. The committee requires periodic reports from those responsible for ensuring compliance, identifies institutional training needs to meet requirements, identifies deficiencies in compliance and expects relevant departments to identify plans to correct deficiencies.

**Compensation Committee**
The Compensation Committee is responsible for overall oversight of the Compensation program of the University. In that role, it reviews and makes decisions regarding
compensation and benefits, ensuring that procedure and policy are followed in both areas. It also reviews requests for exceptions to the compensation or benefit policy.

Recommendations for policy changes must be approved and forwarded to the Financial Management Committee. Chaired by the President, the committee includes the chief academic officer, chief financial officer, controller, a dean, and the human resources director and assistant director. It meets as needed.

**Institutional Diversity Council**

The Institutional Diversity Council advises on policy, priorities and programming that will deepen the institutional engagement and response to diversity. Members include administration, faculty, staff and students from diverse backgrounds, including those with specific responsibility for working with issues relating to diversity on campus.

**Institutional Operations Council**

The Institutional Operations Council serves as a cross-departmental council that reviews policies and practices that impact the operations of the university. This group is tasked with reviewing and improving current practices and recommending policy and priorities to administration. Membership includes Vice Presidents and Directors from campus administrative and service areas.

**Enterprise Risk Management**

The Enterprise Risk Management Committee identifies potential campus risks and audits the university’s capacity to respond to such risk. It recommends to administration actions that need to be taken to improve the campus readiness to deal with institutional risk. Membership includes members of Cabinet, who in turn have sub-committees dealing with risk in their areas of responsibility.

**Facilities Master-Planning Committee**

The Facilities Master-Planning Committee works in collaboration with the Strategic Planning Committee in identifying the priorities, placement, and look of the major campus facilities. This committee reviews campus design guidelines and processes for decisions on new buildings. Membership consists of selected administration, staff and faculty, including the Director of Plant Services and a representative from the School of Architecture and Interior Design.

**Strategic Partnerships Committee**

The Strategic Partnerships Committee deals with the relationship between Andrews University and academic partners, both nationally and internationally. It looks at priorities, policies, and contractual agreements.

In addition to the committees reporting to the University Strategy and Policy Committee, the following meet specific administrative responsibilities.
The Andrews University Senate

ARTICLE I – VISION AND MISSION STATEMENT

Vision Statement

The Andrews University Faculty Senate will fulfill the Mission of the University by championing academic quality in the context of Adventist spiritual values and teachings in the delivery of education services, supporting and advising the University administration, and partnering with the community and the leadership of the University. To Seek Knowledge, Affirm Faith, Change the World. The Faculty Senate shall be actively and substantively engaged in the governance and oversight of the daily enterprises of the faculty and academic affairs.

Mission Statement:

The Andrews University Faculty Senate is the legislative body of the University responsible for creating and implementing policy regarding the academic life of the University. The Senate is responsible for speaking and acting for the General Faculty regarding matters that affect academic and faculty-related matters of the University by creating and implementing appropriate policies and academic programs, encouraging and equipping an engaged faculty to continually develop professionally and spiritually, assisting faculty to lead through the example of fulfilled responsibilities, and by serving as an avenue for expressing faculty concerns and interests to the leadership of the University.

The Senate has the right to exercise the legislative powers of the General Faculty that have not otherwise been specifically reserved by the Bylaws of the University to the faculty of a single school. The Senate seeks to foster the dedication of the University to pursuing truth, building faith, as well as preserving, disseminating, and extending knowledge. The Senate desires to maintain scholarly excellence while preserving academic freedom, thought, inquiry, and expression in the context of Adventist values and teachings.

The Senate seeks to maintain balance among the various programs and endeavors of the University, while advancing the interests of the whole University. The Senate strives to foster continuing professional and spiritual development of the faculty as well as their physical and economic well-being. The senate employs legislative, inquiry and advisory functions detailed in the Faculty Senate Constitution to further these goals.
ARTICLE II - DUTIES AND PURVIEW

The Faculty Senate is the representative body of the University faculty that regularly exercises the legislative authority of the faculty with regard to academic policies of the University. The Faculty Senate is elected in order to create and oversee the strategic planning and implementation of policy affecting the academic, spiritual, and professional development of the faculty, the academic process of the University, and student life relevant to academic development.

It shall be the responsibility of the Faculty Senate to take action on policies or proposals, which they initiate in the interest of the University’s development. It shall be the responsibility of the Faculty Senate to receive study and take action on proposals that may be initiated by other groups within the University community that substantively impact academic policy or its implementation as described above. The Faculty Senate shall carry out these actions in consultation with the Administration.

1) The Senate shall maintain open, effective, two-way communication with the University administration. It shall provide the administration with advance copies of agendas as well as minutes from meeting, especially highlighting any policy changes or creations. This will give the administration an opportunity to review whether a policy action relates to academic policy, or also affects administrative policy in manner that requires review and approval by relevant University administration officials and/or committees.

2) No policy, minor or major, within the scope of review outlined above shall take effect until it is either:
   a) passed by the Faculty Senate, or
   b) passed by one of the four main Standing Councils with notification of the action going to both the Administration and the leadership of the Faculty Senate. If neither the Administration or Faculty Leadership respond within 21 days from when a Standing Council action is communicated to the leadership, then the action is considered passed, though it may be subject to reconsideration by the full Faculty Senate at subsequent meetings.

3) An action of the Faculty Senate may be reviewed, overruled or otherwise reconsidered by the full faculty in one of two ways: (1) through submission to the faculty Assembly for its consideration by a majority vote of the Senate, or (2) through a petition signed by at least 20 percent of the members of the faculty Assembly. The petition shall explicitly state the matter(s) to be the subject of consideration. The signified petition must be delivered to the President of the University at least two (2) weeks prior to the faculty Assembly in which it is to be considered.

As a broad-based, representative body of university faculty, staff and administrators, the Andrews University Senate is the forum in which all major issues of general concern are addressed and in which all changes affecting the university as a whole are deliberated before implementation. The work of the Senate is to advance the mission of the university by ensuring that these matters have been adequately analyzed and discussed, and that subsequent decisions have received general support. Through the Senate Chair’s membership on the
President’s Cabinet, the Senate has access to all reports and recommendations of any committee (standing, ad hoc or otherwise) that deal with matters of university-wide impact. The Senate holds the prerogative to initiate discussion of these matters or of any similar or related issues that come to the attention of its constituency by any other means (See Appendix 1-E). After thorough review at regular, duly-called Senate meetings, the Senate’s voted, non-binding recommendations are sent simultaneously to (1) the chair of the committee involved, (2) the vice president/provost to which the committee reports and (3) the university president.

Note: The reader is referred to Figure 1-12 for an organizational chart that reflects the major relationships of the University Senate.

Administrative Computing Committee

This committee advises, reviews and makes recommendations for plans, priorities and policies relating to information technology as it affects the administrative functions of the University. It reports on the work of the Information Technology Services (ITS) Administrative Systems area. This includes issues with Banner upgrades, security and compliance requirements. The committee advises ITS about projects and their priorities, recommended changes in policies, and establishes working groups to analyze and recommend solutions to the committee. Membership includes the Chief Information Officer, the director of administrative computing, Banner support specialists, the Controller, and representatives from Student Financial Services, Human Resources, Financial Records, Academic Records Office, Undergraduate and Graduate Admissions, Advancement, Alumni Services, and the James White Library.
Council on University Honors and Awards

The purpose of this council shall be to coordinate the awarding of honors to worthy recipients. Its specific function is to identify suitable candidates and recommend them for awards to the president. It also counsels the president regarding appropriate policies to govern the awarding of honors and awards.

The types of awards that may be recommended by this council to the president include honorary degrees, medallions and any other means of honor that the university may devise from time to time. For this reason it may appoint sub-committees to assist in identifying suitable candidates for the various types of honors as well as naming of buildings/facilities after individuals.

Andrews University Press Board

Andrews University Press Board, chaired by the president or a designate, is responsible for the supervision of the operation of a University Press that publishes or assists in the publication of scholarly books, journals, research and other selected university publications.

Capital Expenditures Committee

Chaired by the Vice President for Financial Administration, the Capital Expenditures Committee approves and maintains the spending of funds for capital improvements of the University. Departments must make presentations to the committee before expenditure of funds is authorized.

Computer Purchasing Committee

The Computer Purchasing Committee, in consultation with Information Technology Services (ITS), approves all computer purchases for all departments of the University on an annual basis. The committee is chaired by the Vice President for Financial Administration.

ACADEMIC ADMINISTRATIVE BOARDS/ COMMITTEES/ COUNCILS

Deans’ Council

The Deans’ Council shall be characterized by its collegiality, encouragement and support of each other and serves as an executive advisory council to the Provost. The Council is intellectually, academically and emotionally safe, and shall (i) be the place where ideas about the academics are generated and formalized; (ii) provide oversight and coordination of the academic goals for the University; (iii) identify synergies between/among teaching, faculty research, promotion, and outreach roles; (iv) review and provide advice regarding institutional assessment plans; (v) collaborate with the Faculty Senate on academic policies; (vi) advise the Provost on the academic directions of the institution; (vii) serve as the executive planning and strategy team on academic matters; (viii) initiate and review academic plans that have campus-wide impact; and (ix) provide advice on proposed policies and/or procedures affecting the academic community. Special guests from across campus may be invited to join the Deans’ Council to provide updates regarding academic and campus matters.
The Deans’ Council serves as an executive advisory council to the Provost. The Council reviews proposals for administrative academic initiatives, advises on proposed administrative policy or procedure changes affecting the academic community, hears reports from deans on plans or actions that will have wide campus impact, advises the Provost on the academic directions of the institution, serves as the executive planning and strategy team, and initiates academic plans with wide campus impact.

The members of the Deans’ Council include Provost, Associate Provost, all of the Academic Deans, Assistant Provosts (invitees), Registrar (invitee) and Vice President of Enrollment Management (invitee) all the deans of schools, Associate Provost(s), the Dean of the School of Graduate Studies, Dean of and Research, the Dean of the School of Distance Education, and the Dean of Libraries and the Registrar.

The Academic Administration Council serves as a planning and coordinating group for the members of the Deans’ Council (see policy #1:610:1) and the directors of the various academic offices of the University.

The Council reviews proposals for academic initiatives that affect academic support services, approve processes to coordinate academic activities, hear reports about actions of academic support activities having wide campus impact, and to initiate such plans of academic support services. In addition, the Council serves as the core membership of the Academic Master-Planning Committee and develops campus-wide academic strategy to recommend to the General Faculty and the Strategic Planning Committee.

The members of the Academic Administration Council include the members of the Deans’ Council (see policy #1:610:1), the associate and assistant provosts, the associate deans, the Registrar, the director of General Education, the director of Student Success, the director of the Honors Scholars program, and the vice president for Enrollment Management. The Provost is the chair; the Registrar serves as the Secretary. The Council meets monthly.

Institutional Assessment Committee

The Committee for Institutional Assessment Committee is responsible for promoting sound assessment practices across campus as a means for continuous quality improvement. The committee reviews institutional assessment instruments, data, policies, and procedures; assists in the development of goals, outcomes, criteria, and assessment tools as needed; determines how data should be used and who needs to see it; and makes recommendations for follow-up.

Off-Campus Programs Committee

Chaired by the Provost and including representatives from the various schools and distance education programs, this committee gives guidance to the development of alternative educational delivery, develops coordinating mechanisms to recommend to appropriate authorities, and recommends academic policies for distance education to support academic integrity and the mission of the University.
Tours Committee

Chaired by the Associate Provost and comprised of representatives from Enrollment Management, Student Financial Services, Academic Records, Retention, and deans and faculty from schools and colleges, the Tours Committee establishes policies and guidelines for academic, promotional, and service tours; approves all proposed tours; and oversees a central reporting system for all tour matters. See Policy 2:420.

The tours committee and its responsibilities are under review.

Distance Learning and Educational and Educational Technology Committee

Chaired by the Associate Dean of Online Higher Education Dean of the School of Distance Education and including representatives from the various schools and distance education programs, this committee visions the future of online learning, blended learning and educational technology tools; to develop policies and procedures to manage distance learning and educational technology supporting on campus, online campus and off campus at Andrews University.

gives guidance to the development of alternative educational delivery systems including online courses; develops policies for development, delivery and assessment of such courses; develops and communicates distance learning policies and expectations; identifies and plans to meet faculty training needs; develops coordinating mechanisms for delivery of distance education courses and programs; and seeks to maintain currency in technologies and systems for delivery of distance education.

Academic Integrity Committee

A standing committee on academic integrity appointed by the provost shall consider and decide cases of repeated and/or more serious academic dishonesty. This committee shall include faculty representatives from the schools of the university. The Vice President for Campus and Student Life or his/her appointee shall be a regular member of the committee, which shall also include student representation.

The committee on academic integrity shall develop and maintain a table of levels of infractions and potential penalties or a set of principles and guidelines to direct their work. See policy #2:444 for details and procedures.

Andrews University Library Council

The membership of the Council includes dean and faculty representatives, and is chaired by the provost or the provost’s designate. The director of the library acts as secretary. The council recommends strategic initiatives affecting the library, advises on appropriate benchmarking and assessment processes, considers financial needs and makes recommendations to university administration, and refers concerns of administration or faculty to the Library Administration Committee.
Archives Committee 1:610:10
The University Archives Committee oversees strategic management of the Andrews University Archives and its operating policies, and provides guidance for the functions of the University Archives Executive Committee, which oversees the day-to-day operations of the Archives. See policy #1:736.

Academic Operations Council 1:610:11
The Academic Operations Council serves as a coordinating and advising council on academic issues that have wide-ranging institutional impact. In relation to the change or creation of major policy matters, the Council shall make recommendations for action by the Faculty Senate. The Council members are to think of the bests interests of the full university, and do not vote as representatives of specific schools of the University.

Data Integrity Committee 1:610:12
The purpose of the Data Integrity Committee is the following: craft and recommend policies to match data handling; enforce the implementation of policy; act as a clearinghouse for database coding decisions; ensure critical rule-based configuration which accounts for impact on multiple interrelated modules; link data integrity to system driven decisions which support the fundamental needs of business processes.

Faculty Boards/Committees/Councils 1:620

General Faculty Meeting 1:620:1 (Review: Christon)
The General Faculty is the highest deliberative body responsible for formulating and recommending all academic programs and policies on behalf of the constituent schools of the university. When business is to be done, agenda items are brought by the Provost and the Chair, Faculty Senate, and all members of the General Faculty meet to deliberate and take action under the chairship of the provost. (See also #2:126). It also gives counsel on financial and personnel matters relating to academic matters.

Note: The reader is referred to Figure 1-13 for an organizational chart that reflects the major relationships of the faculty and academic committees.
Undergraduate Council

The Undergraduate Council serves as a coordinating, policy-making, consulting, quality control, and advisory council to the president and university administration on behalf of the undergraduate faculty. Members are expected to seek what is best for the University rather than represent specific schools within the University. Appendix 1-H provides more detail.

The Honors Council and the Andrews Core Experience Committee General Education Committee report to the Undergraduate Council. In addition, the Council has subcommittees for Academic Policies, Admissions, and Program Development and Review.

Graduate Council

The Graduate Council serves and acts on behalf of the Graduate Faculty and the graduate students who are in graduate programs under its jurisdiction. The members of the Council consider and recommend policies and standards which will benefit the entire University rather than representing specific schools or colleges. The Graduate Council is chaired by the dean of the school of graduate studies and research. It comprises appointed and elected graduate faculty members and graduate students according to criteria and procedures outlined in the Andrews University Working Policy (Appendix 1-G).

Subcommittees of the Graduate Council include program development and review, admissions and academic standards, and graduate faculty membership and peer review.

Faculty Development Committee

The Faculty Development Committee is chaired by the Associate Provost and is tasked with developing and organizing faculty development opportunities through the Faculty Institute. The chairs of the Effective Teaching and Learning Council and Institute for College Faith will be members of this committee, along with other faculty and academic leaders in the areas of technology in education, teaching and learning, and assessment.
Rank & Tenure Committee

The function of the Committee on Rank and Tenure Committee is to recommend specific faculty members who qualify for advancement in rank and tenure according to criteria published in the Andrews University Working Policy (see policies #2:310 and 2:320) after review of the appropriate faculty portfolio, including chair and dean recommendations. See also Appendix 2-G.

Scholarly Research Council

Serving as the Executive Committee of the Office of Research and Creative Scholarship, the Scholarly Research Council has been established to promote, coordinate and develop policy regarding research and creative scholarship at the university and the activities of organizational entities involved with research and creative scholarship. As such it serves to advise the director of the Office of Research and Creative Scholarship and creative scholarship and the provost or the provost’s designee. The dean of the school of graduate studies and research is the chair, and the associate dean of research is the secretary. The Council oversees the work of the Institutional Review Board, the Institutional Animal Care and Use Committee, and the Faculty Research Peer Review Committee for awarding internal faculty research grants.

Faculty Policy Development Council Committee

The Faculty Policy Development Council Committee reviews, initiates, develops, and proposes to the General Faculty appropriate policies to coordinate and promote quality teaching and faculty performance. Such policies may include matters relating to faculty employment; teaching strategies and processes, including instructional technology developments; and teaching facilities and equipment.

INSTITUTES AND CENTERS

Andrews University operates several centers, museums and institutes for the purpose of promoting research and/or providing specialized services to the church and community. These entities are usually associated with a department or school, but where they serve the entire university, the entity reports to the Provost or the dean of the school of Graduate Studies and Research.
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<thead>
<tr>
<th>Name of Institute/Center</th>
<th>Reports to</th>
<th>WP Appendix</th>
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<tr>
<td>This center has been phased out</td>
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<td>This center has been phased out</td>
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<td>1-N</td>
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<tr>
<td>Institute of Archaeology</td>
<td>Dean, SDA Theological Seminary</td>
<td>1-O</td>
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<tr>
<td>Institute for Prevention of Addictions</td>
<td>Chair, Department of Behavioral Sciences</td>
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<tr>
<td>Institute of Church Ministry</td>
<td>Dean, SDA Theological Seminary</td>
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<td>Institute of Hispanic Ministry</td>
<td>Dean, SDA Theological Seminary</td>
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<tr>
<td>Institute of Jewish-Christian Studies</td>
<td>Dean, SDA Theological Seminary</td>
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<td>This center has been dissolved and the responsibilities reassigned</td>
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<tr>
<td>Christian Leadership Center</td>
<td>Dean, Theological Seminary</td>
<td>1-U</td>
</tr>
<tr>
<td>University Center for Reading, Learning &amp; Assessment</td>
<td>Dean, School of Education</td>
<td>1-V</td>
</tr>
<tr>
<td>Greek Manuscript Research Center</td>
<td>Dean, SDA Theological Seminary</td>
<td>1-W</td>
</tr>
<tr>
<td>Andrews International Center for Educational Research</td>
<td>Dean, School of Education</td>
<td>1-X</td>
</tr>
<tr>
<td>Center for Research and Creative Scholarship</td>
<td>Dean, Research and Creative Scholarship</td>
<td>1-Y</td>
</tr>
<tr>
<td>International Religious Liberty Institute</td>
<td>President</td>
<td>1-Z</td>
</tr>
<tr>
<td>Center for Continuing Education for Ministry</td>
<td>Dean, SDA Theological Seminary</td>
<td>1-AA</td>
</tr>
<tr>
<td>Center for College Faith</td>
<td>Associate Provost</td>
<td>1-BB</td>
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<tr>
<td>The Professional Undergraduate and Graduate Faculty</td>
<td>Provost</td>
<td>1-CC</td>
</tr>
</tbody>
</table>
VII. MISCELLANEOUS ADMINISTRATIVE POLICIES

AVAILABILITY FOR DUTY: ADMINISTRATORS 1:710
Officers of the university and its schools, and associates and assistants in administration, are expected to be available for duty regularly except during their annual vacations and on the regular staff holidays, unless they have made other arrangements with the president.

ATTENDANCE AT UNIVERSITY CONVOCATIONS 1:711
From time to time the president of the university calls for the attendance of university personnel at special convocations. For certain of these convocations, the president may prescribe the wearing of academic garb.

TENURE: ADMINISTRATORS 1:712
Officers of the university and its schools, and associates and assistants in administration, are not eligible for tenure in their administrative positions. Administrators who teach, however, may obtain tenure status as faculty on the conditions outlined in policies #2:135 and 2:320.

LEAVES FOR ADMINISTRATORS 1:714
Officers of the university and its schools, associates and assistants in administration, who engage in instruction or research or who are active in academic service, may be granted a sabbatical leave (see policy #2:346:2) or advanced study leave (see policy #2:346:1). Application is made to the president (See policy #2:348).

CONFLICT OF INTEREST 1:715
Andrews University requires its officers and employees to be in harmony with the denominational policy (NAD P35 & GC E85) on conflict of interest. Annually, officers and employees with fiduciary obligations associated with university funds and resources are expected to sign and abide by a declaration of compliance with the policy.

PERSONNEL DECISIONS: HIRING, PROMOTION IN RANK, DISMISSAL, CURRICULUM COORDINATORS 1:716
1. Appointments of new faculty or dismissals of faculty in the constituent schools of the university, the Andrews Academy and the Ruth Murdoch Elementary School are proposed to the Board of Trustees by the president. Before the president makes a decision, at least the following are consulted: the provost, the dean of the school (including the dean of the school of Graduate
Studies and Research where appropriate) or the director of the James White Library, the chair and the faculty within the department (via search committees), and, where appropriate, the operating boards of the Andrews Academy and the Ruth Murdoch Elementary School. Dismissal of a tenured faculty member must follow the procedures outlined in policies #2:175 and #2:180.

2. Promotion of teachers in regular, temporary or special academic rank is proposed to the Board of Trustees by the president. Before the president makes a decision, at least the following are consulted: the provost, the dean of the school (including the dean of the school of Graduate Studies and Research where appropriate), the department chair and the rank and tenure committee of the university.

3. Appointment of chairs of instructional departments and curriculum coordinators is proposed to the Board of Trustees by the president. Before the president makes a decision, all members of the department, as well as the dean of the school in which the department functions and the provost, are consulted.

4. Appointments of officers of schools of the university and principals for the Andrews Academy and the Ruth Murdoch Elementary School is proposed by the president to the Board of Trustees after consultation as outlined in policy #2:142:6:4 or by the operating boards of the Andrews Academy and the Ruth Murdoch Elementary School.

5. Appointment of a president is made by the Board of Trustees after consideration by a search committee appointed by the trustees as per policy #2:142:6:5. The Board of Trustees also has authority to dismiss the President. The other officers of the Corporation (Provost, Treasurer, Corporate and Corporate Secretary) are appointed by the Board of Trustees on the recommendation of the President and can be dismissed as an officer of the Corporation by the President and/or the Board of Trustees. Employment decisions related to all other employees has been delegated to the President, although through its consent agenda the Board of Trustees reviews and gives final approval to the hiring of all salaried administrators, faculty and staff.
Procedures for appointment and dismissal of employees follow the procedures outlined in the relevant sections of this working policy.

6.

SEARCH COMMITTEE PROCEDURES FOR SALARIED STAFF

1:717

When a salaried staff vacancy is anticipated within a given vice presidential area, the relevant vice president shall review the job description and advertise the position for a minimum of fifteen (15) days through the Office of Human Resources. The vice president shall authorize the relevant school and/or department(s) to appoint a search committee using the considerations below. (See also #2:142).

1. Maintain a small committee membership, normally 3-7 persons.
2. Consult with the following:
   a. those who work under the person whose position is vacant or is becoming vacant.
   b. academic and non-academic peers who work closely with the person whose position is becoming vacant.
   c. supervisors of the person whose position is vacant or is becoming vacant.
   d. the vice-presidents who work closely with the person whose position is vacant or is becoming vacant.

The search committee shall report its recommendations to the relevant vice president. The vice president shall then review and verify the recommendations, consulting with the other vice presidents of the university (if appropriate). When a decision has been reached, the vice president will convey the decision on the recommendations to the search committee with reasons where appropriate, and recommend the appointment to the president. The Andrews University Board of Trustees, at the recommendation of the president, votes appointments of salaried staff.

POSTING OF ANNOUNCEMENTS AND NOTICES IN PUBLIC PLACES

1:718

Posters, table cards, signs and flyers must be approved at the Office of Student Activities & Involvement, located in Student Life, before posting or distributing on campus. All pieces, except those advertising upcoming academic courses or tours, will be given a maximum of 30 days approval. Each piece must have an original stamp from the Office of Student Activities & Involvement. Photocopies of stamped pieces will be removed by building custodians as will any materials without a stamp. Some buildings require additional approval. Promotional materials to be distributed in the residence halls must have the approval of the residence hall deans.

Designs for promotional pieces should be approved before printing. This can be done by bringing a sample in person or by emailing the design to slife@andrews.edu (using .pdf or .jpg format). All posters submitted for approval will require a 24-hour processing period.
Posters submitted before 5 p.m. may be picked up for posting at noon the following day. Printing can be done on campus by LithoTech (269-471-6027).

In order to receive approval, promotional materials:

- Must be no more than 11 x 17 inches in size
- Must include the name of the event and sponsoring campus organization or department (Student Activities & Involvement approval is required before posting)
- Must conform to all “Student Handbook” standards with regard to dress code, condoned activities, acceptable language, etc.
- Must include first and last name and contact information if selling, renting or offering personal services

Also note that:

- Due to limited display space, classified ads for individuals with items for rent or for sale may be approved for posting, but advertisements for businesses or business opportunities will not be approved for posting
- Materials using the Andrews University name or logo must first receive approval from the Division of Integrated Marketing & Communication
- In the interest of full disclosure, external materials will be affixed with a label identifying the event or organization as not associated with the University
- Handwritten pieces are discouraged

The Office of Student Activities & Involvement reserves the right to refuse posting rights to any person, group or activity when it deems it wise to do so.

Bulletin boards are located in many University buildings. Posters must be placed in those designated areas only and within the numeric limits set by each building manager. Posters must not be attached to any painted or glass surfaces or posted on top of, or in the place of, other posters. Tent cards placed in the Dining Center require the additional approval of Dining Services. Flyers must be handed personally to students and may not be placed on cars.

Posters and announcements may be displayed only in areas designated (such as bulletin boards) by the person(s) in charge of the relevant building or section of the building.

Permission to place posters and announcements on or in any building must be obtained from this person. Posters or announcements by students should also carry the stamped approval of the vice president for student affairs. The same designated officials in charge of a building may remove posters and outdated announcements.

The maximum size of posters is 14” x 22”.

Commented [GS20]: 1/19/2017
Posters and other promotional pieces will be monitored in each building as follows: For supervisory purposes the various Andrews University buildings have been assigned as follows:

<table>
<thead>
<tr>
<th>Building</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Administration Building</td>
<td>Vice President for Financial Administration</td>
</tr>
<tr>
<td>Agriculture Buildings</td>
<td>Chair, Department of Agriculture</td>
</tr>
<tr>
<td>Alumni House</td>
<td>Director of Alumni Services</td>
</tr>
<tr>
<td>Andrews Academy</td>
<td>Principal, Andrews Academy</td>
</tr>
<tr>
<td>Architecture Building</td>
<td>Dean, School of Architecture</td>
</tr>
<tr>
<td>Art and Design Center</td>
<td>Chair, Department of Art</td>
</tr>
<tr>
<td>Bell Hall</td>
<td>Dean, School of Education; Department chairs who have their own bulletin boards</td>
</tr>
<tr>
<td>Bookstore Building</td>
<td>Bookstore manager</td>
</tr>
<tr>
<td>Buller Hall</td>
<td>Department chairs who have their own bulletin boards</td>
</tr>
<tr>
<td>Burman Hall</td>
<td>Dean in charge</td>
</tr>
<tr>
<td>Campus Center Building</td>
<td>Vice President for Campus &amp; Student Life; Director of Dining Services (top floor)</td>
</tr>
<tr>
<td>Chan Shun Hall</td>
<td>Dean, School of Business Administration; Department chairs who have their own bulletin boards</td>
</tr>
<tr>
<td>Chiller Building</td>
<td>Director of Plant Service</td>
</tr>
<tr>
<td>Custodial Building</td>
<td>Chief custodian</td>
</tr>
<tr>
<td>Forsyth House</td>
<td>Director of the Honors Program</td>
</tr>
<tr>
<td>Johnson Gymnasium and Beaty Pool</td>
<td>Chair, Department of Nutrition &amp; Wellness</td>
</tr>
<tr>
<td>Griggs Hall</td>
<td>Dean, School of Distance Education and International Partnerships</td>
</tr>
<tr>
<td>Halenz Hall</td>
<td>Chair, Department of Chemistry</td>
</tr>
<tr>
<td>Harrigan Hall</td>
<td>Dean, School of Health Professions; Department chairs who have their own bulletin boards</td>
</tr>
<tr>
<td>Haughey Hall</td>
<td>Chair, Department of Physics</td>
</tr>
<tr>
<td>Horn Museum</td>
<td>Curator, Horn Museum</td>
</tr>
<tr>
<td>Howard Performing Arts Center</td>
<td>Manager, Howard Performing Arts Center</td>
</tr>
<tr>
<td>Information Services Building</td>
<td>Chief Information Officer/Director of Computer Services</td>
</tr>
<tr>
<td>James White Library</td>
<td>Dean of Libraries</td>
</tr>
<tr>
<td>Lamson Hall</td>
<td>Dean in charge</td>
</tr>
<tr>
<td>Marsh Hall</td>
<td>Chair, Department of Nutrition &amp; Wellness (for top floor); Chair, Department of Nursing (middle floor); Director, Crayon Box (lower floor)</td>
</tr>
<tr>
<td>Mietz Hall</td>
<td>Dean in charge</td>
</tr>
<tr>
<td>Music Building</td>
<td>Chair, Department of Music</td>
</tr>
<tr>
<td>Nethery Hall</td>
<td>Dean, College of Arts and Sciences; Department chairs who have their own bulletin boards</td>
</tr>
<tr>
<td>P.R. Building</td>
<td>Director of Integrated Marketing &amp; Communication</td>
</tr>
</tbody>
</table>
### UNIVERSITY HOSPITALITY
#### Official Guests
The president, the provost, the vice presidents and the Vice President of Integrated Marketing and Communication are authorized to identify the official guests of the university.

The following categories of persons qualify as official guests: (a) trustees of the university; (b) parents of residence hall students on a once per year basis; (c) prospective students and their escorts; (d) persons coming to campus to interview students for possible employment; (e) official representatives from partner institutions and (f) speakers who are invited to the campus. Official guests of the university are given complimentary lodging.

### LOST AND FOUND
The custodian in the custodian’s office administers the lost and found service. Lost articles are held until claimed; articles not claimed before May 15 annually are disposed of by sale if they have been in the office at least one month. The proceeds accrue to the custodian department under the direction of the controller.

### EMERGENCY OPERATIONS
#### DISASTER RESPONSE PLAN
The university maintains an Emergency Operations Disaster Response Plan, which details the university’s readiness for emergencies and disasters. The plan defines an emergency and disaster as any accident or incident that would interrupt a significant portion of the university’s normal operation.

The plan seeks to minimize the immediate adverse effects of an emergency and disaster. It seeks to protect life and property of the university and its faculty, staff and students. It encompasses the establishment of an emergency operations center, emergency warning and communication, temporary shelter and Dining Services, emergency medical services and emergency maintenance.

Copies of the plan are only available internally on a need to know basis to avoid access by any individual whose access could compromise safety and may be obtained...
from the office of human resources, the safety department, or the vice president for financial administration.

**CLOSURE OF UNIVERSITY DURING EMERGENCIES**

This section is under revision.

**Purpose**

The purpose of this policy is to establish the conditions under which the university may be closed in whole or in part to identify who are authorized to declare such a closure and to establish a remuneration policy for staff to apply during periods of closure. See also policy #2:40:2.

**Conditions for Closure**

Conditions, which might indicate a delay in beginning the school and/or workday or a closure during the day, include

Weath

er Related and Natural Disasters: When travel to and from the campus is or is predicted to become impossible or dangerous or when highways are declared closed by the local law enforcement.

When any weather-related condition either is or is anticipated to be so severe as to make residing on the campus or traveling to and from it a danger that should be avoided to the maximum extent possible.

Disruption of Campus Services: When a utility service vital to the conduct of affairs is disrupted for a prolonged period. (The disruption could involve electric, water, heating, cooling or any other vital utility.)

Conditions that might indicate closing activities in specific buildings, while not at the same time closing the entire campus, include

Weather Related and Natural Disasters: When a condition has left a building(s) in uninhabitable condition or in a condition of questioned safety.

Disruption of Campus Service: When a disruption of a utility is such as to make the use of a building(s) impractical for a significant period of time.

**Authority for Closure/Class Cancellation**

When the University is in session, the decision to close the University or cancel classes is made by the president (or the designated office in his/her absence) in consultation with the provost (or the one designated to operate in his/her absence) and Campus Safety.

When the University is not in session, the decision to close the university is made by the president (or the designated office in his/her absence) in consultation with the vice president for financial administration (or one designated to operate in his/her absence) and Campus Safety. (This includes weekends, holidays and vacations.)
Announcement on Closure/Cancellation of Classes

The decision to close the University will most frequently be relayed via AU Alert, which includes notification by office telephones, voice and text messages to cell phones (if provided), email and a banner on the University website. Notifications will also be posted on University social media. Notifications will be posted/shared with regional radio and television stations and posted as a recording on the University’s emergency hotline telephone to principal offices, which may be asked to notify the departments reporting to them (see also policy #1:724). The office of the vice-president involved in the closure decision will arbitrate any problems the closure may create.

Decisions to close the University will be announced on WAUS. If WAUS is not broadcasting during inclement weather employees should call 471-7660. If it is anticipated that the campus can be re-opened during the day the closure is declared, that fact will be included in the announcement. Instructions will be given as to how and when the re-opening can be verified.

For purposes of remuneration, non-weather-related closure will be considered to have been made after the beginning of the workday. (See also Remuneration below in policy #1:726:6).

Essential Workers

When the closure/cancellation of classes involves the entire campus, certain essential workers may be required to continue working. Most frequently this would involve Plant Services, the physical plant department, Campus Safety, public safety, Dining Services and residence hall employees. Under certain circumstances the university may provide transportation to essential workers.

Essential workers are certain employees who have been notified by their department head that they required to work during a weather closure involving the entire campus. This could be any worker, but most frequently would be from the Plant Services, the Library, Public Safety, Dining Services, and/or residence halls. If you were not informed that you need to remain at work and you choose to continue working during a weather closure, you are not considered an essential worker. Under certain circumstances the University may provide transportation, if needed, to essential workers. Essential workers who work during a weather closure will be paid for hours worked and will be given paid leave time equivalent to time worked during a weather closure.

When the closure/cancellation of classes involves the entire campus, certain essential workers may be required to continue working. Most frequently this would involve Plant Services, Campus Safety, Dining Services and residence hall employees. Under certain circumstances the university may provide transportation to essential workers.
Remuneration

The wording below is in the Employees’ handbook. Should it be included as well?

A. Hourly rated employees may be paid for up to two days during the period of an announced closure.
B. The first day will be from the announced time through the remainder of the day, or until the closure is ended on that day. (A closure may begin and end on the same day.)
C. The second day will be from the announced time until the closure is ended or to the end of the employee’s workday.
D. In the case of a Friday closure, employees will report one-half day or only the hours the employee would normally have worked.
E. Employees should report only the hours they would have worked during the closure period. Those hours should be recorded on the clock, or by such other manner as may be used in the employee’s department.
F. If a closure is extended beyond two days, subsequent hours may be reported as paid leave, up to the accrued hours in the employee’s paid leave bank.

Closure After Work Begins

If closure is announced after an hourly rated employee has reported for his/her regular shift, he/she may be paid for all the hours he/she would have normally worked on that day. That time should be reported on the regular time card or by such other method as may be used in the employee’s department. If the closure is announced to terminate during an employee’s shift the hours of the closure may be reported.

If the closure is continued on a subsequent day(s), an employee entitled to paid leave may report the hours he/she would have worked on the application for paid leave form, provided there is sufficient time in the paid leave bank.

See Announcement on Closure above for remuneration during non-weather related closure.

Closure Before Work Begins

If closure is announced on the previous day, or by not later than 7:00 a.m. on the day of the closure, an hourly rated employee who would normally work on that day may report the hours he/she would have worked on that day on the application for paid leave form, provided sufficient time remains in the paid leave bank. Non-weather related closure will be considered to have been made after work is begun.

Salaried Employees

Salaried employees’ wages will not be reduced for the time lost because of a closure.
Leniency in Class Assignments

Recognizing that the university may be open when travel to and from the campus is hazardous for some students, faculty should exercise leniency in rescheduling of tests and submission of assignments during such times.

ACCREDITATION

The university seeks or maintains accreditation with appropriate national, regional, and professional accrediting associations that respect the objectives and ideals of Andrews University. Decisions regarding accreditation are made by the Andrews University Board of Trustees upon the recommendation of the president after consultation with the provost and appropriate deans and faculties with respect to the need for accreditation and its advantages to the university.

The provost shall coordinate accreditation self-studies or, after appropriate consultation with the president, delegate the same to appropriate deans, associates in academic administration, departments or individuals.

Compliance with professional accreditation standards is monitored by the appropriate dean and department faculty and includes timely submission of required fees and documentation. In the event that substantive changes occur or are anticipated to occur in a program which has been accredited, or in the legal authority or accreditation status of the institution, timely notification will be provided to the accrediting organization. Changes required to bring a program into compliance with accreditation standards will be made within the timeframe required by the accrediting organization. Changes creating significant mission or fiscal impact will be subject to approval of the Board of Trustees.

FLAG POLICY

Overview:

International flags represent the countries of the international students that come to school here at Andrews University. The flags fly on the flag mall five times a year, including international student week, May & August Graduation, University Dedication Convocation, and Alumni Homecoming weekend. The flag of the country of origin for the president and provost are flown in a prominent location at the PMC end of the flag mall. They are raised and lowered by a crew of IMC student workers who consider it an honor to raise the international flags.

Availability:
The flags are stored at the IMC building and are available for groups and campus entities. There is a loan contract that must be filled out by the person or group requesting use of the flags. Listed below are the requirements for borrowing flags and instruction for their use.

Requests for flags to be displayed on the flag mall at times outside the five established dates should be referred to Cabinet for approval. The requesting organization pays the cost of flag pole installation, raising and lowering each day, and general wear and tear on flags.

Flags, wooden poles, and stands are also borrowed by international clubs, local schools and churches to highlight various international special events.

Andrews University’s collection of international flags represents the countries of origin of our student body and staff. There are approximately 130 flags in the collection. There are 66 poles on the international flag mall. Generally new flags are acquired before graduation. The list of international students graduating is reviewed making sure to have the appropriate flag for each graduate.

Responsibility for Flags

Integrated Marketing and Communication The Facilities Management Committee develops and maintains policies and procedures concerning the use of flags on campus.

The Office of Campus Safety is responsible for raising or lowering the United States flag; Integrated Marketing and Communication raised and lowers the international flags on campus.

United States Flag

The flag code adopted by Congress in 1942 and subsequently amended governs the use of the United States flag on campus. This code specifies conditions, days and times for raising and lowering the flag. A copy of this code is available for review at the Office of Campus Safety.

Andrews University Ceremonial Flag

The current 4’ x 6’ Andrews University ceremonial flag, which is double-sided, gold-tasseled and gold-fringed, is used as determined by the president. At such times, appropriate standard bearers and flag-stands are employed under the supervision of the Office of Integrated Marketing and Communication.

Andrews University International Flags

Andrews University annually flies the flags of its international students in the flag quadrangle on occasions such as the following:

1. College days
2. Spring and summer Graduation weekends
2.3. University Dedication Convocation
3.4. Inauguration of the president
4.5. Alumni weekend
5.6. Convocations
6.7. International Student Sabbath week
7.8. Other special occasions declared by the president

Custody of Flags
The Office of Integrated Marketing and Communication is responsible for the custody and care of all Andrews University ceremonial flags and its collection of international flags.

THE ANDREWS UNIVERSITY BUDGET
The annual financial operations of Andrews University extend from May 1 through April 30 on the basis of a budget recommended by the president and voted by the Board of Trustees.

Once the Board of Trustees has voted the budget, implementation becomes the domain of the vice president for financial administration assisted by the controller and the treasurer and in consultation with the president.

The proposed budget is normally put together for the president by the Vice President for Finance, after the president had been advised by the vice presidents, deans, and such other associates with respect to the areas they have responsibility for and had taken due cognizance of the various academic and other related programs and projects of the university.

GIFTS TO THE UNIVERSITY

Authority for Accepting Gifts, Donations and Bequests
Only the president may accept gifts, donations, endowments and bequests to the university. He/she may delegate this responsibility to the vice president for university advancement or his/her designee. Gifts of any kind that commit the university in ways, which would be out of harmony with the principles of the university, may not be accepted.

Fund-raising Controls for the University
The vice president for university advancement initiates, coordinates and supervises all fund-raising activities for entities or functions of the university.

No university employee, department, school or entity may raise funds or solicit gifts from any individual, corporation, foundation, institution or private sector entity without prior consultation with the vice president for university advancement or his/her designee.
After such consultation the vice president for university advancement or his/her
designee may authorize private sector solicitation. Collaboration to assist with grant
writing is available from the office of development.

The offices of University advancement and Research and Creative Scholarship will
coordinate their approaches in raising funds to optimize the chances of successful
fund-raising.

GUIDELINES FOR NAMING UNIVERSITY FACILITIES

Recognition of Persons and Organizations
In naming its buildings, special rooms and campus areas, Andrews University
recognizes persons and organizations for their philanthropy or professional service
and personal contributions to society and the university.

Committee for Naming University Facilities
A Sub-committee for Naming University Facilities, appointed annually by the
president, has responsibility for naming facilities. The sub-committee consists of five
(5) members with the president as chair and the vice president for university
advancement as secretary. The president who may select from among faculty, staff,
administration, students or alumni determines the other three (3) members of the sub-
committee. Membership is for duration of three (3) years with one retiring annually.
No more than three (3) consecutive terms are allowed. The sub-committee reports to
the Committee on University Honors and Awards.

Guidelines for Naming University Facilities
The following are used as guidelines for naming of university facilities:

Monetary Donation
A new, unnamed existing building or newly renovated building may be named after a
person/organization if at least one half of the total funding needed (excluding the
endowment amount) for the building, the current value of the existing building or at
least half of the funding needed for the renovation of an existing building is donated
by the donor person/organization.

A room or campus area may be named after a person/organization if the total funding
needed for it is donated by a donor person/institution or if a dollar amount considered
significant is donated.

An unnamed existing building may be named after a particular person/organization if
the person/organization shall have paid all of the remaining debt on it or paid at least
half the total renovation of it, or paid an endowment amount equal to 30% of the
current value of the building in order to ensure its future maintenance without
university capital/operating funding.
Contribution to the Mission and Objectives of the University

A new facility or unnamed existing facility may be named after a person or organization on the basis of an acknowledged and sustained contribution to the ideals, mission and objectives of the university even if such person is not, or has not been, an employee of the university. In such cases the following considerations may be taken into account:

1. General appreciation of the university family and alumni for the reputation and contributions of the person/organization to the welfare of society, the church or the university;
2. General societal appreciation for the services of the said person/organization;
3. Whether the service to the mission and objectives of the university has been largely philanthropic and humanitarian to society, the church and the university rather than for gain or remuneration;
4. Whether the service to the mission and objectives of the university has been sustained over a number of years;
5. Whether the act of recognizing the person/organization might prompt for additional financial contributions or fund-raising; and
6. Whether the person is alive or deceased. (It is customary to name buildings only posthumously).

Past Service to the University

A university facility may be named after a person on the basis of past service to the university. In such cases the following considerations may be taken into account:

1. Length of service rendered;
2. Quality, importance, sacrificiality, and uniqueness of the service rendered;
3. General student, alumni and faculty appreciation of the service rendered;
4. Whether the building, room or campus area can be easily associated with the honoree by virtue of past service;
5. Whether the person is deceased. (Generally, buildings are named after a person posthumously but rooms and campus areas may be named after persons who are still living.)

DOCUMENTS, RECORDS AND ARCHIVES

Legal Documents of the University

The legal documents of the university such as the charter, titles, deeds, and seal, rest in the custody of the president who may delegate responsibility for protection of these items to other officers of the university.

Archives and Records of the University

The Andrews University Archives (AUA), located at the Center for Adventist Research in the James White Library, manages all university records and protects the archives of the university. The University Archives Committee (see policy #1:610:10)
establishes policies for management of records and archives in harmony with generally recognized standards.

**University Records**

*University records* are defined as all official administrative records, regardless of their form or format, whether published or unpublished, paper, audio visual or electronic, that are created, owned, used, in the possession of or retained by the executive officers and staff of central administrative offices, deans and staff of the respective colleges, schools, departments, administrative offices, centers, institutes, museums, the library and any other university entity. Faculty teaching materials and class records are not considered university records.

All university records belong to Andrews University and are managed according to established Andrews University policies.

Retention and disposition of records generated by university entities follow the procedures outlined in the *Andrews University Archives and Records Management Manual*. The above mentioned university administrators, faculty and staff in cooperation with the Andrews University Archives are responsible to ensure that these records are properly managed and transferred to the AUA for retention in accordance with the established records retention schedules (see Appendix 2-E).

**Access to Records**

All university records are closed to users outside the office of origin unless specifically opened by the originating office. Closure decisions and closure durations are subject to compliance with university policy and applicable laws. The University Archivist supervises closure and release of University records.

**AUDITING OF FINANCIAL RECORDS**

The auditor of the General Conference of Seventh-day Adventists (or one of the associates designated by him/her) and a public auditing firm annually audit the financial records of Andrews University. The University Retirement Center, a subsidiary corporation, is audited by an independent auditing firm.

**UNIVERSITY CAMPUS FACILITIES**

The president allocates available space for all activities of the university. This responsibility may be delegated to a vice president. Classroom and laboratory spaces are allocated to each school of the university through the provost, the dean of the particular school then determines the specific use of such facilities after counseling with the department chairs and faculty concerned. The provost assigns faculty offices after counseling with the dean(s), department chair(s) and faculty. Requests for office and laboratory or similar equipment for schools are made to the capital expenditures committee through the department chair and the relevant dean (see also policies #1:601:9 and #2:748).
POLICIES GOVERNING VISITING GROUPS ON CAMPUS

The university often permits organized groups to hold meetings on campus if their objectives are compatible with those of Andrews University and the Seventh-day Adventist Church. University approval of such meetings does not imply sponsorship by the university, financially or otherwise. Participation in the meetings by university personnel does not imply approval by them or by the university for actions and resolutions taken by the group.

VISITING SPEAKERS

Andrews University encourages exposure of the university community to the ideas of leading scholars and thought leaders. Invitations do not necessarily imply approval of the viewpoints or positions of such guests.

The president issues invitations to off-campus speakers for general university programs when the purpose of such an invitation is consistent with the standards of the university. Requests by faculty and students for the issuance of invitations, should be made to the president early enough to provide adequate time for review and counsel with various members of the university community. Proposed invitations to off-campus speakers should be discussed with the president before any approach is made to the prospective speaker.

The chair of the department should approve visiting speakers who appear in classes or departmental meetings. If the proposed guest is considered controversial or deals with especially sensitive subjects, counsel and endorsement of the invitation should be obtained from the dean of the school, who may also consult with the provost.

The procedures required regarding off-campus guests are intended to ensure orderly scheduling of facilities, adequate preparation for the event and conduct appropriate to an academic community.

The president may require any or all of the following:

1. That a member of the faculty on tenure chairs the meeting.
2. That the speaker dialog with the audience during the speaker’s appearance.
3. That the speaker be paired on the program with a person(s) of contrary views.
4. That the meeting be restricted to members of the university community or to selected groups within the university community.

KEYS TO UNIVERSITY BUILDINGS AND ROOMS

Keys are issued under the general supervision of the director of plant administration. They are issued upon receipt of an authorization signed by the person requesting the key and by an official authorized to approve the issuance of keys as indicated below. Issuance of master keys or sub-master keys requires authorization from the president, a vice president or the director of plant administration.

Commented [GS24]: 1/19/2017: VP F. Fachner feels this section is outdated and should be reviewed with the president.
Administrators, faculty and salaried staff who are assigned an office may receive one or two keys to the office and one key to the building in which the office is located. Keys will be issued upon presentation of an authorization signed for faculty members by the dean or department chair, and for others by the director of plant administration.

Generally, keys to entrance doors of the university buildings will be issued only to faculty members, but secretaries and other non-faculty personnel may be issued keys to entrance doors of buildings in which they work on authorization of the appropriate dean, vice president and/or the director of the plant administration. Keys to entrance doors will not be issued to students. Student helpers may occasionally be issued a key to the office in which they work, but only upon presentation of an authorization card signed by the department chair. Upon termination of enrollment or employment, a fee will be charged to the student or faculty member for each key not returned to the plant administration office.

Keys may not be duplicated except as authorized by the director of plant administration. A key may not be loaned to a person who is not authorized to work in the office or room or building concerned. Persons to whom keys have been issued may not give them to another person. Keys no longer needed must be returned. A fee is charged for lost keys. The director of plant administration must be notified immediately if a key is lost.

**THE ANDREWS UNIVERSITY ALUMNI ASSOCIATION**

The Andrews University alumni association is a self-governing organization, which includes all graduates of Battle Creek College, Emmanuel Missionary College, Clinton Theological Seminary, Broadview College, the Seventh-day Adventist Theological Seminary, Potomac University, Griggs University, and Andrews University. Each person who holds a degree or diploma from one of these institutions is a member. The association does not require a membership fee from its members, and the university provides the annual budget for the administrative and other expenses of the association. The Andrews University Board of Trustees appoints the director of the association on the nomination of the president after consultation with the alumni association president and with the vice president for university advancement.

**EMPLOYEE RESPONSIBILITY AND RELEASE OF INFORMATION RELATED TO UNIVERSITY EMPLOYEES AND STUDENTS**

The Family Education Rights and Privacy Act (including the Bullard-Plawecki Act and certain other laws which may also apply) prohibits the release of non-directory information concerning students and employees without their consent and knowledge (see policies #2:151 and 2:152 for details on how the university is to comply.)
Confidential information about students, university employees and its operations, to which an Andrews University employee may have access through written material, technology or other means, may not be released without specific authorization. Nor may it be used to personal advantage by any employee of the university. Every employee at the time of employment signs a statement of support for safeguarding university, faculty and student information as described in this policy and policy #2:151. Persons found guilty of misusing information, or of failing to report or act on the misuse of information, may be subject to disciplinary and/or legal action.

In order to prevent unauthorized persons from having access to files, which contain confidential information, and from using computer resources, which allow access to confidential data, employees must guard access to their files, records and passwords.

EMPLOYEE POLICIES

The office of human resources administers employee policies. Descriptions of general employee policies are provided in the Employee Handbook, which is located on the Human Resources website: www.andrews.edu/HR/documents.html. Specific policies applying to faculty are given in Section 2, the Faculty Handbook.

Personal Property

An employee may apply for insurance of personal property if this both supplied and paid for by AU) that must be kept on university premises and is mandatory to fulfill an employee’s job responsibilities. The university does not insure personal property that is not essential to an employee’s job against loss or damage. Employees are advised not to bring personal property of value to their workplaces unless it is covered by personal insurance.

MINIMUM RULES GOVERNING OFFICIAL UNIVERSITY MEETINGS

Rules of Order

Robert’s Rules of Order shall be used as a guide for the conduct of all university meetings unless otherwise agreed.

Quorum

A quorum of the membership must be obtained before a meeting, council or committee can take official actions. Each constituent school, council or committee annually at the first meeting of the year (unless provisions are in place) defines its quorum for regular and special meetings. The usual quorum adopted for doing business is fifty (50%) percent plus one person of the total membership but the quorum rule adopted for a specific committee may require more than fifty percent plus one person number.
Minutes
Minutes shall be kept of all official meetings of schools, departments, councils, committees, institutes, research centers and advisory councils. Copies of such minutes should be sent to the president, the provost, deans of the relevant schools and to the relevant vice presidents and upon request made available to the University Senate. Minutes will be transferred to the Archives and Records Center according to the established records retention schedules (see Appendix 2-E).

Special Meetings
Special or emergency meetings are meetings called outside of the regularly scheduled meetings. If possible, they should be called with at least three days’ notice. At special or emergency sessions only the matters of business for which the meeting was called may be transacted. Special or emergency meetings may be held via teleconference, videoconference, or other methods that provide for full participation of the voting members.

VOTING OF ACADEMIC POLICIES
Academic policies are voted by the undergraduate and graduate councils and the relevant faculties on the basis of recommendations from committees, councils or officers. The president, or other officer or an associate charged with the application of policies, may issue procedures to be followed by students and faculty and staff members in adhering to the implementation of academic policies.

AMENDMENTS TO THE ANDREWS UNIVERSITY WORKING POLICY
Publication of Revisions
The university publishes the Andrews University Working Policy approximately every five years in order to incorporate voted revisions, is posted online and updated annually. Publication of the Andrews University Working Policy occurs after approval by the Andrews University Board of Trustees.

Revisions to the Andrews University Working Policy are recommended by the president after having been advised by any or all of the following: the General Faculty, the President’s Cabinet and the Andrews University Senate. Revisions to the Andrews University Working Policy include rearrangement of content material, editorial corrections, addition of descriptive information and substantive policy changes. Revisions regarded by the president and the Andrews University Board of Trustees’ as non-substantive may be made without formal action of the Andrews University Board of Trustees. Substantive is defined here as proposed policy, the deletion or replacement of existing policy, or items related to institutional mission or governance.
Origin of Policy Revisions

Proposals for amendments to the Andrews University Working Policy may arise with a faculty member, administrator, university committee, or from the Andrews University Board of Trustees, at any time between publication dates. Normally such proposals will be channeled to the appropriate university committee for study. Faculty policies shall be channeled through the Faculty Policy Development Council, and recommendation to the General Faculty for consideration prior to being read by the Board of Trustees' Governance Committee and voted by the Andrews University Board of Trustees. A motion to amend that would reverse existing university policy may not be voted in the session of the General Faculty at which the motion is made. For passage such a motion requires a two-thirds majority of those voting.

Implementation Date for Policy Revisions

New policies, or substantive changes to policy, take effect from the time they are voted by the Andrews University Board of Trustees. Non-substantive changes take effect immediately on publication of the policy change.

INTERPRETATION OF THE ANDREWS UNIVERSITY WORKING POLICY

Where differences arise over the interpretation of the Andrews University Working Policy, the ruling of the university president shall prevail.

CHANGES AND AMENDMENTS TO ADMINISTRATIVE POLICY

The University Strategy and Policy Committee, except where a referral to the faculty is appropriate, shall be responsible for maintaining the may make changes and amendments to the Administrative section of the Andrews University Working Policy.

INFORMATION TECHNOLOGY COMPUTERS AND NETWORKS USAGE POLICY

Introduction

As a part of its educational mission, Andrews University provides information technology data communications and computing services to University students, faculty, administration and staff. The following policies and guidelines are established to maximize the educational benefit realized from the resources necessary to operate and maintain these facilities. Non-compliance with these policies and guidelines may result in penalties of varying degree. (See policy #1:762:6:5 below for procedures for making an appeal).
General Expectations

University-owned information technology resources, personal computers, are to be used for university business. In computing laboratories, academic work of students, and faculty, and staff takes precedence over personal use. Use of university computers for personal commercial activities is prohibited. Recreational use of university-owned computers is prohibited during work hours except where an academic or administrative objective arises. The dial-up lines may also be used for personal communications, but other university policies apply, and available resources may restrict personal use.

Generally, university work should be performed done on using computer or communications equipment provided by the university. Where personally-owned equipment is used for university business, the university assumes no obligation to maintain or replace this equipment unless arrangements are made in advance. Personally-owned equipment must not have university licensed software installed and may have limited or no access to some university resources.

Individual access passwords should be carefully guarded, changed frequently, and treated as a signature (not shared with anyone else, including fellow employees or family members).

Services Provided

Providing and financing information technology computing and data communication services on the at Andrews University campus is shared by different groups and individuals:

1. Information Technology Services (ITS) provides and maintains the university’s wired and wireless owned data networks and building connections to the internet, various servers providing administrative and academic record computing servers, email, print and Web services, and a general computing laboratory. ITS organizes additional services for the campus for which the consumers pay, including sales of computing hardware and software and the installation and maintenance of university-owned computers and software.

2. Computer purchases are managed by ITS within the policies developed by the Administrative and academic departments. must work with the Computer Purchasing Committee (see policy #1:610:9) and are primarily centrally funded. Some unique accessories and components may be funded by the department utilizing the computer to arrange computer purchases each year.

3. Computer software is provided for use on University-owned equipment through campus agreements managed by ITS or other departments. Funding is provided either centrally or by cost sharing among the departments utilizing the software. Software from these campus agreements must only be installed on University-owned computers. ITS sets policies for the installation and maintenance of standard and non-standard software packages on university.
owned computers. These policies are described on the ITS Client Services web site (http://www.andrews.edu/ITS/CS).

4. Maintenance of computer hardware and software is provided by ITS, except as authorized by the Chief Information Officer (CIO). The cost of maintenance is shared with the department utilizing the computer.

5. Departments requesting specialized applications, unique hardware and/or servers should discuss their needs with ITS. Attempts to accommodate these requests will be made as resources allow.

6. ITS provides telephone and cable television services for University departments and residential facilities (excluding rental houses). These services are provided at a charge to University departments rather than directly to individuals.

7. ITS provides installation and support for classroom technology which is generally acquired via capital expenditures (centrally or departmentally funded). ITS provides audio and video production services for the University. Equipment installation and AV production services are billed to University departments, student clubs, or capital projects.

4. To avoid duplication of administrative data and/or systems, to ensure data and network compatibility, and to maximize opportunities for technical support, all software that uses or interfaces to institutional data must be approved by the Director of Administrative Systems in ITS prior to purchase or development. The term “institutional data” includes data held at the school or departmental level as well as data on the central server. Schools or departments where a violation of this policy is found will be asked to convert to an approved system.

5. To ensure compatibility with our environment, and the availability of on-campus support, schools and departments should consult with the Director of Client Services in ITS prior to the purchase of all other software.

6. All students have access to computers and data communication through general and departmental laboratories on campus. Access to the campus network through direct or dial-up connections is made available to students with personal computers who live in university facilities. Help desk assistance and maintenance are not provided for student-owned computers unless they were purchased through ITS.

7. A limited number of dial-up lines are provided by ITS for the use of off-campus students and university employees. Although there is no charge for using these lines, availability is not guaranteed. University policies governing computing on campus apply to the use of these lines.

Usage Policies

Technical Policies and Standards

Technical level policies and standards are set by ITS to ensure the successful interaction and interconnection of various information technology equipment. These include but are not limited to the following areas:

1. Wired and wireless networks including all devices connected to them
2. Servers and services
3. Cloud based services - require approval by the CIO.
Software purchase or development (see policy #1:762:?)

User Accounts and Access

All students, faculty, administration and staff must have an Andrews University account with a username and password. Access to University data is given only to authorized users and is granted to the user account. Access to the data will be discontinued when the individual no longer carries the role or function that required the access.

Passwords for Andrews University accounts must be carefully guarded, changed frequently, treated as a signature and never shared with anyone else including fellow employees or family members. Great care must be taken to avoid providing University usernames and passwords to any websites or servers that are not University systems, or in response to telephone or email requests.

The password chosen for use with the Andrews University account must be different from passwords used for other websites or organizations. Using the same password presents a significant security risk as there are frequent instances of security breaches where usernames and passwords are stolen.

Compromised user accounts will be disabled immediately. Attempts will be made to notify the individual responsible for the account. To reactivate the account, the password must be changed to a new password.

Email

Andrews University provides email for all students, faculty, administration and staff. The following policies govern the use of email:

1. All official Andrews University business conducted through email is to be sent and received utilizing the provided email system. For regulatory compliance and business continuity, the forwarding of email from faculty and staff University email accounts to other providers shall not be done.
2. Students who forward their email to other addresses will be held responsible for what has been sent to their University provided email address.
3. Emails to all faculty and staff or all students may only be sent by authorized individuals. Generally this includes Integrated Marketing and Communication, Human Resources, Academic Records, Campus and Student Life, Academic Records and the Offices of the President and Provost or Vice Presidents. All others interested in University wide emails should contact Integrated Marketing and Communication.
4. Confidential and sensitive information including financial information (e.g. credit cards, bank account numbers), information used for determining identity (e.g. birth
dates, social security numbers, passwords) grades and other student or employee personal information protected by law must not be sent via email or other end-user messaging systems as this may violate state, federal or other regulations.

5. Email account size quotas will be set by ITS to protect the integrity of the email system and to help manage resources and functionality. Requests for needs in excess of the provided quotas may be made to the CIO.

6. Email messages will be filtered to remove objectionable email such as unsolicited email, email spreading malware, and email containing inappropriate content. Decisions regarding the methods and criteria to be used to filter email are made by the CIO.

Protection of University-Owned Computers

1. Every effort should be made to preserve the physical security of computers. Laptops must be under personal supervision, in a locked space, or secured with a locking device at all times, especially when traveling.

2. Users are responsible for the security of data on computers assigned to them. No files involved in official University business should be stored on individually assigned computers unless they must be accessed where no Internet services are available. In these situations a secure, passworded and encrypted method such as offline files must be used to protect these files from loss or access by unauthorized individuals.

3. University-owned computers are required to use directory services provided by ITS to access campus resources.

4. University-owned computers must be configured to utilize automatic security updates to the operating system and malware software and have other reasonable efforts deployed to protect from unauthorized access.

Wired and Wireless Networks

1. Connections to the wired data network will be made only by ITS personnel.

2. All switches, routers and wireless access points will be deployed and managed by ITS personnel except as approved by the CIO.

3. Wireless devices that interfere with University wireless services must not be utilized on campus.

4. No unauthorized servers providing user services such as name servers or DHCP servers are permitted on the campus network.

5. No connections may be made to an Internet Service Provider other than those provided by ITS.

6. ITS will allow access to network resources only through trusted network ports or protocols known to be reasonably safe from external threats. ITS may temporarily, and before giving notice, block normally usable ports or protocols under the existence or threat of a known attack until protective measures are taken on computers and/or network devices internal to the network.
7. In the case of significant risk to the availability of network resources, ITS may disconnect devices from the campus network without prior notice. ITS will make a good faith effort to contact the responsible and affected parties as quickly as possible.

8. In cases involving lower risk, disconnection of devices shall occur only after reasonable attempts have been made to notify the user and after allowing a reasonable period of time for vulnerabilities to be corrected.

Network Monitoring

ITS may monitor the traffic on the University data network for the purpose of analyzing performance and resource utilization, intrusion detection, identifying security vulnerabilities and detecting malicious traffic. This process will generally not involve the inspection of individuals’ data.

ITS will make all reasonable attempts to support and maintain reliable information technology systems. Staff resources are not sufficient to provide monitoring of systems and correction of problems continuously. Attempts will be made to respond to significant service outages evenings and weekends as staff are able. When systems fail during the Sabbath hours, ITS staff will take action after the Sabbath has passed unless the failure has life/safety implications or in situations where a delay in response would potentially cause significantly increased damage to University property.

Departmental Servers

Any department wishing to operate servers on the University network that are not maintained by ITS must obtain authorization from the CIO. If approved the servers must be configured to permit administrative access by ITS staff so that they can react quickly in response to security vulnerabilities. Additionally, all authentication related interaction with servers must be encrypted utilizing secure methods.
Software Purchase or Development

To avoid duplication of administrative data and/or systems, to ensure data and network compatibility and to ensure that the software can be supported, software that uses or interfaces to institutional data (or potentially could interface) must be approved by the Director of Administrative Systems in ITS prior to purchase or development. Institutional data includes data involved in the official operation of University functions including those at the department or school level. Additionally any software involved in payment processing must meet the Payment Card Acceptance Policy Policies (see policy #17) including receiving the approval by the CIO and Financial Administration before being purchased or implemented.

When considering the purchase of other software that does not interface or use institutional data, consultation with the Director of Client Services in ITS is recommended prior to the purchase.

Payment Card Acceptance Policy

The protection of payment cardholder data is mandated by the Payment Card Industry for all organizations that process credit card transactions. Policies and procedures for processing of credit card transactions are established by Financial Administration and the CIO’s office and must be followed by all departments of the university in order to prevent significant fines and/or loss of the university’s ability to accept credit card transactions for payment.

All electronic transactions involving credit card data must be performed on systems provided or approved by University Financial Administration and the CIO’s office. Credit card information must not be stored in any electronic storage nor sent through email or other end user messaging system.

Paper documents containing credit card data must be kept only temporarily, unless approved by Financial Administration. These documents must be kept secured at all times and be transported to the Head Cahier for processing and storage. Once processing is completed, all paper documents containing credit card data must be destroyed with a cross-cut shredder.

All individuals involved in processing payment card transactions must participate in the university’s security awareness training and remain responsible for observing and reporting any signs of tampering with equipment or suspected theft or illegal use of credit card data.

Data Storage

1. Data involved in the official business of Andrews University must be stored on central storage systems supported by ITS rather than on computers assigned to individuals or departments.

2. Departments or offices requiring storage for databases, videos, or music must check with ITS prior to storage on the central storage systems for additional instructions.
3. Personal data (not related to the official business of Andrews University) must not be stored on University provided central storage systems. The storage of personal data on individually assigned university-owned computers is discouraged. It is the responsibility of the user to make backup copies of personal data as needed.

4. As departments become aware of new needs and increasing demands for data storage they should inform the Director of Servers and Networks in ITS so that appropriate capacity planning and capital expenditures can be completed to procure the storage needed.

Prohibited Activities

Prohibited activities on Andrews University campus computers and networks, some of which may constitute criminal activity, include but are not limited to the following:

1. Unauthorized access to or use of other users' accounts or data, system software, university data, network equipment, or other computer systems.
2. Disclosing an individual's password to another person or allowing another person access through one's user account (logging in and allowing another person to use your access).
3. Unauthorized decryption of coded information such as passwords.
4. Participation in a denial of service attack against any computers or network.
5. Retrieval, storage or transmission of copyrighted materials without the owner's permission.
6. Intentional introduction of malware or hardware or software used for unapproved collection of information.
7. Attempts to "crash" computers or network services.
8. Participation in any kind of multilevel or pyramid scheme.
9. Excessive use of resources, such as network bandwidth or disk storage.
10. Unauthorized and/or unsolicited broadcasting of email (spam or electronic junk mail).
11. Harassment or intimidation of other users, including sexual harassment.
12. Accessing, transmitting or storing documents, images or video that fail to meet content standards (See Section 1:762:3:2). Accessing or downloading any kind of pornographic material.
13. Installation of servers, routers, switches or wireless access points (unless approved by the CIO) or in any location that disrupt ITS provided services.
14. Using University resources for personal gain or to support a personal business.

Content Standards

Unacceptable Materials

Information transmitted over the network or made available to others (e.g. through Web applications, email, or other methods) should be...
representative of a Christian university and must not include. For example, materials—text or graphics—should not contain; materials characterized by profanity or obscene language; defamation of any individual or group; materials promoting hatred of cultural, ethnic, or religious groups; advocacy of lifestyles contrary to university policy; pornography and other sexually-oriented material. Illegal materials such as child pornography should not be accessed by or stored on any computer while connected with the university, whether personal or university owned.

Andrews University provides some content filtering to minimize the exposure to inappropriate material on University computers and networks, however it is not possible to completely prevent it.

Privacy and Confidentiality

ITS staff will make reasonable attempts to maintain the confidentiality and security of email and other documents stored on ITS managed and controlled servers. However, Andrews University cannot guarantee the confidentiality or privacy of electronic mail messages and other documents stored on ITS managed and controlled servers, and the university makes no promises regarding their security. Such messages should be written with this in mind. The ease of saving, forwarding, and printing electronic mail messages and documents makes them more akin to formal letters and memoranda than to verbal communications. The following items guidelines relate to confidentiality:

1. Andrews University reserves the right to conduct routine maintenance, track problems, and maintain the integrity of its systems. As is the case with all data kept on university managed computer systems, the content of electronic mail and other documents may be revealed by such activities.

2. ITS staff Andrews University does not routinely monitor the contents of email or other documents. However, such monitoring may be conducted when required to protect the integrity of the systems or to comply with legal obligations. Additionally, automated systems may filter emails, documents and web sites for the purpose of protection from malware and inappropriate content.

3. Andrews University reserves the right to inspect the contents of electronic mail and all documents in the course of an investigation into alleged impropriety or as necessary to locate substantive information not readily available by other means.

4. Authorization to investigate the contents of user files must be given by the Chief Information Officer on the basis of instructions from the university’s cabinet level administration.

Security of Equipment and Data

Unlocked computers are not insured. Therefore, every effort should be made to preserve the physical security of personal computers. For example, a physical locking device and locking access doors (where applicable) should be maintained. Portable computers should be kept under personal supervision, in a locked space, or secured.
with a locking device at all times—especially when traveling. Users are responsible for the security of data on their personal computers. Where sensitive information is stored on a personal computer, access to internal storage should be limited by a password. Centralized backup may be implemented for some personal computers; for all other machines, the user should carry out regular backups onto removable disks or tapes. Storage media containing sensitive information (backup or otherwise) should be kept in a locked space. A personal computer connected to sensitive information (local or through the network) should not be left unattended.

Networking and Data Communications

Access

The university provides a data network connection for most computers connected with the university. This connection gives access to other computers and services both within and outside the campus. Every employee and student can request an account on at least one central computer to permit access to email, the World Wide Web, and other local and national/international services. ITS takes steps to protect server-based user files from unauthorized access from on or off campus. It is the responsibility of the user to protect locally stored files.

Standards

In cooperation with various campus committees, ITS sets technical and operational standards for data networking and computing on campus. Anyone connecting a computer to the campus network, whether student or employee, must abide by the standards set by ITS. In addition, help desk assistance is available only for software on a supported list.

Campus Network

Connections to the campus data network may be made or changed only by personnel from ITS. While workgroup sharing of files and printers is discouraged for security reasons, file and print services do not require approval.

Andrews University will, as needed, filter objectionable email such as unsolicited commercial email, email spreading viruses, and email containing inappropriate references to pornography. Decisions regarding the methods and criteria to be used to filter email shall be made by the Chief Information Officer (CIO) or his/her designee and communicated to the Academic and Administrative Computing Committees.

Servers

Any computer on the campus network that is configured to be a server must permit administrative access by university network administrators. From time to time, university network administrators will make arrangements with departmental server administrators and their users to determine the level of vulnerability to attack by hackers or other threats to security or service. Servers found to be vulnerable will be required to be brought into compliance or be removed from the Andrews network.
Appeals

Appeals to decisions made regarding any Computer and Networks Policy shall first be taken through the appropriate managerial levels up through the CIO. Issues that cannot be resolved through this method may be brought to an ad hoc appeals committee composed of three members from the Academic Computing Committee and three members from the Administrative Computing Committee. This ad hoc committee shall have authority to reverse decisions made and recommend policy changes. The appeals committee shall elect its own chairperson. The appeal process begins with a request to the chairperson of either computing committee.

Email, Web Email, and Web

The accepted etiquette for the Internet and Web use should always be observed. For example, email should not be sent to users, lists, or newsgroups where the subject is not appropriate, where the email is not welcome, or when the document size or number of destinations is excessive. University employees and students may set up a home page on the World Wide Web containing personal as well as university information. Such pages must follow guidelines established by the Web Committee. The owner of a Web site is responsible for the content of all pages in the site that appear on computers connected to the university network and for all first-level links from these pages.

Software and Intellectual Property

All software on University or personally-owned computers must be legally licensed and users must observe license and copyright restrictions of all software and documentation.

Individuals must not retrieve, transmit or store copy protected materials such as movies, music, software, books, documents or graphics without the copyright owner’s permission. Additional information on this subject can be found on the University web site.

Policy Violation and Notification

If ITS staff find evidence of a violation of the Information Technology Usage policy, they will make reasonable efforts to inform the user, except when notification is impractical or when notification would be detrimental to an investigation of a violation of law or policy. Additionally, ITS staff will provide education and assistance in reconfiguration of hardware and software as resources allow.

Violations of the Information Technology Usage policy may result in short term loss of access to servers and network resources while the resulting problems are resolved and appropriate education and equipment reconfiguration occurs. In cases of serious policy violations, repeat occurrences or failure to receive cooperation from the individual, additional consequences may occur. These include longer term loss of access to server and network resources.
resources, referral to University discipline processes or if legal issues are involved, sharing the case with Campus Safety, local, county or state law enforcement or federal agencies.

Software Licenses

All software on university or personal computers, whether on campus or connected to the campus network, must be legally licensed by the owners of the software or copyrights. Users must observe license and copyright restrictions of all software and documentation. Generally this means that commercial software may not be copied to other machines and that documentation should not be copied. The university purchases site licenses for selected widely used programs. ITS personnel must install these programs, and users may not copy or move them to other machines. Users may install other copyrighted programs on personal computers provided an appropriate license has been purchased.

ITS sets policies for the installation and maintenance of standard and non-standard software packages on university-owned computers.

Copyright Compliance

Copyright laws must be observed for documents (text, graphics and all multimedia) as well as for computer software.

Copyrighted materials should not be used in Web pages (departmental or personal) or instructional materials unless the use falls under the educational fair use clause as defined by the United States Copyright Act.

In addition to fair use, copyrighted material may also be used if the material lies in the public domain. Items in the public domain (for example, items for which copyrights have expired) are no longer subject to copyright and do not require permission from the copyright owner. For more information on public domain works, consult the following Web site: http://www.unc.edu/~unclng/public-d.htm

The following Web resources may be helpful to users with questions regarding copyright and fair use:

http://www.copyright.gov/faq.html
http://fairuse.stanford.edu

Use of Software Games

Except for academic or administrative purposes, employees’ use of games on university-owned computers is prohibited during work hours.

Web (See section 1:765 Web Policy)

1. All official University web sites must utilize the andrews.edu domain and URL’s unless an exception is approved by the Web Committee. Subdomains will be assigned by the office of Integrated Marketing and Communication.
2. All official University web sites and services must be offered from ITS managed servers unless an exception is approved by the CIO.
3. Web filtering systems are in effect for systems connected to Andrews University networks to attempt to minimize the exposure to inappropriate material.

WEB SITE MANAGEMENT

Andrews University is represented to the public through a university web site. This site is managed jointly by Information Technology Services (ITS) and the Office of Integrated Marketing & Communication. Its purposes are to:

1. Project a positive image for Andrews University;
2. Assist in the marketing of the university to various entities;
3. Provide resources that support the educational mission of Andrews University.
4. Improve internal communication for Andrews' immediate and extended campuses. Procedures for the management of the web site are found on the web at: http://www.andrews.edu/siteinfo/

A Web Committee reporting to and chaired by Integrated Marketing & Communication director provides guidance in such management.

Responsibility for University Web Pages

Centrally supported pages are designed to provide positive imaging for the entire university. Maintenance of these pages is the responsibility of the Web Coordinator(s) in the Office of Integrated Marketing & Communication in consultation with ITS.

Schools, academic departments and service departments create departmentally supported pages in order to provide information and resources. Maintenance of these pages is the responsibility of the dean or director of such entities.

Personal Home Pages

Personal home pages are provided as a web service for faculty, staff and students. As an educational service, these pages are subject to the university standards for the content of pages stored on the university server (see policies #1:765:2:1 below, #1:762:3:1 and #1:762:3:2).

Content

Content on personal web pages must comport with the ideals and mission of the university, as well as the spirit and specific content of the Code of Student Conduct in the Student Handbook. Such communication as intentional misrepresentation, racial or sexual harassment, profane or obscene language and sexually explicit material are prohibited. Personal web pages must not depict, describe or advocate that which is illegal or contrary to university standards. Links to other web sites and computers are also covered under this provision. Thus, a page may be judged in violation if it contains links to a page that is found in violation. All pages are subject to existing Andrews University policies as well as local, state and federal laws.
Intellectual Property Rights

The content of all pages must respect intellectual property rights. For example, no copyrighted material may be shown on pages unless permission has been obtained in writing.

Commercial Business

No commercial business endeavors are to be conducted through personal pages on the university system.

Parallel Organizations’ Home Pages

The university server may host supporting organizations provided they meet the standards described on the web at http://www.andrews.edu/resources Such sites must be registered with the Office of Information Technology Services (ITS). If the established criteria are not met, the site will not be hosted on the university server.