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Mission
Statement of the
University of
Notre Dame

Context

This statement speaks of the University of Notre Dame as a place of teaching and research, of scholarship and publication, of service and community. These components flow from three characteristics of Roman Catholicism that image Jesus Christ, his Gospel, and his Spirit. A sacramental vision encounters God in the whole of creation. In and through the visible world in which we live, we come to know and experience the invisible God. In mediation the Catholic vision perceives God not only present in but working through persons, events, and material things. There is an intelligibility and a coherence to all reality, discoverable through spirit, mind, and imagination. God's grace prompts human activity to assist the world in creating justice grounded in love. God's way to us comes as communion, through the communities in which men and women live. This community includes the many theological traditions, liturgies, and spiritualities that fashion the life of the church. The emphasis on community in Catholicism explains why Notre Dame historically has fostered familial bonds in its institutional life.

A Catholic university draws its basic inspiration from Jesus Christ as the source of wisdom and from the conviction that in him all things can be brought to their completion. As a Catholic university, Notre Dame wishes to contribute to this educational mission.

The Mission

The University of Notre Dame is a Catholic academic community of higher learning, animated from its origins by the Congregation of Holy Cross. The University is dedicated to the pursuit and sharing of truth for its own sake. As a Catholic university, one of its distinctive goals is to provide a forum where through free inquiry and open discussion the various lines of Catholic thought may intersect with all the forms of knowledge found in the arts, sciences, professions, and every other area of human scholarship and creativity.

The intellectual interchange essential to a university requires, and is enriched by, the presence and voices of diverse scholars and students. The Catholic identity of the University depends upon, and is nurtured by, the continuing presence of a predominant number of Catholic intellectuals. This ideal has been consistently maintained by the University leadership throughout its history. What the University asks of all its scholars and students, however, is not a particular creedal affiliation, but a respect for the objectives of Notre Dame and a willingness to enter into the conversation that gives it life and character. Therefore, the University insists upon academic freedom that makes open discussion and inquiry possible.

The University prides itself on being an environment of teaching and learning that fosters the development in its students of those disciplined habits of mind, body, and spirit that characterize educated, skilled, and free human beings. In addition, the University seeks to cultivate in its students not only an appreciation for the great achievements of human beings but also a disciplined sensibility to the poverty, injustice, and oppression that burden the lives of so many. The aim is to create a sense of human solidarity and concern for the common good that will bear fruit as learning becomes service to justice.

Notre Dame also has a responsibility to advance knowledge in a search for truth through original inquiry and publication. This responsibility engages the faculty and students in all areas of the University, but particularly in graduate and professional education and research. The University is committed to constructive and critical engagement with the whole of human culture.

The University encourages a way of living consonant with a Christian community and manifest in prayer, liturgy, and service. Residential life endeavors to develop that sense of community and of responsibility that prepares students for subsequent leadership in building a society that is at once more human and more divine.

*A Brief History
of the University
of Notre Dame*

Notre Dame's character as a Catholic academic community presupposes that no genuine search for the truth in the human or the cosmic order is alien to the life of faith. The University welcomes all areas of scholarly activity as consonant with its mission, subject to appropriate critical refinement. There is, however, a special obligation and opportunity, specifically as a Catholic university, to pursue the religious dimensions of all human learning. Only thus can Catholic intellectual life in all disciplines be animated and fostered and a proper community of scholarly religious discourse be established.

In all dimensions of the University, Notre Dame pursues its objectives through the formation of an authentic human community graced by the Spirit of Christ.

The University of Notre Dame was founded in late November 1842 by a priest of the Congregation of Holy Cross, Rev. Edward Sorin. His original land grant of several hundred acres was the site of an early mission, but included only three small buildings in need of repair. The land had been purchased by Rev. Stephen Badin, the first Catholic priest ordained in the United States, and left in trust to the Bishop of Vincennes, Indiana, for anyone who would found a school on the site. Father Sorin and his companion Brothers of St. Joseph (later the Holy Cross Brothers) called the fledgling school, in their mother tongue, *L'Université de Notre Dame du Lac*. The University was officially chartered by special act of the legislature of the state of Indiana on January 15, 1844. It is worthy of ecumenical note that a Methodist state senator, John B. De Frees, was responsible for this action and for the writing of the University's charter as a degree-granting institution.

In fact, the early Notre Dame was a university in name only. It encompassed religious novitiates, preparatory and grade schools, and a manual labor school, but its classical collegiate curriculum never attracted more than a dozen students a year in the early decades. Based on the *ratio studiorum* used by the Jesuits at St. Louis University, this curriculum included four years of humanities, poetry, rhetoric, and philosophy, plus offerings in French, German, Spanish, and Italian, and various forms of music and drawing.

Despite these humble academic beginnings, however, Notre Dame from its founding enjoyed two significant advantages. First, its establishing coincided with the great opening of the Midwest by railroads and canals and with the great antebellum immigration, largely of Catholics, from Europe; "for most of the 1840s," historian Thomas Schlereth has written, "Notre Dame was the only Catholic college of consequence with access to such cities as Toledo, Cleveland, Detroit, Milwaukee, and particularly the rapidly growing city of Chicago."

Notre Dame's second, and even greater, advantage was the character of its founder, Father Sorin, whose overarching vision of a great Catholic university in the tradition of Paris and Bologna has inspired the University's growth over its entire 162-year history.

Courses in physics and geology were added to the curriculum in 1863, and two years later the college of science was established. In 1869 the University established the nation's first Catholic law school, and in 1873 the first Catholic college of engineering. Its architecture program also was the first in the United States under Catholic auspices. The University library reached 13,000 volumes, with a circulating library of 3,000 more, by 1878. Even after a disastrous fire in 1879 destroyed the library along with the entire Main Building and its contents, Father Sorin willed the University to rebuild and continue its growth.

Sorin's death in 1893 brought to an end the founding era, but not the tradition of visionary leadership. Father John A. Zahm, C.S.C., a brilliant scholar who later accompanied President Theodore Roosevelt on a South American expedition, became the builder of the science departments at Notre Dame and inspired the University's first flowerings in research. Zahm's

brother, Albert, was among the earliest and most influential pioneers of the aerodynamics of flying machines, and Professor Jerome Green achieved the nation's first wireless transmission at Notre Dame. Later, Father Julius A. Nieuwland, C.S.C., a beneficiary of the advanced education encouraged by Father Zahm, earned lasting fame as the discoverer of the formulae for synthetic rubber.

Father James A. Burns, C.S.C., Notre Dame's great theorist of education, revolutionized the University in the 1920s. In eliminating the preparatory school and dramatically upgrading the law school, in establishing the University's first meager endowment and a board of lay advisers to oversee it, Burns made it clear that Notre Dame was committed to nothing less than leadership in American Catholic higher education. Beginning in the 1930s the University was strengthened by an influx of distinguished European scholars fleeing the Nazis, and, drawing on their expertise, Father (later Cardinal) John A. O'Hara, C.S.C., significantly expanded the graduate school to include programs in biology, physics, philosophy, and mathematics.

Notre Dame's dramatic post-World War II flowering began under Father John J. Cavanaugh, C.S.C., who raised entrance requirements, increased faculty hiring, and established the Notre Dame Foundation to expand the University's development capabilities.

The explosive growth of the University—both in size and in stature—gained national prominence during the 35-year tenure of Father Theodore M. Hesburgh, C.S.C., who himself became an internationally known figure for his work in education, the church, human rights, and world affairs. The Hesburgh era saw Notre Dame's enrollment, faculty, and degrees awarded all double; its library volumes increase five-fold; its endowment rise from less than \$10 million to more than \$400 million; its physical facilities grow from 48 to 88 buildings; its faculty compensation increase ten-fold and its research funding more than twenty-fold. Two defining moments in Notre Dame's history occurred at Hesburgh's direction: the transference of governance in 1967 from the Congregation of Holy Cross to a predominantly lay board of trustees, and the admission of women to undergraduate studies in 1972.

Under the leadership of Father Edward A. Malloy, C.S.C., since 1987, the University has continued to grow in stature. Endowed faculty positions now number 191, the student body has become one of the 10 most selective in the nation, and the endowment, at more than \$3 billion, is the 18th largest in American higher education. The University's most recent fundraising campaign, "Generations: A Campaign for the Notre Dame Student," began with a goal of \$767 million and ended December 31, 2000, with a total of \$1.1 billion, making Notre Dame just the 18th university—and 12th private—to raise more than \$1 billion in a single campaign. Notre Dame also joins Princeton University as the only institutions to top the \$1 billion mark without the powerful gift-giving attraction of a medical school. The financial support means substantial increases in Notre Dame's student scholarship funds, the addition of 100 chaired faculty positions, an enhancement of the quality of the University's libraries, and new support for a variety of academic centers and institutes.

Also during the Malloy years, Notre Dame's minority student population has more than doubled, the presence of women at all levels in the University—students, faculty, staff, and officers—has expanded significantly, and a major effort in international outreach is under way.

Historical Note

Operating under its founding charter from the State of Indiana adopted on January 15, 1844, the University of Notre Dame for many decades had been governed by a self-perpetuating Board of Trustees comprised of six Holy Cross priests.

On March 28, 1967, the above Board of Trustees approved the statutes of the University, herein set forth as amended, providing for six laymen to join with the six aforementioned priests in a body which replaced the then existing Board of Trustees and is known as "The Fellows of the University of Notre Dame du Lac." The prior Bylaws were abrogated and the required number of new Fellows elected.

On April 8, 1967, at a meeting of the Fellows, the Statutes were ratified and new Bylaws were approved, which delegate the general power of governance of the University to a Board of Trustees. These Bylaws are likewise set forth as amended in this document.

Charter

AN ACT TO INCORPORATE THE UNIVERSITY OF NOTRE DAME DU LAC AT SOUTH BEND IN ST. JOSEPH COUNTY, INDIANA

Enacted January 15, 1844, Amended January 13, 1845, March 8, 1873, and March 11, 1937.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF INDIANA, That Edward Frederick Sorin, Francis Lewis Cointet, Theophilus Jerome Marivault, Francis Gouesse, and their associates and successors in office, be, and are hereby constituted and declared to be a body corporate and politic, by the name and style of the University of Notre Dame du Lac, and by that name they shall have perpetual succession, with full power and authority to confer and grant, or cause to be conferred and granted, such degrees and diplomas in the liberal arts and sciences, and in law and medicine, as are usually conferred and granted in other universities of the United States: Provided, however, that no degrees shall be conferred or diplomas granted except to students who have acquired the same proficiency in the liberal arts and sciences, and in law and medicine, as is customary in other universities in the United States; to elect a president and all such other officers, professors, instructors, and agents as they may think necessary for the benefit of said university; to contract and be contracted with; to borrow money; to acquire, hold, enjoy, and transfer property, real or personal, in their corporate capacity; to make, have and use a common seal, and the same to alter at pleasure; to sue and be sued, to plead and be impleaded in any court of law or equity; to receive and accept of any grants, gifts, donations, bequests, or conveyance by any person, company, or corporation, of any property, real or personal, and to hold and convey, and dispose of the same as may by them be deemed best for the interest of said institution; to make, ordain, establish, and execute such bylaws, rules, and ordinances not inconsistent with the Constitution and laws of the United States, or of this State, as they shall deem necessary for the welfare of said university, and to do all other acts in pursuance thereof necessary for the promotion of the arts and sciences, and the prosperity of said university; provided that said corporation shall be known as and be a charitable, religious, educational and eleemosynary, nonstock corporation and one not organized for profit.

I. There is hereby created a body whose members shall be known as “the Fellows of the University of Notre Dame du Lac” (“the Fellows”) who shall have and exercise all power and authority granted by that certain Act of the legislature of the State of Indiana approved on January 15, 1844 (as amended by Acts of said legislature approved January 13, 1845, March 8, 1873, and March 11, 1937) (herein sometimes referred to as the Chartering Act, as amended) to the Founding Group and to their successors and associates in office for the governance of the University.

II. The Fellows of the University shall be a self-perpetuating body and shall be twelve (12) in number, six (6) of whom shall at all times be members of the Priests Society of the Congregation of Holy Cross, Indiana Province (herein called “Clerical Fellows”), and six (6) of whom shall be lay persons (herein called “Lay Fellows”). Following the creation of a newly constituted Board of Trustees of the University, as is contemplated by the enactment of these Statues, it shall be a prerequisite for the holding of the office of Lay Fellow that the incumbent shall be a Trustee of the University. Four (4) of the Fellows shall hold their office *ex officio*, namely the Provincial of the Priests Society of the Congregation of Holy Cross, Indiana Province, the Religious Superior of the Holy Cross Religious at Notre Dame, the President of the University, and the Chairman of the Board of Trustees of the University, it being understood that such *ex officio* membership shall become operative at the time that said Board of Trustees shall be reconstituted as aforesaid. Except in the instance of *ex officio* Fellows, vacancies occurring amongst the Fellows of the University as the result of death, disability, resignation, or otherwise, shall be filled by a majority vote of the Fellows remaining in office. Those Fellows elected to fill vacancies on the Board shall serve for the remainder of the unexpired term. Any Fellow (excluding a Fellow holding his office *ex officio*) may be removed from office by the vote of at least two-thirds (2/3) of all of the other Fellows then in office when in the opinion of such Fellows the welfare of the University requires such action. Vacancies in the Fellows arising from any cause shall be promptly filled with strict adherence to the requirement that the membership of the Fellows shall at all times be equally divided between clerical and lay persons. If at any time, by reason of *ex officio* membership on the Board of Fellows, there would be a majority of Lay Fellows, the size of said Board shall immediately be adjusted to twelve (12) to assure compliance with said requirement by immediate resignation of the Lay Fellow who shall have had the shortest tenure as a member of the Board of Trustees.

III. The Fellows, other than those who become such *ex officio*, shall be classified with respect to the time for which they shall severally hold office into three classes, each class to consist of one-third (1/3) in number of the Fellows, as near as may be. The first class shall consist of two (2) Fellows to be elected for terms expiring on the date of the annual meeting to be held in 1969. The second class shall consist of two (2) Fellows to be elected for terms expiring on the date of the annual meeting to be held in 1971. The third class shall consist of two (2) Fellows to be elected for terms expiring on the date of the annual meeting to be held in 1973. At each biennial election commencing in 1969 and thereafter, the successors of the class of Fellows elected for terms expiring in the year of such biennial election shall be elected to hold office for a term of six (6) years and to the extent required such number of additional Fellows shall be elected to fill any increase in the authorized number of, or any vacancies then existing in, such or any other class of Fellows. In the case of the Provincial of the Priests Society of the Congregation of Holy Cross, Indiana Province, the Religious Superior of the Holy Cross Religious at Notre Dame, the President, and the Chairman of the Board of Trustees of the University (as hereinafter constituted), their respective terms as Fellows shall be coincident with their incumbency in their other respective offices.

IV. An annual meeting of the Fellows shall be held immediately before the Spring meeting of the Board of Trustees of the University. Special meetings of the Fellows may be called by the Chairman or by any other three Fellows upon ten (10) days prior written notice. A quorum for the transaction of business shall consist of at least two-thirds (2/3) of the Fellows in office.

The President of the University shall be the Chairman of all meetings of the Fellows. In his

absence, the Fellows shall designate a Chairman *pro tem*. The Fellows shall elect a Secretary of the Board of Fellows from their membership who shall perform the duties customary to that office including the giving of notice to all Fellows of regular and special meetings of the group.

V. The Fellows of the University shall perform the duties of their office as follows:

(a) Except to the extent that the Fellows shall delegate authority to the Board of Trustees, they shall exercise the powers and authority granted to them by the Chartering Act, as amended, and by the applicable laws of the State of Indiana.

(b) The Fellows shall elect the Trustees of the University for the purpose, in the manner and at the times specified in the Bylaws of the University. The Fellows by at least a two-thirds (2/3) vote of all the Fellows then in office shall have the power to remove any Trustee when in their judgment the welfare of the University so requires and provided such removal has been first recommended by the Board of Trustees in the manner specified in the Bylaws.

(c) The Fellows shall adopt and amend the Bylaws of the University, provided at least two-thirds (2/3) of the Fellows then in office concur in each and every such action.

(d) No sale or transfer of a substantial part of the physical properties of the University shall be made without the concurrence of at least two-thirds (2/3) of the Fellows then in office.

(e) The essential character of the University as a Catholic institution of higher learning shall at all times be maintained, it being the stated intention and desire of the present Fellows of the University that the University shall retain in perpetuity its identity as such an institution.

(f) The University's operations shall be conducted in such manner as to make full use of the unique skills and dedication of the members of the Priests of Holy Cross, Indiana Province, Inc. Four specific traditional areas, *inter alia*, are noted here:

1. The intellectual life of the University should at all times be enlivened and sustained by a devotion to the twin disciplines of theology and philosophy. They are viewed as being central to the University's existence and function. Here the role of the priest-professor can and should be a vital one.

2. It is important that members of the Holy Cross Community be active in as many academic roles at the University as their talents and training permit. The very presence of priest-scholars can add immeasurably to the total endeavor of the University and to its essential Catholicity.

3. Another central function of the priest in Notre Dame life is the pastoral apostolate within the University community. In the post-Conciliar Church, this activity is even more imperative than ever before if the full richness of Catholic life is to be imparted to the student body and faculty members.

4. The administration of the University should be a collaborative effort of the priest and the layperson. In those areas of administration where a priest has special competence and experience, he should be assigned commensurately important duties, to the end that his dedication to the total task of the University may be effectively utilized and encouraged.

(g) The University shall continue to implement its long-standing policy of admitting students of any race, color, national and ethnic origin, and shall continue not to discriminate on these bases in the administration of any of its programs related to applicants or students including but not limited to admissions, financial aid, academics, student affairs and athletics.

VI. The Statutes of the University may be amended only by the vote of at least two-thirds (2/3) of the Fellows then in office.

VII. To the extent that any powers granted to the Board of Trustees (and not expressly reserved to the Fellows) are powers of a kind and character originally granted to the Fellows or to their predecessors in office the Trustees shall be deemed to be "Associates" of the Fellows (as such term is used in the Chartering Act, as amended) in the exercise of such powers.

Section I - The Board of Trustees

1. Except to the extent of those powers specifically reserved to the Fellows of the University of Notre Dame du Lac ("the University") in the statutes of the University, all powers for the governance of the University shall be vested in a Board of Trustees that shall consist of such number of Trustees not fewer than 30 nor more than 60 as shall from time to time be fixed by resolution of the Fellows.

2. The following persons shall be *ex officio* Trustees of the University:

The Fellows of the University who are members of the Priests Society of the Congregation of Holy Cross, Indiana Province ("Clerical Fellows"), the provost, the executive vice president, and the president and president-elect of the Alumni Association. The term of office of such *ex officio* Trustees shall be coextensive with their incumbency in their other respective offices.

3. Two Trustees shall be recent graduates of the University, one male and one female, under the age of 30 at the time of their election who shall serve only one three-year term. These Trustees shall not be included in the number fixed by the Fellows of the University.

4. All Trustees shall be elected by the Fellows of the University for a term of three years at a meeting that shall be held immediately before the spring meeting of the Board of Trustees. Trustees (other than the two Trustees elected as recent graduates) may be elected to additional terms. When a vacancy occurs among the Trustees (other than *ex officio* Trustees), the Governance and Nominating Committee of the Board of Trustees (as hereinafter constituted) shall nominate a candidate or candidates to fill such vacancy and shall report its nominations to the Board of Trustees, which if they concur, shall transmit the same to the Fellows for their consideration. It shall be the prerogative of the Fellows to grant a leave of absence to a Trustee.

5. The Board of Trustees by a two-thirds vote of all of its members may recommend to the Fellows of the University the removal of any Trustee from office, after giving the Trustee an opportunity to be heard, if in the opinion of the Board the welfare of the University requires such action.

6. The retirement age for Trustees shall be 70, except in the case of the chairman, who may serve until age 72 at the pleasure of the Board. Thereafter a retired Trustee may be recommended by the Chairman of the Board and the President of the University, in consultation with one another, to the Governance and Nominating Committee as candidates for Trustee Emeritus status. Each candidate shall have attained retirement age, made past contributions to the University, and have expressed a renewed commitment to the ongoing support of the University. The Nominating and Governance Committee will consider all such recommendations and will make its own recommendation to the full Board, which in turn will make a recommendation to the Fellows. Trustees who shall reach the retirement age before the expiration of the term for which they are nominated may be elected to a shorter term, coincident with their retirement date.

Each person elected by the Fellows to serve as a Trustee Emeritus will serve a term of five years. Thereafter, the Chairman of the Board and the President may renominate the Trustee Emeritus for an additional five-year term after consideration of his or her continued willingness and ability of the candidate to effectively serve the University.

A Trustee Emeritus shall be invited to attend all meetings of the Board and all official ceremonies of the University. He or she may participate at meetings of the Board or committee meetings at the discretion of the Chairman of the Board but shall have no vote. A Trustee Emeritus may not serve as a member of a committee unless the Chairman of the Board, in the chairman's sole discretion, finds that a Trustee Emeritus possesses unique or exceptional skills, institutional memory, or other special ability to contribute to the work and success of a particular committee.

All persons with the status of Life Trustee on April 30, 2004 shall enjoy the status of Trustee Emeritus until April 29, 2009, and shall be eligible for reappointment as a Trustee Emeritus as described above.

A retired President of the University, a retired Provost, or a retired Executive Vice President may, by resolution of the Board, be designated, respectively, President Emeritus, Provost Emeritus, or Executive Vice President Emeritus. A retired President, having been a Trustee of the University, by reason of his prior office, may be designated a Trustee Emeritus and as such shall be privileged to attend all meetings of the Board, serve on one or more committees of the Board as a nonvoting member, and perform such other functions as the Chairman of the Board or the President of the University may from time to time request.

7. The Board shall hold at least three regular meetings in each academic year, one in the winter, one in the spring, and the other in the fall of the year. Special meetings may be called by the Chairman of the Board, the Chairman of the Executive Committee, or by any five or more Trustees. The Secretary of the Board shall give at least 30 days' prior written notice of all meetings of the Board. Meetings of the Board may be held within or without the State of Indiana.

8. Thirty (30) Trustees present in person shall constitute a quorum competent for the transaction of business at meetings of the Board.

9. The Board shall elect from its own members a Chairman and a Secretary, who shall be chosen from the lay membership of the Board. The Board, by appropriate resolution, may appoint an assistant secretary who need not be a Trustee.

10. The Chairman of the Board shall preside at all meetings of the Board; shall, subject to the qualifications set forth in these Bylaws, execute all legal documents, instruments, and communications on behalf of the Board; shall appoint members to *ad hoc* committees of the Board not otherwise provided for in these Bylaws; and shall perform such other duties as may be directed from time to time by the Board. The Chairman shall be elected for a three-year term and may, from time to time, be reelected to such office. A Chairman who shall reach the retirement age before the expiration of the term for which he or she is nominated may be elected to a shorter term, coincident with his or her retirement date.

The Board may elect from its lay membership a Vice Chairman whose term of office shall be coterminous with that of the Chairman. The Vice Chairman shall have such responsibilities as the Board or the Chairman may from time to time prescribe. In the absence or disability of the Chairman, the Vice Chairman shall be Acting Chairman and shall perform the various functions of the Chairman as set forth in the first paragraph of Article 10 of this Section I. The Vice Chairman shall be selected for a three-year term (unless elected during the term of the Chairman) and may from time to time be reelected to such office.

A retired Chairman of the Board of Trustees may be designated Chairman Emeritus by resolution of the Board, and may serve up to two additional three-year terms as a Trustee at the pleasure of the Board.

11. The Secretary of the Board shall keep a record of all votes and minutes of the proceedings of the Board, shall perform such other duties as are conferred by these Bylaws, and have such other powers and duties as may be conferred from time to time by the Board. By appropriate resolution the Board may designate the Assistant Secretary to perform any of such functions.

12. The Chairman may designate a Trustee to act as liaison for each of the Advisory Councils of the University for the purpose of attending meetings of the Advisory Council and reporting to the Board of Trustees any recommendations of such Council that merit or require consideration by the Board of Trustees.

Section II - Officers of the University

1. All officers of the University shall be elected by the Board of Trustees and shall consist of a President, a Provost, an Executive Vice President, one or more Vice Presidents and Associate Provosts, a Vice President for Student Affairs, a Vice President for University Relations, a Vice President for Graduate Studies and Research, a Vice President and General Counsel, a

Vice President for Business Operations, a Vice President and Chief Investment Officer, a Vice President for Public Affairs and Communication, a Vice President for Finance, a Treasurer, an Assistant Treasurer, a Secretary, and such other officers as the Board of Trustees (after consultation with the President) may from time to time determine. Any two or more offices may be held at the same time by one person. Any officer may be elected by the Board of Trustees for a fixed term of office, which shall not exceed seven years, and may, from time to time, be re-elected to such office. Absent a provision for a fixed term, an officer of the University shall hold office for an indefinite duration and shall serve at the pleasure of the Board of Trustees.

2. The President of the University shall be elected by the Trustees from among the members of the Priests Society of the Congregation of Holy Cross, Indiana Province, after receiving recommendations made by the Nominating Committee of the Board. The Nominating Committee, before submitting any nominations to the Trustees, shall request a recommendation or recommendations for the office of President from the Provincial of the Indiana Province of the Priests Society of the Congregation of Holy Cross. The Nominating Committee may also receive recommendations from any other interested person or persons.

3. The President shall be the executive head of the University and shall be responsible for the general direction of its affairs. He shall make appointments to the academic and non-academic staffs of the University (except for offices with respect to which the appointive power is reserved to the Board). He shall preside at all academic functions at which he is present and shall represent the University before the public. He shall have the power to sign in the name and on behalf of the University all contracts, deeds, and other legal instruments made in the ordinary course of the business of the University. (Any such instruments may also be signed by the provost, by the executive vice president, or by any other person designated for such purpose by the Board of Trustees or by the executive committee, or by the President.) The President shall make, or cause to be made, an annual report of the affairs and general condition of the University, including a financial report, at the spring meeting of the Board. He shall submit an annual budget for the operations of the University to the Board or to the Executive Committee. In the absence or disability of the President, the Provost shall become Acting President or in the absence or disability of the provost, the Executive Vice President shall become Acting President, pending the further action of the Board.

4. Subject to the supervision and direction of the Board of Trustees, the President shall have the power to designate the duties and functions of the other officers and agents of the University.

5. Any officer of the University may be removed from office by a vote of at least two-thirds of the Trustees then in office when in their opinion the welfare of the University requires such action.

Section III - Committees

The standing committees of the Board shall be the Executive Committee, the Governance and Nominating Committee, the Academic and Faculty Affairs Committee, the Student Affairs Committee, the Investment Committee, the Finance Committee, the University Relations/ Public Affairs and Communication Committee, the Committee on Social Values and Responsibilities, the Audit Committee, the Committee on Athletic Affairs, the Facilities and Campus Planning Committee, and the Compensation Committee. The Chairman of the Board of Trustees and the President of the University shall be *ex officio* voting members of every standing committee. Unless otherwise specifically provided for, each standing committee shall elect its own secretary who need not be a member of the Board of Trustees.

1. The Executive Committee between meetings of the Board shall have all of the powers and functions of the Board, except that the Executive Committee shall not have power to recommend removal of a Trustee or the power to elect or remove the President of the University. The Executive Committee shall consist of the President of the University, the Chairman

of the Board, the Vice Chairman of the Board, if there be one, and such number of Trustees as shall be designated at the annual meeting of the Board, but shall have not fewer than seven members. The Chairman of the Board shall be Chairman of the Executive Committee. The Executive Committee shall meet at least once a year.

2. The Governance and Nominating Committee shall consist of not fewer than seven members. It shall concern itself with the efficient operation of the Board of Trustees and its various committees and with the delineation of the respective responsibilities of the administration and the Board. It shall review all proposed additions to, and amendments of, the Academic Articles (set forth in the *Faculty Handbook*), which require Board approval. From time to time, as the occasion requires, it shall make recommendations to the Board for appropriate action with respect to the foregoing matters.

When the appointment or renewal of University officers is under consideration, members of the Governance and Nominating Committee who are also officers of the University, with the exception of the President of the University, shall be excused. When the committee has under consideration a nomination for the office of President, the Board shall designate a chairman emeritus to serve in the President's place on the committee. The function of the committee shall be to submit nominations to the Trustees for the office of President and all other officers of the University. The Governance and Nominating Committee shall also submit to the Trustees its nominations for the office of Trustee when vacancies occur either by death, resignation, removal, retirement, or by enlargement of the membership; the Trustees, after consideration of such nominations, shall submit them to the Fellows with such modifications, if any, as they shall deem appropriate. All nominations by the committee for the office of Trustee shall be presented to the meetings of the Fellows and the Board of Trustees.

3. The Academic and Faculty Affairs Committee shall consist of not fewer than seven members, one of whom shall be the provost and one of whom shall be the vice president for Graduate Studies and Research who need not be a Trustee of the University. Its membership shall also include members of the faculty as *ex officio* members. The committee shall concern itself with the educational policies and plans of the University; it shall inform itself as to conditions in the various colleges, schools and departments of the University and recommend measures deemed requisite to make the most effective use of the educational resources of the University, including faculty, curriculum, library facilities, and related matters.

4. The Student Affairs Committee shall consist of not fewer than seven (7) members, one of whom shall be the vice president for Student Affairs, who need not be a Trustee of the University. Its membership shall also include as *ex officio* members, the president and the vice president of the student body who do not serve as Trustees and who will attend those meetings at which reports from student government representatives are presented. The Student Affairs Committee shall concern itself with student life at the University, including residential life and campus ministry, as well as student services, programs, and activities. The committee shall be apprised of developments within the Division of Student Affairs by the vice president for Student Affairs, shall offer counsel to the vice president regarding policies and strategic decisions, and shall make recommendations to the full Board regarding student life priorities at the University.

5. The Investment Committee shall consist of not fewer than seven (7) members. One of such members shall be the Executive Vice President of the University, the Vice President and Chief Investment Officer, the Vice President for Finance, and the Treasurer of the University (if different persons), the latter three not having to be Trustees of the University. The committee shall have the power to direct the investment and reinvestment of such funds as may be assigned to it from time to time by the University subject to such limitations and restrictions as may be fixed by the Board. The committee, by majority vote, shall have the power to retain one or more individuals, partnerships, corporations or entities to furnish investment advice to its members, including, upon authorization by the committee, the power to invest and reinvest

the endowment funds of the University or such portion thereof as may be assigned by the committee to such investment counsel. The committee shall make a report of its activities and of the investments of the University at each regular meeting of the Board.

6. The Finance Committee shall consist of not fewer than seven (7) members and shall include the same members as the Investment Committee, including the Executive Vice President of the University, the Vice President and Chief Investment Officer, the Vice President for Finance, and the Treasurer of the University (if different persons), the latter three not having to be Trustees of the University. The committee shall be charged with overseeing the business affairs (other than investments) of the University. It shall maintain a five-year financial plan for the University related to educational goals and realistic assumptions. Among other things it shall review and recommend to the full Board the University's annual budget. The committee shall make a report of its activities at each regular meeting of the Board.

7. The University Relations/Public Affairs and Communication Committee shall consist of not fewer than seven (7) members, one of whom shall be the Vice President for University Relations and one of whom shall be the Vice President for Public Affairs and Communication, who need not be Trustees of the University. This committee shall be concerned with the University's programs in public relations, fund-raising, and alumni affairs. Its overarching responsibility is to provide leadership and to develop policies for programs and activities that will generate greater understanding and support for the University. The University Relations/Public Affairs and Communication Committee is authorized to appoint such subcommittees as it shall deem appropriate for the performance of its duties.

8. The Committee on Social Values and Responsibilities shall consist of not fewer than seven (7) members, one of whom may be a member of the faculty or administration who need not be a Trustee. The committee shall give consideration to matters of policy, priority, and programming that will be supportive of and enhance the Catholic character of the University and its role in modern society. It shall, from time to time, report to the Board on particular issues of social and ecclesial significance that it believes should receive consideration by the Board in its formulation of University policy and that may be of concern to the broader Notre Dame community.

9. The Audit Committee shall be composed of no fewer than five (5) Trustees, none of whom shall be an officer of the University. The Audit Committee shall submit recommendations to the Board of Trustees with respect to the selection of the University's independent public accountants and on any other matters it deems appropriate. It shall review the financial statements of the University with the independent public accountants, the procedures adopted by the University in the preparation of such statements, and the audit plan adopted by such accountants, and will review management's response to the recommendations made by the independent public accountants. The committee, relying upon its discretion, shall report to Chairman of the Board or the Board any financial concerns. It shall assure that such financial statements have been prepared in accordance with generally accepted accounting principles and fairly present the financial condition and operating results of the University. The Audit Committee shall determine that the internal controls of the University are reliable and provide adequate safeguards of the University's assets and the proper recording of its transactions.

The Audit Committee shall meet at least annually with the independent public accountants and at any other time deemed appropriate by such committee, by the independent public accountants, or when requested by the President of the University or the Chairman of the Board of Trustees. It shall report at least annually to the Board of Trustees.

10. The Committee on Athletic Affairs shall consist of no fewer than five (5) members, one of whom shall be the President of the University. The Committee shall concern itself with the financial and academic integrity of the athletic program, with the primacy of the educational experience of the student-athlete, and with the interests of male and female student-athletes being served equitably. The committee shall provide general oversight of such program to the

end that its functioning shall be consonant with the values and traditions of the University.

The committee shall meet at least twice a year and shall make an annual report of its activities to the Board of Trustees, or more frequently as circumstances warrant.

11. The Facilities and Site Planning Committee shall consist of not fewer than five members, one of whom shall be the executive vice president and the vice president for Business Operations, the latter of which need not be a Trustee. The committee shall have responsibility for a continuing review of the quality of campus grounds and facilities. The committee shall advise the executive vice president on the program for maintenance and renewal of campus facilities, the architectural design of new construction projects, and the development and implementation of a master campus plan. The committee shall meet at least twice a year and, from time to time, shall report to the Board on its activities and its overall assessment of campus grounds and facilities and, where appropriate, make recommendations for Board action with respect thereto.

12. The Compensation Committee shall consist of not fewer than three members of the Board who are unrelated to and not subject to the control of the individuals whose compensation the committee will be reviewing and determining, and who are free of any relationship that would interfere with the exercise of independence as a committee member. The action of the Compensation Committee with respect to the compensation of officers and employees of the University shall be deemed to be an action of the Board.

13. All committees of the Board may adopt such rules for the conduct of their affairs, including rules governing the place, time, and notice of meetings, as to them shall seem advisable and as shall not be inconsistent with these bylaws or any applicable resolutions of the Board of Trustees. Except as herein otherwise provided, a majority of the Trustees serving as members of any committee shall constitute a quorum at any meeting.

14. The Board, by appropriate resolution, may create committees in addition to those provided in these bylaws, may deactivate any committee or combine it with another, and may postpone the creation of any committee provided for herein, until, in its judgment, the effective operation of the Board requires its activation.

Section IV - Appeals to the Board of Trustees

Any dispute or grievance involving University policy that in the usual course would be resolved by decision of the President, may, if the matter is of serious importance, be referred in the discretion of the President to the Board of Trustees for final determination. The Board may hear such matter either *en banc* or through an *ad hoc* committee of not fewer than three (3) members of the Board who shall be appointed by the Chairman.

The Board shall establish such procedures as it shall deem fit for a hearing of such dispute or grievance and reasonable notice thereof shall be given to the aggrieved party and to such officers of the University as may have an interest in the matter.

If it is impractical or untimely to refer such dispute or grievance to the full Board of Trustees for appropriate action, the matter may, in the discretion of the President, be referred to the Executive Committee of the Board, which may also conduct a hearing *en banc* or appoint an *ad hoc* committee as aforesaid.

Section V - Delegation of Power of Authority

Any delegation by the Board of Trustees of any of its powers or authority to any officer, committee, organization, council, or any other group or entity shall be subject to revocation whenever the Board of Trustees, in its sole discretion, shall determine that the welfare of the University requires such action.

Section VI - Deposits and Securities

The Board by appropriate resolutions shall provide for the safekeeping, handling, transfer,

Bylaws, continued

and withdrawal of the funds, securities, and other properties of the University; shall designate banks, depositories, and other appropriate agencies in which the funds of the University shall be deposited and securities held for the account of the University; and shall designate such officers and Trustees of the University as shall have power and authority to act on behalf of the University in connection with the withdrawal of University funds from said banks and depositories, the sale or transfer of securities and other property of the University, and the execution of contracts or any other legal instruments not in the ordinary course of business of the University.

Section VII - Miscellaneous

These bylaws may be altered, amended, or repealed only by a vote of at least two-thirds (2/3) of the Fellows of the University in office at the time of any such action, and then only at a regular or special meeting of such Fellows and provided that such proposed alteration, amendment, or appeal shall be in writing and shall have been sent to each of the Fellows of the University at least (20) days before any such meeting.

Section VIII - Dissolution

Upon the dissolution of the University, the Board of Trustees with the approval of the Fellows shall, after paying or making provisions for the payment of all the liabilities of the University, dispose of all the assets of the University exclusively for the purposes of the University in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of the 1986 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees with the approval of the Fellows shall determine.

Academic Articles

Letter of Authorization

May 3, 1997

At its meeting today, the Board of Trustees of the University unanimously approved the academic articles. The Trustees view the new academic articles as a significant forward step in enhancing academic life at Notre Dame and have asked me to extend their appreciation to all those faculty members, students, and members of the administration who have assisted in updating the articles that they might better meet the needs of our day.

ANDREW J. McKENNA
Chair Emeritus and Life Trustee

Preamble

These academic articles are written to enhance the capacity of the University to achieve its academic purposes. The articles define the structure of academic governance at the University, and the participation of faculty, students, and administrative officers therein, so that all who sustain the University's academic life may unite in cooperative understanding and effort.

The academic articles themselves result from mutual communication and shared action. The process of their writing has been open to the views of the community; it has drawn upon ideas and language proffered by officially constituted bodies of the University; and it has culminated in the decisions of the Academic Council, a body whose membership represents the scope of the University's academic concern. Founded on the principles of the previous manual, this document carries forward the cooperative will of the past, expresses that of the present, and assures cooperation for the future.

As accepted by the Board of Trustees, the final institutional authority of the University, the academic articles constitute the document by which academic government is entrusted to the faculty, the students, and the officers of administration. They thereby signify recognition by all groups of their interdependence and of the responsibility each bears to the others. In proposing academic policies, in considering their merits, and in deciding what policies shall be adopted for the University, trustees, administrators, faculty, and students recognize one another's proper share of responsibility and are alert to ways of enhancing their corporate work.

The articles, however, can neither wholly embody nor effectively replace the deeper, more fundamental basis of successful governance: the community's mutual respect and common concern. The University will face contingencies far wider than can be anticipated by a single document. The University can meet the future only because it can draw upon the community's dedication to the well-being of its purposes and its people. The true basis of shared governance lies in the community's continually developing common life, to which these written articles give an outward form and a record for the time.

Article I, Executive Administration

Section 1/The Governance of the University

The governance of the University is vested in the Fellows and Trustees as provided in the original charter, the statutes of the University, and the bylaws of the Board of Trustees. Such matters in these academic articles as are dealt with in the statutes or bylaws are understood to be derivative from and consonant with those documents.

Article I, continued

Section 2/The President

The President is elected for an indefinite period by the Board of Trustees, after consultation with the faculty, from among the members of the Indiana Province of the Priests Society of the Congregation of Holy Cross in the United States. The President is the first officer of the University and is vested with full and final authority over all matters pertaining to its government, except as limited by the original charter, and the statutes and bylaws of the University. Ordinarily, the President is guided in setting policy and making decisions by consultation with the other officers, by the deliberations of the Academic Council, and by the recommendations of the Faculty Senate.

Section 3/The Acting President

In the absence of the President, the other officers serve as Acting President in the following order: provost, executive vice president, vice president and associate provost (in an order designated by the President), vice president for Student Affairs, vice president for Graduate Studies and Research, vice president for University Relations, vice president for Public Affairs and Communication, the vice president for Finance, vice president for Business Operations, and vice president and general counsel.

Section 4/The Executive Vice President

The executive vice president is elected by the Board of Trustees for an indefinite period upon recommendation of the President and assists the President in the work of general administration in whatever way the President may desire.

Section 1/The Provost

The provost is elected by the Board of Trustees for an indefinite period upon recommendation of the President. The appointment is subject to formal review every five years.

When such an appointment is to be made, the President so advises the University through the Academic Council. The council then elects five members from its elected faculty representatives and one from its student representatives to constitute a committee chaired by the President. This committee receives and considers nominations including those received from the faculty. In addition, the President and the Board of Trustees receive nominations from appropriate sources, both within and without the University. When this procedure is completed, the President consults with the elected faculty members of the Academic Council regarding all serious candidates. Later, the President reports the complete results of this consultation to the Board of Trustees, along with a personal recommendation. For the five-year review, a similar committee is constituted, except that the President does not chair it. The five-year review of the provost shall include the provost's responsibility for the performance of the associate provosts.

Within the framework of University policies and procedures, the provost has responsibility, under the President, for the administration, coordination, and development of all of the academic activities and functions of the University.

The provost is assisted in the duties of office by the vice president and senior associate provost, the vice presidents and associate provosts, as described in section 2, and by associate/assistant provosts who are appointed by the President. The associate/assistant provosts perform such duties and exercise such authority as may be delegated by the provost.

*Article II, Academic
Officers*

Section 2/The Vice Presidents and Associate Provosts

The vice president and senior associate provost and the vice presidents and associate provosts are elected by the Board of Trustees for an indefinite period upon recommendation of the President.

When such an appointment is to be made, the provost consults with the provost's Advisory Committee and reports the complete results of this consultation to the President, along with a personal recommendation. Later, the President reports these findings to the Board of Trustees, along with a personal recommendation.

In the absence of the provost, the vice president and senior associate provost acts as provost. In the absence of the provost and the senior associate provost, a vice president and associate provost so designated acts as provost. The vice president and senior associate provost and vice presidents and associate provosts assist the provost in whatever way the provost may desire.

Section 3/The Vice President for Graduate Studies and Research/Dean of the Graduate School

The vice president for Graduate Studies and Research/dean of the Graduate School is elected by the Board of Trustees upon recommendation by the President; the appointment is subject to formal review every five years. When such an election is to be held, the provost so advises the faculty. In a joint session the Graduate Council and the University Committee on Research and Sponsored Programs then elect five members from among the faculty and one member from among the advanced students to constitute a committee chaired by the provost. The committee considers all nominations including those received from the faculty. The provost reports the recommendations of the committee to the President, along with a personal recommendation. For the five-year review, a similar committee is constituted except that the provost does not chair it.

Within the framework of University policies and procedures, the vice president for Graduate Studies and Research has responsibility under the Office of the Provost for the development and well-being of all postbaccalaureate work in the University and for the administration of the Graduate School, its programs, courses of studies, fellowships, and diverse activities. The vice president for Graduate Studies and Research is, in particular, charged with the interpretation and administration of the academic regulations of the Graduate School, and is also responsible for the general supervision, administration, and development of research activities, including all sponsored programs, conducted by the University and its faculty.

The vice president for Graduate Studies and Research is assisted in the duties of office by associate and assistant vice presidents, and by associate and assistant deans of the Graduate School who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the vice president.

Section 4/Deans of Colleges

The dean of a college is appointed by the President, with the concurrence of the committee provided for in this section. The appointment is subject to formal review every five years. When such an appointment is to be made, the provost so advises the college through the College Council. The council then elects five members from among the professors and associate professors of the college and one member from among the students of the college to constitute a committee chaired by the provost. The committee receives and considers nominations, including those from the faculty of the college. The provost then reports the recommendations of the committee to the President, along with a personal recommendation. In addition, the President receives nominations from appropriate sources, both within and without the University. For the five-year review, a similar committee is constituted, except that the provost does not chair it and committee concurrence in action taken pursuant to the review is not required.

Within the framework of University policies and procedures, a dean has responsibility, under the Office of the Provost, for the administration, well-being, and development of the college, its faculty, courses of study, and other activities. The dean is, in particular, charged with the interpretation and administration of the academic regulations of the college.

The dean of a college is assisted in the duties of office by associate and assistant deans of the college, who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the dean.

Section 5/Dean of the Law School

The dean of the Law School is appointed by the President; the appointment is subject to formal review every five years. When such an appointment is to be made or a review conducted, the provost consults formally with all regular faculty of the school. In appointment cases, a second such consultation later occurs concerning all serious candidates. No offer, formal or informal, is extended to any candidate for the deanship until the provost has provided the faculty with that candidate's credentials and a full opportunity to react to that candidacy. In appointment and review cases, the provost gives the President both a personal recommendation and a full account of all consultations with the faculty.

Within the framework of University policies and procedures, the dean has responsibility, under the Office of the Provost, for the administration, well-being, and development of the Law School, its faculty, courses of study, and other activities.

The dean of the Law School is assisted in the duties of office by the associate and assistant deans, who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the dean.

Section 5.1/Dean of the School of Architecture

The Dean of the School of Architecture is appointed by the President; the appointment is subject to formal review every five years. When such an appointment is to be made or a review conducted, the provost consults formally with all regular faculty of the school. In appointment cases, a second such consultation later occurs concerning all serious candidates. No offer, formal or informal, is extended to any candidate for the deanship until the provost has provided the faculty with that candidate's credentials and a full opportunity to react to that candidacy. In appointment and review cases, the provost gives the President both a personal recommendation and a full account of all consultations with the faculty.

Within the framework of University policies and procedures, the dean has responsibility, under the Office of the Provost, for the administration, well-being, and development of the School of Architecture, its faculty, courses of study, and other activities.

The dean of the School of Architecture is assisted in the duties of office by the associate and assistant deans, who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the dean.

Section 6/Dean of the First Year of Studies

The dean of the First Year of Studies is appointed by the President; the appointment is subject to formal review every five years. When such an appointment is to be made, the Academic Council elects five members from its elected faculty representatives and one member from its student representatives to constitute a committee chaired by the provost. The committee studies the qualifications of possible candidates and submits recommendations to the President. For the five-year review, a similar committee is constituted, except that the provost does not chair it.

Within the framework of University policies and procedures, the dean of the First Year of Studies has full authority in the general regulation and administration of the First Year of Studies. The dean is, in particular, responsible for the interpretation and administration of the

academic regulations of the First Year of Studies. The dean is responsible to the provost for the administration, well-being, and development of the First Year of Studies.

The dean of the First Year of Studies is assisted in the duties of office by associate and/or assistant deans, who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the dean.

Section 7/Chairpersons of Departments

The chairperson of a department is appointed by the President for a stated term, usually three years, and may be reappointed. When an appointment is to be made, the dean of the college consults formally with all departmental faculty and, when appropriate, with the vice president for Graduate Studies and Research. The dean of the college reports their recommendations to the provost, along with a personal recommendation. Procedure for reappointment is the same as for appointment.

Within the framework of University policies and procedures, the chairperson of a department has responsibility, under the dean of the college and, when appropriate, the vice president for Graduate Studies and Research, for the administration, well-being, and development of the department, its faculty, course of studies, and other activities.

The chairperson of a department may be assisted in the duties of office by associate and/or assistant chairpersons, who are appointed by the President and who perform such duties and exercise such authority as may be delegated to them by the chairperson.

Section 8/Directors of University Institutes and Centers

Institutes and centers (and similar entities by other names such as laboratories or programs) are academic organizations devoted to research, scholarship, teaching, training, or service. Directors of such organizations, except those designated as University institutes, described below in this section, are appointed by either the President or the provost, or their designee, who determines the reporting responsibilities of the director.

The director of a University institute is appointed by the President. A University institute is a major academic organization with an ongoing and abiding purpose, and devoted to advanced study, teaching, and research in areas of sustained and decided interest to the University. Such an institute is governed by special statutes approved by the President upon recommendation of the Academic Council.

Within the framework of University policies and procedures, the director of a University institute has responsibility, under the provost and in cooperation with other appropriate academic officers, for the administration, well-being, and development of the institute, its faculty, staff, programs, and other activities.

Section 9/Director of University Libraries

The director of University Libraries is appointed by the President, with the concurrence of the committee provided for in this section. The appointment is subject to formal review every five years. When an appointment is to be made, the library faculty elects three of its members, and the Faculty Committee for University Libraries elects two members of the teaching and research faculty, to constitute a committee chaired by the provost. The committee receives and considers nominations. For the five-year review, a similar committee is constituted except that the provost does not chair it and committee concurrence in action taken pursuant to the review is not required.

The director of University Libraries is responsible for the development and security of the collection of books, manuscripts, and research materials of the University library system and for the general administration of all libraries, their services, and functions. The director is a

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member of the University Committee on Libraries and acts as executive officer of its policy decisions.

Section 10/Director of Continuing Education

The director of continuing education is appointed by the President and reports to the provost. Within the framework of policies and procedures set by the University Committee on Continuing Education, the director presents, and assists the academic units in presenting, conferences and other continuing education activities.

Section 11/Assistant Provost for Enrollment

The assistant provost for enrollment is appointed by the President and has responsibility, under the provost, for the admission of all undergraduate students. The assistant provost for enrollment is advised by the University Committee on Admissions, Scholarships and Financial Aid.

Section 12/Director of the Summer Session

The director of the summer session is appointed by the President and is an administrator within the Graduate School. The director is charged with the administration of the summer session, and is responsible to the provost and the vice president for Graduate Studies and Research for its operation.

Section 13/Director of the Snite Museum of Art

The director of the Snite Museum of Art is appointed by the President and has responsibility, under the provost, for the development and security of the art collection.

Section 14/University Registrar

The University registrar is appointed by the President to assist the provost in the work of academic administration in whatever way the provost may desire.

Section 15/University Archivist

The University archivist is appointed by the President and has responsibility under the provost for the collection and maintenance of the official records and papers of the University as well as other documents of enduring historical value.

Article III, The Faculty

Section 1/Membership

The faculty consists of the President; the academic officers identified in article II; the teaching and research faculty; the research faculty; the library faculty; the special professional faculty; and nonregular faculty.

Members of the clergy and of religious orders are appointed to the faculty on the same basis as all other members of the faculty, and all procedures and principles indicated in this article apply to them in their capacity as faculty.

Subsection (a) Teaching and Research Faculty

Members of the teaching and research faculty hold appointments in the academic departments of the University and have the ranks of professor, associate professor, assistant professor, and instructor. The incumbent of an endowed chair is a member of the teaching and research faculty with the rank of professor.

Subsection (b) Research Faculty

Members of the research faculty have the ranks of research professor, research associate professor, research assistant professor, and research specialist. A member of the research faculty is a member of the faculty of the specific research organization to which an appointment is made as well as of the department that approves such an appointment. The approving department is indicated by title, e.g., research specialist in sociology, research associate professor in electrical engineering, research professor in microbiology.

Subsection (c) Library Faculty

Members of the library faculty have the ranks of librarian, associate librarian, assistant librarian, and staff librarian.

Subsection (d) Special Professional Faculty

Members of the special professional faculty have the ranks of professional specialist, associate professional specialist, and assistant professional specialist. (The rank of staff professional specialist also exists with the same notice periods as the assistant professional specialist, but no new appointments will be made to this rank after October 9, 1990.)

Subsection (e) Regular Faculty

Members of the faculty described in subsections (a) through (d) are regular faculty. Normally, members of the regular faculty hold full-time appointments. Part-time appointments to the regular faculty may be made for persons who for appropriate reasons cannot serve full-time, provided the service is at least half-time and that the individual is not employed outside the University. The responsibilities and privileges of regular faculty members on part-time appointments are the same in nature as, but on a proportionate scale to, those for members on full-time appointments.

Subsection (f) Nonregular Faculty

Besides the members of the regular faculty, other members of the faculty include visiting, adjunct, concurrent, guest, and retired emeritus and emerita faculty, and lecturers. Time spent on the faculty in any nonregular category is not counted for purposes of tenure. Members of the nonregular faculty have a voice in meetings of the faculty, but do not vote.

The nonregular titles are defined as follows:

Visitor: A visitor is a nonregular faculty member who assumes duties similar to a regular faculty member with an analogous title. A visiting faculty member normally has a full-time appointment in an academic department, institute, center, or program. A visiting appointment is always for a fixed term, typically one academic year in length. Normally a visiting appointment does not exceed two years.

Adjunct: An adjunct faculty appointment is a part-time position within an academic department; the appointment carries assigned teaching responsibilities that normally do not exceed two courses per semester. An adjunct appointment is for a fixed term up to one academic year in length, and may be renewed. An individual may hold adjunct appointments in more than one department. An individual holding a full-time faculty or staff position in another unit at the University normally would receive a concurrent appointment rather than an adjunct appointment.

Concurrent: A concurrent faculty appointment is appropriate for staff or faculty who hold full-time positions elsewhere in the University. Appointment to a concurrent position requires the

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recommendation of both the appointing department and the department in which the faculty member holds a full-time position. Compensation for a concurrent appointment is subject to certain limitations based on overall compensation from the University.

Guest: A guest faculty appointment is normally an uncompensated position for an individual with an extended visit to campus to participate in research or other scholarly programs. A guest appointment provides identification and access to University facilities and services for the period of the visit. A guest appointment is inappropriate for an individual who will not be physically present on campus and requiring campus services. The appointment should be for the actual period of the visit, but typically no longer than one year. A guest appointment is renewable.

Emeritus/Emerita: All retired faculty have access to University facilities, including library and computer network identification. Upon retirement from a full-time position, a teaching and research faculty member normally would be promoted to the title of emerita or emeritus. If a retired faculty person will be teaching, submitting grant proposals, managing research funds, or receiving University compensation for his or her scholarly activities, a letter of appointment is necessary. The term of an appointment, when necessary, normally coincides with the academic calendar and is renewable.

Lecturer: A lecturer appointment is used for an individual who visits campus for a short time, typically only part of a semester, for the purpose of presenting lectures or teaching, and who will need access to University facilities and services. The term of the appointment is for the period that the individual will be actually present on campus.

Subsection (g) Fellows of Institutes

Fellows of University institutes are members of the regular or nonregular faculty with a special relationship to University institutes. Their rights and responsibilities are defined by the constitutions of those institutes.

Section 2/Academic Freedom and Associated Responsibilities

Freedom of inquiry and freedom of expression are safeguarded by the University. The rights and obligations of academic freedom take diverse forms for the students, the faculty, and the administration; in general, however, they derive from the nature of the academic life, and they are consistent with the objectives of the University as a community that pursues the highest scholarly standards, promotes intellectual and spiritual growth, maintains respect for individuals as persons, and lives in the tradition of Christian belief.

Specific principles of academic freedom supported at the University include: freedom to teach and to learn according to one's obligation, vision, and training; freedom to publish the results of one's study or research; and freedom to speak and write on public issues as a citizen.

Correlative obligations include: respectful allowance for the exercise of these freedoms by others; proper acknowledgment of contributions made by others to one's work; preservation of the confidentiality necessary in personal, academic, and administrative deliberations; avoidance of using the University to advance personal opinion or commercial interest; and protection, in the course of one's conduct, utterances, and work, of the basic aims of the University and of its good name.

Section 3/Faculty Qualifications and Periods of Service

Subsection (a) Teaching and Research Faculty

The requirements for the rank of instructor are the same as those for assistant professor except that the instructor may not yet possess the doctor's degree or its equivalent in certain fields. The appointment is ordinarily for a one-year period, and may be renewed twice. If the University chooses to terminate the services of an instructor at the end of a contract period, the University will give three months' notice of such termination. If the instructor elects to terminate services, the University should be given three months' notice of such termination. Time spent at this rank does not count toward tenure.

The assistant professor should ordinarily possess the doctor's degree or its equivalent, or, in certain fields, the appropriate professional degree or license. The assistant professor should have demonstrated teaching ability, promise as a scholar, interest in students, and a genuine spirit of study necessary to keep courses continually revised and to assure growth in knowledge and maturity. The initial appointment is ordinarily for a three-year period, but salary is reviewed each year. If the University chooses to terminate the services of an assistant professor at the end of a contract period, the University will give 12 months' notice of such termination. If an assistant professor elects to terminate services, the University should be given three months' notice of such termination, and the end of the notice period should coincide with the end of an academic year. An appointment as assistant professor may be made for a period of one year. In this case, if the University chooses to terminate the services of the assistant professor at the end of the contract period, the University will give six months' notice of such termination; if the assistant professor elects to terminate services, the University should be given three months' notice of such termination.

The associate professor should possess the doctor's degree or its equivalent or, in certain fields, the appropriate professional degree or license. The associate professor should have demonstrated outstanding teaching ability, growth in knowledge and maturity, salutary influence upon students, and standing among colleagues. Notable achievement in scholarship, as shown by significant publication or its equivalent or, where appropriate, by meaningful contributions to public service, will ordinarily be required for this rank. The salary of an associate professor is reviewed each year. If the University chooses to terminate the services of an associate professor without tenure at the end of a contract period, the University will give 12 months' notice of such termination. If an associate professor elects to terminate services, the University should be given four months' notice of this termination, and the end of the notice period should coincide with the end of an academic year.

The professor should possess the qualifications required for appointment as associate professor, should have maintained excellence in teaching, and should have gained widespread recognition as a scholar. The holder of an endowed chair should have achieved distinction as a scholar. Principles regarding review of salary and notice periods are the same for this rank as for associate professor.

Subsection (b) Research Faculty

The requirements for the rank of research specialist are the same as those for a research assistant professor, except that the research specialist may not yet possess the doctor's degree or its equivalent in certain fields. The appointment is ordinarily for a one-year period, with renewal from year to year by mutual agreement. If the University chooses to terminate the services of a research specialist at the end of a contract period, the University will give three months' notice of such termination. If the appointee elects to terminate services, the University should be given three months' notice of such termination.

The research assistant professor should ordinarily possess the doctor's degree or its equivalent or, in certain fields, the appropriate professional degree or license. The research assistant professor should have demonstrated research ability, promise as a scholar, interest in students,

and a genuine spirit of study necessary to assure growth in knowledge and maturity. The initial appointment is ordinarily for a one-year period. The appointment may be renewed on mutually agreeable terms, and salary is reviewed each year. If the University chooses to terminate the services of the research assistant professor at the end of a contract period, the university will give six months' notice of such termination. If the research assistant professor elects to terminate services, the University should be given three months' notice of such termination.

The research associate professor should possess the doctor's degree or its equivalent or, in certain fields, the appropriate professional degree or license. The research associate professor should have demonstrated outstanding research ability, growth in knowledge and maturity, salutary influence upon younger colleagues and students, and standing among colleagues. Principles regarding review of salary and notice periods are the same for this rank as for research assistant professor.

The research professor should possess the qualifications required for appointment as a research associate professor and beyond these should have gained widespread recognition for contributions to a field of knowledge. Principles regarding review of salary and notice periods are the same for this rank as for research assistant professor.

Subsection (c) Library Faculty

The staff librarian should possess a professional library degree from an accredited library school. Salary is reviewed each year. If the University chooses to terminate the services of a staff librarian at the end of a contract period, the University will give three months' notice of such termination. If the appointee elects to terminate services, the University should be given three months' notice of such termination.

The assistant librarian should possess a professional library degree from an accredited library school and have a minimum of three years of qualifying professional library experience. Graduate studies beyond or other than the professional library degree may be substituted in whole or in part for experience. The assistant librarian should give evidence of continuing professional growth and maturity. Salary is reviewed each year. If the University chooses to terminate the services of an assistant librarian at the end of a contract period, the University will give six months' notice of such termination. If the assistant librarian elects to terminate services, the University should be given three months' notice of such termination.

The associate librarian should possess a professional graduate library degree from an accredited library school and have a minimum of six years of qualifying professional library experience. An additional graduate degree may be offered as a partial substitute for experience. The associate librarian should have demonstrated outstanding professional ability, growth in knowledge and maturity, salutary influence on students, and standing among colleagues. Publication or other productive scholarship will ordinarily be required for this rank. Salary is reviewed each year. Principles regarding notice periods are the same for this rank as for assistant librarian.

The librarian should possess the qualifications required for appointment as an associate librarian and beyond these should have gained widespread recognition for extraordinary professional ability and for contributions to scholarship. Principles regarding review of salary and notice periods are the same for this rank as for associate librarian.

Subsection (d) Special Professional Faculty

Members of the special professional faculty are professionals who make a direct and significant academic contribution to the educational process at the University through teaching, research or administration.

The assistant professional specialist ordinarily should possess at least the master's degree or its equivalent or, in certain fields, the appropriate professional degree or license. The initial appointment is ordinarily for a one-year period. The appointment may be renewed on mutually agreeable terms. Salary is reviewed each year. If the University chooses to terminate the services of the assistant professional specialist at the end of a contract period, the University will give

six months' notice of such termination. If the assistant professional specialist elects to terminate services, the University should be given three months' notice of such termination.

The associate professional specialist should possess the qualifications required for appointment as an assistant professional specialist. A minimum of six years of qualifying professional experience, of which at least three are at the rank of assistant professional specialist, will ordinarily be required. The associate professional specialist should have demonstrated outstanding professional ability, growth in knowledge and maturity, standing among colleagues and, where applicable, salutary influence on students. Salary is reviewed each year. Principles regarding notice periods are the same as for assistant professional specialists.

The professional specialist should possess the qualifications required for appointment as an associate professional specialist, ordinarily possess the doctor's degree or its equivalent, and beyond these should have gained widespread recognition for excellence in the field. Principles regarding review of salary and notice periods are the same for this rank as for associate professional specialists.

Subsection (e) Qualifications for Conducting Courses

Anyone having general responsibility for the conduct of a course carrying academic credit must be (1) a member of the teaching and research faculty; (2) a member of any other faculty category whose appointment has been approved for the purpose of conducting a course pursuant to procedures set out in article III, section 4(a); or (3) a graduate assistant duly appointed to teach the course by the chairperson of the department, acting with the departmental Committee on Appointments and Promotions (or by the head of any appropriate academic unit, acting with an appropriate committee of that unit), and approved by the dean. Such graduate assistants should have demonstrated preparation for teaching.

Section 4/Procedure for Appointment, Reappointment, and Promotion

Subsection (a) Teaching and Research Faculty

Appointments and reappointments to, and promotions in, the teaching and research faculty are made by the President, after the following procedures have been carried out. Although anyone may recommend, the formal procedure for determining recommendations is initiated by the chairperson of the department, acting with the departmental Committee on Appointments and Promotions. A faculty member under consideration for reappointment or promotion must be notified by the chairperson in advance of the evaluation process and invited to submit any statement or evidence on the faculty member's own behalf that might be of use to the committee in its deliberations. The chairperson of the department submits written recommendations, along with a written report, approved by the committee, of its deliberations and recommendations, to the dean of the college, who then submits these recommendations to the provost, along with a written personal recommendation. If the dean anticipates disagreement with the recommendation of either a departmental committee or a departmental chairperson, the dean consults formally with the chairperson and the committee jointly before submitting the written personal recommendation to the provost. The results of any such consultations are forwarded to the provost along with the recommendations. The provost, after consultation with such advisers as the provost may choose, submits all recommendations, both positive and negative, and including a personal recommendation, to the President for final action. For reappointment, promotion, and tenure decisions, the provost ordinarily will consult with the Provost's Advisory Committee before making a recommendation to the president.

Appointments to endowed chairs follow the same procedures, with the following modifications. The dean appoints a review committee consisting of faculty members from other departments, colleges or universities, including at least one incumbent of an endowed chair. This committee assesses all nominees and advises the dean as to their quality. The dean submits the recommendations from the department, along with a personal recommendation and a report from the review committee for all nominees, to the provost. When in the dean's view a conflict

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of interest makes it desirable, the dean may require that internal and external candidates be treated separately, with nominations of internal candidates going directly to the review committee. In any event, the dean may require the department to submit the full credentials of more than one candidate.

Whenever the ultimate decision concerning reappointment, promotion, or tenure is negative, the chairperson of the department, upon request of the faculty member concerned, conveys the reasons for this negative decision to the faculty member.

Whenever a recommendation made by a departmental committee is not accepted by the provost or the President, the reasons for such nonacceptance are conveyed to the committee through the dean.

Subsection (b) Research Faculty

Appointments and reappointments to, and promotions in, the research faculty are made by the President, after the following procedures have been carried out. Although anyone may recommend, the formal procedure for determining recommendations is initiated by the chairperson of the approving department {see section 1, subsection (b)}, acting with the departmental Committee on Appointments and Promotions. The formal procedure for appointments, reappointments, and promotions may be initiated also by the director of a University institute. In such case, the director refers further consideration to the department involved in the particular appointment. A faculty member under consideration for reappointment or promotion must be notified in advance of the evaluation process and invited to submit any statement or evidence on the faculty member's own behalf that might be of use in the deliberations. The appropriate chairperson or director submits written recommendations, along with a written report, approved by the appropriate Committee on Appointments and Promotions, of its deliberations and recommendations, to the dean of the college or school, who then submits these recommendations to the provost, along with a written personal recommendation. If the dean anticipates disagreement with the recommendations of the appropriate departmental chairperson (or institute director), or with the committee, the dean consults formally with the chairperson (or the director) and the committee jointly before submitting the written personal recommendation to the provost. The results of any such consultations are forwarded to the provost along with the recommendations. The provost, after consultation with such advisers as the provost may choose, submits all recommendations, both positive and negative, and including a personal recommendation, to the President for final action.

Whenever the ultimate decision concerning reappointment or promotion is negative, the chairperson or director, upon request of the faculty member concerned, conveys the reasons for this negative decision to the faculty member.

Whenever a recommendation made by a departmental committee is not accepted by the provost or the President, the reasons for such nonacceptance are conveyed to the committee through the appropriate dean or director.

Subsection (c) Library Faculty

Appointments and reappointments to, and promotions in, the library faculty are made by the President. Although anyone may recommend, the formal procedure for determining recommendations for appointment, reappointment, and promotion is initiated by the director of University Libraries in consultation with the Committee on Appointments and Promotions. A faculty member under consideration for reappointment or promotion must be notified in advance of the evaluation process and invited to submit any statement or evidence on the faculty member's own behalf that might be of use in the deliberations. Thereafter, the director of University Libraries submits written recommendations to the provost. The provost, after consultation with such advisers as the provost may choose, submits all recommendations, both positive and negative, and including a personal recommendation, to the President for final action.

Whenever the ultimate decision concerning reappointment or promotion is negative, the director of libraries, upon request of the faculty member concerned, conveys the reasons for this negative decision to the faculty member.

Whenever a recommendation made by the library Committee on Appointments and Promotions is not accepted by the provost or the President, the reasons for such nonacceptance are conveyed to the committee through the provost.

Subsection (d) Special Professional Faculty

Appointments and reappointments to, and promotions in, the special professional faculty are made by the President, after the following procedures have been carried out. Although anyone may recommend, the formal procedure for determining recommendations may be initiated by the chairperson of a department, by the director of a University institute, or by the head of any other appropriate University unit. In cases initiated by the chairperson of a department, the chairperson submits a written recommendation to the dean of the college, who submits this recommendation to the provost, along with a written personal recommendation. In other cases, the director or head of the unit makes recommendations directly to the provost. A faculty member under consideration for reappointment or promotion must be notified in advance of the evaluation process and invited to submit any statement or evidence on the faculty member's own behalf that might be of use in the deliberations. The provost, after consultation with such advisers as the provost may choose, submits all recommendations, both positive and negative, and including a personal recommendation, to the President for final action.

Whenever the ultimate decision concerning reappointment or promotion is negative, the chairperson or director, upon request of the faculty member concerned, conveys the reasons for this negative decision to the faculty member.

Subsection (e) Other Appointments

Appointment to a nonregular-faculty category is made by the provost upon the recommendation of a chairperson of a department, the director of a University institute, or a dean. Appointments as fellows are made by the provost on the recommendation of a director of a University institute, in accordance with the constitution of the institute.

Subsection (f) Allegations Involving Academic Freedom, Personal Bias, Procedural Error, or Sex Discrimination

1. By a member of the teaching and research faculty

If a member of the teaching and research faculty alleges that a decision against reappointment, promotion, or promotion to tenure of that faculty member violates academic freedom or is due to personal bias or procedural error, the faculty member notifies the University Committee on Appeals, with a copy to the provost, in writing before October 1 of the year of decision.

The burden of presentation and of establishing a *prima facie* case rests with the appellant. A *prima facie* case is one that has sufficient evidence to establish a violation of academic freedom, personal bias, or procedural error, were such evidence not contradicted and overcome by other evidence. If the University Committee on Appeals is satisfied that there is a *prima facie* case, the University Committee notifies the provost, who initiates the election of three faculty members to review the allegations: these three constitute the Collegiate Appeals Committee. The council of the faculty member's college elects the Collegiate Appeals Committee, all members of which must be tenured and none of whom may be from the appellant's department. If, however, the appellant is from the Law School or the School of Architecture, the appellant designates a college from which the college council elects the Collegiate Committee from among its tenured faculty members. Any person who has had prior involvement with the case, either directly or indirectly, should recuse himself or herself and, if necessary, a replacement should be elected.

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One member of the University Committee on Appeals is selected by that committee to advise the Collegiate Committee. Both the Collegiate Committee and the University Committee have confidential access to all necessary information. The provost resolves any dispute concerning such access to confidential information. The Collegiate Committee may interview people, but all interviews must be conducted by the full committee and not by individual members.

The Collegiate Committee does not consider whether the reappointment or promotion should have been made, but only whether a violation of academic freedom, personal bias, or procedural error that likely affected the outcome has occurred. The Collegiate Committee makes its confidential report to the University Committee on Appeals.

If the University Committee on Appeals determines by majority vote of the full committee that there has been a violation of academic freedom, personal bias, or procedural error of such magnitude that there was a substantial likelihood that it affected the outcome, the entire reappointment or promotion process is begun anew. The University Committee notifies the provost in writing, signed by all members, of its determination and the reasons therefor. The University Committee's report to the provost must include a full copy of the Collegiate Committee's report. When, pursuant to this subsection, the process is begun anew, the provost appoints a monitor, and takes whatever additional measures are necessary, to ensure that the violation, bias, or error does not recur. The monitor, who may have served on the Collegiate Committee, has access to the University Committee's report. The monitor tracks the case through the rehearing, attending the meetings of the committees involved in the violation, bias, or error.

The decision of the University Committee on Appeals regarding an allegation pursued under this subsection normally occurs, and is communicated to the appellant, by December 31 next following the filing of the appeal. The communication to the appellant includes the conclusions of the Collegiate Committee and, if the decision of the University Committee on Appeals differed from those conclusions, a brief explanation for the difference.

If a member of the regular faculty alleges that a decision against reappointment, promotion, or promotion to tenure of that faculty member is the product of discrimination on the basis of sex, the faculty member may proceed with an appeal as outlined in Appendix A to these articles.

2. *By a member of the research faculty, library faculty, or special professional faculty*

If a member of the research faculty, library faculty, or special professional faculty alleges that a decision against reappointment or promotion of that faculty member violates academic freedom or is due to personal bias or procedural error, the faculty member notifies the provost in writing before October 1 of the year of decision. The provost then initiates the election of a committee of three faculty members, none below the rank of associate, to review the allegations. If the appellant is a member of the research faculty, the council of the faculty member's college elects the committee, none of whose members may be from the appellant's department. If the appellant is a member of the library faculty, the library faculty elects the committee. If the appellant is a member of the special professional faculty, the special professional faculty elects the committee.

The burden of presentation and of establishing a *prima facie* case rests with the appellant. A *prima facie* case is one that has sufficient evidence to establish a violation of academic freedom, personal bias, or procedural error, were such evidence not contradicted and overcome by other evidence. If there is a *prima facie* case, the committee pursues the investigation. The committee has confidential access to all necessary information. The provost resolves any dispute concerning such access.

The committee does not consider whether the reappointment or promotion should have been made, but only whether a violation of academic freedom, personal bias, or procedural error that likely affected the outcome has occurred. The committee then makes its confidential report to the provost.

If, in consultation with the President, the provost determines that there has been a violation of academic freedom, personal bias, or procedural error of such magnitude that there was a substantial likelihood that it affected the outcome, the entire reappointment or promotion process is begun anew. When, pursuant to this subsection, the process is begun anew, the provost appoints a monitor, and takes whatever additional measures are necessary, to ensure that the violation, bias, or error does not recur. The monitor, who may have served on the review committee, has access to the committee's report. The monitor tracks the case through the rehearing, attending the meetings of the committees implicated in the violation, bias, or error.

The decision of the provost regarding an allegation pursued under this subsection normally occurs, and is communicated to the appellant, by December 31 next following the filing of the appeal. The communication to the appellant includes the conclusions of the review committee and, if the decision of the provost differs from those conclusions, a brief explanation for the difference.

If the provost is immediately involved in an allegation under this subsection, the review committee makes its confidential report to the President. In that event, the President makes the determination concerning the alleged violation, bias, or error, makes the communication to the appellant, and takes the precautionary measures called for by this subsection.

If a member of the research faculty, library faculty, or special professional faculty alleges that a decision against reappointment, promotion, or promotion to tenure of that faculty member is the product of discrimination on the basis of sex, the faculty member may proceed with an appeal as outlined in Appendix A to these articles.

Section 5/Tenure

Subsection (a) Qualification for Tenure

Tenure is permanence of appointment. Its principal purpose is the protection of academic freedom. Tenure may be granted to and held only by members of the teaching and research faculty holding University appointments at ranks other than instructor. Tenure is granted only in writing, in a contract or letter of appointment.

Members who are appointed or promoted to the rank of professor or associate professor, except in the Law School, will not be retained without tenure for longer than four years (if that entails concluding with a fall semester, then four-and-one-half years) total service at Notre Dame, including service at previous regular teaching and research ranks other than instructor. Members who are appointed to or promoted to the rank of assistant professor will not be retained in that rank without tenure for longer than seven years of service (respectively seven-and-one-half years).

The probationary periods specified in this subsection are increased by one year for each appointment extended pursuant to the University policy on primary caregivers. In no event, however, is a probationary period increased, under this policy or otherwise, more than a total of two years (respectively two-and-one-half years). Nothing in this subsection (a) prevents the offer of tenure to a member who has served less than the specified maximum probationary period.

Evaluation of a member for tenure should generally be guided by, among other considerations, the criteria for appointment or promotion to the rank of associate professor set out in section 3. Granting of tenure will not, however, necessarily entail promotion to that rank for assistant professors.

Subsection (b) Discontinuance of an Academic Division

Discontinuance of one of its academic divisions may oblige the University to terminate the services of faculty in that division. A *bona fide* effort shall be made to relocate elsewhere in the University such faculty members, especially those with tenure. If a faculty member's appointment is terminated for this reason, it shall be continued for at least 12 months from the date of notification.

Subsection (c) Concurrent Appointments

When administrators (other than departmental chairpersons) or members of other faculties are given a concurrent appointment to the teaching and research faculty, such time is not computed toward tenure, unless otherwise specified in a letter of appointment.

Subsection (d) Dismissal

Except for circumstances described in subsection (b), or circumstances of extreme financial exigency to the University, faculty members with tenure may be dismissed only for serious cause, as provided in section 6 of this article.

Section 6/Dismissal for Serious Cause

Subsection (a) Definition of Serious Cause

The University may terminate the services of any member of the faculty for serious cause. "Serious cause" consists of one of the following: dishonesty, professional incompetence or continued neglect of academic duties, regulations, or responsibilities; conviction of a felony; continual serious disrespect or disregard for the Catholic character of the University; or causing notorious and public scandal.

Subsection (b) Procedures for Establishing Serious Cause for Dismissal

If it is necessary to consider the dismissal of a faculty member for serious cause, the following criteria and procedures are observed. Before formal charges involving dismissal for such cause are brought against a faculty member, the provost appoints two members of the Academic Council to attempt conciliation in private. If conciliation fails and if the accused faculty member requests a hearing, the administration informs the accused of the charges in writing and makes its charges known to the Academic Council. The Academic Council elects a committee of five tenured members from the teaching and research faculty to conduct a formal hearing. The accused faculty member is given reasonable time to prepare the defense. At the hearing the faculty member has the right to bring counsel, to confront the accusers and adverse witnesses for questioning, and to present witnesses in that faculty member's own behalf. A full stenographic report of the hearing is made available to all parties. The hearing committee presents in writing its findings and recommendations to the provost and to the accused faculty member. On the basis of the committee's report, the provost makes a determination of the case and informs the charged faculty member and the members of the hearing committee in writing of the decision. If the decision is for dismissal, the faculty member has the right to appeal to the President of the University within 10 days after receipt of notice of the decision. If there is an appeal, the President directs the Academic Council to elect a review board of five tenured members, none of whom served on the hearing committee, to study the case and submit a recommendation to the President, who then makes the final decision.

In cases where the cause is notorious and public scandal or conviction of a felony, dismissal may immediately follow the final decision as reached by the procedures defined above. For any other serious cause, dismissal will be effective one year after notice of the final decision to the member, or at the expiration of the period fixed in the contract for services, whichever date first occurs.

Subsection (c) Suspension

In extraordinarily grave cases, the President may, pending execution of the procedures set out in article III, section 6, subsection (b), immediately suspend a faculty member from participation in all University activities. In all cases arising under section 6, the accused faculty member, even if suspended, is entitled to full salary at least until the final decision provided for under that section is reached.

Section 7/Contracts for Services

The agreement for faculty services between the University and a member of the faculty is stated in a written contract. Nothing in a contract or untenured appointment implies an undertaking by the University to reappoint that member of the faculty.

Section 8/Faculty Services

The University expects members of the faculty to make contributions to sound instruction and to significant scholarly inquiry. Members of the faculty have the further obligation to participate in the processes by which the conditions for teaching, learning, and scholarly inquiry are determined and administered in the University. Also, members of the faculty are available to students for that further kind of tutelage that ranges beyond the strictly academic.

The University acknowledges that public service to society beyond the campus and the academic community, when consistent with one's obligations to the University, appropriately enhances one's academic services.

The University encourages each of its departments, schools, or institutes to call upon the services of an individual member of the faculty according to that member's current interests and talents, and in light of the aims and needs of the program.

For each semester, the chairperson, dean, or director devises for each member of the faculty a schedule of service to the program. This schedule is presented to the appropriate administrators for review, coordination, and approval.

Members of the faculty are required to attend formal meetings of the faculty of the University, college or school, and department as appropriate, and to attend, in academic garb when requested, commencement exercises and other formal academic events.

Section 9/Faculty Grievance Procedures

A grievance is a claim by a faculty member to have suffered substantially unfair or unprofessional treatment in matters unrelated to dismissal or severe sanctions, compensation, reappointment, promotion, or tenure. Examples of grievable actions include, but are not limited to: violations of academic freedom; arbitrary changes in teaching assignments or workloads; involuntary repositioning within the University; and unilateral alteration of the terms of appointment.

A faculty member asserting a grievance should, before invocation of the procedure below, seek informal resolution by making the grievance known to administrators in successive echelons until the matter is satisfactorily resolved, or until the grievance is denied by the appropriate dean or director. If the attempt to achieve a resolution fails, the aggrieved may submit a written petition to the chairperson of the Faculty Grievance Committee (hereafter "the committee"). (See subsection (a) below.)

The petition, accompanied by any supporting documentation in the petitioner's possession, should set forth in detail the nature of the grievance and the person against whom the grievance is directed.

The chairperson of the Faculty Grievance Committee appoints a panel of three members from the committee.

The panel must consult with the grievant, the person against whom the grievance is directed and, as necessary, with other members of the faculty and administration and will conduct such other investigation as the panel deems appropriate. In any investigation, the panel has confidential access to all necessary information. In any dispute concerning such access the provost and the chairperson of the Faculty Grievance Committee will seek a resolution. Should no resolution be possible, the President will have final authority and must provide, in writing, a compelling reason if access to requested information is denied. The panel will take all steps

necessary to protect confidential statements and materials.

At all stages of its process, the panel should seek settlement of the grievance satisfactory to the parties. If in the opinion of the panel such a settlement is either impossible or inappropriate, the panel, at the conclusion of its process, issues its written recommendations to the parties, and both a written report and recommendations to the provost who makes the decision.

Absent extenuating circumstances, the panel should complete its process within 60 days of its receipt of the petition.

Upon receipt of the report, the provost may either render a decision or ask the panel to investigate and consider the matter further.

If the provost is immediately involved in the grievance, the report and recommendations go to the President for a decision.

If redress is recommended by the panel, but denied by the provost or President, that administrative official meets with the panel, and also with the petitioner, and gives the petitioner, in writing, compelling reasons for rejecting the recommendations.

The panel maintains the strictest confidence consistent with its duties. This includes all proceedings, investigations, or discussions, all information or documents secured, and all recommendations made in connection with their responsibilities under this section. Nothing in this section entitles any petitioner to access any confidential information.

Subsection (a) Composition of the Faculty Grievance Committee

The committee consists of nine members, one of whom is elected by and from each of the following: the faculty of the College of Arts and Letters; the faculty of the College of Science; the faculty of the College of Engineering; the faculty of the Mendoza College of Business; the faculty of the Law School; the faculty of the School of Architecture; the library faculty; the special professional faculty; and the research faculty. Members serve staggered, three-year terms. No one may serve two consecutive terms.

The chairperson, elected yearly by the committee, sends a written report annually to the Academic Council before the beginning of each academic year. The report includes only the total number of grievances filed during the preceding year and the general categories into which the grievances fell.

Section 10/Faculty Salaries

The services of members of the teaching and research faculty are usually engaged for the academic year of two semesters; and in such cases salaries are for services during that period. If appointed for the summer session, such members receive additional compensation.

In other cases the services of members of the faculty are usually engaged for the full year of 12 months. Such members serve in the summer period without additional compensation. Research and study are also recognized as summer services, and periodic summer leaves of absence with pay can be granted to members who are on full-year contracts.

Members who are engaged in University research projects supported by outside agencies during the periods for which their services are contracted are not compensated for such work in addition to their regular salaries.

Section 11/Leave of Absence

Consistent with its views on faculty services, the University recognizes the importance, for its own well-being, of faculty leaves of absence. The University does not, however, subscribe to rigid formulae for such leaves. Requests for a leave of absence must ordinarily be submitted to the chairperson of the department or other appropriate academic officer at least six months in advance of the beginning of the period of leave requested. Leave of absence is also granted as

Article III, continued

indicated in the medical leave of absence policy and the family and medical leave policy. Leave of absence officially granted by the University with or without remuneration is counted as service for purpose of tenure and promotion unless otherwise expressly stipulated.

Section 12/Retirement

A member of the faculty may retire and become emeritus on the first day of September following the faculty member's 65th birthday. A faculty member who has attained age 55 with 15 years of service or age 62 with 10 years of service may retire and become emeritus at an earlier age. A faculty member may also retire at an earlier age due to disability as established under the University's long-term disability plan.

Some retired faculty members may be permitted to continue active service beyond their retirement date. Such active service shall be on a year-to-year appointment basis.

Retired faculty are permitted to use the University facilities for study and research, as available, and are eligible to receive support from the University's research fund.

*Article IV,
Organization of the
Faculty*

Section 1/Academic Organization

The faculty is organized into colleges, schools, departments, institutes and centers, and the library.

Section 2/Meetings

The faculty as a whole meets at least once a year on a date fixed by the President. Additional regular or special meetings may be called at the President's discretion.

The faculty of each academic organization meets at least once each semester to consider the business, policies, and development of its interests. Meetings are called by the appropriate academic officer; such a meeting must be called, and/or an item placed on the agenda, upon written petition of at least 25 percent, or 25 members, of the faculty concerned, whichever is smaller, unless otherwise expressly stipulated herein. A department may place any item on the agenda of its college or school meeting. Recommendations of individual members of the faculty for the agenda should be made to the appropriate academic officer at least one week in advance. The appropriate academic officer chairs such meetings, or may choose to have such meetings chaired by a faculty member elected for that purpose.

Ex officio members of the Academic Council and of the college councils may, if necessary, be represented at meetings by their deputies. Elected members may be represented by elected alternates. In both cases the substitutes have speaking but not voting privileges.

Minutes of all meetings are recorded and distributed promptly to the faculty of the academic organization involved, the President of the University, the provost, the dean of the college, and, where appropriate, the vice president for Graduate Studies and Research.

Section 3/Committees of the University

Subsection (a) The Academic Council

The Academic Council consists of the President, who chairs the council; the provost; the executive vice president; the vice president and senior associate provost; the vice presidents and associate provosts; the vice president for Student Affairs; the vice president for Graduate Studies and Research; the chairperson of the Faculty Senate and the chairpersons of the four standing committees of the Faculty Senate; the deans of the colleges; the dean of the Law School; the dean of the School of Architecture; the dean of the First Year of Studies; the director of University Libraries, and 20 elected faculty members and three additional faculty-at-large ap-

Article IV, continued

pointed by the chair of the Academic Council. In addition, there are six student members: one is the academic commissioner of the student government, another a student from the Graduate School, one from the other programs of advanced studies, and three undergraduates from the three colleges not represented by the academic commissioner of the student government. Student members are selected according to procedures approved by the Academic Council.

The faculty members are elected by and from the faculty of the respective colleges, the School of Architecture, and the Law School, as well as the library faculty and the special professional faculty, in numbers proportional to the size of the faculty involved, except that each category of faculty shall elect at least one member. Faculty members are elected by simple majority vote, and they are elected and may be reelected, for a term of three years, in such a manner that one-third of the elected membership is elected each year.

The principal functions of the council are to determine general academic policies and regulations of the University; to consider the recommendations of the Graduate Council; to approve major changes in the requirements for admission to and graduation from the colleges and schools and in the program of study offered by colleges, schools, and departments; to authorize the establishment, major modification, or discontinuance of any academic organization or degree program of the University; and to provide for review, amendment, and final interpretation of the academic articles, without prejudice to article V. The decisions of the council are by majority vote and are subject to the approval of the President.

The council meets at least once each semester. Meetings are called by the President. The President may call a meeting upon request of a member of the council, and does call a meeting at the earliest possible time upon petition of six members of the council. Any member of the council may propose an item to the President for the agenda, and any six members may place an item on the agenda.

The council has an Executive Committee composed of the provost, who chairs the committee, a vice president and associate provost designated by the provost, the chairperson of the Faculty Senate, five members elected annually by and from the council and three members appointed annually from the council by the President.

Subsection (b) The Faculty Senate

Each department in the College of Arts and Letters, the College of Science, the College of Engineering, and the Mendoza College of Business has one senate seat. The School of Architecture and the Law School each has one senate seat. The College of Science has two additional seats. The Mendoza College of Business and the College of Engineering each have one additional seat. The above senators are elected from the teaching and research faculty in the departments and colleges. The programs of military science have one seat, with that single senator representing all three of those programs. The remaining seats are distributed on an at-large basis as follows: the emeritus faculty has two seats; the special professional faculty has three seats; the library faculty has two seats; and the research faculty shall have one senate seat. Senators are elected for a term of three years, by majority vote, with one-third of the membership elected each year.

The senate has five general officers: a chairperson, a vice-chairperson, a treasurer, and two co-secretaries. It has four standing committees; the chairpersons of those committees are elected annually by the entire senate by majority vote. The chairperson of the senate and the chairpersons of the four standing committees are *ex officio* members of the Academic Council. The senate also has an Executive Committee. It consists of the five general officers and the chairpersons of the four standing committees. That committee meets regularly during the academic year to prepare the agenda for senate sessions, and it meets semiannually with the Executive Committee of the Academic Council to discuss issues of common concern and, where possible,

to coordinate the work of the senate with the work of the council.

The Faculty Senate meets at least twice each semester, and more often as its Executive Committee deems appropriate or as its by-laws provide. The senate's range of concern extends to matters affecting the faculty as a whole and to matters on which a faculty perspective is appropriate. The senate seeks to formulate faculty opinion and for this purpose may, at its discretion, conduct faculty meetings and referenda. The senate also receives from other groups in the University items requiring consideration by the faculty. With respect to matters of academic concern, the recommendations of the senate are referred to the Executive Committee of the Academic Council, which shall place the recommendations on the agenda of the council.

The Faculty Senate has the authority to adopt by-laws that govern its internal operations.

Subsection (c) The University Committee on the First Year of Studies

The University Committee on the First Year of Studies advises the dean of the First Year of Studies in academic matters pertaining to the first year program. Its members include the dean of the first year, who chairs the committee, the assistant deans of the first year, faculty representatives appointed by the deans of the colleges and the School of Architecture, and one student appointed by the President in consultation with the dean of the first year of studies and the student body president.

Subsection (d) The Graduate Council

The membership of the Graduate Council is as follows:

1. nine *ex officio* members (vice president for Graduate Studies and Research, associate vice president for Graduate Studies and Research, associate vice president for Graduate Studies, dean of the College of Arts and Letters, dean of the College of Engineering, dean of the Law School, dean of the Mendoza College of Business, dean of the College of Science, and director of University Libraries);
2. six members elected as follows: two elected by and from the teaching and research faculty of the College of Arts and Letters (one from the divisions of arts/humanities, one from the division of social sciences), one elected by and from the teaching and research faculty of the College of Engineering, one elected by and from the teaching and research faculty of the College of Science, one elected by and from the teaching and research faculty of the School of Architecture, and one elected by and from the research faculty; these six members serve staggered three-year terms;
3. six members of the Academic Council (at least five of whom must come from the elected members of the Academic Council); these six members serve one-year terms;
4. four faculty members appointed by the Vice president; these four members serve one-year terms; and
5. two graduate students selected according to procedures and terms determined by the council.

The Graduate Council reviews the policies, practices, and procedures of the Graduate School. The council meets at the call of its chairperson, who may call a special meeting upon request of any council member, and who must do so upon petition of 20 percent of the council members. The group comprised of the members of the Graduate Council who are also members of the Academic Council (the six described in item 3 above as well as any other overlap members) has right of agenda on the Graduate Council. The decisions of the council are by majority vote and are subject to the approval of the vice president.

Subsection (e) The University Committee on Research and Sponsored Programs

The University Committee on Research and Sponsored Programs consists of the vice president for Graduate Studies and Research, who chairs the committee; the vice president for Business Affairs; the associate vice president for Graduate Studies and Research; 10 faculty members

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actively involved in research or research management: two with tenure elected by and from the teaching and research faculty of each of the colleges, one with tenure elected by and from the teaching and research faculty of the Law School, and one elected by and from all research faculty attached to University institutes. Elected members serve staggered three-year terms.

Among its principal functions, the University Committee on Research and Sponsored Programs formulates policies for sponsored research and sponsored educational programs; makes recommendations for the planning, establishment, and operation of interdisciplinary facilities for the conduct of sponsored research; serves as an avenue of communication among the administrative officers of the University and the members of the faculty and staff engaged in sponsored research and sponsored educational programs; disseminates to the faculty information about committee actions; and receives suggestions for future action.

Subsection (f) The University Committee on Libraries

The University Committee on Libraries reviews policies and practices relating to library resources and services and provides oversight of the development of the libraries. It constitutes a principal interface between the campus units responsible for providing information resources and services, and it also serves as a communications link between the libraries and the University community.

The committee consists of the director of University Libraries, the director of the Law Library, the assistant provost for Information Technology, and 13 others: one elected by and from the teaching and research faculty of the Law School, of each of the Colleges of Business, Engineering, and Science, of each of the graduate divisions of humanities and social sciences, and of the School of Architecture together with the faculty in the fine and performing arts; one elected by and from the faculty of the University Libraries; three elected at large by and from the teaching and research faculty of the University; and two student members. Student members are selected annually according to procedures approved by the committee. Elected members serve staggered three-year terms.

The committee annually elects a chair from the elected members. It meets at least twice each semester, publishes its approved minutes in *Notre Dame Report*, and reports annually to the Academic Council.

Subsection (g) The University Council for Academic Technologies

The University Council for Academic Technologies considers policies, practices, and procedures related to University computing and information services. The Council provides a forum for collaboration between faculty, students and the Office of Information Technologies to identify needs for, and direction of, teaching and research computing. The UCAT is an advisory body to the University CIO (Chief Information Officer). The Committee has twenty members, comprised of seven elected, seven appointed, and six *ex-officio* members. One member is elected by and from the regular faculties of each of the following: the College of Arts and Letters, the College of Engineering, the College of Science, the Law School, the Mendoza College of Business, the School of Architecture, and the University Libraries. Elected members serve staggered three-year terms and may be re-elected. The Deans of the Colleges of Arts and Letters, Engineering, Law, Science, and the Mendoza College of Business, each appoint one member. The Student Body President appoints one undergraduate student and the President of the Graduate Student Union appoints one graduate student. Finally, the Provost appoints one academic administrator. All appointments are for one year and are renewable. The Chief Information Officer of the University, the Director of the University Libraries, the University Registrar, the Director of the Kaneb Center, and the Director and Associate Director of Educational Technologies and Services are *ex-officio* members. The Chief Information Officer of the University serves as chairperson.

Subsection (b) The University Committee on International Studies

The University Committee on International Studies provides a forum for deliberations involving the wider University community in Notre Dame's international activities, including foreign study programs, faculty and student exchanges, foreign language study, library resources, faculty development, and curricular and extracurricular international activities. Initiatives, ideas, and goals are discussed by this group and its advice solicited by those responsible for international activities.

Statutory members are an associate provost, designated by the provost, who chairs the committee; the assistant provost for International Studies; and the director of International Study Programs. Each college council elects a member from its teaching and research faculty. Four members of the regular faculty are appointed by the provost. In addition, two student representatives are selected by the President. Elected and appointed faculty members serve staggered three-year terms. Student members serve one-year terms. Meetings are called by the associate provost or by a petition of five members. The directors of the international institutes, e.g., Kellogg, Kroc, Keough, Nanovic, and Civil and Human Rights, should be invited to the meetings when appropriate.

The committee meets at least once a semester to discuss relevant matters and hear reports on appropriate topics, including information on numbers of students applied for and selected for international study programs, possible new initiatives, problems specific to one or more international study programs, and faculty developments in international studies, including grant programs, openings and hires, research agendas, and activities arising in the institutes, area studies or clusters. In particular, each international study program should undergo an evaluation every five years. These reports are submitted to, and discussed by, the committee. The minutes and documents from the meetings are provided directly to the Academic Council's Committee on Undergraduate Affairs and the minutes published in *Notre Dame Report*.

Subsection (i) The University Committee on Continuing Education

The University Committee on Continuing Education is responsible for developing policies and procedures regarding conferences and continuing education activities. Its members include an associate provost, who chairs the committee, the deans of the colleges, the dean of the Law School, and the director of Continuing Education.

Subsection (j) The University Committee on Admissions, Scholarships, and Financial Aid

The University Committee on Admissions, Scholarships, and Financial Aid consists of the vice president for Student Affairs, the deans of the colleges, the dean of the First Year of Studies, the registrar, a faculty member from each college elected by the college council, two faculty members appointed by the President, the director of Admissions, who chairs the committee, and the director of Financial Aid, who serves as executive secretary. Elected and appointed members serve staggered three-year terms. The committee considers policies and procedures relating to admissions and to the award of scholarships and financial aid to undergraduate students, and makes appropriate recommendations to the Academic Council through the director of Admissions.

Subsection (k) Faculty Board on Athletics

The Faculty Board on Athletics consists of 15 members—seven elected, four appointed, and four *ex officio* members. Seven members of the board are elected as follows: one elected by and from the teaching and research faculty of each college, one elected by and from the teaching and research faculty of the Law School, and two elected at large from the teaching and research faculty. Four members are appointed by the President—three are appointed from the teaching and research faculty and one appointed annually from the student body. The vice president for

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Student Affairs, the director of Athletics, the director of Academic Services for Student-Athletes and a representative of the Office of the President serve as *ex officio* members. Only appointed and elected members of the teaching and research faculty, the vice president for Student Affairs, and the student representative can vote on matters before the board.

The president appoints the chair of the Faculty Board from among the tenured teaching and research faculty elected or appointed to the board. The chair, who functions as the faculty athletic representative to the National Collegiate Athletic Association, calls meetings of the Faculty Board on a regular basis and develops the board's agenda. Members of the faculty and the members of the Faculty Board may propose items for the board's agenda. The chair meets periodically with the President to discuss issues of interest or concern to the board.

Elected and appointed faculty members serve staggered three-year terms and no faculty member may serve more than two consecutive terms. The President appoints the chair to a three-year term and may renew the chair for one additional three-year term. Previous service as a member of the Faculty Board does not preclude an individual's appointment or renewal as chair.

The Faculty Board on Athletics serves as the principal advisory group to the President on educational issues related to intercollegiate athletics. In that capacity, the board fosters the University's commitment to academic integrity within the athletic program, strives to ensure that the University's athletic program operates in consonance with its educational mission, and actively promotes the welfare and educational success of the University's student-athletes. The board also functions as a formal liaison between the faculty and the Athletic Department.

In carrying out its charge, the board periodically reviews policies, procedures, and practices that impact the educational experience of student-athletes and advises the President of its findings. The board provides appropriate mechanisms that seek the comments and concerns of student-athletes. Periodically, the board reviews data on admission of student-athletes, academic performance, progress toward degree, and graduation rates and assesses the effectiveness of institutional support for student-athletes. In addition, the board sets and modifies, as necessary, guidelines for all student petitions for a fifth year of athletic eligibility and decides whether to approve each petition. The board reviews and amends, as necessary, guidelines for all intercollegiate athletic schedules and qualifications for the captains of all University teams and decides whether to approve any schedule or captain candidate not in compliance with those guidelines. The board also assesses and revises, as necessary, procedures for resolving conflicts between final examinations and post-season championship tournaments. In its role as liaison to the broader faculty, the Faculty Board disseminates appropriate, nonconfidential information and initiates discussions on educational issues related to intercollegiate athletics of concern to the faculty and administration. The board may assume other duties as assigned by the President.

When necessary, the Faculty Board on Athletics may be called into executive session by its chair or the President. During executive session it may be appropriate for the director of Athletics, the director of Academic Services for Student-Athletes, or both, to be excused from the proceedings.

Subsection (I) University Committee on Women Faculty and Students

The University Committee on Women Faculty and Students will consist of 17 elected and appointed representatives from the faculty and students of the University. Thirteen members of the committee will be elected and four appointed by the President. Of the 13, seven will be elected from the teaching and research faculty of the colleges and schools: two from Arts and Letters, one from Business, one from Engineering, one from Science, one from Law, and one from Architecture; one will be elected from the Library Faculty; and one from the special professional faculty of the University. Four students—two undergraduates and two graduates—will be selected to serve by the appropriate elected representatives (Student Government and Graduate Union). The remaining committee members will be appointed by the President.

Elected committee members will serve staggered three-year terms. Appointed members serve one-year renewable terms. No one will serve for more than six consecutive years. The committee will elect as chair one of the tenured women serving on the committee. One of the appointed members will serve as liaison to the University's academic administration. The chair and one member of the committee will serve as liaison to a University Committee on Women Staff, upon the establishment of such a committee.

The University Committee on Women Faculty and Students will consider policies, practices and the general environment at the University as they relate to women faculty and students. The committee will serve in an advisory capacity reporting to the President through the provost. The committee may make recommendations for action to the President, or, as he directs, for action by the other officers of the University and the Academic Council. The committee should meet regularly and should publish a record of its deliberations in *Notre Dame Report*.

Subsection (m) Provost's Advisory Committee

The Provost's Advisory Committee is composed of the deans of the colleges, the dean of the Law School, the dean of the School of Architecture, the dean of the First Year of Studies, the vice president for Graduate Studies and Research/dean of the Graduate School, 11 elected faculty members, and such other persons as the provost appoints. The elected members are elected by simple majority vote and are elected by and from the colleges and schools as follows: four from the College of Arts and Letters, two each from the Colleges of Business, Engineering, and Science, and one from the Law School. Faculty members of the School of Architecture will stand for election and vote with the faculty of the College of Engineering. The elected faculty members must be from the teaching and research faculty and hold the rank of full professor with tenure. The elected members serve staggered three-year terms. Currently, slightly less than one-half of the membership of the Provost's Advisory Committee is composed of elected members; it is hoped that they will continue to be approximately one-half of the members. The Provost's Advisory Committee advises the provost about academic matters, especially about the reappointment, tenure, and promotion of members of the teaching and research faculty.

Subsection (n) University Committee on Appeals

The University Committee on Appeals considers appeals from members of the teaching and research faculty who have been denied reappointment, promotion, or promotion to tenure. The University Committee on Appeals consists of five elected members. The elected members are elected by simple majority vote, one elected by and from the teaching and research faculty of each of the colleges and one from the Law School. A faculty member may not simultaneously serve on the University Committee on Appeals and as a member of the Provost's Advisory Committee and is ineligible for membership on the Committee on Appeals for the year following conclusion of a term on the Provost's Advisory Committee. The members of the Committee on Appeals must be from the teaching and research faculty and hold the rank of full professor. The members serve staggered three-year terms. In addition, if an appellant is from the same department as the committee member from his or her college, the college will elect an alternate member from another department who, for purposes of considering that appeal, will sit in place of the member from the appellant's department.

Subsection (o) Academic and Faculty Affairs Committee of the Board of Trustees

The Academic and Faculty Affairs Committee of the Board of Trustees has invited eight faculty members to join the committee. Seven of the eight faculty members are to be elected by simple majority vote as follows: one each elected by and from the Colleges of Business and Science, the Law School and the Library; one elected by and from the School of Architecture and the

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College of Engineering, combined, and two from the College of Arts and Letters—one elected by and from the Humanities and Fine Arts division of the college and one elected by and from the Social Science division of the college. The eighth faculty representative, who is the chair of the Faculty Senate, serves as an *ex officio* member of the committee. Elected members serve three-year staggered terms and may be re-elected for an additional three-year term, provided, however, that no member may serve more than two consecutive terms. The elections are arranged by and overseen by the college councils, the Law School, the School of Architecture, and the Library.

Section 4/College Councils

The college council of each undergraduate college consists of an equal number of *ex officio* and elected members. The *ex officio* members of each undergraduate college consist of the dean of the college, associate and assistant deans, the chairpersons of all departments under the jurisdiction of the college, and any other administrators designated by the respective college council. All faculty of the college are eligible to vote for representatives, and all members of the faculty of the college are eligible for election. Representatives are elected for terms of three years, in such a manner that one-third are elected each year, and may be reelected. Each college council also has student representatives elected or selected according to procedures, numbers, and terms decided by each council. The dean chairs the council and appoints its secretary.

The college council reviews the policies, practices, and procedures of the college. The council meets at the call of the chairperson, and any council member may request the chairperson to call a special meeting. The chairperson also calls a meeting upon petition of 20 percent of the council members. Decisions of the council are by majority vote and subject to the approval of the dean. At its discretion, the council may call meetings of or conduct referenda among the college faculty.

Section 5/Departmental Committees

Subsection (a) Committee on Appointments and Promotions

To implement the procedures set out in article III, section 4, each department of the various colleges has a Committee on Appointments and Promotions, chaired by the department chairperson. All members must be tenured professors or associate professors. The exact composition of the committee and the manner of selection of its members are determined by an organization plan that must be approved by a majority vote of all faculty of the department and by the dean of the college. Absent unusual circumstances, the dean will not approve an organization plan permitting associate professors to participate in the processing of promotions to professor. An organization plan may provide for a discrete committee to process such promotions. Each organization plan must contain a provision for its own amendment.

All members of the committee are obliged to respect the strictly confidential nature of its proceedings, including deliberations, opinions, votes, recommendations, minutes, and other documents. Committee documents are available to succeeding committees to the extent necessary to the appropriate conduct of their business. Nothing in this paragraph precludes the chairperson from conveying to the faculty member involved the essence of a committee's periodic evaluation unrelated to a specific reappointment or promotion case.

Analogous committees exist in the Law School, the School of Architecture, and the Library.

Subsection (b) Other Departmental Committees

Each department of the University may establish various committees within its body to study its concerns and activities and to make recommendations regarding them. Such committees may be established by the chairperson of the department or by majority vote at a departmental

Article IV,
continued

Article V, Procedures
for Reviewing and
Amending the
Academic Articles

Appendix A,
Appeal Procedure for
Contract Renewal,
Promotion, or Tenure
Decisions Allegedly
the Product of Sex
Discrimination

faculty meeting.

Section 6/Elections Committees and Procedures

From each college faculty, from the Law School faculty, from the Architecture School faculty, and from the Library faculty, the appropriate council or representative body annually elects an Elections Committee. This committee solicits interest from the college, school, or library faculty in standing for election. The election slate consists of all faculty showing such interest, as well as others nominated by the committee and willing to serve. Except when otherwise provided by these academic articles, faculty members to be elected to committees of the University, of the college or of the library are elected by the regular faculty of the college, school, or library.

The University Committee on Elections, consisting of one member elected by the appropriate council or representative body from each of the Elections Committees and one member of the special professional faculty selected by the provost's office, conducts elections for university-at-large positions.

In college or University elections, each ballot contains appropriate biographical information. A faculty member on leave is permitted to vote in college or University elections, but it is the faculty member's responsibility to keep informed about elections and to find a means to participate in a timely manner. Except when otherwise provided by these articles, in college or University elections a candidate who receives the highest number of votes is elected if he or she receives at least one-third of the total votes cast for the position. All elections shall be conducted in a timely fashion and should ordinarily be conducted during the academic year. In the School of Architecture and the Law School, both of which consist of a single department, elections that would be departmental elections if conducted in the other colleges are treated as departmental elections and are subject to departmental procedures.

The academic articles are reviewed periodically, but at least every 10 years, in a manner to be prescribed by the Academic Council.

Amendments of the academic articles may be proposed at any time to the Academic Council by the provost, by the Faculty Senate, or by a two-thirds vote of the faculty in any college, school, or the library, or by 30 faculty members representing at least five departments of the University.

Those matters in these articles that derive from the bylaws of the Board of Trustees may be amended only after amendment of the bylaws. Ordinarily any amendments desired by the Board of Trustees will be referred by the board in the first instance to the Academic Council for its action.

Amendments to these articles become effective when they are approved by the President and the Board of Trustees.

Appendix A

Appeal Procedure for Contract Renewal, Promotion, or Tenure Decisions Allegedly the Product of Sex Discrimination*

a. Following an adverse decision on contract renewal, promotion, or tenure, which a faculty member believes was the product of discrimination based on sex, the faculty member must consult with the faculty member's department chair, dean, and the provost, in that order, or in the case of library faculty, with the Library director and then the provost. Such consultation must be completed within 60 days (excluding June, July, and August) after notification of the original adverse decision.

*Appendix A,
continued*

b. If the faculty member (the “petitioner”) is not satisfied after such consultation, the petitioner may, no later than 60 days (excluding June, July, and August) after notification of the original adverse decision or 30 days after the decision of the provost following consultation, whichever is later, submit a petition to the provost requesting a review of the petitioner’s case and setting forth the following information:

- (i) a description of the contract renewal, promotion, or tenure decision complained of;
- (ii) a specific allegation that the decision was the product of discrimination on the basis of sex, together with a statement of such facts supporting that allegation as are then known to the petitioner; and
- (iii) such documents supporting that allegation as are then available to the petitioner.

c. After receiving a petition in accordance with subparagraph b. above, the provost shall give the petitioner the names of the panel of reviewers from which the petitioner shall select one reviewer to consider the petitioner’s case, except that the reviewer cannot be a faculty member in the petitioner’s department. The panel of reviewers shall be appointed by the provost, in consultation with the Executive Committee of the Academic Council, at the beginning of each academic year. The panel of reviewers shall consist of nine tenured faculty members, at least three of whom shall be female.

d. After a reviewer is selected by the petitioner, the reviewer shall receive and review the petition submitted to the provost, the petitioner’s entire CAP file, and afford the petitioner, the members of the CAP that originally considered the petitioner’s case, and all other parties involved, the opportunity to confer with the reviewer.

e. If the reviewer finds evidence of discrimination on the basis of sex of such a magnitude that it may have affected the disposition of the case, the reviewer shall remand the case for reconsideration, beginning with the Provost’s Advisory Committee and proceeding forward through the usual channels. In reaching this decision, the reviewer shall not consider the propriety per se of the standards used to judge the petitioner or the rigor of their application, but shall consider allegations of discrimination in the application of such standards.

f. The reviewer in all cases will report his or her decision to remand or not to remand to the petitioner and will provide a detailed written report of his or her findings to the provost.

g. All documents, reports, notes, correspondence, minutes, and other materials received, prepared, or examined by the reviewer shall remain confidential and shall be deposited in the provost’s office after the reviewer’s work is finished.

h. The provost shall submit an annual report to the President and the University’s Academic Affirmative Action Committee of the appeals taken, the decision of the reviewers, and the ultimate disposition of the cases.

*This summary of court-mandated procedures was prepared by the Office of the General Counsel.

The Academic

Code

The Academic Code, approved by the Academic Council on May 13, 1974, became effective for the fall semester 1974. Any additions or deletions to the Academic Code must have Academic Council approval.

Admission

Proposed changes to the Academic Code will be submitted to the Academic Council during the 2005-2006 Academic Year. Refer to the Site Index of the Registrar's home page for a list of those proposed changes.

Preamble

Embodied within this academic code are policies and regulations governing the student attainment of academic credit and degrees from the University of Notre Dame. The Academic Code has been enacted by the Academic Council of the University, which retains the authority and responsibility for its review and amendment. The administration and interpretation of this code rest with the administrative academic officers of the University, viz., the provost, the deans, and the University registrar. The responsibility to abide by this code resides with the students, faculty, and administrators who are accordingly required to know and observe its stipulated regulations.

Colleges and schools of the University are empowered to enact and publish regulations for themselves consistent with this code. These are to be found in their respective *Bulletins of Information*.

Admissions Responsibilities

1.1 The assistant provost for enrollment has the authority and responsibility for admitting to the University entering first-year students in compliance with the procedures and requirements determined by the Academic Council of the University. Acting through the assistant provost for enrollment, the dean of each college has authority over, and responsibility for, the admission of students into that undergraduate college.

1.2 Under the purview of the vice president for Graduate Studies and Research, the following academic officers have authority over, and responsibility for, the admission of students into their respective schools or colleges: in the Graduate School, the associate deans; in the Law School, the dean of the Law School; and in the Graduate Division of the Mendoza College of Business, the dean of the Mendoza College of Business.

Academic Status Classifications

2.1 1) *Regular degree-seeking student*: a student earning academic credit while pursuing a course of instruction leading to a degree from the University of Notre Dame.

2) *Unclassified, nondegree-seeking student*: a student not currently matriculated at any other college or university and registered at the University of Notre Dame. This student is not registered for a degree, but is taking courses for which the student is qualified and for which the student receives credit.

3) *Transient student*: a student in a degree program at another institution wishing to earn credit from the University of Notre Dame for transfer to the degree-granting institution.

4) *Auditor*: a student enrolled for no credit in a course for which the student is qualified.

Admissions Classifications

3.1 *First Year of Studies*: Students applying for the First Year of Studies must apply to the director of admissions specifying an intention to complete the baccalaureate degree requirements. Normally, such applicants will not have attended another college or taken any college-level courses. In the event that such courses have been taken, the credits will usually be accepted, but the determination of the applicability of the credits to the degree will be at the discretion of the appropriate

*Admission,
continued*

dean. The dean of the First Year of Studies will determine the application of credit earned toward the fulfillment of that program; the dean of the student's college will determine the application of the credit toward a University degree at the time of the student's entry into that college.

3.2 Advanced-standing undergraduate students: An undergraduate student matriculated at another institution and wishing to enter an undergraduate degree program at the University of Notre Dame must apply to the Office of the Director of Admissions and comply with the stipulated requirements and procedures. Normally, to be considered for admission as an advanced-standing student, a student must have a "B" or better average. Approval for admission and determination of the amount of credits acceptable from other schools toward a Notre Dame degree is made by the dean of the college in which the student intends to matriculate.

3.3 Graduate students: To be admitted to the Graduate School the student must hold a bachelor's degree from an accredited institution. The student who intends to work toward a graduate degree must satisfy the prerequisites required for graduate work by the Graduate School and the graduate department. All students admitted to the Graduate School should have attained an average of "B" or its equivalent in the undergraduate courses of their major field, and have submitted, in duplicate, their undergraduate transcripts, three letters of recommendation, their Graduate Record Examination aptitude and advanced test scores, and two completed Notre Dame graduate application forms.

In the beginning of the final semester of the senior year at Notre Dame, an undergraduate, if qualified, may register for graduate courses to be taken for graduate credit if the credits would be in excess of those required for the undergraduate degree. For such graduate courses to count for graduate credit toward a master's degree at Notre Dame, the student must apply for admission to the Graduate School and receive written approval of the chairman of the department for the graduate credits to be transferred. The transfer of such credits is made after the student has received the bachelor's degree and has been admitted to the Graduate School.

3.4 Law students: Graduates of accredited universities or colleges will be considered for admission. Application must be received before April 1 even though an earlier receipt of the application is strongly recommended. All applicants for admission are required to take the Law School Admission Test.

3.5 MBA students: Graduates of accredited universities or colleges will be considered for admission. Entry is limited to the fall semester. Admission decisions are based on the student's undergraduate academic record, score on the Admission Test Graduate Study in Business (ATGSB) and leadership potential.

*Registration and
Related Activities*

Registration

4.1 A student must register and enroll at the dates and times announced by the University registrar. The student's dean has the responsibility and authority for the advising and assignment of courses for students. Only under extenuating personal circumstances will a student be permitted to register late. The student's dean may approve late registration and will so advise the University registrar.

Official Withdrawal from the University

5.1 A request for official withdrawal from the University will be processed by the Office of the Registrar and is contingent upon approval by the dean of the student's college. To avoid failure in all classes for the semester and in order to receive any financial adjustment, this procedure

must be followed. No refunds of the tuition and general fee are made to students who are dismissed or suspended.

5.2 A medical withdrawal, granted explicitly for reasons of health, is governed by the same procedure as that described in section 5.1 above except that the recommendation of the University health officials is also required.

Readmission

6.1 A student who wishes to be readmitted must apply to the appropriate director of admissions. Such readmission requires the approval of both the dean of the college or school in which the student wishes to matriculate and the associate vice president for residence life after consultation with the University health officials.

Credit

7.1 The semester hour is the unit of credit. A semester hour of credit is the credit given for satisfactory work in one 50-minute period of class instruction per week for a semester. At least double that time in laboratory, drafting, or studio work is required for a semester hour of credit. Credits earned in progress toward the baccalaureate degree are forfeited, insofar as applicable to the degree, after five calendar years following the last date of attendance of the student at the University.

7.2 For undergraduate students, the applicability of transferred credit transferred toward a degree is determined by the student's dean. The credits must be earned at accredited institutions, normally with a grade of "C" or better.

For graduate students, up to six semester hours of graduate credit from an accredited graduate school may be accepted toward the master's degree upon the recommendation of the chairman of the department and with the approval of the associate deans. Twenty-four credit hours may be transferred toward a doctor of philosophy degree if the graduate student has a master's degree from an accredited institution. In all instances, the grade attained must be at least a "B" and the credits must have been earned during the five-year period immediately before first registration at Notre Dame. The transfer of credit will normally be made only if the credits are appropriate to the student's degree program. Such transfers of credit must be effected before the semester in which the graduate degree is conferred.

7.3 No correspondence credits are accepted by the University of Notre Dame toward any degree with the following exception: the University accepts credits for undergraduate courses taken under the supervision of the Armed Forces Institute, provided (1) that the courses meet college standards; (2) that they fit into the program for the degree the student is seeking; and (3) that the student shows satisfactory knowledge of the subject matter of the course in an examination given by the University just before or just after registration for further courses at Notre Dame.

Credits for courses taken at accredited branches of recognized institutions are accepted at the discretion of the dean, and may be subject to the provisions governing credits in courses of the Armed Forces Institute.

7.4 The entering First Year of Studies student may become eligible for credit by examination in three ways:

(1) through the advanced placement program administered by the College Entrance Examination Board, (2) through the international baccalaureate program, and (3) through the guidance and testing program administered by the First Year of Studies. The general guideline is that advanced placement credit is counted as major or elective credit if it is required or permitted in

a particular program. Advanced placement credit is not counted as major credit if the number of the course for which the credit is awarded is lower than that of the initial course required in a particular program.

Class Ratings for Undergraduate Students

8.1 For academic purposes, the rating of a student as first year, sophomore, junior, or senior depends upon the number of credit hours earned and the number of semesters completed. The University registrar will determine the number of hours for each classification on the basis of the total credit hours required for a degree conferred in each college.

8.2 For purposes of class rank, the student's cumulative average will be used and shall include all courses taken at the University for which a grade was received and credit given.

Class Loads

9.1 Except by recommendation of the department chairman and with special permission of the dean of the college, the undergraduate student in the College of Engineering, Mendoza College of Business, and College of Science may not register for more than 18 hours of credit work in a semester; the undergraduate student in the College of Arts and Letters, as well as the students in the First Year of Studies Program, may not register for more than 17 hours of credit work in a semester. These maxima exclude courses in Air Force aerospace, military, and naval studies. A student may register for a class overload only with the explicit approval of the student's dean.

9.2 An undergraduate degree-seeking student must be enrolled in at least 12 hours of credit in a given semester to be full-time. A student must seek permission to be a part-time student, carrying less than 12 credit hours, from the dean of his/her respective college. Such requests must be made before the seventh day of classes.

9.3 The total study schedule of the graduate student is not to exceed 15 hours of course work a week: no more than 12 hours may be at the 500–600 level. The full-time credit hour load for students enrolled in the Graduate Division of the Mendoza College of Business is 12 credit hours per semester.

Course Numbering System

10.1 Courses numbered 101–199 are first-year courses, the 200 series are sophomore courses, the 300 series are junior courses, and the 400 series are senior courses. The latter are open to students in advanced studies for graduate credit with permission of the department chairman and the vice president for Graduate Studies and Research, the director of the graduate business program or the dean of the Law School. Courses numbered 500–599 are for fifth-year programs, first-year MBA, first-year law courses, and graduate courses open to qualified undergraduates with the permission of the chairman of the department and class instructor. Second- and third-year law courses, second-year MBA courses, and all graduate courses that are restricted to graduate students are numbered in the 600 series.

Changes in Student Class Schedules

11.1 A student can receive credit for only those courses taken in classes for which the student has been duly registered by the proper official.

11.2 A student may add courses only during the first seven class days of the semester.

11.3 Courses may be dropped at the discretion of the student during the first seven class days of the semester. After this period the student must have the approval of the dean. A student who withdraws from class without the permission of the dean will fail the course. A course may be dropped up to one week after the distribution of midsemester deficiency reports, but the dean's approval will not be granted if the student's remaining course load falls below the full-time course load for a degree-seeking student. A course may be dropped after this deadline only in cases of serious physical or mental illness.

Courses dropped after this period will be posted on the academic record with the grade of "W."

Transfers Within the University

12.1 Upon completion of the First Year of Studies, a student enters the college of his or her choice. In order to move into a college a student must be in good standing, must have completed at least 24 credit hours, and must have satisfied all of the specified course requirements of the First Year of Studies program (one semester of the writing program, two semesters of mathematics, two semesters of either science or a foreign language, at least one semester of another University requirement chosen from history, social science, theology, philosophy, or fine arts/literature, and one course in the University seminar format. A student who does not meet all of these conditions is retained in the First Year of Studies until all of the conditions are met. The deficiencies must be removed at the Notre Dame summer session or in the student's third semester at Notre Dame. For good standing at the end of the summer session, the student's grade-point average for the combined second semester and Summer Session courses must be at least 1.85, and the third semester grade-point average must be at least 2.0.

12.2 The student who wishes to transfer from one college to another college within the University must have the approval of the deans of both colleges. The accepting dean has discretion about which credits are acceptable toward the degree in the new college.

Class Attendance and Conduct

13.1 Classes for the academic year commence on the date announced in the University calendar. Students are expected to attend class regularly and punctually.

13.2 At the beginning of the semester the instructor will state in writing the class policies concerning attendance and grading. At the instructor's discretion, a failing grade may be given for excessive absences. Before this is done, a warning in writing to the student and a notice to the student's dean must be given stating that "further absences will result in a failing grade." Instructors have discretion over attendance at class at all times.

13.3 The instructor who cannot meet with a class will advise the department chairman and normally provide for a substitute. Students may presume a class is dismissed if the instructor does not appear within 15 minutes.

Final Examinations

14.1 A two-hour final examination must be given at the time and place stipulated in the official examination schedule. Any exceptions to this policy must be approved by the chairperson and reviewed by the dean.

14.2 Unexcused absences from the semester examination will result in a student receiving a

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grade of no credit on the final examination. The instructor and the student's dean will determine whether the cause of absence was sufficient to permit the later administration of the examination. No student shall be required to take three or more final examinations in one day or four or more final examinations in a 24-hour period.

14.3 While a two-hour final examination is also a desirable format for graduate courses, no University regulations regarding their conduct are set forth because of differences in graduate education in the various disciplines.

Degree Requirements

15.1 Application must be made to the University registrar for a degree.

15.2 The receipt of a baccalaureate degree from the University requires the satisfactory completion of the curriculum. This includes:

a) The satisfaction of the University requirements of English composition (one semester), mathematics (two semesters), physical education (two semesters); this requirement can be fulfilled by a one-year enrollment in ROTC), history (one semester), social science (one semester), fine arts/ literature (one semester), natural science (two semesters), philosophy (two semesters), theology (two semesters), and one of the above course requirements in the University seminar format.

b) That English composition, a University seminar, mathematics, and physical education be completed in the first year; that natural science, and at least one semester of philosophy and theology be completed by the end of the sophomore year.

c) Satisfactory work in a major or a concentration program of study.

d) A minimum cumulative average of 2.000.

e) A minimum of 60 credit hours at the University.

f) The last year in residence.

15.3 Requirements for advanced degrees are stated in the appropriate *Bulletin of Information*.

Midsemester Deficiency and First-Year Student Grade Reporting

16.1 A letter grade must be submitted to the University registrar at the middle of each semester by the instructor for each first-year student in that instructor's course.

If the work of a sophomore, junior, or senior in any undergraduate course in the first half of a semester is unsatisfactory, a report of that fact must be made by the instructor to the registrar. The registrar transmits the midsemester grade or deficiency notice to the student.

Semester Grade Reporting

17.1 The semester grade of the undergraduate student in any course is based on two elements: (1) the class work of the student for the whole semester, and (2) the final examination. Final examinations for undergraduate courses may not be weighted for less than one-fifth or more than one-half of the semester's work in determining the final grades. Grades in the Graduate School

Grading

Grading, continued

and postbaccalaureate professional programs may be based on the finals alone.

17.2 Grades must be submitted to the office of the registrar no later than the date stipulated in the academic calendar. No one but the instructor in charge of a course can give a grade in that course or change a grade given, except under the most extraordinary circumstances. In extraordinary circumstances, a grade may be changed by the dean with the approval in writing of the chairman and provost. The instructor giving the grade must be notified immediately in writing of the change and the reasons for it.

17.3 Only those students whose names appear on the final class list generated by the office of the registrar may be given a grade. A recommended grade change and the justification for such a change are to be reported in writing by the instructor to the student's dean for approval. In those cases involving a student who is subject to dismissal or is on academic probation, the student's dean will have final approval of any grade change.

17.4 A grade report of credit is made available at the end of each semester by the Office of the Registrar to the student. No diploma, professional certificate, transcript of credit, or other information concerning academic records is given until the student's account has been settled.

The Grading System

18.1 The grading system employed is as follows:

Letter Grade	Point Value	Legend
A	4.000	
A-	3.667	
B+	3.333	
B	3.000	
B-	2.667	
C+	2.333	
C	2.000	Lowest passing grade for graduate students.
C-	1.667	
D	1.000	Lowest passing grade for undergraduate students.
F	0	Failure
X	0	Given with the approval of the student's dean in extenuating circumstances beyond the control of the student. It reverts to "F" if not changed within 30 days after the beginning of the next semester in which the student is enrolled.
I	0	Incomplete (reserved for advanced students in advanced studies courses only). It is a temporary and unacceptable grade indicating a failure to complete work in a course. The course work must be completed and the "I" changed before the beginning of the final examination period of the next semester in which the student is enrolled; otherwise, the "I" grade remains on the transcript and is computed as equivalent at an "F" in calculating averages.

Grading, continued

Grades that may be given but which are not included in the computation of the average are as follows:

Letter

Grade

S—Satisfactory work (courses without semester credit hours, as well as research courses, departmental seminars or colloquia or directed studies; workshops; field education and skill courses).

U—Unsatisfactory work (courses without semester credit hours, as well as research courses, departmental seminars or colloquia or directed studies; workshops; field education and skill courses).

V—Auditor (Graduate students only.)

Grades that are assigned by the University registrar, i.e., not to be given by the faculty:

Letter

Grade

W—Discontinued with permission. To secure a “W,” the undergraduate student must have the authorization of the dean.

P—Pass in a course taken on a pass-fail basis.

NR—Not reported. Final grade(s) not reported by the instructor due to extenuating circumstances.

F*—No final grade reported for an individual student.

18.2 Grades for foreign language competency examinations, candidacy examinations, and dissertations shall be “P” (passed) or “F” (failed).

18.3 Grading in the Law School is governed by the *Hoynes Code*.

Pass-Fail Option

19.1 Each junior or senior undergraduate may file with the University registrar during the first seven class days of the semester the decision to take one elective course, outside the student’s major department and not required by the student’s program, per semester on a pass-fail basis. Such a filing is irrevocable and will result in conversion by the registrar of the instructor’s final grade report into an entry of P (“pass”) or F (“fail”) on the student’s record. The instructor will not be informed that the student has elected the pass-fail grading option. The registrar will interpret the final grades of “A” through “D” as “pass,” and will not be computed into the student’s grade-point average. If a final grade of “F” is issued, it will be computed into the student’s grade-point average.

Average Computation

20.1 Only Notre Dame course grades (and those given in the coexchange program with Saint Mary’s College) are included in the averages. The value points of the letter grades earned in the course are multiplied by the credit hours per course to determine the quality points per course. The sum of the quality points divided by the sum of the credit hours attempted in the semester determines the semester average. The cumulative average is determined in the same manner except that it is based on the total quality points accumulated to date. If a course is repeated (only failed courses may be repeated), both grades are included in the averages.

Dean’s Honor List

21.1 The policy below is effective for all undergraduate students first admitted to the University in the fall of 2001, and thereafter.

1. For undergraduate students, the Dean's Honor List is restricted to those students who 1) carry at least 12 graded credit hours in the previous semester and 2) have a grade-point average in that semester that meets a minimum requirement set by the dean of any college or school in that semester. At the beginning of each academic year, each college and school will choose and make known to its students and the University registrar the necessary minimum grade-point average. This choice will be made so that by best estimates 30 percent of the students in the college or school will receive Dean's Honor List in a given semester. In the Law School, eligibility for the Dean's Honor List is governed by the *Hoynes Code*.

2. The University registrar will be the final arbiter of who is awarded Dean's Honor List and in any special cases that may arise, set specific policies that are consistent with the spirit and intention of the revised Academic Code.

3. These changes took effect for the class which entered in the fall of 2001.

For all other undergraduate students, the policy will remain as follows:

The Dean's Honor List includes those students who carry at least 12 graded credit hours in the previous semester and who achieve at least a 3.400 average in that semester.

Academic Good Standing

22.1 Determination of academic good standing is made as follows:

Undergraduate

First-semester students in the First Year of Studies: minimum semester average of 1.700.

Second-semester students in the First Year of Studies: minimum semester average of 1.850.

All others: minimum semester average of 2.000.

Failure to retain good standing will result in academic probation, which makes a student ineligible for class, hall, and University offices and privileges, and intercollegiate athletics; also, the student's academic program may be restricted at the discretion of the dean.

A student on academic probation at the end of the spring semester may achieve good standing by attending the Summer Session provided that the combined average of his or her grades for the spring semester and the Summer Session is at least that required for a student in his or her classification. A student in good standing at the end of the spring semester will not be placed on academic probation for failure to achieve the minimum grade average in the Summer Session.

Graduate

The minimum cumulative average of 2.500 is established generally for the Graduate School. Because individual departments may adopt higher standards, students should consult departmental requirements. In addition to grades, other factors may affect a department's decision to permit a student to continue in a degree program.

22.2 No degree-seeking student in the Graduate School who has completed 18 credit hours with less than a 3.000 cumulative average will be supported financially by University funds.

Separation from the University

23.1 The University reserves the right to require the withdrawal of any student when academic performance, health status, or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

23.2 Academic dismissal decisions are based on the following criteria:

- 1) Undergraduate students are subject to dismissal for:
 - a) Two consecutive semesters on probation, or
 - b) A total of three nonconsecutive semesters on probation, or
 - c) Failure to achieve a semester average of 1.000 regardless of previous academic work.

A student who achieves good standing by attending the Summer Session, as described in section 22.1, and subsequently is placed on academic probation in the following semester, will not be subject to dismissal for two consecutive semesters on probation, but both the spring and the following semester will count toward the total number of semesters on probation.

- 2) Graduate students:

No student with less than a 2.000 semester average will be permitted to continue in the Graduate School in any status. Any student whose semester average is less than 2.500 for two consecutive semesters is subject to dismissal.

The officers responsible may request dismissal or withdrawal at the end of any semester if, in their judgment, sufficient progress has not been made to warrant continuance.

Honors at Graduation

24.1 Beginning with the class that entered in the fall of 2001, the following honors-at-graduation regulation apply:

In the undergraduate colleges or schools, a degree will be granted with highest honors (*summa cum laude*) if the student's grade-point average ranks among the top 5.000 percent of those students graduating from the student's college or school; for a student whose grade-point average ranks among the top 15.000 percent of the student's college or school, a degree will be granted with high honors (*magna cum laude*); for a student whose grade-point average ranks among the top 30.000 percent of the student's college or school, a degree will be granted with honors (*cum laude*). A student who meets the requirements of more than one category of honors will be awarded only the highest honor for which that student qualifies.

Leave of Absence Policy

25.1 An undergraduate student is eligible to seek the approval of the dean for a leave of absence from the University. A leave differs from a withdrawal (Section 5) in several ways:

- 1) A leave is an integral part of a plan for the student's development;
- 2) The leave is planned in advance of the semester in which it is granted;
- 3) It is for an agreed-upon period of time, with a limit of two semesters.

25.2 Upon granting approval the student's dean will notify the Office of the Registrar.

25.3 Before the semester of reentry, the student must contact the University registrar in order to make the necessary arrangements. That office maintains records indicating the current status of students "on leave."

25.4 Unless the dean of the college has approved the leave specifically for the purpose of study, no credits earned elsewhere during that period will be eligible for transfer.

OFFICE FOR STUDENTS WITH DISABILITIES PROPOSED POLICY REGARDING ACADEMIC ACCOMMODATIONS FOR UNDERGRADUATE AND PROFESSIONAL BUSINESS STUDENTS Approved by Academic Council: January 20, 2005

1. Prior to any consideration of accommodations, a student must identify to the Office for Students with Disabilities (OSD) and provide appropriate documentation of his/her disability.
2. The OSD Program Coordinator reviews the documentation to determine if the student is a “qualified individual with a disability” under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The Program Coordinator’s determination is final (although the determination may be grieved by the student; see Section 10. below).
3. If the student is a qualified individual with a disability, the OSD Program Coordinator meets with the student to determine the reasonable accommodation(s) that the student may request.
4. Each semester, students must request that the Program Coordinator write a Course Accommodation Letter for the instructor of each class in which they are requesting accommodations. The letter will include information regarding the accommodations, but not about the student’s disability. The Program Coordinator can share information about a student’s disability with an instructor only if the student provides written consent. A student may, however, voluntarily elect to discuss the nature of his/her disability, the particular limitations posed by the disability, supplemental accommodations or learning aids, or other related issues with his/her instructor. The Program Coordinator recommends that faculty not provide additional accommodations beyond those recommended in the accommodation letter, without first consulting with OSD.
5. The student hand-delivers the letter and meets with the instructor to discuss the requested accommodations. If the instructor agrees that the accommodations do not fundamentally alter the nature of the course, then the student and instructor complete the Arrangements for Reasonable Accommodations form together describing how the accommodations will be provided, and the student returns the form to the OSD.
6. If the instructor and the student have both signed the Arrangements for Reasonable Accommodations form, the student must return the completed form to the OSD at least seven (7) calendar days prior to implementation of the accommodations. Exceptions to this deadline can be made only by the OSD Program Coordinator and only under exceptional circumstances. The University will not grant accommodations to students retroactively.
7. If the instructor believes that one or more of the requested accommodations will fundamentally alter the nature of the course, he/she should discuss his/her concerns with the OSD Program Coordinator. If the situation remains unresolved and the instructor wishes to deny the accommodation, he/she must provide reasons for denying the request, in writing, to the Dean (or Dean’s designate) of his/her college within seven (7) calendar days of the instructor’s receipt of the Arrangements for Reasonable Accommodations form. Prior to determination by the Office of the Provost (see paragraph 9), the student will receive the reasonable accommodations identified by the OSD Program Coordinator.
8. The Dean (or Dean’s designate) reviews the accommodation request and the instructor’s written reasons for denying the requests. The Dean (or Dean’s designate) may ask that a meeting be held with the instructor and OSD Program Coordinator. If the Dean (or Dean’s designate) feels that the student’s request is reasonable and will not fundamentally alter the nature

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of the course, then the Arrangements for Reasonable Accommodations form is completed and returned to OSD. The instructor may appeal the decision to the Office of the Provost.

9. If the Dean (or Dean's designate) feels that the request is unreasonable and will fundamentally alter the nature of the course, then the Course Accommodation Letter, instructor's written reasons for denying the request, and other relevant documents are reviewed by the Office of the Provost. If the Office of the Provost agrees with the Dean (or Dean's designate), the student is informed that his/her request is being denied.

10. Students have the right to file a grievance regarding the denial of accommodations and other disability-related issues as outlined in the "Student Grievance Procedures Relating to Complaints Under the Americans with Disabilities Act and the Rehabilitation Act of 1973" found in *du Lac*.

The Academic Code of Honor

The Academic Code of Honor was last revised by the Academic Council on April 20, 2005. Any additions or deletions to the Academic Code of Honor must have Academic Council approval.

I. Introduction

The University of Notre Dame provides "an environment of teaching and learning that fosters the development of its students with those disciplined habits of mind, body, and spirit, which characterize and educate skilled and free human beings."¹ Part of the mission of the University is also to nurture in each student a sense of moral responsibility. In turn, the Academic Code of Honor represents a valuable educational tool for guiding both faculty and students in their efforts to create a sense of community and for expressing the values that are at the core of a Catholic university. As members of an academic and spiritual community, we work together to answer difficult questions, often collaborating to answer these questions, to solve problems, and to communicate effectively the knowledge we acquire through inquiry. This document calls attention to the responsibilities we have to one another in being faithful in our attempts to represent others' views, and it helps us to understand the responsibilities we have toward one another, students and faculty alike, as we try to uphold the moral standards of our community.

II. Pledge to Abide by the Honor Code

As a member of the Notre Dame community, I will not participate in or tolerate academic dishonesty.

III. University Committee on Academic Code of Honor

The University Committee on the Academic Code of Honor, as commissioned in 1987 by the University Academic Council, is responsible for assisting in the education of the Notre Dame community about the Academic Code of Honor, discussing on a periodic basis procedural questions which may have arisen in past cases and how these can best be resolved for future cases, reviewing standard penalties invoked for certain kinds of violations so that consistency and fairness may be maintained, proposing revisions to this handbook and generally promoting high standards of moral integrity in academics

A. Membership

The membership of the University Committee on the Academic Code of Honor (which will be henceforth referred to simply as the University Code of Honor

¹ From the Mission Statement of the University of Notre Dame.

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continued*

Committee) consists of students, a member of the Provost's Office and faculty members from the four undergraduate colleges. The committee is co-chaired by a student and a faculty member who is an administrator from the Provost's Office. Its composition is as follows:

1. The faculty co-chair is an Associate Provost designated by the Provost. The Associate Provost may designate another faculty member to take his or her place in committee meetings, and to assist with the work of the committee.
2. The Student Co-Chair is selected in the Spring semester by an absolute majority of the University Code of Honor Committee to serve a one-year term in this position in the following academic year. The committee should select a student who has shown excellence in moral character, the conscientious exercise of responsibilities and the capacity for leadership. In addition to co-chairing the University Code of Honor Committee, the Student Co-Chair will have a broad range of responsibilities for assisting in the orientation and education of his or her fellow students in the honor code and for providing leadership in its implementation.
3. The deans of the Business, Engineering and Science Colleges each designates one faculty representative from their respective colleges. The dean of the Arts and Letters College designates two faculty representatives who will represent the College of Arts and Letters and the School of Architecture. An associate or assistant dean may be particularly appropriate for this role, but the position is not restricted to them; the deans of Business, Engineering and Science may select any faculty member of his or her college, and the dean of Arts and Letters may select any faculty member of his or her college or of the School of Architecture. To ensure continuity of membership, the term of the faculty representative should be no less than three years, and their terms will be staggered.
4. One student representative from each of the Colleges of Business, Engineering and Science and two students from either the College of Arts and Letters or the School of Architecture will serve on the committee. They are appointed by the respective deans of the colleges with appropriate student consultation.

The total number of committee members, then, is twelve, with an equal number of students and faculty.

The Associate Provost Co-Chair of the committee may appoint a faculty member (preferably one of the five faculty representatives) to serve as Faculty Honor Code Officer, who is to assist the Associate Provost in all matters related to the Honor Code, especially as they relate to the faculty. A Faculty Honor Code Officer who is not one of the five faculty representatives serves as a non-voting participant in committee meetings.

B. Responsibilities

The responsibilities of the University Code of Honor Committee are the following:

1. At regular meetings the committee will, while protecting the anonymity of students involved in any particular case, review past honor code hearings. It will discuss any procedural questions or difficulties which may have arisen and examine the penalties invoked for the kinds of violations encountered. The purpose of these meetings will be to attain a clear, common understanding of the Code and its application, so that committee members can assist in ensuring consistent, fair and efficient implementation of the procedures of the Academic Code of Honor in any future cases.
2. Periodically the committee will propose revisions of the Academic Code of Honor to the Academic Council.

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continued*

3. Each of the five faculty representatives on this committee may, if he or she wishes, sit in on any department or college Honesty Committee hearing. In addition, the chair of an honesty committee may request that a faculty representative be present at a hearing if the chair believes such presence would be helpful to the committee's work. (See IV.A below.)
4. Each member of the committee may be approached for consultation or advice about the Code of Honor by any member of the Notre Dame community.
5. The committee may undertake any other initiatives it deems useful to promote knowledge of and adherence to the Academic Code of Honor on campus.

The Office of the Provost maintains the current membership roster of the committee.

IV. Student Responsibilities Under the Academic Code of Honor

It is the responsibility of the community of students and faculty to strive to assure honorable behavior in academic work.

A. Education

1. A student has a responsibility to become familiar with the Academic Code of Honor and appreciate the reasoning behind it, such as the emphasis placed on a moral as well as an academic education, personal integrity and community responsibility.
2. As a precondition for admission to the University, students must sign a pledge to the community to uphold the Academic Code of Honor in all academic affairs at the University of Notre Dame.
3. Students should familiarize themselves with the directives given by the instructor in each class concerning what is and is not permitted, especially in matters of group projects, lab reports, and the attribution of research to sources (footnoting), including the Internet.

B. Personal Academic Behavior

The pledge to uphold the Academic Code of Honor includes an understanding that a student's submitted work, graded or ungraded – examinations, draft copies, papers, homework assignments, extra credit work, etc. – must be his or her own. The following serves as a guide for helping students think about what faculty expect:

1. All work submitted for a course is accepted as a student's own work, unless otherwise understood and approved by the instructor.
2. Students may not, without proper citation and approval of the instructor, submit work that has been copied, wholly or partially, from another student's paper, notebook, or exam. Nor may students without proper citation submit work which has been copied, wholly or partially, from a book, article, essay, newspaper, the internet or any other written or printed or media source whether or not the material in question is copyrighted.
3. Written work that paraphrases any written or printed media material without acknowledgment may not be submitted for a course. Ideas from books and essays may be incorporated in students' work as starting

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continued*

- points, governing issues, illustrations, and the like, but in each case the source must be cited.
4. Any on-line materials students use to gather information for a paper are also governed by rules about plagiarism, so students need to cite electronic sources as well as printed and other sources.
 5. A student may not turn in the same work for two or more different courses he or she is taking in an academic term unless each professor involved has authorized students to do so in advance.
 6. Students may not submit for one course any work that has been used to fulfill the requirements of another course previously taken at this or any other school without obtaining permission of the current professor in advance.
 7. Students must be aware that honor code violations are not limited to the actions prohibited in the guidelines above. Any kind of dishonesty related to academics is a violation. Other examples of academic dishonesty, apart from giving or receiving unauthorized aid as described by the instructor in each course, include but are not limited to listing false reasons for taking a make-up examination, falsifying data and failing to take responsible action as required in section IV.D below.

C. Working With Other Students

Working on material with other students is of great pedagogical value, and the Honor Code should not be construed as discouraging such work. Unless such consultation is forbidden by an instructor, students may work with other students on assignments and present ideas and even written work to their peers for comment and criticism. Each student, however, should be guided by the following:

1. If an instructor explicitly permits or forbids certain sorts of work with other students, such work is permissible or forbidden as the instructor indicates. An instructor's explicit guidelines take precedence in determining whether certain actions are permissible.
2. It is a presupposition that ideas and expressions in a submitted paper or report originate from the writer unless otherwise indicated. Consequently, if ideas or expressions in written work originate from another, whether the person is an author or fellow student, that source should be cited in an endnote or footnote. If an idea or form of words arises from the common effort of two or more students in conversation, this fact should be cited.
3. If a student is unclear about whether certain forms of consultation or common work are acceptable or what the standards for citation are, the student is responsible for consulting his or her instructor.

D. Responsible Actions

Each student, as an integral member of the academic community, must make the ethical and moral commitment not to act dishonestly and not to tolerate academic dishonesty on the part of other students. If aware of a likely Academic Code of Honor violation, a student must take responsible action. If the conduct involves a personal violation of the Academic Code of Honor, the student shall report himself or herself to the instructor of the course or to a member

of the Honesty Committee of the department or college in which the course is taught. If a student witnesses a violation of the Honor Code or otherwise has reason to believe that a violation has occurred, the student may use discretion to choose among several possible courses of action. These possible actions include:

1. Talking with anyone suspected of violating the Academic Code of Honor and urging the person to report himself or herself to the instructor of the course or to submit a written report to a member of the Honesty Committee of the department or college in which the course is taught. If an observed act merits action under the Academic Code of Honor and the suspected student does not take what is believed to be the appropriate steps, then, as a further obligation, the student suspecting a violation must initiate formal procedures by speaking to the instructor of the course or by submitting a written report of the allegation to a member of the appropriate Honesty Committee.
2. Discussing the observed action(s) with the instructor of the course, not naming those involved, to obtain guidance and determine if, in fact, an observed act merits action under the Academic Code of Honor.
3. Reporting detection of possible dishonesty directly to the instructor of the course.
4. Submitting a written report regarding possible dishonesty to a member of the appropriate Honesty Committee of the department or college that offers the course. If the student reporting a suspected violation of another wishes to remain anonymous to the student under suspicion, the Honesty Committee will honor that request, if at all feasible, during the initial inquiry before a hearing. If these procedures result in a hearing, the student reporting the suspected violation necessarily becomes known to the student under suspicion.

E. Student Co-Chair of the University Code of Honor Committee

The Student Co-Chair of the University Code of Honor Committee will assist in orienting new students to the honor code, and promoting knowledge of and adherence to the honor code among all students.

F. Participation on Honesty Committees

Students also participate in investigating and determining responsibility in Academic Code of Honor cases by serving on departmental or college Honesty Committees. The chair of an individual department or the dean of the college requests these students to serve in these positions.

V. Faculty and Teaching Assistant Responsibilities Under the Academic Code of Honor

A. Education of Faculty

1. All members of the University faculty are required to become aware of the policies and procedures as outlined under the Academic Code of Honor and contained in the *Academic Code of Honor Handbook*.
2. The faculty representatives to the University Academic Code of Honor Committee from each college, working with the dean, are responsible for developing a procedure to introduce new faculty to the Academic Code of Honor. The orientation procedures should, when possible, be done before faculty activities in the classroom. The faculty member in charge of a particular course is responsible for educating and establishing guidelines for the teaching assistants in the course.

B. Communicating Standards to Students

1. Faculty are expected to explain the conditions under which students are to share their work, for example, outlines that can form the basis of an exam or paper, take-home exams, lab reports, and in-class examinations. Faculty should also offer guidelines when asking students to work in teams or groups, for example when inviting students to collaborate on problem sets, develop computer programs, and the like – either inside or outside of class.
2. Faculty are encouraged to distribute a handout with information about what constitutes plagiarism when assigning writing in their courses, keeping in mind that our goal is to teach students how to use and document sources appropriately. Learning to do so is part of a long on-going process.
3. In the event that students have not learned the conventions of documentation in early drafts of their work, faculty are encouraged to give students the opportunity to revise their work until any plagiarized material is eliminated.
4. Faculty are encouraged to take note of the principles articulated in section III.A.2-3 above, to re-enforce these principles in their discussions of the honor code with students, and to explain how these principles apply to the work in their class.

C. Academic Environment

1. Each faculty member will strive to establish an environment in order to evaluate students in a fair and reasonable manner. The purpose of the Academic Code of Honor is not to test the students' ability to perform in a highly competitive and stressful environment, but to help them develop habits of moral character.
2. Both students and faculty share in responsibility for maintaining the above "fair and reasonable" learning environment. Faculty members may be present in classrooms during examinations, fostering an environment that does not create opportunities for dishonest action.

D. Responsible Actions

1. Anyone with the responsibility to teach or assist in a course will not tolerate dishonesty.
2. If aware of a situation in which dishonest behavior may have occurred, faculty must take one of the following actions:
 - a. Discuss the situation with the student(s) suspected of violating the Code if the faculty member or teaching assistant feels that such a discussion might aid in evaluating the situation. If this discussion results in the decision that the initial suspicion was unjustified, no additional action need be taken. If there is still a reason to suspect dishonesty, regardless of the intent or severity, one of the following two courses of action must be taken.
 - (i) If a student admits to having violated the Code, and if that student and the instructor can agree on an appropriate punishment, the instructor will send to the Associate Provost an Honor Code Violation Report indicating the nature of the violation and the agreed-upon penalty. In determining an appropriate punishment, faculty and students are to be guided by the criteria used by honesty committees in assigning penalties (see VII.D

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below); the faculty member may also consult with the chair of the relevant Honesty Committee or with a member of the University Code of Honor Committee. Both the instructor and the student are required to sign the Honor Code Violation Report.

Upon receiving an Honor Code Violation Report, the Associate Provost, in consultation with a faculty representative on the University Code of Honor Committee from the relevant college, confirms that the penalty is consistent with those assessed in similar cases in the department. Only if there is clear and compelling evidence of fundamental unfairness will the Associate Provost nullify the Report and require the case to be heard by the relevant Honesty Committee. The Associate Provost must notify the faculty member and the student within seven calendar days of the date of receipt of the Report of a decision to nullify the Report. An instructor who has not been informed in writing of such nullification within seven calendar days is then to impose the penalty described in the Report.

A student, having signed an Honor Code Violation Report, has seven calendar days from the date of the student's execution of the Report to revoke the agreement delineated in the Report. To revoke the agreement, the student must in writing so inform the Associate Provost, who will notify the faculty member of the revocation and direct the faculty member to report the suspected offense to the chair of the relevant Honesty Committee, which then must hear the case. After seven calendar days, the agreement becomes irrevocable. No student may withdraw from a course in which he or she has signed an Honor Code Violation Report unless the student has revoked the agreement delineated in the Report and has been found not to have violated the Honor Code by the Honesty Committee.

If either the Honor Code Violation Report is nullified or the student revokes the agreement delineated in the Report, the Honesty Committee will not be informed of the agreement, and the admission by the student of the Honor Code violation cannot be used as evidence in the hearing of the Honesty Committee.

(ii) If a student denies having violated the Code, or if the instructor and that student cannot agree on an appropriate penalty, or if either the student or the instructor declines to sign an Honor Code Violation Report, the faculty member or teaching assistant must report the suspected offense in writing to the Honesty Committee of the department or college offering the course.

b. Submit, in writing, a formal report describing the suspected offense directly to the Honesty Committee of the department or college offering the course.

3) Faculty are obliged to follow one of these procedures in all cases where they believe an honor code violation may have occurred. Students have the right to a fair and complete inquiry into any alleged violation of the honor code. No faculty member or teaching assistant may penalize a student for suspected dishonest behavior unless the student either has agreed to that penalty in a signed Honor Code Violation Report or

has been assigned such a penalty as a result of an Honesty Committee hearing.

VI. Honesty Committees

A. Composition of Honesty Committees

A college or school may set up honesty committees at either the departmental or college level. The dean shall see that appropriate structures are established. Thus two options are available:

1. Departmental Honesty Committee:

Each department within the college establishes a standing Departmental Honesty Committee. The department chair appoints one faculty member from the department as chair of the Honesty Committee, a second faculty member from the department to serve on the committee and normally three students (one of whom may be a graduate student) to serve on the Committee.

2. College Honesty Committee:

A single standing honesty committee is established for a college or school, and is called the College Honesty Committee. The dean appoints a faculty member from the college as chair of the Honesty Committee, a second faculty member of the college to serve on the committee, and normally three students (one of whom may be a graduate student) to serve on the Committee.

To bring greater continuity and consistency to Honesty Committee deliberations and decisions over the years, it is recommended that one or more student members of the Committee each year not be in their final year of studies at Notre Dame. If a graduate student is included, the appointment of an undergraduate senior and an underclassman may be optimal. A dean or department chair may, with the approval of the Associate Provost who co-chairs the University Code of Honor Committee, compose the college or department committee, respectively, in a manner other than that described above, provided that the committee is chaired by a faculty member of the college and the majority of its members are students.

B. Publication of Honesty Committee Membership

In order for the Academic Code of Honor to function, both students and faculty must know the membership of the Honesty Committee to whom they can report instances of alleged academic dishonesty.

1. If Honesty Committees are established at the departmental level, the department chair bears the responsibility for publicizing the names of committee members in an appropriate fashion, for example, posting them in the departmental offices or on the department's Web site. The department chair also notifies the dean of the college and all faculty members in the department of the committee's membership.
2. If an Honesty Committee is established at the college level, the dean bears the responsibility for publicizing the names of committee members in an appropriate fashion, for example, posting them in the offices of the college and its departments or on the Web site of the college and departments. The dean also notifies all department chairs and all faculty members in the college of the committee's membership.

C. Role of Faculty Representatives of the University Code of Honor Committee

1. The role of Faculty Representatives in a college is to assist departmental or college Honesty Committees in their work and to serve as a liaison between these committees and the

- University Code of Honor Committee. Consequently, the Faculty Representative may sit in as a non-voting observer on any Honesty Committee hearings in the college that she or he wishes. Moreover, in any case in which the chair of the Honesty Committee deems it helpful, he or she may ask the Faculty Representative to sit in to provide counsel or assistance.
2. The School of Architecture should consider the Faculty Representatives of the College of Arts and Letters its Faculty Representatives in its Honesty Committee procedures.

VII. Procedures for Responding to an Alleged Violation of the Honor Code

A. Preliminary Inquiry Into Whether a Hearing Is Warranted

1. Upon receiving the written allegation of an Honor Code violation from a faculty member or reporting student(s), the chair of the relevant Honesty Committee appoints a faculty member (who may be him or herself) of the Honesty Committee to make a preliminary inquiry into whether a hearing is needed.
 - a. The first stage in the preliminary inquiry might include, for example, an interview of the person submitting the report and any other identified witnesses and/or a review of any documents submitted in support of the allegation.
 - b. Before a hearing can be held, the member of the committee assigned to conduct the preliminary inquiry must inform the student that a report of a suspected Honor Code violation has been filed. At this point, the student should be provided with sufficient information to understand the nature of the report. (This information generally will not include the name of the reporting party if that party is a student.) The student will also be asked if he or she has any information that might help the committee in determining whether or not a hearing is warranted.
2. The chair of the Honesty Committee, in consultation with the faculty member assigned to investigate the report (if this person is different from the chair), has the authority to decide whether there is sufficient evidence to warrant an Honesty Committee hearing. A hearing is warranted whenever there is reason to believe that academic dishonesty (whether major or minor) might have occurred. After reviewing the case, the chair of the Honesty Committee has two options:
 - a. He or she may decide that there is not sufficient evidence to warrant a hearing. If the chair reaches this decision, he or she shall so notify the student suspected of a violation, the instructor and the reporting student(s) (if any), and shall destroy all records related to the case.
 - b. The chair may decide that a hearing would be warranted. If the report of a possible violation was submitted by anyone other than the instructor in the course, the chair informs the instructor both of the report and of the evidence and asks the instructor if he or she wishes to contact the student to see if the case can be settled via an Honor Code Violation Report (see V.D. above). If the instructor declines to do so, the chair will then write a letter to the student(s) suspected of the violation. The letter shall describe the possible violation, state the known evidence (including witnesses and documents involved, if any), and state the time and place of the hearing. The letter shall also inform the student(s) under suspicion that he or she can bring to the hearing members of the University community for support and/or to serve as witnesses.
3. Honesty Committees ordinarily do not meet during the final examination period. However, if the student suspected of a violation is a graduating student during his or her final semester, the Honesty Committee must make every reasonable effort to meet prior to graduation.

B. Recusal of an Honesty Committee Member

1. If a suspected Honor Code violation is brought before an honesty committee, and a member of the committee is involved as one bringing the suspicion forward, or as one suspected of a violation, or as a witness, that person must recuse him or herself from the committee for that case. If any member of the honesty committee has a relationship with someone involved in the case that may compromise his or her objectivity, he or she may recuse himself or herself.
2. In the event of a recusal, it is the responsibility of the chair to ensure that the committee is appropriately constituted to give a fair hearing, and that it meets the conditions that the committee is chaired by a faculty member and the majority of its members are students. (See VI.A.1 and 2 above) The chair may appoint new members to the committee to consider the case in question.
3. If it is the chair of the honesty committee who recuses him or herself, a second faculty member on the committee has the responsibility both of ensuring that the committee is appropriately constituted and, if necessary, of appointing new members. If there is more than one faculty member in addition to the chair on the committee, the chair of the department (in the case of a Departmental Honesty Committee) or the dean of the college (in the case of a College Honesty Committee) determines which faculty member will assume this responsibility. This faculty member will then also chair the honesty committee proceedings concerning the case in question.
4. If both the chair and all other faculty members on an honesty committee recuse themselves, the chair of the department (in the case of a Departmental Honesty Committee) or the dean of the college (in the case of a College Honesty Committee) has the responsibility of appointing new faculty members to the committee (one as chair of the committee) to consider the case in question.

C. Honesty Committee Hearing Procedures

A hearing regarding a violation of the Academic Code of Honor is intended to give the student(s) suspected of a violation an opportunity to be heard.

1. Except for the required notifications, as set forth throughout this policy, all Honesty Committee proceedings are to be strictly confidential and information regarding such proceedings is to be disclosed only as set forth in this policy on a legitimate need-to-know basis, and as required by law. If a parent or guardian of the student under suspicion inquires about the suspected violation, the chair of the Honesty Committee may describe the general nature of the suspected violation and the procedures defined in this *Honor Code Handbook*. However, the chair should not engage in a detailed discussion of the evidence and should never reveal the names of parties who reported the suspected violation or who are possible witnesses.
2. The Honesty Committee will attempt to protect the identity of a student reporting an act of dishonesty, if desired, during the investigation process. However, if a hearing results, the student reporting a violation of the Honor Code must attend and participate in the proceedings.
3. Before the hearing, committee members other than the member assigned to the initial inquiry (see VII.A.1 above) should not discuss the allegation or the evidence with the student suspected of the violation.
4. If a student has questions about the Academic Code of Honor and the procedures of the hearing, he or she should contact the Student Honor Code Officer or another member of the University Code of Honor Committee who is not involved in the adjudication of the student's case. Neither the Student Officer nor any member of the University Code of Honor Committee should discuss the evidence against the student under suspicion nor make any recommendation about how the student should respond to the suspicion of a violation, but

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- should only discuss the procedures and principles of the Academic Code of Honor.
5. Minutes of the hearing are to be kept by one of the committee members and signed by each committee member. The hearings are administrative and concern internal University affairs; accordingly, the hearings are informal and are not subject to formal rules of civil procedure or evidence. The hearings are not open to the public, nor does the student under suspicion (or any other individual involved) have the right to legal counsel at the hearing.
 6. Once the hearing is scheduled, the student suspected of violating the Code of Honor may request permission from the chair of the honesty committee to reschedule the hearing. The chair alone can grant such a request based on extraordinary circumstances. The student may bring members of the University community (e.g., a fellow student, rector, or faculty member, but not a parent) to the hearing if he or she so desires for support and/or to serve as witnesses. If the student suspected of violating the Code of Honor does not attend his or her hearing, the committee may either postpone the hearing or hold the hearing without the student and determine the case using the evidence before the committee. The student's absence and surrounding circumstances may be a relevant factor to the committee in reaching its decision. Once the hearing is scheduled, the individual who reported the possible violation may request permission from the chair of the honesty committee to reschedule the hearing. The chair alone can grant such a request based on extraordinary circumstances. If the individual who reported the possible violation informs the chair that he or she will be unable to be present at a hearing, the chair of the committee should inform the student(s) suspected of a violation in advance of the hearing and should endeavor to provide the student(s) and committee members an opportunity, should either desire it, to question the reporting party prior to or during the hearing (e.g., via a conference call). At least two committee members should be present during any prior questioning of the reporting party, and the conversation should be recorded and played in its entirety at the hearing. If the individual who reported the possible Code of Honor violation does not attend the hearing and has not informed the chair that he or she will not be present, the committee may, at its discretion, either postpone the hearing or hold the hearing and determine the case using the evidence before the committee. The committee may also decide to dismiss the case because of the absence of the reporting party.
 7. The chair of the Honesty Committee should open the hearing by briefly presenting the allegations. Next, the instructor of the course and/or any other individual(s) reporting the allegations are to present their evidence of the alleged violation. The student suspected of a violation may question the instructor or other witnesses concerning the evidence, as may the committee members. This student may then present his or her own witnesses, including his or her own testimony, and any other evidence. The committee members may then question the student under suspicion and any of the other witnesses who are present.
 8. At the end of this process, the instructor and all other witnesses are excused. At this point the student has the opportunity to respond further to the charges if he or she desires by making a statement to the committee members. The student is then asked to leave, and the committee members deliberate.
 9. After deliberation, the committee decides, by a majority vote, whether the evidence supports a finding that the student under suspicion violated the Honor Code or whether the evidence does not support such finding, in which case the charges are dismissed.
 10. If it is found that the evidence does not support a finding that a violation has occurred, the chair of the committee notifies the student and the instructor in writing of this decision. This notification should, if possible, be sent within one week of the hearing.
 11. In a case in which it is found that the evidence does not support a finding that a violation has occurred, the chair of the Honesty Committee sends all records of the case to the Faculty Representative of the University Code of Honor Committee in the college. In addition, the chair comments to the Faculty Representative, either orally or in writing, on any problem-

atic feature of the case, or any feature that merits the attention of the University Code of Honor Committee. Upon receiving these records and the chair's comments, the Faculty Representative writes a brief case report that excludes the names of any student suspected of a violation or involved in any way as a witness in the case and conceals their identity as far as possible. The purpose of this case report is to assist the University Code of Honor Committee in its efforts to improve the Academic Code of Honor and its implementation, and it should include information such as the general nature of the suspected offense, the vote of the committee, the reasons for the committee's finding that evidence does not support the conclusion that a violation has occurred, and any features that merit the attention of the University Code of Honor Committee. The Faculty Representative sends this report to the relevant associate provost and destroys all other records related to the case.

D. Assignment of Penalties

If a student is found to have violated the Honor Code, the committee must decide on the penalty. These judgements are left to the discretion of the Honesty Committee, and this handbook does not attempt to offer a formula for deciding these questions. However, the committee should be guided by the following broad distinction between offenses and penalties.

1. A minor offense is a less serious violation which normally carries the penalty of zero credit for the work with respect to which the violation occurred. Such an offense has some of the following characteristics: the dishonesty involved a more limited portion of the work submitted; it would not have considerably increased the student's grade in the course; and the student did not engage in extensive premeditation and planning prior to the act
2. A major offense is a more serious violation which normally carries the penalty of an 'F' in the course. Such an offense is one which has some of the following characteristics: the dishonesty involved a substantial portion of the work submitted; it would have considerably increased the student's grade in the course; and there is evidence of fairly extensive premeditation and planning prior to the act.
3. The Committee may decide the offense was flagrant, which is a violation of an unusually grave nature, and in this case it may recommend suspension or dismissal of the student. A flagrant offense would be one which has all the characteristics of a major violation listed above (VII.D.2), plus further features which makes the offense more grave. For example, the student may have convinced a substantial number of classmates to participate in serious acts of dishonesty and led them in this endeavor; or the Committee may discover that the student engaged in several serious acts of dishonesty in the course in question, or serious acts of dishonesty in a number of courses.

The committee, when it assigns a penalty, may also consider as a mitigating factor the degree to which the student was honest and forthcoming regarding the violation, or any other evidence of sincere contrition. The Honesty Committee should take into account penalties invoked in previous cases of a similar nature, and may find it helpful to consult the Faculty Representative of the University Code of Honor Committee for this information.

E. Notification of the Decision and the Appeal Process for Major or Minor Offenses

1. If the committee decides a student is guilty of a major or minor offense and assigns a penalty, the chair of the Honesty Committee notifies the student in writing of the committee's decision and of the penalty. The letter will explain the appeal process and make clear that a second violation of the Academic Code of Honor will normally result in suspension or dismissal from the University.

Code of Honor,
continued

2. The student has the right to appeal the decision and/or the penalty to the dean of the college in which the offense occurred. Grounds for appeal are limited to: evidence discovered after the Honesty Committee Hearing that is relevant to the judgement that a violation has occurred or to the evaluation of its gravity; the presence of a procedural defect in the preliminary investigation or honesty committee hearing; or evidence of personal bias on the part of members of the Honesty Committee that likely influenced the committee's decision that a violation has occurred or its assignment of a penalty.
3. A student wishing to appeal must do so no later than seven days from the date notification of the decision and penalty was sent by the committee. This deadline may be extended only by the dean of the college in which the offense occurred, at his or her sole discretion.
4. If the student does not appeal within the time specified by the committee, and has not been granted an extension by the dean, the committee's chair then notifies the instructor of the course of the decision and the penalty. The instructor of the course will execute the penalty that the Honesty Committee has determined to be appropriate. The chair then sends to the relevant Associate Provost's office all documents relevant to the case.
5. To initiate an appeal, the student must provide a detailed written statement of the reasons for the appeal both to the dean of the college or school in which the offense occurred and to the chair of the Honesty Committee. Upon receipt of such notice, the chair sends all documents concerning the case to the appropriate dean.
6. The student has the right to appear before the dean to discuss his or her appeal.
7. It is up to the dean's discretion alone whether to allow witnesses or other parties to attend this appeal meeting, and whether to undertake any further inquiries to decide the appeal. The dean should not conduct a new hearing on the original allegation, but should undertake only those inquiries he or she deems necessary to decide among the options below. However, before taking any of the first four options below, the dean is required to speak with the chair of the Honesty Committee to understand fully the Committee's reasons for its original decision and to discuss the dean's reasons for considering a change in that decision.
8. The dean deciding the appeal has five options:
 - a. The dean may overrule the finding of the Honesty Committee that a violation occurred and may dismiss the charge against the student in its entirety. In this case, the charges are dismissed and the dean shall notify the student, the instructor, and the chair of the Honesty Committee of his or her decision and rationale. The dean then sends all records of the case to the Faculty Representative of the University Code of Honor Committee in the college, and comments upon any features of the case which may merit the attention of the University Code of Honor Committee. The Faculty Representative then writes a report as described above in VII.C.11, sends the report to the Associate Provost's Office, and destroys all other records related to the case.
 - b. The dean, either because of new evidence or procedural defect, may remand the case to the original Honesty Committee for a new hearing or other follow-up. In such case, the dean shall notify the student of his or her decision and inform the student of the next step to be taken by the Honesty Committee on remand.
 - c. If the dean decides that there is evidence that personal bias may have affected the original Committee's decision, he or she may constitute a new Honesty Committee to consider the alleged violation. In this case, the dean notifies the student and the chair of the original Honesty Committee. The dean may constitute the new Honesty Committee in any way which she or he deems appropriate, provided that it includes both faculty and student representation. The hearing of the new Honesty Committee proceeds as described above in VII.C&D, except that the preliminary investigation may be dispensed with.
 - d. The dean may agree with the decision but not with the penalty imposed by the Honesty Committee, and may decrease the severity of the penalty. In this case, the dean shall notify

- the instructor of the course of the decision and the penalty, and the instructor shall execute the penalty if applicable. The dean shall then forward all records to the Associate Provost who co-chairs the University Code of Honor Committee.
- e. The dean may agree with the decision and the penalty, and affirm the decision in all respects. In such case, the dean shall notify the instructor of the course of the decision and the penalty, and the instructor shall execute the penalty. The dean shall then forward all records to the Associate Provost who co-chairs the University Code of Honor Committee.
 9. If the semester's grade will be submitted before the necessary hearing procedures and appeals are completed, the instructor must request that the dean of the college in which the course is taught issue the student an 'X' grade for the course.
 10. A finding of guilt with regard to a particular course will void any earlier withdrawal from this course.

F. Notification of Decision and Appeal Process for a Flagrant Offense

1. If the Committee decides the offense is a flagrant one which merits suspension or dismissal, it proceeds automatically on appeal to the dean. The chair informs the dean of the Committee's decision, and sends all records of the case to the dean.
2. The chair of the Honesty Committee notifies the student in writing of the Committee's decision and of the recommended penalty. The letter should state that the case has been sent to the dean on appeal and it should explain the appeal procedure.
3. The student has the right to appear before the dean to discuss the appeal, and the case proceeds as described in VII.E.6-10 above. The dean has all the options present in any appeal, as set forth in VII.E.8 above.
4. If the dean agrees with the Committee's decision and penalty, all records of the case are sent with the dean's recommendation to the Associate Provost, and the case proceeds as described in VII.G.3-6 below.

G. Records of Violations and Repeated Violations

1. All documents related to a violation are kept in the office of the Associate Provost who chairs the University Code of Honor Committee. That office will retain such records for seven years after the student's graduation and will reveal their contents to others only with the written approval of the student or if required by law. (This does not apply to a "case report" of cases in which it is not found that a violation has occurred. [See VII.C.11 above.] These may be kept for as long as the University Code of Honor Committee deems them useful.)
2. When the above office receives a report that an Honor Code violation has been established, that office checks Honor Code files to determine if the student has a previous violation. If the student has a prior offense, the Associate Provost assigns a further penalty for the repeated offense. The standard penalty for a repeated offense is suspension or dismissal from the University.
 - a. Suspension is separation from the University for at least one semester. The student is eligible to apply for readmission to Notre Dame, but readmission is not automatic.
 - b. Dismissal is permanent separation from the University with no opportunity to apply for readmission.
3. It is the responsibility of the Associate Provost to notify the student, the dean of the College in which the violation occurred, the dean of the College in which the student is enrolled (if this differs from the former) and the Registrar of the suspension or dismissal of a student.
4. In order to be readmitted to the University, a suspended student must submit an application for readmission. Readmission must be approved by the Associate Provost who co-chairs the University Code of Honor Committee and the dean of the College to which the student wishes to be admitted.

*Code of Honor,
continued*

5. In any case involving dismissal from the University, the student has the right to a review of the case by the Office of the President of the University. A student may request a review of any aspect of the case for any reason. A written request for a review, identifying all issues to be reviewed by the Office of the President and giving the reasons for requesting a review, must be submitted to the Associate Provost's office within three business days of being notified of the decision. Decisions of the Office of the President will be based on a review of the written file and are final.
6. In the case of suspension for an Honor Code violation, a student's transcript will read "Honor Code Suspension"; in the case of dismissal it will read "Honor Code Dismissal."

H. Required Recusals

1. If a dean has been involved as an instructor or as a witness in an honesty committee hearing, any appeal of the committee's decision is to be handled by the Provost of the University. In such an appeal, the Provost has all the responsibilities and options usually assigned to deans as outlined above in VII.E and F.
2. If anyone in the Office of the President has been involved as an instructor or as a witness in an honesty committee hearing, a student facing dismissal from the university as a result of that hearing has the right to a review of the case by the Provost of the University. In such a review, the Provost has all the responsibilities and options usually assigned to the Office of the President as outlined above in VII.G.5.

The Undergraduate Student Academic Code of Honor Handbook was approved by Academic Council on April 20, 2005. It evolved from the Academic Code of Honor Handbook, first published in 1989 and revised in 1991, 1993, 1997 and 2002. Sections of the 1991 version were adapted from the Academic Honor Code Manual published in 1966.

*Academic
Guide*

Teaching Assignments

Before meeting the class for the first time, the instructor's department chairperson will provide a teaching schedule that will indicate the location and hour of each class. It is essential that the first class be met at this designated classroom since it is where the students will report. If it is necessary to change your classroom assignment, contact the Office of the Registrar (631-5133).

Classroom Assignments and Utilization

Classroom and examination room assignments are made by the Office of the Registrar and all room changes must be cleared by that office.

Classes should begin at the time stipulated on the online class list. Classes should not extend past the established ending time unless specific arrangements for a special class meeting period have been made with the Office of the Registrar. (This is necessary so that the next class assigned to the room may begin on time.)

If the instructor cannot meet the class, a substitute should be arranged with the department chairperson. If classes are cancelled because of an emergency (e.g., severe weather), notification of the cancellation will come from the Office of the Provost through the deans and department chairpersons.

The class is considered dismissed if the instructor does not report within 15 minutes after the beginning of the class period or 30 minutes after the beginning of the final examination period. A student, during this latter period, should consult the chairperson of the depart-

ment offering the course or the office of the dean of the college in which the course is offered. Arrangements must be made for a make-up examination if the instructor missed the final examination because of an emergency and if a substitute instructor was not available to give the examination.

Chairs must not be removed from the classrooms since classes are assigned based on room capacities. Academic Facilities Management determines maximum room capacities based upon code regulations. If chairs are missing, contact General Services (631-8368) or Academic Facilities Management (631-5023) for replacements.

Smoking is not permitted in any classroom.

Online Class Lists

Faculty may obtain their current online class lists at any time through insideND (Online Class List with Photos).

Class Attendance

At the beginning of the semester the instructor will state in writing the class policies concerning attendance and grading. The instructor is expected to state the class policy concerning excessive absences and permission to make up work when missed, making clear whether the policy is the instructor's or one agreed upon by the department. (Either method may be chosen by the respective departments.) The instructor should also specify how excessive absences will be handled and whether or not a grade of "F" will be given for such excessive absences. Before a failing grade is given for excessive absences, however, a warning in writing to the student and a notice to the student's dean must be given stating that "further absences will result in a grade of 'F.'" The class attendance policy concerning absences on the days before and after holidays and/or vacations should also be indicated. Maintenance of attendance records is left to the discretion of the individual instructor.

Graduating seniors often must travel away from campus for interviews, whether for a fellowship opportunity, graduate school interviews, or postgraduate employment. The following guidelines are designed to give faculty and students alike guidance in negotiating absences from class due to such interviews: 1) undergraduate students are asked to use good judgment in planning for such interviews and in scheduling them as appropriately as possible; 2) faculty members are asked to inform students of their class absence policies; and 3) the dean of each college or his/her designee, acting as mediator, will mediate those situations where undergraduate students and their professors cannot resolve differences on their own.

Except for official excuses issued by the Office of Residence Life for illness, death in the family, or for duties performed for the University, the instructor has full discretion as to the acceptance of excuses and permission to make up work.

Regulations on absences do not apply to graduate students for graduate courses or to law students for law courses.

Midsemester Deficiency and First-Year Student Grade Reporting

During each semester, midsemester deficiency reports for undergraduates only doing "D" or "F" work must be made to the Office of the Registrar. The deadlines for reporting deficiencies for the first and second semesters of the academic year are announced by the registrar and indicated in the academic calendar. On or before the deadline, the faculty member should login to insideND and submit the appropriate grade of "D" or "F".

The mid-term grades do not become a part of a student's permanent record. Midsemester grades are only the indicator of work to that point and are used for advising purposes.

At the middle of each semester (on the same date that midsemester deficient grades are due), instructors must submit to the registrar letter grades for each first-year student in the instructors' courses. These grades must be submitted using the online grade list. If the letter grade for a first-year student is a grade of "D" or "F," the instructor must also indicate the reasons for the deficient grade by using the proper grade/reason indicator.

Examinations

Final Examinations

Two-hour final examinations must be given in undergraduate courses on the date, at the time, and in the place assigned by the Office of the Registrar and stipulated in the official examination schedule. No student shall be required to take three or more final examinations in one day or four or more final examinations in a 24-hour period. Instructors may not change times of the examination for the class, but special arrangements can be made for students who have conflicts in examinations.

Following are the guidelines for such conflicts:

1. The conflict will be resolved by the student's dean, who will communicate with and convey the decision to both faculty involved. A student who has a conflict must contact his or her dean at least one week before the start of the final exam period. This will allow the dean time to notify the instructors involved and resolve the conflict before the start of the final examination period.
2. When two departmental exams conflict, priority should be granted to the smaller class to be examined.
3. When class size does not determine the outcome, lower-numbered courses usually take precedence over higher-numbered ones.

Departmental Examinations

Every effort is made when scheduling exams in the Tuesday/Thursday 8:00–9:15 departmental examination period to avoid conflicts. However, when conflicts occur on the printed departmental examination schedule, the rules listed above for final examinations apply. Any departmental examination listed on the Tuesday/Thursday departmental examination schedule has priority over any departmental examination that is not listed.

The semester grade of the undergraduate student in any course is based on two elements: (1) the class work of the student for the whole semester, and (2) the final examination. Final examinations for undergraduate courses may not be weighted for *less than one-fifth or more than one-half* of the semester's work in determining the final grades. *Grades in the Graduate School and postbaccalaureate professional programs may be based on the finals alone.*

Final Grading

Instructors will enter final grades via insideND. Each student listed must be graded. "X" grades are only for undergraduate students and can only be assigned after permission has been obtained from the student's academic dean. "I" grades can only be given to graduate, graduate business, and law students. Grades are due to the Office of the Registrar 72 hours after the last final examination ends.

Grades should be made out according to the grading system approved by the Academic Council and as it appears in the Academic Code portion of this handbook (Academic Code, 17 and 18). It is strongly recommended that letter grades be used exclusively in all grading of tests, papers and classroom performances. A grade once reported should not be changed except for bona fide error on the part of the instructor in making or calculating the grade. Any grade change, including a written explanation for the grade change, must be made by the instructor

*Academic Guide,
continued*

on the grade change form and must be approved by the dean of the student's college. At the end of each semester, grade reports are available to each student on InsideND. Grade reports are sent to deans, department chairs, and hall rectors.

The Office of the Registrar no longer mails a paper copy of final grades, unless a copy is requested. The printed grade report request form is available from the Office of the Registrar web site. Midsemester deficiency reports and midsemester grades for First Year of Studies students are mailed to the student's home address.

Class Trips

A student group, if accompanied by a faculty member, may take trips if the purpose of the trip is to further the student's academic training in the particular course. Such trips must be approved by the group's faculty adviser, the chairman of the department that offers the course, and the dean of the college. With evidence of these approvals, each student is responsible for seeking clearance from other of his or her professors whose classes would need to be missed because of the trip. Field trips may never be taken after the first day of the last month of the semester.

The Spirit of Inclusion at Notre Dame

The University of Notre Dame strives for a spirit of inclusion among the members of this community for distinct reasons articulated in our Christian tradition. We prize the uniqueness of all persons as God's creatures. We welcome all people, regardless of color, gender, religion, ethnicity, sexual orientation, social or economic class, and nationality, for example, precisely because of Christ's calling to treat others as we desire to be treated. We value gay and lesbian members of this community as we value all members of this community. We condemn harassment of any kind, and University policies proscribe it. We consciously create an environment of mutual respect, hospitality, and warmth in which no one is a stranger and all may flourish.

One of the essential tests of social justice within any Christian community is its abiding spirit of inclusion. Scriptural accounts of Jesus provide a constant witness of this inclusiveness. Jesus sought out and welcomed all people into the Kingdom of God—the gentile as well as the Jew, women as well as men, the poor as the wealthy, the slave as well as the free, the infirm as well as the healthy. The social teachings of the Catholic Church promote a society founded on justice and love, in which all persons possess inherent dignity as children of God. The individual and collective experiences of Christians have also provided strong warrants for the inclusion of all persons of good will in their communal living. Christians have found their life together enriched by the different qualities of their many members, and they have sought to increase this richness by welcoming others who bring additional gifts, talents and backgrounds to the community.

The spirit of inclusion at Notre Dame flows from our character as a community of scholarship, teaching, learning, and service founded upon Jesus Christ. As the Word through whom all things were made, Christ is the source of the order of all creation and of moral law that is written in our hearts. As the incarnate Word, Christ taught the law of love of God and sent the Holy Spirit that we might live lives of love and receive the gift of eternal life. For Notre Dame, Christ is the law by which all other laws are to be judged. As a Catholic institution of higher learning, in the governance of our common life we look to the teaching of Christ, which is proclaimed in Sacred Scripture and tradition, authoritatively interpreted by Church teaching, articulated in normative understandings of the human person, and continually deepened by the wisdom born of inquiry and experience. The rich heritage of the Catholic faith informs and transforms our search for truth and our understanding of contemporary challenges in higher education.

*Profile of the
University of
Notre Dame*

This statement was adopted by the officers of the University on August 27, 1997, in conjunction with the following open letter to the Notre Dame Community:

An Open Letter to the Notre Dame Community

The officers of the University have been asked to modify the University's nondiscrimination clause to include sexual orientation. In spring 1996 the *Ad hoc* Committee on Gay and Lesbian Student Needs recommended that the officers consider this issue. The Faculty Senate and the Student Senate passed resolutions during the 1996–97 academic year supporting this change. In addition, the College Democrats, a student organization, submitted a petition signed by many students in favor of this change. During the 1996–97 academic year and this past summer, the officers of the University studied this issue—first, in a subcommittee I appointed, and then in the Officers' Group as a whole.

The officers began their discussions by reflecting on the teachings of the Catholic Church relating to gay and lesbian persons. The Church distinguishes between homosexuality as an orientation and sexual activity between homosexual persons. The Church teaches that homosexual orientation in a person is neither sinful nor evil. The call of the gospels is a call to inclusiveness—to a recognition of the dignity inherent in each person that flows from our creation in the image and likeness of a loving God, who brings us together as brothers and sisters through Jesus Christ on a common journey back to the God who created us.

The Church also teaches that all people, regardless of their sexual orientation, are called to live chaste lives in accordance with their vocations as single people, married couples, priests, or religious. Specifically, the Church asks all people to reserve sexual union to the covenanted and consecrated union of a man and woman in marriage. Neither heterosexual union outside the permanent bond of marriage nor homosexual union is morally acceptable.

The University has tried to speak with an authentic voice on both of these dimensions of Church teaching—on homosexual orientation and on sexual union. In a number of different settings in recent years, we have stated publicly that we prize the gay and lesbian members of this community as children of God, entitled to the same respect as all other members of this community. Moreover, we deplore harassment of any kind as antithetical to the nature of this community as a Christian community. Our discriminatory harassment policy specifically precludes harassment based on sexual orientation. At the same time and with an equally strong voice, we strive to set policy and make operating decisions—perhaps most notably in the area of student life—in a manner that supports the teaching of the Church calling all people, regardless of their sexual orientation, to reserve sexual union to those who are married.

In all of our actions we have been guided by gospel values that we regard as normative for this community. We have premised our decisions and framed our statements on issues relating to the gay and lesbian members of this community on the language of Church teaching. Indeed, we believe that some of the deepest aspirations of this community flow from the law of Christ and not necessarily from civil law.

The University exists, however, within a social and cultural milieu that does not always accept gospel values as normative. Moreover, society at large uses language in ways that mean different things to different people. With respect to this issue, for example, American society does not always use the phrase “sexual orientation” to mean only orientation. Many people use this single phrase in a manner that entangles what we regard as two distinct concepts—homosexual persons and homosexual conduct. Within society at large, the phrase “sexual orientation” sometimes becomes a term that does not admit of distinction between sexual orientation and the manner in which people live out their sexual

orientation—a distinction that is critical to us as a Catholic institution.

We have been asked to change our nondiscrimination clause to add sexual orientation as a protected category. Institutional nondiscriminating clauses are highly stylized statements that are legally binding. Neither federal nor state law mandates that sexual orientation be included in nondiscrimination clauses. Thus, like a number of other institutions, our clause does not currently include sexual orientation.

After considerable reflection, we have decided not to add sexual orientation to our legal nondiscrimination clause. To make the change requested would mean that our decisions in this area would be measured by civil courts that may interpret this change through the lens of the broader social milieu in which we live. This, in turn, might jeopardize our ability to make decisions that we believe necessary to support Church teaching. We wish to continue to speak to this issue in the Catholic content that is normative for this community.

Civil law does not constitute the exclusive basis for commitments made within this community. As mentioned above, we regard some of our deepest aspirations as flowing from our call to live the message of the gospels. We choose not to change our legal nondiscrimination clause, but we call ourselves to act in accordance with what we regard as a higher standard—Christ's call to inclusiveness, coupled with the gospels' call to live chaste lives. In some senses both of these messages are counter-cultural. It is this dual call that is so deeply rooted in our religious tradition to which we commit ourselves.

We speak in a variety of settings—most notably, in our student life policies—to our affirmation of Church teaching with respect to sexual conduct. As a way of underscoring our equally strong commitment to the Church's teaching on the dignity inherent in every person as a child of God, we will publish the above statement, *The Spirit of Inclusion at Notre Dame*, in all University publications.

Rev. Edward A. Malloy, C.S.C.
President 1987-2005

History and Governance

Notre Dame is dedicated to offering the best possible education to its students. Admission is highly competitive, with five applicants for each first-year class position. More than four of every five entering students are in the top 10 percent of their high school graduating classes; in 2004, some 65 percent of incoming first-year students ranked among the top 10 percent in their classes. Qualified minority students are actively sought by the University and comprised 21 percent of the two most recent entering classes. Women, first admitted to undergraduate studies in the fall of 1972, now account for about 47 percent of undergraduate and overall enrollment.

In addition to its undergraduate and graduate programs, the University operates more than 20 institutes, interdisciplinary centers and special programs, most of which are devoted to advanced studies, research, and service to the church and society. The University's religious affiliation, national image, constituency, and endowment give it the means to achieve increasing distinction in graduate education and research while continuing to offer one of the finest undergraduate educational experiences in the nation.

The foundation of the University's academic strength is its faculty, which since 1987 has grown by some 500 members and seen the establishment of more than 85 new endowed professorships.

The Board of Trustees, which currently has a membership of 51 lay persons and six religious, is the primary arm of governance. Faculty and students share in the administration of the University through such groups as the Academic Council, the Campus Life Council, and the

individual college councils.

Patrick McCartan, senior partner of Jones Day, is chair of the University's Board of Trustees. Rev. Edward A. Malloy, C.S.C., is in his 18th and final year as the 16th president of Notre Dame. He will be succeeded in July 2005 by Rev. John I. Jenkins, formerly vice president and associate provost and an associate professor of philosophy.

Other officers of the University are Nathan O. Hatch, provost; John Affleck-Graves, executive vice president; Christine Maziar, vice president and associate provost; Jean Ann Linney, vice president and associate provost; Dennis Jacobs, vice president and associate provost; Rev. Mark Poorman, C.S.C., vice president for Student Affairs; Louis M. Nanni, vice president for University Relations; Jeffrey C. Kantor, vice president for Graduate Studies and Research; Carol Kaesebier, vice president and general counsel; James J. Lyphout, vice president for Business Operations; Scott C. Malpass, vice president and chief investment officer; J. Roberto Gutiérrez, vice president for Public Affairs and Communication; and John Sejdinaj, vice president for Finance.

Physical Campus and Plant

Notre Dame is renowned both for the quality of its physical plant and for the beauty of its setting. The University's 1,250-acre campus encompasses two lakes, extensive wooded areas, tree-lined quadrangles and 138 buildings. The Basilica of the Sacred Heart; the 14-story Hesburgh Library with its 132-foot-high mural of Christ the Teacher; and the University's newly renovated 124-year-old Main Building with its famed Golden Dome are among the most widely known university landmarks in the world.

Academic Programs

Notre Dame's undergraduate academic units include the First Year of Studies, where all incoming freshmen spend their first year on campus before moving into the college of their choice as sophomores, and the four colleges—Arts and Letters, Science, Engineering, and the Mendoza College of Business—as well as the School of Architecture.

The University also offers advanced studies in the Graduate School with its divisions of Humanities, Social Science, Engineering, Science, and Architecture; in the Law School; and in the Graduate Division of the Mendoza College of Business.

Undergraduate Degrees Offered at Notre Dame

Bachelor of Arts with a major in:

American Studies
Anthropology
Arabic
Art History
Chinese
Classics
Economics
English
Film, Television, and Theatre
French
German
Graphic Design
Greek
Greek and Roman Civilization
History
Italian
Japanese
Latin

Profile, continued

Mathematics
Medieval Studies
Music
Philosophy
Philosophy and Theology
Political Science
Program of Liberal Studies
Psychology
Romance Languages and Literatures
Russian
Sociology
Spanish
Studio Art
Theology

Following programs available as supplementary majors only:

African and African-American Studies
Computer Applications
Gender Studies
Preprofessional Studies
Interdisciplinary Minors
 Catholic Social Tradition
 Education, Schooling, and Society
 Hesburgh Program in Public Service
 Journalism, Ethics and Democracy
 Medieval Studies
 Peace Studies
 Philosophy and Literature
 Philosophy, Politics, and Economics
 Religion and Literature
 Science, Technology, and Values
Area Studies
 African Studies
 Asian Studies
 European Studies
 Irish Studies
 Latin American Studies
 Mediterranean and Middle Eastern Studies
 Russian and East European Studies

Bachelor of Fine Arts in:

Studio Art
Design

Bachelor of Science in:

Applied Physics
Biochemistry
Biological Sciences
Chemistry
Chemistry/Individual Option
Environmental Science

Profile, continued

Environmental Geosciences
Mathematics
Physics
Physics and Computing
Physics in Education
Physics in Medicine
Preprofessional Studies
Aerospace Engineering
Chemical Engineering
Civil Engineering
Computer Engineering
Computer Science
Geological Sciences
Electrical Engineering
Engineering and Environmental Science
Mechanical Engineering
Science and Business
Science and Computing
Science and Education

Bachelor of Architecture

Bachelor of Business Administration in:

Accountancy
Finance
Management
Management Information Systems
Marketing

Graduate Degrees Offered at Notre Dame

Master of Architecture

Master of Architectural Design and Urbanism

Master of Arts in:

Art History
Early Christian Studies
Economics
English
French and Francophone Studies
German Language and Literature
History
History and Philosophy of Science
Iberian and Latin American Studies
Italian Studies
Literature
Music
Peace Studies
Philosophy
Political Science

Profile, continued

Psychology
Sociology
Theology

Master of Divinity

Master of Education

Master of Engineering (only with J.D.)

Master of Engineering in Mechanical Engineering

Master of Fine Arts in:

Creative Writing
Design
Studio Art

Master of Medieval Studies

Master of Music

Master of Science in Aerospace Engineering

Master of Science in Applied Mathematics

Master of Science in Bioengineering

Master of Science in Chemical Engineering

Master of Science in Civil Engineering

Master of Science in Computer Science and Engineering

Master of Science in Electrical Engineering

Master of Science in Environmental Engineering

Master of Science in Mechanical Engineering

Master of Science in the following fields:

Biochemistry
Biological Sciences
Biophysics
Chemistry
Geological Sciences
Mathematics
Physics

Master of Theological Studies

Doctor of Philosophy in:

Aerospace and Mechanical Engineering
Biochemistry

Profile, continued

Biological Sciences
Chemical and Biomolecular Engineering
Chemistry
Civil Engineering and Geological Sciences
Computer Science and Engineering
Economics
Electrical Engineering
English
History
History and Philosophy of Science
Literature
Mathematics
Medieval Studies
Philosophy
Physics
Political Science
Psychology
Sociology
Theology

Professional School Degrees Offered at Notre Dame

Master of Business Administration

Master of Nonprofit Administration

Master of Science in Accountancy

Master of Laws

Juris Doctor

Doctor of Juridical Science

The Summer Session

Summer courses are offered by Notre Dame and visiting faculty to students at all levels—undergraduate, graduate, and professional.

In addition to meeting the needs of academic year students continuing work on their degrees, the summer session serves undergraduate and graduate students visiting from other institutions, teachers, church workers, and members of other professional groups. Students are provided an opportunity to fulfill degree or certification requirements, to improve their professional position, or to take courses for personal enrichment. The summer session includes the traditional seven-week courses and a series of shorter courses that begin before and after the opening of the main session. Requests for information about courses and registration procedures should be directed to the Summer Session Office.

Postdoctoral Scholars

Postdoctoral scholar is a University status distinct from faculty, staff, or student. Appointments using the designations senior research associate, postdoctoral research associate, research associate, visiting scholar, teaching scholar, and research visitor are made by the Graduate School for all academic units of the University.

Research Associates

Appointments to nonfaculty research positions with the title senior research associate, postdoctoral research associate, or research associate are made by the Graduate School in departments, institutes, and centers throughout the University. The length of appointment varies but is normally for one year; renewal is upon mutual agreement between the appointee and the faculty adviser. Research associates receive salary and substantial benefits. Application should be made directly to the faculty member with whom the applicant wishes to pursue studies.

Teaching Scholars

Appointments to nonfaculty teaching positions with the title teaching scholar are made by the Graduate School in departments throughout the University. The length of appointment is normally for one year; renewal is upon mutual agreement between the appointee and the chair/director of the appointing unit. Teaching scholars receive salary and substantial benefits. Application should be made directly to the chair/director of the appropriate unit.

Visiting Scholars

Appointments to nonfaculty research positions with the title visiting scholar are made by the Graduate School in departments, institutes, and centers throughout the University. The length of appointment varies but is normally for a semester or a year; renewal is upon mutual agreement between the appointee and the chair/director of the appointing unit. Visiting scholars receive no salary and only limited benefits. Application should be made directly to the chair/director of the appropriate unit.

Research Visitors

The Graduate School appoints students enrolled in graduate or undergraduate degree programs at other institutions to research positions with the title research visitor for the purpose of using University Libraries or consulting with a faculty member. The length of appointment varies but is normally for a semester or a year. Research visitors occasionally receive a stipend, but there are no benefits. Application should be made directly to the faculty member the student wishes to consult, or to the chair of the appropriate department.

Research Support

Active programs of scholarly work occur in discipline-oriented departments in the humanities, fine arts, science, social sciences, engineering, business, law, and architecture areas of the University. In addition, University institutes and research centers facilitate research across departmental lines. Research awards to Notre Dame have more than doubled in the last five years to more than \$73 million in fiscal year 2004. Research expenditures have increased in the last five years from \$30.4 million in fiscal year 1999 to more than \$65 million in fiscal year 2004.

The Graduate School's Office of Research is responsible for assisting faculty in various aspects of sponsored program activity. It transmits all formal proposals, monitors the status of proposals, negotiates contracts and grants, accepts awards for the University on behalf of faculty members, and is responsible for the administrative management of all grants, contracts, and cooperative agreements supporting research, training, service, and equipment. The Office of Research also provides guidance in seeking external sponsored program support and assistance in proposal and budget preparation. Finally, the office assists faculty with corporate-sponsored programs and protecting intellectual property, including the development of corporate collaborative research agreements, material transfer agreements, and the patenting and licensing of University owned inventions.

The Office of Research website, <http://www.nd.edu/~research/>, is designed to assist faculty

from all academic units in the identification of funding sources. Current issues related to sponsored program activity are also highlighted.

Inquiries regarding this information should be addressed to the Graduate School, Office of Research, 511 Main Building, telephone (574) 631-7432, e-mail research@nd.edu. The research hotline is (574) 631-8710.

Detailed information about the University's libraries and computing resources is provided elsewhere in this handbook.

University Research Centers

Guidelines for University Research Centers

The following requirements for the initiation and continuation of official University research centers were approved by the Graduate Council and the Academic Council in April 1999. Their purpose is to improve the quality of research, to heighten external visibility of scholarly activity, and to contribute to the intellectual life of the University.

1. Procedure for establishing a new center

To establish a new center, the interested faculty will develop a proposal to be reviewed by the deans of the relevant colleges in consultation with the involved department heads and faculty. If approved, the provost and vice president for Graduate Studies and Research will be informed of these plans. Criteria to be considered in establishing the new center as an official University research center include the following: the academic credentials of all faculty members involved and their proposed research; academic objectives and intellectual benefits that the establishment of such a center can provide to faculty and students; resource requirements (e.g., staff, library, laboratory space, etc.); procedures for choosing center membership and leadership, and policies for succession and change of leadership; and proposed funding sources. Center directors are appointed by the provost upon recommendation of the supervisory unit of the center and with the approval of the President of the University.

2. Procedures for Reporting

Centers will report to the organizational unit representing all the constituent faculty. For example, if the member faculty are all within a particular college, the center will report to the dean of that college. An exception to this may occur if more than 50 percent of the center funding comes from some higher unit in the University, such as the Office of Research. In this case, or if the center involves faculty from more than one college, the center will report to the provost or his/her designate depending on the nature of the center. This overseeing organization is referred to below as the "supervisory unit."

All existing centers should register through this process within the first three months of adoption of these guidelines. Registration requires the center to provide the information described in section 1 above to its supervisory unit and to the vice president for Graduate Studies and Research.

Each center is expected to prepare an annual report of its activities to be presented to its supervisory unit. These reports should address scholarly activity such as lectures and publications, center membership, plans for the center for the coming year, and other relevant information. Copies of this report are to be made available to the vice president for Graduate Studies and Research, who will forward copies to the relevant departmental chairs, deans, provost, and other potentially relevant parties, such as University Libraries.

3. Procedures for Review

Each center is expected to undergo an external review initially after five years, followed by

subsequent reviews at a date to be determined by the vice president for Graduate Studies and Research in consultation with the appropriate deans. In these reviews, the center's mission, scholarly activity, academic impact, management, and other relevant factors will be considered. These reviews will be administered by the supervisory unit. If an external funding agency requires a different schedule or format for review, those requirements will take precedence.

For the review of existing centers, a timetable for the initial review will be set by the vice president for Graduate Studies and Research in consultation with the appropriate deans.

The emphasis in the reviews will be on the quality of research devoted to fulfilling the center's mission. The reviews will also be a mechanism for the University and the center to work together to increase support, raise visibility, maintain high scholarly standards, and consider the impact of the center on the University's educational mission. Normally, funding for these reviews will be provided by the center itself.

If the reviews show inadequate performance of the center in terms of its academic objectives, intellectual benefits, or quality of research, then the supervisory unit will ordinarily put the center on probation. Within four months of notification of the probationary status, a committee will be appointed by the vice president for Graduate Studies and Research to consider the center's status; this committee will be composed of one member chosen by the center director, one chosen by the supervisory unit, and one chosen by the vice president for Graduate Studies and Research. Within the following year, the committee will consider what actions the center is taking to improve its performance. At the end of this year, the committee's recommendations will be presented to the center membership, the supervisory unit, and the vice president for Graduate Studies and Research. If problems are not adequately addressed within two years of the initial review as judged by the supervisory unit, the matter will be referred to the vice president for Graduate Studies and Research for appropriate action, which could include termination. This action may be appealed by the center to the provost, who will consult with the center members, the supervisory unit, and others deemed appropriate before coming to a final decision.

Institutes and Centers

University institutes, centers, and special programs include:

- Center for Accounting Research and Education
- Center for Applied Mathematics
- Center for Asian Studies
- Center for Astrophysics
- Center for Biocomplexity
- Center for Catalysis and Reaction Engineering
- Center for Children and Families
- Center for Civil and Human Rights
- Center for Complex Networks
- Center for Creative Computing
- Center for Environmental Justice
- Center for Environmental Science and Technology
- Center for Ethics and Culture
- Center for Ethics and Religious Values in Business
- Center for Family Studies
- Center for Financial Services Studies
- Center for Flow Physics and Control
- Center for Microfluidics and Medical Diagnostics
- Center for Molecularly Engineered Materials
- Center for Nano Science and Technology

Profile, continued

Center for Orphan Drug Development
Center for Philosophy of Religion
Center for Tropical Disease Research and Training
Center for U.S.-Japanese Studies
Center for Zebrafish Research
Cushwa Center for the Study of American Catholicism
Devers Program in Dante Studies
Ecumenical Institute (Jerusalem)
Engineering Learning Center
Environmental Molecular Science Institute
Erasmus Institute
Fanning Center for Business Communication
Freimann Life Science Center
John W. Gallivan Program in Journalism, Ethics and Democracy
Gigot Center for Entrepreneurial Studies
Hank University of Notre Dame Environmental Research Center (UNDERC)
Hessert Laboratory for Aerospace Research
Higgins Labor Research Center
Institute for Church Life, embracing
 Center for Catechetical Initiatives
 Center for Social Concerns
 Notre Dame Center for Liturgy
 Notre Dame Vision
 Satellite Theological Education Program
Institute for Educational Initiatives
 Alliance for Catholic Education
 Center for Ethical Education
 Center for Research on Educational Opportunity
Institute for Ethical Business Worldwide
Institute for Latino Studies
Institute for Scholarship in the Liberal Arts
Institute for Theoretical Sciences
Interdisciplinary Center for the Study of Biocomplexity
Kaneb Center for Teaching and Learning
Keck Center for Transgene Research
Helen Kellogg Institute for International Studies
Keough Institute for Irish Studies
Joan B. Kroc Institute for International Peace Studies
Laboratory for Image and Signal Analysis
Language Resource Center
Lizzadro Magnetic Resonance Center
LOBUND Laboratory
Jacques Maritain Center
Marital Therapy and Research Center
Medieval Institute
Multinational Management Program
Nanovic Institute for European Studies
Notre Dame Center for Ethical Education and Development (CEED)
Notre Dame Center for Ethics and Culture
Notre Dame Energy Center (ND_E)
Philosophic Institute

Radiation Laboratory
Reilly Center for Science, Technology, and Values
Shakespeare at Notre Dame
South Bend Center for Medical Education
Walther Cancer Research Center
Ruth M. Hillebrand Center for Compassionate Care
White Center for Law and Government

Faculty

In 2004-05, Notre Dame's instructional faculty numbered 780 full-time and 410 part-time. Other faculty, such as administrative, professional specialists, librarians, and research fellows, numbered 383 full-time and 13 part-time. Of the 780 full-time instructional faculty, 23 percent are women, 13 percent are U.S. minorities, 99 percent have terminal degrees, 92 percent have doctorates, and 97 percent are lay persons.

University Enrollment

Enrollment figures at the University for the academic year 2004-05 indicated 11,479 students registered for the fall semester. A total of 8,332 were enrolled in undergraduate divisions and 3,147 enrolled in graduate and professional studies. Undergraduate enrollment by class level showed 1,991 first year students, 2,053 sophomores, 2,045 juniors, 2,179 seniors, 54 fifth-year and 10 non-degree students. Enrollment figures for the colleges duplicate the count of those students enrolled in more than one college (i.e., our dual-degree seekers). Hence, there is a difference between the unduplicated head-count enrollment and the sum of college enrollments. Students enrolled in the College of Arts and Letters topped the undergraduate enrollment figures with 2,874. There were 1,595 business administration students, 953 science students, 734 engineering students, and 201 architecture students. An additional 2,028 students were enrolled in the First Year of Studies, and eight were unclassified. During the fall semester there were 466 Notre Dame students participating in international or other off-campus study programs, including: 35 in Angers, France; 13 in Washington, D.C.; 44 in Dublin, Ireland; 29 in Fremantle, Australia; 12 in Innsbruck, Austria; 139 in London, England; 35 in Toledo, Spain; 43 in Rome, Italy; 17 in Puebla, Mexico; 24 in Perth, Australia; and three in Nagoya, Japan. Postbaccalaureate enrollment included 1,779 students in the Graduate School (humanities, social sciences, engineering, science, and architecture), 711 in the Mendoza College of Business, 586 in the Law School, and 94 unclassified students.

Admissions

Admission is highly competitive. In 2004, there were almost 12,000 applicants for a first-year class of 1,975. The University actively seeks to enroll an exceptionally distinguished student body from among its broadly diverse and richly talented applicant pool.

Tuition and Financial Aid

Undergraduate tuition and fees (2005-06) average \$31,540 a year. Room and board (including telephone) averages \$8,180 a year. Graduate tuition is \$31,000 a year. Approximately 82 percent of Notre Dame's undergraduate students receive some form of financial aid, which exceeds \$161 million, a figure that includes scholarships, grants, loans, and campus work.

Student Body

Notre Dame rightfully claims to be a truly national university with every state represented in

its student body, the largest group coming from Illinois, then Indiana, Ohio, Pennsylvania, and Texas. In 2004-05 our undergraduate student body numbered 8,332, with 6,303 living in the 27 campus residence halls. An additional 633 advanced-study students live in campus housing. With 76 percent of our undergraduates living on campus, we can also claim to be a residential university. Since there are no social fraternities at Notre Dame, most social and religious activities are organized around the residence halls. The residence hall is also the basic unit of competition in Notre Dame's extensive intramural athletic programs. While intercollegiate sports are an important facet of student life, the University's varsity athletes must meet the same academic standards required of all students. The 2004-05 profile of Notre Dame's first-year students shows that 85 percent graduated in the top 10 percent of their high school classes.

About 32 percent of Notre Dame's seniors go on to graduate or professional schools in the year following graduation. Women were first admitted to the undergraduate programs in the fall of 1972. The number of undergraduate women enrolled has increased from 365 in 1972 to 3,903 in 2004-05, with 76 percent living on campus. Two campus housing complexes, O'Hara-Grace and Fischer, are open to single graduate students. Additionally, University Village has 103 units for married students with children and the Cripe Street Apartments have 24 units for married students without children.

International Student Services and Activities

International Student Services and Activities offers both immigration advising and programming through its two offices:

The International Student Services and Activities/**Programs** office, located on the second floor of the LaFortune Student Center, strives to make the educational experience of international students as meaningful and as successful as possible. The ISSA, working in cooperation with other University and Michiana community staff, aims to create a positive atmosphere in which students can live and learn effectively. In pursuing that goal, the ISSA coordinates programs for international students and their families to assist in their initial adjustment to the University, and provides continuous support, advocacy, referral, and other services throughout a student's career at the University of Notre Dame. ISSA also sponsors international programs and events as a means of stimulating cross-cultural understanding and interest on campus and in the Michiana community. Services and programs include pre-arrival correspondence; orientation sessions and events; cultural programming; international club development; ESL classes for student spouses; community outreach, resources, and referrals; and a handbook, weekly listserv notices, and Web updates.

The International Student Services and Activities/**Immigration Services** office is located in Room 121 Main Building. The Immigration Services staff provides immigration information, assistance, and advice to all F and J international students on campus. The office aims to help educate and remind the international students about important immigration rules, responsibilities, and deadlines as well as the benefits available to them, such as on-campus employment. In addition to the informative publications, some of the services provided by this office include: the issuance of signatures and documents required for travel and visa applications; employment workshops and authorizations; and assistance with change of status, program extensions, and transfer of status. The Immigration Services office also issues the necessary documents and assistance to those F and J students who wish to invite or bring their dependents to the United States.

Alumni

The University has more than 110,000 alumni around the world, most of them organized into a network of 214 alumni clubs in the U.S. and 60 International. A regionally representative 29-member board of directors governs activities of the Alumni Association, and the association's president and honorary president are *ex officio* members of the University's Board of Trustees. Alumni gifts for 2003–04 totaled \$65,976,000.00 million. Both statistics rank Notre Dame high in comparison with peer institutions. More than half of Notre Dame's alumni have been graduated since 1983.

Sports

Notre Dame men compete on a varsity basis in football, basketball, baseball, hockey, cross country, indoor and outdoor track, swimming, fencing, golf, lacrosse, soccer, and tennis. Varsity sports for women include basketball, volleyball, swimming, fencing, tennis, cross country, indoor and outdoor track, soccer, softball, golf, lacrosse, and rowing. The University's athletic facilities include the Notre Dame Stadium, the double-domed Joyce Center (which includes the Rolfs Aquatic Center), the Eck Pavilion (featuring six indoor tennis courts) the Guglielmino Athletics Complex (home to Notre Dame's football operation), the Loftus Sports Center (featuring a full-size artificial turf football field known as Meyo Field, surrounded by a six-lane indoor running track and also including the Haggar Fitness Center, a strength-training facility), the Moose Krause Stadium (an all-purpose, 5,000-seat lighted field for lacrosse or soccer, surrounded by an outdoor running track), the Eck Baseball Stadium, Alumni Field for softball, the 18-hole Warren Golf Course, the nine-hole Notre Dame Golf Course, and the Rolfs Recreational Sports Center.

In addition, the recreational sports program features men's club sports offerings in boxing, cricket, rowing, volleyball, and water polo. Women's clubs include field hockey, water polo, and pom-poms. Clubs open to both men and women include sailing, skiing, gymnastics, bowling, Ultimate Frisbee, and equestrian. Noncompetitive clubs include aikido, Martial Arts Institute, Tai Chi Kung Fu, judo, World Tae Kwon Do, climbing, cycling, and cricket. With the residence hall as the primary unit of competition, the extensive intramural program offers championships in football, basketball, baseball, floor hockey, ice hockey, badminton, indoor soccer, lacrosse, swimming, softball, racquetball, squash, tennis, golf, outdoor soccer, volleyball, bowling, and water polo, plus two six-mile runs per year. The recreational services division of the RecSports program includes instruction, outdoor recreation, and social and leisure activities.

Career Center

Director: Lee Svete

248 Flanner Hall

(574) 631-5200

ndcps@nd.edu

<http://careercenter.nd.edu>

Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

Walk-In Hours: Monday-Friday, 1:00 p.m.-4:30 p.m.

The Career Center

Mission Statement: The Career Center is dedicated to the development and implementation of innovative programs and services that promote life-long career management skills for students and alumni. By cultivating multi-faceted partnerships/networks, our staff is committed to providing the resources for students to explore diverse career opportunities. Staff members assist undergraduate and graduate students as well as alumni with career coun-

Profile, continued

selling, career assessment, group workshops, presentations for academic departments, career fairs, and mock interviews in addition to other services.

We encourage students to take ownership of their career direction, and be willing to devote the time and energy necessary to conduct a successful search for jobs, internships, fellowships and/or the identification of graduate school programs. Students have the opportunity to utilize our online databases to pursue post-graduate opportunities, sign up for interviews and conduct career related research twenty four hours a day/seven days a week.

Workshops, Programs and Special Seminars

The Career Center collaborates with the College of Arts and Letters, the Mendoza College of Business, the College of Engineering, the College of Science, the School of Architecture and The Graduate School to coordinate a wide variety of career programs, services, seminars and workshops for students throughout the year. A sample list includes:

- On campus career fairs including: the Fall Career Expo, Engineering Industry Day, the Winter Career & Internship Fair and Diversity Reception, the Nonprofit Career Fair and the School of Architecture Career Fair
- Off campus career fairs and consortia events in New York City, Washington DC, Boston & Chicago
- Senior “Kick-Off” Orientations
- A variety of workshops dedicated to resume & cover letter writing techniques, job & internship search strategies, interviewing skill development as well as a number of informative programs geared toward students interested in careers in specific industries such as investment banking, the federal government and media.
- Mock Interview Program
- Indiana Careers Program
- Hot Internships
- What You Can Do with a Major in _____? Series
- City Search Resources
- Get Connected Alumni Shadowing Program
- Dossier/CV Services
- Career and Professional Development Seminar Series for academic course credit
- Access to the Strong Interest Inventory and the Myers Briggs Type Indicator online self assessment instruments (meeting with a career counselor is a prerequisite).

Internships and Summer Jobs

The Career Center spends a great deal of time with first-year, sophomore, and junior students in identifying and applying for internships and summer jobs. Internships and career mentoring and shadowing opportunities are also sponsored by Notre Dame alumni. In addition, students have access to numerous internship databases containing more than 10,000 employment opportunities. The Career Center produces “Hot Internships,” featuring preprofessional career opportunities for all students to pursue.

Students seeking comprehensive career exploration assistance should contact the Career Center to schedule a one hour appointment with a career counselor. Students who have prepared a resume and/or cover letter and would like it reviewed or have quick questions related to their job search, are invited to visit the Career Center during walk-in hours for a 15-minute appointment.

Academic Calendar

FALL 2005 SEMESTER

Aug. 18-20	Thur-Sat	Orientation and counseling for new students at Saint Mary's College
Aug. 18	Thursday	Orientation and advising for readmitted and new transfer students at Notre Dame
Aug. 18	Thursday	Orientation for International students at Notre Dame
Aug. 19	Friday	Undergraduate Halls open for First Year student move-in beginning at 9:00 a.m. for Notre Dame
Aug. 19	Friday	Orientation and advising for new graduate students at Notre Dame
Aug. 20	Saturday	Residence Halls open at 9:00 a.m. for Saint Mary's
Aug. 20-21	Sat - Sun	Orientation and advising for Freshmen at Notre Dame
Aug. 21	Sunday	Undergraduate Halls open for move-in beginning at 9:00 a.m. for Notre Dame
Aug. 23	Tuesday	Classes begin at 8:00 a.m.
Aug. 23	Tuesday	Mass - formal opening of school year at Notre Dame
Aug. 31	Wednesday	Last date for all class changes
Sept. 5	Monday	Labor Day - classes are in session
Sept. 28	Wednesday	Last date to drop a class at Saint Mary's College
Oct. 14	Friday	Mid-Semester Deficiency reports submitted through insideND by 3:45 p.m. at Notre Dame
Oct. 15-23	Sat - Sun	Mid-Semester break
Oct. 17	Monday	Mid-Semester Deficiency reports due in PRISM by 8:00 a.m. at Saint Mary's College
Oct. 28	Friday	Last day for course discontinuance at Notre Dame
Nov. 14-29	Mon - Tues	Registration for the Spring 2006 Semester at Notre Dame
Nov. 14-30	Mon - Wed	Registration for the Spring 2006 Semester at Saint Mary's College
Nov. 24-27	Thur - Sun	Thanksgiving Holiday (Wednesday, Nov. 23 is a student holiday at Saint Mary's College)
Nov.28-Dec.7	Mon - Wed	Teacher Course Evaluations administered at Notre Dame
Dec. 7	Wednesday	Last class day for Notre Dame
Dec. 8	Thursday	Last class day for Saint Mary's College
Dec. 8-11	Thur - Sun	Reading days for Notre Dame (no examinations)
Dec. 9-11	Fri - Sun	Reading days for Saint Mary's College (no examinations)
Dec. 12-16	Mon - Fri	Final examinations
Dec. 17	Saturday	Undergraduate Halls close at 2:00 p.m.
Dec. 19	Monday	All grades submitted through insideND by 3:45 p.m. at Notre Dame
Dec. 20	Tuesday	All grades due in PRISM by Noon at Saint Mary's College
Jan. 8	Sunday	January Graduation Date (no ceremony)

Class Meetings* MWF-42 MW-29 TuTh-28

Number of Class Days*

	Mon	Tues	Wed	Thur	Fri	Total
Aug	1	2	2	1	1	7
Sept	4	4	4	5	5	22
Oct	4	3	3	3	3	16
Nov	4	5	5	3	3	20
Dec	1	1	1	1	1	5
Total	14	15	15	13	13	70

*The number of class meetings and class days differ for Saint Mary's College

HOME FOOTBALL GAMES:

Sept. 17 - Michigan State; Oct. 15 - USC; Oct. 22 - BYU;
Nov.5 - Tennessee; Nov. 12 - Navy; Nov. 19 Syracuse

Summer Session 2006

June 19	Monday	Enrollment day. Advance permission required for late enrollment. Specific dates and time for enrollment of workshop, institute, and minicourse registrants will be supplied by respective program directors.
June 20	Tuesday	Classes begin at 8:00 a.m.
June 23	Friday	Latest date to add regular session, seven-week courses

SPRING 2006 SEMESTER

Jan. 15	Sunday	Undergraduate Halls open for move-in beginning at 9:00 a.m. for Notre Dame
Jan. 16	Monday	Orientation and advising for new students
Jan. 16	Monday	Classes begin at 8:00 a.m. at Saint Mary's College
Jan. 17	Tuesday	Classes begin at 8:00 a.m. at Notre Dame
Jan. 25	Wednesday	Last date for all class changes
Feb. 17-19	Fri - Sun	Junior Parents Weekend at Notre Dame
Feb. 22	Wednesday	Last date to drop a class at Saint Mary's College
Feb. 28	Tuesday	Deadline for 2006/2007 Financial Aid Applications at Notre Dame (for returning students)
Mar. 1	Wednesday	Deadline for 2006/2007 Financial Aid Applications at Saint Mary's College (for returning students)
Mar. 10	Friday	Mid-Semester Deficiency reports submitted through insideND by 3:45 p.m. at Notre Dame
Mar. 11-19	Sat - Sun	Mid-Semester break
Mar. 13	Monday	Mid-Semester Deficiency reports due in PRISM by 8:00 a.m. at Saint Mary's College
Mar. 22	Wednesday	Registration begins for the 2006 Summer Session at Notre Dame
Mar. 24	Friday	Last day for course discontinuance at Notre Dame
Apr. 11-25	Tues - Tues	Registration for the Fall 2006 Semester at Notre Dame
Apr. 14-17	Fri - Mon	Easter Holiday
Apr. 18-26	Tues - Wed	Registration for the Fall 2006 at Saint Mary's College
Apr. 24-May 3	Mon - Wed	Teacher Course Evaluations administered at Notre Dame
May 3	Wednesday	Last class day for Notre Dame
May 4	Thursday	Last class day for Saint Mary's College
May 4-5	Thur - Fri	Residence Hall room inspections at Notre Dame
May 4-7	Thur - Sun	Reading days for Notre Dame (no examinations)
May 5-7	Fri - Sun	Reading days for Saint Mary's College (no examinations)
May 8-12	Mon - Fri	Final examinations
May 13	Saturday	Undergraduate Halls close at 2:00 p.m.
May 15	Monday	All grades submitted through insideND by 3:45 p.m. at Notre Dame
May 16	Tuesday	All grades are due in PRISM by Noon at Saint Mary's College
May 19-21	Fri - Sun	Commencement Weekend

Class Meetings* MWF-41 MW-28 TuTh-29

Number of Class Days*

	Mon	Tues	Wed	Thur	Fri	Total
Jan	2	3	2	2	2	11
Feb	4	4	4	4	4	20
March	3	3	4	4	4	18
April	3	4	4	4	3	18
May	1	1	1	0	0	3
Total	13	15	15	14	13	70

*The number of class meetings and class days differ for Saint Mary's College

July 14	Friday	Latest date for master's examinations and Ph.D. dissertation defenses for graduation in August 2006
July 21	Friday	Latest date for presenting completed theses and dissertations in the Graduate School Office for graduation in August 2006
August 3	Thursday	Last class day
August 4	Friday	Course examinations for all students
August 9	Wednesday	Graduation Date (no ceremony)

Faculty

Information

Educational Benefits

Fringe Benefits

General Note

Most benefits are designed to cover regular, full-time members of the faculty. Coverage for regular, part-time faculty members is described under University Policies.

The University provides eligible faculty and staff educational benefits to encourage advanced learning and to help defray the cost of higher education. Educational benefits are available for the benefit of eligible faculty and staff, as well as for their children and spouses.

I. Educational Benefits for Children

Eligibility: Full-time regular faculty, administrator, and staff are eligible for educational benefits for their children's undergraduate education for as long as they remain in full-time service of the University, provided certain service requirements are met. Full-time regular faculty, administrator, and staff who retire with 25 or more years of consecutive full-time service also are eligible for such benefits. Eligibility for educational benefits for children will not be terminated in the event of the death or total disability of an otherwise eligible faculty, administrator, staff, or retiree.

A. Children Attending Notre Dame

Children, stepchildren, and children under legal guardianship who meet standard University admission requirements receive an educational benefit to attend the University of Notre Dame for an undergraduate education. The benefit is based upon the lesser of either: (a) eight semesters or (b) if the child previously attended college, the standard number of semesters needed to complete a four-year degree based on the class level of the child (e.g., second-semester sophomore, first-semester senior) assigned by the Registrar of the University at the time of eligibility and application of benefit.

Eligibility

- The parent must be a regular, full-time faculty, administrator, or staff who has completed a minimum of three consecutive years of full-time service, or retired with 25 or more years of consecutive full-time service.
- The qualifying regular, full-time faculty, administrator, or staff must remain in full-time service of the University after the child has been admitted to the University.
- The student must be 26 years of age or younger and not have attained a bachelor's degree. The benefit may continue past the student's age of 26 if the student is currently enrolled in an eligible program presently using the benefit and has not utilized the full benefit. Once a student is over the age of 26, he or she must continue to take courses each semester, except for summer, in order to maintain eligibility. If there is a break in attendance, the child loses his or her eligibility permanently, regardless of any unused benefit balance.

Procedures

To apply for the educational benefit the employee must:

- Submit to the Office of Human Resources, 100 Grace Hall, the Application for Educational Benefits when the child is accepted to Notre Dame or before the beginning of classes. The application form can be found at: http://hr.nd.edu/benefits/educ_benefits.shtml. This application is completed only once, unless there is a break in school attendance or if the child

Educational Benefits,
continued

attends summer session. If the student resumes his or her education, the employee must complete another application form.

Additional Program Information

- Notre Dame does not have a part-time program. Therefore, any courses taken in the spring or fall constitute use of one full semester of educational benefits. The only exception is one course up to three credits during a summer session.
- The educational benefit is reduced by the approximate value of a 12-hour per week student job in the student's sophomore, junior, and senior years. *Exception:* Students studying abroad, or who have a severe health problem may request a job waiver by submitting a written request to the Office of Human Resources. If the waiver is granted, the waived amount will be taxed.
- Proof of financial responsibility for stepchildren or legal documentation of guardianship must be submitted before receiving the benefit and must be available throughout the time the benefit is received. Acceptable documentation includes, but is not limited to, tax forms, divorce decrees, or any other legal document proving financial responsibility.
- A student receiving grants or scholarship assistance from other organizations that restrict assistance to tuition may not apply such assistance to non-tuition-related costs.
- The educational benefit is a taxable event to the parent if the student is not considered a dependent according to IRS regulations.
- The educational benefit continues in the event of death or total disability of an eligible person.
- If your child discontinues attendance and the total educational benefit amount awarded for that semester is not repaid in full to the University of Notre Dame, either by the institution or by the parent, prior to the close of the academic year (June 30th) that period will count as one full-time semester and will be used against the total number of semesters of which the child is eligible.
- It is the employees' responsibility to confirm with the University of Notre Dame that the educational benefit has been received and applied to the proper term. Any corrections and/or additions needed must occur in the same academic year and must be completed prior to the close of the University's fiscal year, June 30th.

Summer Classes

Eligible children may receive the educational benefit for one regularly scheduled Notre Dame undergraduate course of up to three credits per summer.

Eligibility

- The parent must be a regular, full-time faculty, administrator, or staff who has completed a minimum of three consecutive years of full-time service, or retired with 25 or more years of consecutive full-time service.
- The qualifying regular, full-time faculty, administrator, or staff must remain in full-time service of the University after the student has been admitted to the University.
- The student must meet regular summer session admission standards, and not have attained a bachelor's degree.
- The student must be 26 years of age or younger. The benefit may continue past the age of 26 if the child is currently enrolled in an eligible program presently using the benefit and has not utilized the full benefit. The benefit may continue past the student's age of 26 if the student is currently enrolled in a program using the benefit and has not utilized the full benefit. Once a child is over the age of 26, he or she must continue to take courses each semester except for summer, in order to maintain eligibility. If there is a break in attendance, the student permanently loses his or her eligibility, regardless of any unused benefit balance.

Procedures

Educational Benefits,
continued

To apply for the educational benefit, the employee must:

- Submit to the Office of Human Resources, 100 Grace Hall, the Application for Educational Benefits before or on registration for the summer course. This application can be found at http://hr.nd.edu/benefits/educ_benefits.shtml. Each student must submit this form for each summer he or she takes courses, even if already attending Notre Dame.
- Complete and submit a Summer Session Application. To receive a summer session packet, contact the Summer Session Office at 631-7282, or for further information go to the Web site at <http://www.nd.edu/~sumsess/>.
- For children not attending the University of Notre Dame during the regular academic year, a Summer Session Application must also be completed in order to register for a course. To receive a summer session packet, contact the Summer Session Office at 631-7282 or for further information go to the website at <http://www.nd.edu/~sumsess>.

Additional Program Information

- Only one summer benefit may be used per summer.
- The educational benefit is a taxable event to the parent if the student is not considered a dependent according to IRS regulations.
- The educational benefit continues in the event of death or total disability of an eligible person.

B. Children Attending Saint Mary's College

A dependent daughter who meets standard admission requirements may receive an educational benefit to attend Saint Mary's College for an undergraduate education. The benefit is based upon the lesser of either: (a) eight semesters or (b) if the child previously attended college, the standard number of semesters needed to complete a four-year degree based on the class level of the student (e.g., second-semester sophomore, first-semester senior) assigned by the registrar of Saint Mary's College at the time of eligibility and application of benefit.

Eligibility

- The parent must be a regular, full-time faculty, administrator, or staff who has completed a minimum of three consecutive years of full-time service, or retired with 25 or more years of consecutive full-time service.
- The qualifying regular, full-time faculty, administrator, or staff must remain in full-time service of the University after the student has been admitted to Saint Mary's College.
- The student must not have attained a bachelor's degree and meet the definition of a dependent student according to federal methodology. The federal methodology guidelines which use seven factors to determine if a daughter is a dependent are very specific and should be reviewed carefully. The following link provides basic information regarding the federal methodology guidelines: <http://finaid.org/calculators/dependency.phtml>.

Procedures

To apply for the educational benefit, the employee must:

- Submit to the Office of Human Resources, 100 Grace Hall, the Application for Educational Benefits when the student is accepted to Saint Mary's College or before the beginning of classes. This application is completed only once, unless there is a break in school attendance or if the student attends summer session. If the student resumes her education after the break, the employee must complete another application form. This application can be found at http://hr.nd.edu/benefits/educ_benefits.shtml.

Additional Program Information

- The student must be dependent upon the employee for full financial support and must be

Educational Benefits,
continued

- able to be claimed as an exemption on the employee's federal tax return.
- The student must be a birth child or adopted child. Stepchildren and children under legal guardianship are not eligible. (Step-children may attend Saint Mary's and receive the educational benefit through the "Other Colleges or Universities" benefit criteria.)
 - A student receiving grants or scholarship assistance from other organizations that restrict their assistance to tuition may not apply such assistance to non-tuition related costs.
 - The educational benefit continues in the event of death or total disability of an eligible person.
 - If your child discontinues attendance and the total educational benefit amount awarded for that semester is not repaid in full to the University of Notre Dame, either by the institution or by the parent, prior to the close of the academic year (June 30th) that period will count as one full-time semester and will be used against the total number of semesters of which the child is eligible.
 - It is the employees' responsibility to confirm with Saint Mary's College that the educational benefit has been received and applied to the proper term. Any corrections and/or additions needed must occur in the same academic year and must be completed prior to the close of the University's fiscal year, June 30th.

Summer Classes

Dependent daughters may receive the educational benefit for one (1) regularly scheduled Saint Mary's undergraduate course up to three credits per summer.

Eligibility

- The parent must be a regular, full-time faculty, administrator, or staff who has completed a minimum of three consecutive years of full-time service or retired with 25 or more years of consecutive full-time service.
- The qualifying regular faculty, administrator, and staff must remain in full-time service of the University after the student has been admitted to Saint Mary's College.
- The student needs to meet the definition of a dependent student according to federal methodology guidelines.
- The student must meet regular summer session admission standards, and not have attained a bachelor's degree.

Procedures

To apply for the educational benefit, the employee must:

- Submit to the Office of Human Resources, 100 Grace Hall, the Application for Educational Benefits before or upon registration for the summer course. The application form can be found at: http://hr.nd.edu/benefits/educ_benefits.shtml. This application needs to be completed by the student each summer she takes courses, even if she already attends Saint Mary's College.

Additional Program Information

- Only one summer benefit may be used per summer.

C. Children Attending Other Colleges or Universities

Children, stepchildren and children under legal guardianship who meet standard admission requirements to an accredited four-year institution, including Holy Cross College, may receive an annual portable educational benefit for undergraduate education.

The total amount of the annual portable educational benefit for each child who is enrolled as a full-time student is the lesser of:

- the tuition and mandatory fees of the other institution, or
- 30 percent of Notre Dame's tuition.

Educational Benefits,
continued

This is the benefit maximum, regardless of whether one or both parents is employed at the University. The educational benefit for full-time students (12 credits or more) is based upon the lesser of either (a) eight semesters or (b) if the child previously attended college, the standard number of semesters needed to complete a four-year degree based on the class level of the child (e.g., second-semester sophomore, first-semester senior) assigned by the registrar of the institution at the time of eligibility and application of benefit.

The total amount of the annual portable benefit for each student who is enrolled as a part-time student (fewer than 12 credits) is the lesser of:

- the tuition and mandatory fees of the institution, or
- 24 percent of Notre Dame's tuition.

This is the benefit maximum, regardless of whether one or both parents is employed at the University. The educational benefit for part-time students (fewer than 12 credits) is based upon either (a) 10 semesters or (b) if the child previously attended college, the standard number of semesters needed to complete a four-year degree based on the class level of the child (e.g., second-semester sophomore, first-semester senior) assigned by the registrar of the institution at the time of eligibility and application of benefit.

Without exception, grant payments are made in equal installments directly to the institution and are made by semester, trimester, or quarter, whichever is applicable. The amount paid is based on certification received from the institution each term. Once a student enrolls on a part-time basis, he or she must remain enrolled part-time to receive the maximum of 10 semesters of eligibility. If a part-time student enrolls on a full-time basis, he or she is then eligible for a maximum of eight semesters.

Eligibility

- The parent must be a regular, full-time faculty, administrator, or staff who has completed a minimum of 10 consecutive years of full-time service, or retired with 25 or more years of consecutive full-time service.
- The qualifying regular faculty, administrator, and staff must remain in full-time service of the University after the student has been admitted to the college or university.
- The student must be 26 years of age or younger and not yet attained a bachelor's degree. The benefit may continue past the student's reaching the age of 26 if the student is currently enrolled in an eligible program presently using the benefit and has not utilized the full benefit. Once the student is over the age of 26, he or she must continue to take courses each period (semester, trimester, or quarter) except for summer, unless required by the institution in order to maintain eligibility. If there is a break in attendance, the student permanently loses his or her eligibility, regardless of any unused benefit balance.

Procedures

To apply for the educational benefit, the employee must:

- Submit to the Office of Human Resources, 100 Grace Hall, the Application for Educational Benefits each semester the student attends school. The application form can be found at: http://hr.nd.edu/benefits/educ_benefits.shtml.

Additional Program Information

- All tuition grants or scholarships provided from any other source are deducted from the total tuition before computing the University's grant.
- Proof of financial responsibility for stepchildren or legal documentation of guardianship will be necessary before receiving the benefit and must be available throughout the time the benefit is received. Acceptable documentation includes, but is not limited to, tax forms, divorce decrees, or any other legal document proving financial responsibility.
- The tuition benefit is a taxable event to the parent if the student is not considered a depen-

Educational Benefits,
continued

- dent according to IRS regulations.
- The education benefit continues in the event of death or total disability of an eligible person.
 - If your child discontinues attendance and the total educational benefit amount awarded for that period (semester, trimester, quarter) is not repaid in full to the University of Notre Dame, either by the institution or by the parent, prior to the close of the academic year (June 30th) that period will count as one full-time period and will be used against the total number of semesters of which the child is eligible.
 - It is the employees' responsibility to confirm with the institution their child is attending that the educational benefit has been received and applied to the proper term. Any corrections and/or additions needed must occur in the same academic year and must be completed prior to the close of the University's fiscal year, June 30th.

Summer Classes

Children, stepchildren and children under legal guardianship who meet standard admission requirements to an accredited four-year institution, including Holy Cross College, may receive an annual portable benefit, which may be applied to summer sessions. The total cost of the regular academic year and summer session must not exceed 30 percent of Notre Dame's tuition for that academic year for full-time students or 24 percent of Notre Dame's tuition for part-time students.

Eligibility

- The parent must be a regular, full-time faculty, administrator, or staff who has completed a minimum of 10 consecutive years of full-time service, or retired with 25 or more years of consecutive full-time service.
- The qualifying regular faculty, administrator, and staff must remain in full-time service of the University after the student has been admitted to the college or University.
- The student must meet regular summer session admission standards, and not have attained a bachelor's degree.
- The student must be 26 years of age or younger.
- The benefit may continue past the student's reaching the age of 26 if the student is currently enrolled in an eligible program presently using the benefit and has not utilized the full benefit. Once a student is over the age of 26, he or she must continue to take courses each period (semester, trimester, or quarter) except for summer, unless required by the institution in order to maintain eligibility. If there is a break in attendance, the student permanently loses his or her eligibility, regardless of any unused benefit balance.

Procedures

To apply for the educational benefit, the employee must:

- Submit to the Office of Human Resources, 100 Grace Hall, the Application for Educational Benefits each summer the student attends school. The application can be found at: http://hr.nd.edu/benefits/educ_benefits.shtml.

Additional Program Information

- If summer is the first time the student is receiving the benefit, it will count as a full semester used.
- If the maximum tuition amount has been paid during the academic year, there is no portable benefit available for summer.
- The tuition benefit is a taxable event to the parent if the student is not considered a dependent according to IRS regulations.
- The education benefit continues in the event of death or total disability of an eligible person.

Educational Benefits,
continued

II. Educational Benefits for Faculty, Administrators, Staff, and Spouses

This educational benefit provides 90 percent tuition remission for one undergraduate course up to three credits, or 100 percent tuition remission for one graduate-level course up to three credits per semester.

Eligibility

- Full-time faculty, administrators, and staff members; postdoctoral research associates; interns; visiting faculty; and their spouses immediately upon employment.
- Retired faculty, administrators, and staff members; and their spouses.

Requirements

An eligible participant must also:

- Meet academic prerequisites of the course.
- Have gained admittance into the degree program (if applicable) for course credit in that program.
- Have obtained the approval of his or her immediate supervisor (administrators and staff members).

Procedures

To apply for the educational benefit:

- Non-degree seeking applicants complete the Application for Employee and Employee Spouse Education Benefit, Non-Degree Seeking Only each semester a course is taken.
- Degree-seeking applicants complete Application for Employee and Employee Spouse Education Benefit, Degree Seeking Only each semester a course is taken.
- Send the application to the Office of Human Resources, 100 Grace Hall.
- The Office of Human Resources will process the form and send the employee a confirmation notice with instructions for registering and enrolling.
- Degree-seeking applicants must follow the appropriate University processes to be formally admitted to a specific degree program.

Additional Program Information

- The standard rate for each credit enrolled in a semester above three will be billed to the employee.
- Graduate-level tuition benefits may be taxable for employees. This is determined by the Payment Services Office based on information provided in the application.
- Graduate-level tuition benefits are taxable for spouses.
- Employees using this educational benefit should be aware that the benefit may cause a reduction to other sources of financial aid.

Insurance Benefits

III. ND Flex Program

Under the ND flex program, staff and faculty may design a benefit plan based on individual decisions in these benefit areas:

- Medical
- Dental
- Life Insurance
- Dependent Life Insurance
- Vision Insurance, and

Insurance Benefits, continued

- Flexible spending accounts, for either health care or dependent day care expenses or both.

Not all benefits offered are part of the ND Flex program. Although some of these benefits may involve individual decisions, University benefits such as long-term disability and the retirement plan are not included in ND Flex.

A. Eligibility

Full-time, regular faculty and staff are eligible to participate in ND Flex program. New, regular faculty members are eligible the first day of the month following their hire date.

Benefit elections. Once each year—during the annual open enrollment period—staff and faculty have the opportunity to make ND Flex elections. All decisions are effective at the beginning of the next plan year (January 1) through the following December 31. During the plan year after January 1, changes can be made only if there is a change in family status.

Family status changes. This includes marriage or divorce, birth or adoption of a child, the death of a dependent, or the loss of a spouse's benefit coverage. In these cases, staff and faculty have 31 days from the date of the change in family status to notify the Office of Human Resources and to complete a new enrollment form.

Benefit options and monthly deductions. Some ND Flex benefit options have monthly costs for coverage. Generally, the option's monthly deduction, or price tag, depends on the level of coverage chosen. The more extensive the coverage, the higher the monthly deduction. In some cases, monthly deductions depend on the age, pay, and status of coverage such as single or family.

How "pay" is defined. When monthly deductions or coverage amounts are based on pay, pay has a special definition. This is important for life insurance.

For regular faculty members, pay is defined as "Academic Contract Year Salary." Note: Faculty members who are paid on a nine-month cycle have all necessary payroll deductions for summer benefit protection made in May.

B. Medical Options

The ND Flex program includes several medical options plus a "no coverage" option. The medical plans include a preferred provider organization (PPO) and two health maintenance organizations (HMOs). The PPO plan offers coverage for medical care with a level of deductibles and out-of-pocket maximums. The two HMO plans differ in copayments, physicians, and medical facilities. Options and premiums may change from year to year.

C. Dental

Two dental programs are offered. They provide options for preventative care and other services. Options and premiums may change from year to year.

D. Life Insurance

The University provides all full-time staff and faculty with \$25,000 term life insurance coverage at no cost. Staff and faculty may elect additional term life insurance under the ND Flex program to reflect personal needs. Additional life insurance is available at group rates in increments of one to 10 times salary up to maximum of \$1,000,000. The maximum total life insurance coverage is based on age. The schedule is available in the Office of Human Resources. Both basic and optional coverage includes accidental death and dismemberment. Certain circumstances

require proof of insurability.

E. Dependent Life Insurance

Faculty and staff have the option to choose dependent life insurance coverage for their family. The premium is based upon the level of coverage.

F. Flexible Spending Accounts

There are two flexible spending accounts—the health care spending account and the dependent care spending account.

All contributions to a flexible spending account are made with “before-tax” dollars. Just as medical premiums are paid for with “before-tax” dollars, contributions to a spending account reduce taxable income and result in lower taxes.

Careful planning is required if contributing to a spending account. The Internal Revenue Service regulates plans that offer spending accounts. Among its rules is one that states if money contributed to an account is not used, at the end of the year it must be forfeited. This does not mean that individuals should not contribute to the accounts, but the decision to do so should be made carefully and conservatively. To help budget for flexible spending accounts, the University provides all staff/faculty with a worksheet on the Human Resources Web page at <http://hr.nd.edu/forms>.

Health Care Spending Account—The health care spending account can be used to reimburse participants for a number of health care expenses:

- Medical deductible and copayments
- Dental care expenses
- Vision care expenses
- Hearing care expenses

Generally, any expenses allowed as a deduction for federal income tax purposes are allowed. Reimbursements for eligible orthodontia expenses are treated as incurred when the care is actually provided, not when the participant is billed or pays for the care. This presents some difficulties regarding orthodontic services and payments.

Dependent Care Spending Account—A Dependent Care FSA reimburses you, up to \$5,000 annually, for care provided by eligible caregivers to dependents so that you (and your spouse, if you are married) can work. Care can be for:

- Your dependent child or children up to the age of 13.
- Any dependent of any age if he or she lives with you and cannot care for himself or herself, such as an elderly parent or disabled child.
- A qualifying relative, who is an individual that bears a relationship to the taxpayer and meets the relationship, residency and age requirements to be a qualifying relative, whose gross income is less than the exemption amount (as defined in 151 (d) of the Internal Revenue Code) who receives over one-half of their support from the taxpayer and who is not a qualifying child of the taxpayer or any other taxpayer.

In deciding whether or not to contribute to the dependent day care account, considerations should be given to the dependent day care tax credit. This tax credit also allows individuals to pay for dependent day care expenses in a tax-effective way. Staff and faculty should evaluate which method is most effective. Claims for expenses cannot be made under both.

Before the effective date of an individual's eligibility for ND Flex, additional information will be provided in the enrollment packet to help with benefit coverage decisions. For additional information, contact the Office of Human Resources.

Full-time visiting faculty are eligible for medical, dental, life, and vision insurance.

IV. Long-Term Disability Insurance

The University provides long-term disability (LTD) insurance to all regular, full-time faculty members at the beginning of their second year of service. This one-year service requirement is waived for any faculty member covered by another LTD group plan, within 3 months of joining the University.

Benefits begin after a period of six months from the first day of disability. The plan pays 60 percent of the monthly salary, reduced by the amount of any Social Security disability benefits received. The total monthly benefit, including any Social Security payment, may not exceed \$12,000.

Additionally, if the employee is participating in the University's 403(b) Retirement Program, the plan will continue both the employee's (5 percent) and the University's (10 percent) contributions.

Enrollment in this program is automatic. Further information is available from the Office of Human Resources.

V. Long-Term Care Insurance

Long-term care is the type of care received when someone needs assistance with daily living due to an accident, illness, or an advancing age, either at home or in a facility. Coverage is available to active faculty and staff working at least 20 hours per week, their spouses, parents (in-law), and grandparents (in-law) at group rates. One must be 18 to participate. There is no upper age limit for coverage. You choose from the various options that are offered. Evidence of insurability is required for the faculty member after the 30-day eligibility period. Evidence of insurability is always required for family members. Premiums for employees and spouses are payroll deducted. Parents and grandparents are billed directly by the insurance company

VI. Voluntary Homeowners and Auto Insurance

The University has partnered with Liberty Mutual to provide qualifying faculty, administrators, and staff the opportunity to purchase auto and homeowners insurance at discounted rates. To learn more about Liberty Mutual visit www.libertymutualinsurance.com

VII. Travel/Accident Insurance

The University provides travel/ accident insurance benefits for faculty and staff members. \$200,000 coverage is provided in the event of accidental death or up to \$200,000 for dismemberment resulting from injuries sustained while traveling on University business. A spouse is eligible for \$100,000 coverage in the event of accidental death or up to \$100,000 for dismemberment resulting from injuries sustained if traveling with faculty or staff member on University business. The beneficiary of an insured faculty or staff member shall be the one designated by the insured and filed with the Office of Human Resources. Beneficiary designations should be updated regularly.

Coverage is provided for faculty and staff members while traveling anywhere in the world during the course of any approved bona fide trip on University business. If faculty or staff members travel to attend learned conferences, meetings, symposia, or give papers or lectures at other institutions or serve as consultants, and department chairpersons or deans on behalf of the University approve their travel, they will be covered.

Faculty or staff members who travel on their own without prior approval of department chairpersons or deans are not covered under this program. Faculty and staff members are not covered on any pleasure or vacation side trips that deviate from the intended business trip. The business trip requires that the insured person travel off campus.

Insurance Benefits,
continued

Other Benefits

Travel may be done by any type of conveyance; however, an insured person may not be a pilot, operator or member of a crew of a commercial-type mode of travel such as an aircraft, bus or train. Aircraft coverage is further limited to civilian aircraft having a current airworthiness certificate or in any transport-type aircraft operated by the Military Air Transport Service of the United States. Faculty and staff members may not pilot their own aircraft.

VII. Athletic Ticket Privileges

Athletic ticket privileges currently available for Notre Dame faculty members are as follows:

Football and basketball (men's and women's). Each faculty family may order a maximum of two season tickets at a discount of 20 percent from the face value of the tickets. These tickets are for the personal use of the faculty member and his or her immediate family only. There is no specific faculty section but new orders are assigned in the best location possible in view of our long-standing priorities. Season ticket locations are renewable each year as long as reordering dates are observed. This privilege applies to season tickets only, not individual game tickets or away-game tickets.

Hockey. Each faculty family may order a maximum of two season tickets at a discount of 20 percent from the face value of the tickets. These tickets are for the personal use of the faculty member and his or her immediate family. The seating is reserved.

Please note: Tickets are limited in quantity. Faculty orders will be filled on a first-come, first-served basis until ticket supply is exhausted.

All sports other than football, basketball, and hockey. Each faculty member will seek admission to these events via his or her faculty/staff ID card. This free admission is for the personal use of the faculty member and his or her immediate family only.

VIII. Athletic and Recreational Facilities

Excellent facilities are available to all faculty personnel and every effort is made to contribute to the physical well-being of all. There are three facilities available.

The Joyce Center is a beautiful, up-to-date athletic facility containing an excellent locker room and exercise room. The Joyce Center also has handball and squash courts, basketball courts, tennis courts, running track, 50-meter swimming pool, and a weight room.

The Rockne Memorial contains handball and squash courts, basketball courts, and a swimming pool. (There is also a lake on campus for family swimming).

There is a yearly fee of \$35 for a locker at the Rockne Memorial. For a locker in the Joyce Center, the fee is \$35 (single) or \$50 (shared). However, currently there is a waiting list for lockers in each building.

The Rolfs Sports Recreation Center is dedicated to recreation and fitness. The Rolfs Center features a state-of-the-art fitness room: three wood courts for basketball, volleyball, and badminton; a three-lane suspended jogging track, a rink-style court for indoor soccer, roller hockey, and lacrosse; and two activity rooms for aerobics, dance, and martial arts. Enjoy working out on your own or meet friends at the Rolfs Center.

The Warren Golf Course at Notre Dame is the newest addition to the athletic facilities available to the faculty and staff. The Bill Coore- and Ben Crenshaw-designed layout is reminiscent of the courses of the early 1900s. This "walker friendly" golf course features rectangular tee boxes, rough-edged bunkers and undulating greens, characteristics that are seldom seen on modern courses. The magnificent Warren Club House, has a beautifully stocked golf shop, and the Warren Grille is a great place to stop off after nine holes or to enjoy lunch during the work week. PGA instruction by the professional staff is available during the golf season. Season passes are \$900 for individuals, \$1,200 for an individual and spouse, and \$100 for each additional dependent child. Faculty/staff greens fees are \$31 Monday through Thursday and \$39

*Other Benefits,
continued*

Friday through Sunday. Season passes purchased at the Warren Golf Course are good at both the Warren Golf Course and the Notre Dame Course (nine holes). A Notre Dame Golf Course faculty/staff season pass is \$175 for an individual, \$250 for an individual and spouse, and \$25 for each dependent (over the age of eight and under the age of 22 and still living at home). Faculty/ staff green fees (nine holes) are \$8 Monday through Thursday and \$10 Friday through Sunday and holidays. Faculty/staff greens fees (18 holes) are \$12 Monday through Thursday and \$14 Friday through Sunday and holidays. Special early-bird and twilight rates are available. Please call for more information.

IX. Hammes Notre Dame Bookstore and Joyce Center Varsity Shop

A 20 percent faculty discount is given on most of their items.

X. American Express Corporate Card™

All regular faculty members are provided the opportunity to apply for an American Express Corporate Card™ that can be used while traveling on official University business. The purpose of this card is to provide a means to cover business expenses until these expenses are submitted to the University for reimbursement.

XI. Direct Deposit

All faculty and staff hires by the University of Notre Dame are paid via direct deposit. Direct deposit is arranged during orientation. Changes can be made by completing the appropriate form available in the Payroll Department or the Office of Human Resources.

Payroll direct deposits will be processed to the payee's bank as soon as possible after the required information is received in Payroll. If the information is not submitted to Payroll before the first pay period, Payroll will establish a default account for the employee at the University's clearinghouse bank, 1st Source Bank.

The authorization forms to be completed at the time of hire will be distributed by Human Resources during the orientation process. These forms can also be obtained by calling the Payroll Office. Employees should submit a canceled or voided check with the authorization directly to Payroll.

All direct deposit participants will receive a detailed pay stub each pay period that documents gross pay, all deductions, and net pay. This pay stub will be distributed on payday.

XII. Worker's Compensation Insurance

The University carries Worker's Compensation Insurance on all employees as required by state law. This law provides that they will receive compensation for time lost and payment for medical expenses for accidents arising out of or in the course of their work under the terms of the law. Compensation is allowed beginning with the eighth day of disability. Compensation for the first seven days is allowed after the 21st day of disability.

Worker's Compensation Insurance is a state-administered function, and there is no cost to the employee for this coverage. The University pays the total premium; however, all payments of benefits are governed by the Worker's Compensation laws of Indiana.

If medical treatment is required for a work-related injury, the first contact for medical examination must be the Student Health Center. In the event of a severe injury requiring ambulance service, the Security Department should be contacted for assistance. In this case, treatment should be provided by Saint Joseph Regional Medical Center with follow-up care at the Student Health Center.

All injuries must be reported to the dean of the faculty member's college and an accident report must be forwarded to the Department of Risk Management and Safety. Any charges for medical services due to work-related accidents should be submitted to the Department of Risk Management and Safety for payment.

Leave of Absence

Retirement Benefits

I. Benefit Continuation

Before a leave of absence from the University, members must make special arrangements with the Office of Human Resources for continuance of benefits.

I. Social Security (FICA)

The University and all faculty members are required to participate in the federal Social Security program.

II. Retirement Programs

Regular faculty members are eligible to participate in the Faculty and Administrators Retirement Plan upon completion of one year of service. Members who transfer to Notre Dame from the regular faculty of another institution are eligible to enter the Notre Dame plan immediately if they had a year of service at another educational institution or a not-for-profit/governmental research laboratory.

Faculty members contribute 5 percent of their regular salary to the annuity, and the University currently contributes 10 percent.

There is also a supplemental retirement account (SRA) that allows faculty to defer additional amounts beyond their required 5 percent. Contributions to this plan are voluntary and may be invested in the same options as the amounts in the Faculty and Administrators Retirement Plan.

III. Retired Faculty

All faculty members and their spouses are urged to take advantage of the counseling services of the Office of Human Resources before and after retirement. Faculty members should contact the Office of Human Resources at least six months before their planned retirement date in order that changes in insurance plans can be accomplished without interruption of coverage.

All emeriti faculty are issued identification cards by the Office of Human Resources. The ID cards will be helpful to retired faculty as they continue to receive the advantages of campus faculties and services listed below extended to all faculty members.

Life Insurance—With at least five years of service, faculty may elect to continue life insurance. The current coverage is available in the amounts of \$5,000 or \$2,500.

Medicare—Faculty should apply for Medicare coverage no later than three months before their retirement if retiring at the age of 65 or older. The active medical insurance terminates at retirement.

IV. Medical Insurance

The University offers two medical insurance plans from which retirees can select medical protection. Faculty with 10 years of service after age 45 with the University, a participant of the active insurance program, and retiring directly from active employment are eligible to participate.

Early Retiree Programs

Before age 65, a retiree may choose from one of three plans offered. Retirees are responsible for a portion of the premium.

Medicare-Eligible Programs

At age 65, two programs are available: a high-deductible plan and a major-medical program that complements Medicare. Retirees are responsible for a portion of the premium.

For all options, at the death of a retired faculty member, coverage continues for the lifetime of the surviving spouse. Details regarding coverage and current premiums are available from the Office of Human Resources.

Other Benefits for Retirees

Bookstore and Joyce Center Varsity Shop—Discounts continue for retirees.

Credit Union—All services are available to retirees and their spouses.

Football Tickets—Retired faculty with at least 10 consecutive years of full-time service are eligible for football tickets at discounted rates.

Free Audit—Each retired person and spouse may audit any course offered at Notre Dame, providing the persons qualify for the course.

Golf Course—Retirees may play the nine-hole Notre Dame Golf Course free of charge Monday through Friday, or at normal rates on Saturday and Sunday. Retirees also may play the Warren Golf Course and will be charged the applicable faculty/staff rate.

Joyce Center—All facilities available.

Library—All facilities available.

Notre Dame Publications—*Notre Dame Magazine*, *Notre Dame Weekly Calendar*, *Faculty Handbook*. Only retired faculty in the South Bend area will receive the *Weekly Calendar*.

Office—To the extent that space is available.

Parking—Decals for automobiles are issued by the Security Department.

ROND—All retired faculty will be invited to become members of ROND (Retired of Notre Dame).

E-mail services—All retired faculty with at least 10 years of services may continue access to electronic services.

All of the above service benefits, except office space and e-mail services, will continue to be available to the surviving spouse of a deceased retired faculty member.

Widows' and Widowers' Benefits

Notre Dame has a program of faculty benefits to aid, during the first year of widowhood, the widows and widowers of faculty members who died while still in active service of the University. The academic contract year salary is continued through the month following the month in which the death occurs. Six equal payments will then be made to each widow or widower in the following manner:

Thirty percent of the faculty member's annual salary as of the date of death plus:

- (a) \$100 for each full year of service, provided the faculty member has worked no more than 10 full years.
- (b) \$125 for each full year of service, provided the faculty member has started the 11th year of work and has not worked more than 25 full years.
- (c) \$150 for each full year of service, provided the faculty member has started the 26th year of work and has not worked more than 50 years.

Note that:

- (1) Widows and widowers of faculty members who were employed over 50 full years will be paid one full year's salary.
- (2) The fund will be made available only if the widow or widower survives and to her or him alone.
- (3) The year is to be computed from July 1 to June 30. For computations, a period of six months or less is to be computed as one-half year; a period of over six months is to be computed as one year.
- (4) In no case will more than one full year's salary be paid.

The University will review the circumstances of widows or widowers of retired faculty as a matter of course.

University

Policies

Equal Employment Opportunity Policy Statement

The University of Notre Dame is dedicated to equal employment opportunity and to the implementation of positive programs designed to ensure the prevention of any discriminatory practices, either intentional or inadvertent, with respect to race, color, national or ethnic origin, sex, disability, veteran status, or age. We are totally committed to full compliance with the letter and spirit of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Americans With Disabilities Act of 1990, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; section 503 of the Rehabilitation Act of 1973, as amended; and all other federal and state laws concerning equal opportunities.

It is the policy of the University of Notre Dame to:

- 1) Recruit, hire, train, and promote people in all job titles without regard to race, color, national or ethnic origin, sex, disability, veteran status, or age, except where sex is a bona fide occupational qualification.
- 2) Base decisions on employment so as to further the principle of equal employment opportunity.
- 3) Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- 4) Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, University-sponsored training, social and recreational programs, education, and tuition assistance will be administered without regard to race, color, national or ethnic origin, sex, disability, veteran status, or age.

Responsibility for implementation of the University of Notre Dame's equal employment opportunity policy has been assigned to Jannifer Crittendon, director of Institutional Equity (staff) and Jean Ann Linney, vice president and associate provost (faculty). Employees and applicants are encouraged to contact these individuals with questions regarding the University's equal employment opportunity policy.

Faculty Family and Medical Leave Policy

The University of Notre Dame recognizes the difficulty many faculty face balancing the demands of the workplace with their needs and the needs of their families. The University permits eligible faculty to take leave for their own serious health condition; for the birth, adoption or foster care placement of a child; and to care for a child, spouse, or parent who has a serious health condition. All leaves are consistent with the provisions of the Family and Medical Leave Act of 1993 (FMLA).

Eligible Faculty:

- 1) Family and Medical Leave Due to the Faculty Member's Own Serious Health Condition.

Any regular faculty member is eligible to apply for family and medical leave due to the faculty member's own serious health condition.

- 2) Family and Medical Leave for Reasons other than the Faculty Member's Own Serious Health Condition.

Any regular faculty member who has been employed for at least 12 months immediately preceding the commencement of the leave is eligible to apply for family and medical leave for reasons other than the faculty member's own serious health condition.

Purpose of Leave:

- 1) A "family and medical leave" is defined as any period during which a faculty member is away from work for one or more of the following reasons:

University Policies,
continued

- The faculty member's own serious health condition, including pregnancy and childbirth-related conditions.
 - The birth of the faculty member's child and to care for that child. (Note: Leave taken due to a faculty member's own pregnancy and/or childbirth-related condition is considered leave for the faculty member's own serious health condition described above. Once a faculty member has recovered from the effects of pregnancy and childbirth such that she no longer has a serious health condition, any time taken off to care for that faculty member's child is considered leave under this provision for the birth of the faculty member's child and to care for that child.)
 - The placement of a child with the faculty member for adoption or foster care and to care for that child.
 - To care for a faculty member's spouse, child, or parent who has a serious health condition.
- 2) Any leave granted under this policy shall be designated as leave provided under the provisions of the FMLA unless specifically determined to be otherwise.

Leave Duration:

- 1) Faculty may be granted a maximum of 12 weeks of Family and Medical leave in any 12-month period (time off in addition to family and medical leave may be granted to faculty at the University's discretion). The 12-month period is a "rolling" 12-month period measured backward from the date a faculty member uses any leave. Each time a faculty member takes family and medical leave, the remaining leave entitlement is any balance of the 12 weeks that has not been used during the immediately preceding 12 months. For example, if a faculty member has taken eight weeks of leave during the past 12 months, an additional four weeks of leave could be taken. If a faculty member used four weeks beginning February 1, 1999, four weeks beginning June 1, 1999, and four weeks beginning December 1, 1999, the faculty member would not be entitled to any additional leave until February 1, 2000. However, beginning on February 1, 2000, the faculty member would be entitled to four weeks of leave; on June 1, 2000, the faculty member would be entitled to an additional four weeks, etc.
- 2) Leave to care for a newborn child or for adoption or foster care placement of a child must be completed within 12 months of the birth, adoption, or placement and cannot be taken intermittently or on a reduced-time basis unless both the department and the individual agree on the schedule of intermittent or reduced leave.
- 3) Leave for a serious health condition (for a seriously ill child, spouse, or parent, or the faculty member's own serious health condition) may be taken intermittently or on a reduced-time basis, but only if certified by a health care provider as needed for medical reasons.

Pay Status during Family and Medical Leave:

1) Family and Medical Leave Due to the Faculty Member's Own Serious Health Condition.

A faculty member's own serious health condition(s) may necessitate that he or she take one or more leaves of absence under this policy. Upon written certification of this necessity by the attending physician (see below for medical certification requirements), the University

obligates itself to pay a faculty member's salary for up to a total of six months. Medical reports are to be submitted to the Office of the Provost at two-month intervals during any period of leave for a faculty member's own serious health condition. The University reserves the right to discontinue payments after it has paid a faculty member the equivalent of six months' leave. Any additional payment made to a faculty member during leave for his or her own serious health condition(s) is at the University's discretion.

2) Family and Medical Leave for Reasons other than the Faculty Member's Own Serious Health Condition.

Family and medical leave to care for a faculty member's newborn child, the placement of a child with a faculty member, for adoption or foster care, and to care for that child, or to care for a spouse, child, or parent who has a serious health condition is unpaid.

Request for Family and Medical Leave:

Any faculty member wishing to take a family and medical leave must provide the University with sufficient information to support a determination that the leave qualifies as a family and medical leave. If a faculty member does not provide sufficient information, the absence might not be considered family and medical leave.

Family and medical leave request forms are available from the Office of the Provost and should be returned there. When possible, requests for family and medical leave must be made at least 30 days before the first date of the requested leave. If the need for a leave is not foreseeable 30 days in advance, the leave must be requested as soon as practicable.

Medical Certification:

If an individual requests a family and medical leave for his or her own serious health condition or to care for a child, spouse, or parent with a serious health condition, the leave must be supported by certification from a health care provider. The certification must contain the following:

- 1) The date the condition commenced.
- 2) The probable duration of the condition.
- 3) Any pertinent medical facts.
- 4) In the case of a family and medical leave to care for a child, spouse, or parent with a serious health condition, a statement from the health care provider that the faculty member is needed to care for the family member and an estimate of the amount of time the faculty member is needed.
- 5) In the case of the faculty member's own serious health condition, a statement from the health care provider about the faculty member's ability to perform the essential functions of his or her position.
- 6) If the leave is to be taken on an intermittent or reduced-time basis, a faculty member must provide a statement from the health care provider of the medical necessity for such leave. Additionally, if the intermittent or reduced time schedule is necessary for planned medical treatment, the certification must also contain an estimate of the dates treatment will be given and the duration of treatment. It is expected that the faculty member consult with the department before scheduling treatment to work out a treatment schedule that best suits the needs of the faculty member and the department.

The medical certification form, available from the Office of the Provost, must be completed by the health care provider. The faculty member should return the certification form, either with the family and medical leave request form or as soon thereafter as practicable, to the Office of the Provost. Failure to return the form as prescribed may result in the delay or denial of family and medical leave. The University reserves the right to request and obtain a second opinion at the University's expense.

Teaching:

Faculty members with serious health conditions caused by pregnancy, childbirth, or related medical conditions are, as discussed, entitled to family and medical leave. Leave for a serious health condition related to childbirth and recovery is normally for at least six weeks. As with any family and medical leave, no University duties are required during the period of the leave. In addition, a faculty member whose due date for the birth of her child is any time during the semester is relieved from all teaching responsibilities during that semester. When a faculty member's due date falls outside of a semester, she should contact the Office of the Provost regarding whether she will be relieved from teaching responsibilities.

Faculty members who take family and medical leave for reasons unrelated to childbearing should contact the Office of the Provost regarding whether they will be relieved from teaching responsibilities during those portions of a semester that they are not on family and medical leave.

Any faculty member relieved of teaching responsibilities under this policy may be assigned other service and administrative responsibilities during the period when the faculty member is not on family and medical leave but is relieved from teaching.

Benefit Continuation:

During the first six months of a family and medical leave, a faculty member will have the option to continue his or her ND Flex benefits (health, life insurance, and flexible spending accounts) at the same monthly cost as before the leave. If the leave extends beyond six months, the faculty member will have the option to continue his or her ND Flex benefits for the duration of the leave, but at full cost to the faculty member.

Faculty members on paid leave who elect to continue their ND Flex benefits will have regular deductions made from their pay. Faculty members on unpaid leave who elect to continue their ND Flex benefits must make their regular monthly payments to the Office of Human Resources no later than the fifth day of each month. Failure to make monthly payments may result in termination of the benefits.

If an individual fails to return from a leave, that person may be required to reimburse the University for medical insurance premiums paid by the University during the leave.

Reinstatement:

Faculty members returning from family and medical leave will return to the same positions held by them before the leave. Faculty members holding administrative positions (including, for example, department chairperson, director, or other administrative positions) who are absent for longer than 12 weeks may be relieved of some or all of their administrative duties during or upon their return from leave, depending upon the operational needs of the University.

Definitions:

Spouse:

A husband or wife as defined or recognized by state law for purposes of marriage.

Parent:

A legal parent or an individual who raised a faculty member when the faculty member was a child. Does not include "in-laws."

Child:

Any child under the age of 18 who is the biological child of the faculty member, who is adopted by the faculty member or whom the faculty member supervises on a day-to-day basis and for whom the faculty member is financially responsible. Any such child 18 or older and incapable of self-care because of a mental or physical disability.

Serious Health Condition:

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves (1) an overnight stay in a hospital or medical care facility and any period of incapacity or subsequent treatment in connection with the overnight stay, or (2) continuing treatment by a health care provider.

Continuing treatment may be established under any one of five sets of circumstances:

- A period of incapacity of more than three consecutive days that also involves a certain level of treatment (either two or more times by a health care provider, or at least one occasion that results in a regimen of continuing supervised treatment, e.g., prescription medications or therapy with specialized equipment);
- Any period of incapacity due to pregnancy or prenatal care;
- Any period of incapacity due to a chronic serious health condition (such as asthma, diabetes, epilepsy);
- Permanent or long-term incapacity due to a condition for which treatment may be ineffective but which requires the supervision of a health care provider (such as Alzheimer's, severe stroke, terminal stages of a disease); or
- Absence to receive multiple treatments for restorative surgery after an accident or injury or for a condition likely to result in incapacity of more than three days absent medical intervention (such as cancer, severe arthritis, kidney disease).

Extension of Appointment for Primary Caregiver

The probationary period of an untenured member of the teaching and research faculty is extended one year in connection with the arrival of the faculty member's newborn or adopted child if: (1) the faculty member, preferably before the child's arrival but no later than six months after arrival, elects such an extension by notifying the departmental chairperson, in writing, that the faculty member intends to act as the child's primary caregiver during the year following the child's arrival and (2) the faculty member acts as the primary caregiver during the year following the child's arrival.

Faculty members who become eligible to take a primary caregiver extension during their first three-year appointment may elect to apply the extension to their first three-year appointment or they may defer such extension and, if reappointed, apply it to the second three-year appointment period. Nothing in this policy entitles a faculty member to any reappointment and, when a faculty member chooses to defer the extension until the second three-year appointment but is not reappointed, the extension is lost. In no event are the probationary periods specified in article III, section 5(a) increased under this policy or any other policy more than a total of two years.

Part-Time Appointments to the Regular Faculty

- 1) Part-time appointments to the regular faculty are permitted for persons who for appropriate reasons must devote less than full-time service to the University, provided that the service is at least half-time and less than three-quarters-time and that the individual is not employed outside the University.
- 2) No more than one-fourth of the regular faculty members in any department, or equivalent academic unit, shall have part-time appointments.

- 3) The standards for appointment and reappointment to the regular faculty for part-time service shall be the same as for full-time service as also shall be the duration of contractual periods.
- 4) Tenure, i.e., permanence of appointment, shall be granted to members of the regular teaching and research faculty holding less than full-time appointments on the same basis as for members holding full-time appointments. The prorated portion of each year of part-time service shall be counted toward the maximal probationary period for tenure, as stipulated in the letters of appointment.
- 5) Requests by members of the regular faculty for transfers between full-time and part-time service shall be made through the appointments and promotions channels. Such a transfer can be made only by mutual agreement between the appointee and the University.
- 6) A regular faculty member with a part-time appointment has the same voting privileges as a member with a full-time appointment. In general, the responsibilities and privileges of a member of the regular faculty with a part-time appointment are the same in nature as, but on a proportionate scale to, those of a member with a full-time appointment.
- 7) The salary of a member of the regular faculty on a part-time appointment shall be the proportionate share of the salary were the appointment to be full-time. Members of the regular faculty on part-time appointments are eligible to participate in the Faculty and Administrators Retirement Plan; contributions from both the member and the University are based on the part-time salary. Such members may participate in the University's medical benefit program, but if the appointment is for less than three-quarters-time, the total premium is paid by the member.

Appointments and Family Relationships

It is the policy of the University to consider all qualified persons for employment. Since a family relationship between two members of the same academic department may affect normal professional relationships within the department, everyone involved in appointment and promotion decisions ought to address this issue in his or her recommendations. A faculty member may neither initiate nor participate in any decisions involving matters that affect the appointment, retention, promotion, salary, or other professional interest of a close relative.

Gender-Inclusive Language

The University of Notre Dame shall use respectful and gender-inclusive language in its official proclamations and documents and calls upon members of the University community to adopt such usage in the conduct of their work and their social life both within and outside the Notre Dame community.

Faculty Attendance—University Functions

All faculty are required to be present in academic robes at such University functions as the formal opening of the academic year, the Commencement ceremonies, and at any other special academic occasion so designated by the President.

Outside Activities

The University of Notre Dame recognizes that faculty members are on occasion called upon to provide consulting and other professional activities by outside agencies and industries. Such activities are normally looked on with favor where they (1) contribute to the professional development of a faculty member, or (2) contribute an expertise to a problem of a society or industry that is not commonly available, or (3) provide some carryover into the instructional program of the faculty member involved.

Activities covered under this policy include all types of endeavor for which the faculty member is compensated over and above his or her normal compensation from the University.

For full-time members, outside consulting or professional work is limited to an average of eight hours per calendar week. Time spent on such outside activities must be in addition to, rather than a part of, the normal full-time effort expected of members of the faculty for University work. Outside work must in no way interfere with the University duties of teaching, research, and service. Full-time members of the faculty are prohibited from having active ownership of, and/or managerial involvement in, a business/professional enterprise. Any exceptions must be approved annually by the respective dean or deans in conformity with procedures outlined in the final paragraph of this section.

The University must be compensated at prevailing rates for special facilities used by a faculty member in performance of outside activity obligations.

Normally, teaching in a program other than that of the University of Notre Dame will not be approved. Research that would normally be done under the University auspices should not be performed by private individual contract. In general, no outside activity shall in any way conflict with interests of the University, and an activity that can be appropriately performed for the University shall not be performed as an outside activity. A faculty member may not use the name of the University or any University component in connection with any outside activity other than a normal identification of the faculty member's position in the University when such identification is both relevant to the outside activity and beneficial to the University.

A faculty member desiring to engage in outside activities should receive approval from the dean of the college before any agreement to perform such work, if of a recurring nature. Permission should be requested via the form, "Memorandum for Proposed Outside Activities," submitted to the dean through the department chairperson. Permission for such outside work is automatically considered to be terminated at the end of each University contract period. Thus, a professor on an academic year appointment should request renewal each September 1 for any continuing arrangement. Faculty members on summer appointment should comply with the above policy during the period of the summer contract. Approval for individual, nonrecurring endeavors is to be obtained from the department chairperson.

University Travel

I. General

Faculty travel is covered by the University of Notre Dame's Travel and Entertainment Policies and Procedures. Copies of this document are available through the Accounts Payable Office (725 Grace Hall) or at http://controller.nd.edu/policies/travel_expenses.shtml. There is a FAQ Web site for T&E Compliance (http://controller.nd.edu/aboutus/compliance_faq.shtml) that includes information in regards to T&E reimbursements, such as contact names, a link for *per diem* rates, the current mileage rate, and more. This section is a summary of the major policy provisions only.

II. University Travel

In those instances when it is necessary or desirable that the University be represented officially (appointment of representatives being made by an officer of the University) and in cases of administrative officers traveling on University business with expenses borne by an approved travel budget, the basic policy guiding reimbursement is that one should neither gain nor lose personal funds as a result of such assignment. Each representative shall therefore be fully reimbursed for all necessary and reasonable expenses incurred. It is also understood that one will take considerable effort to maintain expenses at a reasonable minimum. In general, the quality of travel, accommodations, entertainment, and related expenses should be governed by what is reasonable and appropriate to the purpose involved.

Those seeking travel and business expense reimbursement should note that forms have

been revised to coincide with implementation of the University's new Finance computer system. Those forms can be found at http://apps.nd.edu/control_forms/search.cfm. Please be sure you are using most recent version of forms. Contact the Accounts Payable Office in 725 Grace Hall if you have questions.

It is important to note that if an employee does not substantiate expenses and/or return any excess advance monies within a reasonable period of time (a maximum of 120 days after incurring the expense, according to the IRS), this amount must be treated as if it were paid as salary, subject to withholding, and included on the employee's Form W-2.

III. Active Participants at Professional Meetings

Faculty who participate as lecturers, scheduled discussants, or major officers of an academic society will receive a subsidy for professional meetings at University expense, provided funds from other sources are not available and to the extent that departmental funds are available.

Faculty should note that a *per diem* amount (for meals and incidentals only) may be allowed by this policy. The University agrees to pay only for those transportation, lodging and meal, and miscellaneous travel expenses actually incurred, according to the following guidelines:

(1) *Transportation*. Actual cost of transportation by air, railroad, or private automobile will be covered providing funds are available, as follows:

(a) Air travel should be limited to coach class. First class travel will be approved only when it is the only service available, or when available at the same cost. Cost of upgrades from coach to business or first class will not be reimbursed. The use of aircraft owned or rented and operated by the traveler on University business is prohibited.

(b) Rail travel during the day will be limited to coach fare. When overnight travel is necessary, first class with roomette will be approved.

(c) Travel by private automobile will be reimbursed when: 1) it is necessary to transport equipment; 2) it is more economical (as for group travel); or 3) it offers the most expedient way to reach the destination. The University will provide the IRS-stipulated mileage allowance (contact the Accounts Payable Office or Web site for the current rate) according to standard mileage (e.g., Mapquest, Yahoo Maps, Rand McNally, etc.) from South Bend to the destination. The amount is intended to cover operating costs such as gas, oil, towing, repairs, and other miscellaneous fees. Please visit one of these Web sites or contact the Accounts Payable Office if you have any mileage questions. If an automobile is used for personal convenience alone, reimbursement cannot exceed the amount of air coach travel from South Bend to the destination.

(d) The University will reimburse for car rental if it is justified as an economical business necessity. Supplementary insurance charges on rental agreements should not be accepted and will not be reimbursed. The University will pay the deductible from any accident costs. (The one exception to this policy is on the occasion of car rental in a foreign country, Mexico and Canada included. For foreign travel, the collision damage waiver should be accepted and will be reimbursed.) Gasoline will be reimbursed based on actual cost, not mileage.

(e) Taxi fare, or the most economical ground transportation available, tolls, and parking fees will be reimbursed.

(f) To request reimbursement for a flight booked with an e-ticket, the request must be supported by two of the following three items as support: a) trip itinerary, and/or, b) airport-issued passenger receipt, and/or, c) copy of the credit card statement. To expedite matters, the credit card statement may be obtained online.

(2) *Lodging and Meals.* Actual costs of lodging and meals will be reimbursed, providing funds are available, as follows:

(a) The University will pay actual room costs, as supported by the hotel bill, for each day that lodging away from home is required for business purposes. Current University policy does not allow for the use of lodging *per diems*. Travelers should choose good quality, but reasonably priced, hotels or motels. However, when attending a conference, travelers may stay at the conference hotel even if it is not the most economical option available.

(b-1) Actual expenses for reasonable meal expenses incurred while traveling on University business will be reimbursed.

(b-2) *Per diem* meal and incidentals reimbursement is available for conference travel only if the conference does not provide any meals. Reimbursement on a *per-diem* basis is the payment of a flat sum to cover meal and incidental expenses each day instead of a statement of actual cost. *Per diems* are not available for expenses other than meal and incidental costs (laundry, dry cleaning, and tips). Travelers who use a *per-diem* allowance do not have to substantiate each meal expense. Also, please note that the traveler must elect to use the *per diem* or actual expense method consistently for the entire trip. Employees may find current *per diem* rates on the Internet at <http://policyworks.gov> or by contacting the Accounts Payable Office or accessing its FAQ Web site at http://controller.nd.edu/aboutus/compliance_faq.shtml.

(3) *Miscellaneous.* Actual costs of miscellaneous business travel expenses such as telephone calls, Internet hookups, cell phone usage, and gratuities will be covered, providing funds are available, when reasonable and properly documented.

(4) *Conference Attendance: What is the purpose of attaching Conference Agenda?*

Many conferences provide meals as part of the registration fees. If meals are included in the conference registration fee but the traveler chooses to eat elsewhere, such expenses are not reimbursable. The conference agenda provides details on the meals provided to conference attendees and, accordingly, must be submitted with the expense reimbursement request. Meals not covered in a conference fee are reimbursable on an actual cost basis only. *Per diem* reimbursement is available for conference travel only if the conference does not provide any meals. Many conferences offer optional events for attendees. Decisions regarding the reimbursement of the costs of such events should be made by expense report approver or budget administrator. Reimbursement of such events may be treated as salary, subject to withholding, on the employee's W-2, unless appropriate business purpose is documented.

An expense report, itemized by day, should be filed within two weeks after completion of the trip to report expenses and/or seek reimbursement of charges. All expenses submitted for reimbursement may be rounded to the nearest dollar, i.e., no cents. Original receipts from air tickets, hotels, meals, and any other charges should be attached to the expense report. Please note that online/e-mail receipts are not sufficient when submitted alone. The online/e-mail receipt must be accompanied by two of the following three items as support: a) trip itinerary, and/or, b) airport-issued passenger receipt, and/or, c) copy of the credit card statement. To expedite matters, the credit card statement may be obtained online. The expense report should be submitted to the appropriate authority for approval.

IV. Professional Development

At the discretion of the chairperson, if all other departmental travel needs have been met by the budget, and funds are still available, faculty members may receive subsidies to attend professional meetings for professional development purposes, even when they do not have an active role. This subsidy will be limited to costs of travel and will be reimbursed in accordance with the Travel and Entertainment Policies and Procedures, which are summarized above.

V. Foreign Travel

The University will reimburse for foreign travel only when such trips are approved in advance by the appropriate department chairperson and dean. The costs of foreign travel will be reimbursed in accordance with the Travel and Entertainment Policies and Procedures, which are summarized above.

VI. Faculty Application for Foreign Travel Involving Undergraduate Students

A Notre Dame faculty member organizing or accompanying international travel with Notre Dame undergraduate students must receive prior approval from the assistant provost for international studies and the associate vice president and deputy general counsel. A faculty member considering such travel must submit a faculty application form for foreign travel involving Notre Dame students at least 60 days before the planned date of departure to both the assistant provost for international studies, 154 Hurley Building, and the associate vice president and deputy general counsel, 203 Main Building.

The complete policy and form can be found on the International Studies Web site at: <http://www.nd.edu/~intlstud/services/faculty/travelapp.htm>.

VII. Travel Under Sponsored Programs

Sponsored programs may require more travel than other University activities in order to negotiate grants, to consult with other investigators, and so on. Thus, whenever possible, travel expenses incurred by faculty members engaged in sponsored research or other sponsored programs are to be met by the appropriate grant or contract.

The University will abide exactly by the conditions of the sponsor, which will be clarified through the Office of Research, when necessary. Costs for grant and contract travel are generally limited to those allowed by the policies of the University, even when University policies are more restrictive. Where grant or contract regulations are more restrictive, the grant or contract regulations apply.

Only expenditures that comply with federal, state, or other granting authority guidelines can be charged to a grant or contract budget number. For instance, expenses for liquor and entertainment are not chargeable to federal grants and contracts. International air travel charged to federal grants and contracts must be on a U.S. flag carrier whenever possible, even when the U.S. flag carrier is more expensive than another carrier.

VIII. Nonreimbursable Costs

In general, the University will not reimburse the following costs: entertainment of self (including in-room movies and hotel recreation club fees) or guests that is not required by the University; laundry or valet services; expenses incurred because of negligence in canceling travel or lodging reservations; insurance for air or other travel; parking or traffic tickets; auto towing charges; and late fees on travel or charge card payments. See the *Travel and Entertainment Policies and Procedures* at http://controller.nd.edu/forms/travel_bro3.pdf for a more detailed listing of nonreimbursable expenses.

IX. Practices and Procedures

Early in September the chairperson of the department should make careful plans for the use of travel funds allocated to the department. Faculty should request travel funds from the department.

After approval, reservations for transportation can be made through the University travel agency and charged directly to the appropriate budget number.

Discriminatory Harassment Policy

I. Policy

The University of Notre Dame believes in the intrinsic value of all human beings. It is, moreover, committed to the full peaceable participation of all its members in the educational endeavor it fosters. Accordingly, the University prohibits discriminatory harassment by all faculty, administrators, staff, and students. The University is also committed to the free expression and advocacy of ideas and wishes to maintain the integrity of this commitment as well. For this reason, discriminatory harassment is defined here with great caution. Harassment in general is prohibited elsewhere in the University's regulations.

II. Definition

For purposes of this policy:

A. Harassment

Harassment is any physical conduct intentionally inflicting injury on the person or property of another, or any intentional threat of such conduct, or any hostile intentional, and persistent badgering, addressed directly at another, or small group of others, that is intended to intimidate its victim(s) from any University activity, or any verbal attack, intended to provoke the victim to immediate physical retaliation.

B. Discriminatory Harassment

Conduct as described in A., above, constitutes discriminatory harassment, if, in addition, it is accompanied by intentionally demeaning expressions concerning the race, gender, religion, age, sexual orientation, national origin, or disability of the victim(s).

III. Administration of Policy

A. Students

1. Reporting

Any incident of discriminatory harassment by a student (including students with teaching or classroom responsibilities) toward any other student that occurs outside a residence facility or toward a faculty or staff member or administrator that the complainant cannot or does not desire to resolve directly with the alleged harasser should be reported to the Office of Residence Life. Any incident of discriminatory harassment by a student (including students with teaching or classroom responsibilities) toward any other student that occurs in a residence facility is to be reported to the rector, who shall consult with the Office of Residence Life to determine whether the complaint should be handled at the hall level or whether the matter should be referred to the Office of Residence Life. Before or after a complaint has been filed, the complainant may obtain information about this discriminatory harassment policy, the procedures for handling a complaint or advice and assistance in reporting the incident from their rector or the Office of Residence Life.

2. Disciplinary Procedures

An alleged incident of discriminatory harassment by a student will be handled in accordance with the disciplinary procedures outlined in the "University Disciplinary Procedures" sections of *du Lac*.

3. Resolution

The alleged harasser may be found not to have committed a violation of rules and regulations or may be found responsible and subject to the sanctions explained in the disciplin-

ary procedures sections of *du Lac*.

In cases handled by the Office of Residence Life, the sanctions may include, but not be limited to, a verbal or written warning, mandatory counseling, a ban from specific areas of campus, loss of specific student privileges, community service, transfer or loss of on-campus housing privileges, disciplinary probation, disciplinary suspension, or permanent dismissal. In cases handled by the Office of Residence Life, students found responsible may ask for review of the matter according to the “Disciplinary Review Procedures” and “Case Review Routes” sections outlined in *du Lac*.

B. Faculty, Staff, and Administrators

1. Faculty

a. Reporting

Any incident of discriminatory harassment by a faculty member, postdoctoral research associate, or student with teaching or classroom responsibilities toward a student, staff, administrator, or other faculty member that the complainant cannot or does not desire to resolve directly with the alleged harasser should be reported to the chair of the academic department or, in cases involving the chair, to the dean of the college. If the matter cannot be resolved at the department or college level, it should be referred to the designated officer in the Provost’s Office. The officer currently designated in the Provost’s Office is Jean Ann Linney (631-4590).

b. Investigation

At the request of the complainant, the complaint will be investigated. The investigation may involve interviews and/or written statements from the complainant, the alleged harasser, and any witnesses who may be able to provide pertinent information about the facts of the case. In the course of the investigation, the alleged harasser will be informed of the allegations, the identity of the complainant, and the facts surrounding the allegations, and will be afforded a full opportunity to respond to the allegations.

c. Resolution.

The results of the investigation may fall into two categories:

- (1) Unfounded. If the complaint is determined to be without merit, the complaint will be regarded as resolved.
- (2) Founded. If after conducting the investigation the complaint is determined to be with merit, the complaint will be resolved as described below:
 - (a) Informal Resolution. In appropriate cases and with the approval of both the complainant and the alleged harasser the investigator may attempt private mediation in an effort to resolve the alleged complaint without the need for additional proceedings.
 - (b) Formal Resolution. The Provost’s Office will take appropriate disciplinary action that may include counseling or education about discriminatory harassment, a verbal or written reprimand, or other disciplinary sanctions up to and including suspension, and in the case of students with teaching or classroom responsibilities may also include termination of employment. Faculty appeals from such disciplinary actions will be handled pursuant to the procedures for faculty grievances as outlined in article III, section 9 of the academic articles. Student appeals may be made to the dean of the college. In the case of faculty, if the investigation reveals that the conduct is such that dismissal is contemplated, the procedures for severe sanctions including dismissal for serious cause as outlined in article III, section 6, of the academic articles shall be followed. The results of the investigation will be communicated in writing to both the complainant and respondent.

2. Staff

a. Reporting

Any incident of discriminatory harassment by a staff member toward a student, faculty member, administrator, or other staff member, that the complainant cannot or does not desire to resolve directly with the alleged harasser, should be reported to the Office of Human Resources, or at the option of the complainant, it may be reported to the complainant's or the alleged harasser's supervisor, who will report it to Human Resources. Before or after a complaint has been filed, the complainant may obtain information about this discriminatory harassment policy or the procedures for handling a complaint from their supervisor, the alleged harasser's supervisor, or the Office of Human Resources. This initial discussion with the supervisor or Human Resources is for the purpose of providing guidance as to the complainant's options and procedure. After discussion with the complainant, the alleged harasser's supervisor, in conjunction with the Office of Human Resources, will begin an investigation at the request of the complainant.

b. Investigation

The alleged harasser's supervisor, in conjunction with the Office of Human Resources, will investigate the complaint and determine whether there is a reasonable basis for believing the alleged violations of the policy have occurred. The investigation may include oral interviews and/or written statements from the complainant, the alleged harasser, and any witnesses who may be able to provide pertinent information about the facts of the case. In the course of the investigation, the alleged harasser will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations and will be afforded a full opportunity to respond to the allegations.

c. Resolution. The results of the investigation may fall into two categories:

(1) Unfounded. If the complaint is determined to be without merit, the complaint will be regarded as resolved.

(2) Founded. If after conducting the investigation the complaint is determined to be with merit, the alleged harasser's supervisor, in conjunction with the Office of Human Resources, will take appropriate disciplinary action that may include (but not be limited to) counseling or education about discriminatory harassment, verbal or written reprimands, suspension, or termination. Staff personnel may appeal such decisions in the same manner as other staff grievances.

3. Administrators

a. Reporting

Any incident of discriminatory harassment by an administrator toward a student, faculty member, staff member, or other administrator, that the complainant cannot or does not desire to resolve directly with the alleged harasser, should be reported to the alleged harasser's superior (the individual to whom the alleged harasser reports) who shall report the complaint to the Office of Human Resources. Before or after a complaint has been filed, the complainant may obtain information about this discriminatory harassment policy or the procedures for handling a complaint from their supervisor, the alleged harasser's superior, or the Office of Human Resources. The initial discussion with the alleged harasser's superior is for the purpose of providing guidance as to the complainant's options and procedure. After discussion with the complainant, the superior, in conjunction with the Office of Human Resources, will begin an investigation at the request of the complainant.

b. Investigation

The alleged harasser's superior, in conjunction with the Office of Human Resources, will investigate the complaint and determine whether there is a reasonable basis for believing

the alleged violations of the policy have occurred. The investigation may include oral interviews and/or written statements from the complainant, the alleged harasser, and any witnesses who may be able to provide pertinent information about the facts of the case. In the course of the investigation, the alleged harasser will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations and will be afforded a full opportunity to respond to the allegations.

- c. Resolution. The results of the investigation may fall into two categories:
- (1) Unfounded. If the complaint is determined to be without merit, the complaint will be regarded as resolved.
 - (2) Founded. If after conducting the investigation the complaint is determined to be with merit, the alleged harasser's superior, in conjunction with the Office of Human Resources, will take appropriate disciplinary action that may include (but not be limited to) counseling or education about discriminatory harassment, verbal or written reprimands, suspension, or termination. Administrators may appeal such decisions to the appropriate University officer in charge of their department.

4. Confidentiality, Retaliation, Protection of the Alleged Harasser

a. Confidentiality

Discriminatory harassment is a particularly sensitive issue that may affect any member of the University community. The right to confidentiality of all parties involved in a discriminatory harassment charge shall be strictly adhered to insofar as it does not interfere with the University's legal obligation to investigate allegations of discriminatory harassment when brought to the University's attention, and to take corrective action.

b. Non-Retaliation

Any attempt by a faculty member, staff member, administrator, or student to penalize or retaliate in any way against a person bringing a discriminatory harassment charge is prohibited and will be treated as a separate incident to be reviewed in its own right.

c. Protection of the Alleged Harasser

- (1) In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the alleged harasser if it was damaged by the proceeding.
- (2) A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the full range of the University's disciplinary procedures from official reprimand to dismissal.

IV. Ombudsperson

Notwithstanding the reporting procedures outlined in sections III. A and B above, a person alleging discriminatory harassment may choose to report the incident to the University ombudsperson. This is to be a member of the University community selected by the President, in consultation with the other officers of the University, for that task. The ombudsperson, after taking information on the incident, is to help the complainant handle the matter, either by informal conciliation, or by helping the complainant proceed with the reporting procedure described above. Dwight King is the current University ombudsperson. The telephone number for the ombudsperson is 631-3909.

V. Existing University Rules and Regulations

This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.

Drug and Alcohol Policy

The University of Notre Dame prohibits the manufacture, dispensation, distribution, sale, use, or possession of illegal drugs or alcohol in the workplace. The University's policy is based on concern for safety and well-being of students, faculty, staff, and campus visitors. Because of the importance, both in human and economic terms, of drug and alcohol abuse, the University of Notre Dame is committed to maintaining a drug- and alcohol-free workplace. To these ends, the following Drug and Alcohol Policy has been adopted.

I. Policy

A. Prohibitions

The manufacture, dispensation, possession, distribution, sale, or use of illegal drugs in the University workplace is prohibited. Likewise, the same prohibitions apply to alcohol except under those circumstances that are designated by the University as social. Use of illegal drugs and/or alcohol before reporting for work, which interferes with a faculty or staff member's work performance, is also prohibited. All such conduct shall be referred to herein as drug or alcohol abuse in the workplace.

B. Federal Grants and Contracts

Federal law requires that all faculty or staff members working under a federal grant or contract be given a copy of this Drug and Alcohol Policy, and they must abide by the terms of this policy as a condition of their continued employment under the federal grant or contract.

II. Administration

A. Faculty

Implementation and administration of this Drug and Alcohol Policy in regard to faculty members shall be handled by the Provost's Office. Drug or alcohol abuse in the workplace by a faculty member should be reported to the Provost's Office, and shall be investigated and handled by the Provost's Office. If this investigation makes it necessary to consider the dismissal of a faculty member for serious cause, the case shall be handled following the procedures for such as specified in the academic articles.

Under federal law, any faculty member working under a federal grant or contract must report his or her criminal drug statute conviction for a violation occurring in the workplace to the Provost's Office not later than five (5) days after such conviction. The Provost's Office shall report the conviction to the federal agency involved in the federal grant or contract as required by federal law. Faculty members so convicted will be subject to consideration by the Provost's Office, as described above.

B. Staff

Implementation and administration of this Drug and Alcohol Policy in regard to staff members shall be handled by the Office of Human Resources. Any incident of drug or alcohol abuse in the workplace by a staff member shall be reported to the director of Human Resources, and shall be investigated and handled by the Office of Human Resources in the same manner as any other violation of University rules and regulations as outlined in the University Human

Resources Manual. Regulations outlining the implementation and administration of this Drug and Alcohol Policy in regard to staff members shall be issued by the Office of Human Resources, who shall provide all staff members with copies of such regulations.

Under federal law, any staff member working under a federal grant or contract must report his or her criminal drug statute conviction for a violation occurring in the workplace to the Office of Human Resources not later than five (5) days after such conviction. The Office of Human Resources shall report the conviction to the federal agency involved in the federal grant or contract as required by federal law.

C. Confidentiality

Drug and/or alcohol abuse is a particularly sensitive issue that may affect any member of the University community. The right to confidentiality of all parties involved in a drug and/or alcohol abuse charge shall be strictly adhered to insofar as it does not interfere with the University's legal obligation to investigate allegations of drug and/or alcohol abuse in the workplace when brought to the University's attention and to take corrective action.

D. Employee Assistance Program

The University has an Employee Assistance Program (EAP) called LifeWorks® that is available to staff or faculty members who seek assistance to overcome difficulties with drug and/or alcohol abuse. Employees may receive information regarding LifeWorks® from their supervisor, the Office of Human Resources, or the Provost's Office.

Guidelines for Notre Dame Faculty Concerning the Use of Alcohol

1. Use of alcohol by faculty in their relationships with students.

The guiding principle is that faculty must model to students how responsible, mature members of society can either abstain from the use of alcohol or use alcohol in ways that contribute to the quality of their lives without falling into the trap of excess or addiction. Some examples of how faculty can carry out this modeling responsibility are the following:

- A. When inviting students to their homes, faculty must not offer alcoholic beverages to underage students. Faculty may serve students who are of age but will see to it that these students drink moderately, just as they observe their faculty host(ess) doing.
- B. Faculty should not accompany students to restaurants, bars, lounges, etc., where they are aware that underage drinking is taking place. Faculty advisers of student organizations must be especially careful to encourage their student groups to be faithful to University policy and civil law concerning the use of alcohol, and must never join them in breaking the law. Rather, they should encourage students to obey civil law concerning the use of alcohol and help them to understand how to use alcohol in a responsible manner.
- C. When a department, institute, center, or other faculty group invites students to a gathering where alcohol will be served, the following University policy that applies to all University events, not just those involving students, applies:

In all circumstances in which the University serves as host, alcohol may be provided only when it is possible to ensure moderation of consumption through reasonable measures, including but not limited to the following:

- 1. Alcohol is dispensed by licensed bartenders;
- 2. All participants are of majority age;
- 3. At events for which admission is charged, the cost of the alcoholic drinks shall

- be borne by individual consumers and will not be included in the admission fee;
4. A meal will be provided, and the bar will be open only for a limited time (brief) and either before or after the meal;
 5. Those who are hosting will also provide nonalcoholic beverages as an alternative to alcohol.

If any of the preceding requirements are not met, the sponsor of the event must apply to the Provost's Office for an exemption. Exemptions will not be granted for any event involving undergraduate students. No exemptions will be granted at events not involving undergraduate students unless (i) nonalcoholic drinks are available and (ii) substantial amounts of food are available.

2. Use of alcohol by faculty at University-sponsored gatherings and social events at which no students are participants. The guiding principle here is that everything about such gatherings, whether held on or off campus, should evoke a spirit of moderation and social enjoyment rather than an immature atmosphere of "wild partying." Faculty gatherings should comply with the following:

- A. Because the University, or one of its divisions such as a department, is the host, the conditions enumerated in 1.C. must be followed whether the event is held on or off campus.
- B. If all of the requirements in 1.C. are not met, the sponsor of the event must apply to the Provost's Office for an exemption. No exemptions will be granted unless nonalcoholic drinks are available so that no one will feel any pressure to partake of alcohol and substantial amounts of food are available because it is always healthier to have something to eat when drinking alcohol.
- C. At University-sponsored off-campus gatherings, the sponsors of faculty events should make an effort to create awareness that all present represent the University and its ideals and should, therefore, conduct themselves according to these ideals.

3. Responsibility of faculty in the event of obvious abuse of alcohol by other faculty. The guiding principle in this third area is that faculty members who are committed to the ideal of a Catholic university should accept responsibility for supporting and aiding one another, and the rest of the community, in times of need. They should recognize that alcoholism is a disease and should encourage colleagues to recognize that getting help is a sign of strength, not weakness. The appropriate way to express concern for one another and to accept responsibility for the well-being of the community will depend upon the severity of the drinking problem and its impact upon others. Possible appropriate responses include:

- A. Speaking to the colleague about the perceived problem and suggesting that the colleague visit LifeWorks® Assistance Program for assessment and, if appropriate, follow-up care and counseling by other agencies. The University contracts with LifeWorks® to do assessment and referral but services provided by LifeWorks® are confidential and the University is not informed of the names of any who voluntarily seek the services of LifeWorks®. LifeWorks® is aware of the University's benefit packages and attempts to make referrals that are covered by the person's benefit package.
- B. Bringing concerns about a colleague with an apparent alcohol problem to the attention of the relevant administrator, such as the department chair, the dean, or the designated person in the Provost's Office.

III. Revisions

The University reserves the right to make periodic revisions to this policy consistent with developing federal laws and practical considerations.

Sexual Harassment Policy

I. Policy

The University of Notre Dame prohibits sexual harassment by all faculty, students, and employees¹, and by any other person associated with Notre Dame. Sexual harassment is a barrier to the educational, scholarly, and research purposes of the University of Notre Dame and is a violation of the law and University policy. The University of Notre Dame affirms its commitment to maintaining a learning and working environment that is fair, respectful, and free from sexual harassment. Additional information regarding sexual harassment may be obtained on the University of Notre Dame Web site at www.nd.edu/~harassmt, from the sexual harassment ombudspersons, from any of the contact persons, from supervisors, and from department heads, from the Office of Institutional Equity, and in a detailed sexual harassment brochure available throughout campus.

Definition of Sexual Harassment

The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in other University activities;

Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

Ombudspersons

The University has designated two sexual harassment ombudspersons to provide information and assistance regarding sexual harassment to the entire University community (students, faculty and employees). The ombudspersons are Notre Dame faculty or employees appointed by the President.

The ombudspersons are available to discuss sexual harassment and the University's policies and procedures generally with inquiring parties. In some situations, with the agreement of the reporting party, an ombudsperson may attempt to work directly with the parties involved to resolve the matter informally (see Reporting Harassment, B. Informal Resolution). However, the ombudspersons have a duty to ensure that all allegations of sexual harassment that are not resolved informally are reported to the appropriate University contact person to initiate the formal report process (see Reporting Harassment, C. Formal Report Process). The ombudspersons will be available to advise and guide reporting parties before and throughout the formal report process and to serve as a liaison between reporting parties and the University representative handling a formal report of harassment.

The current University ombudspersons are:

Anita Kelly, Professor	Psychology	631-3030
TBD		

¹ The terms "employee" "staff" (i.e., nonexempt employee), and "administrator" (i.e., exempt employee) as used throughout this policy do not include any person with a faculty appointment; such persons are referred to generally as "faculty" throughout this policy.

Contact Persons

Contact persons are those individuals to whom formal reports of harassment should be made. The appropriate contact person with whom to initiate a formal report is determined by the status of the harasser—student, faculty or employee (see Reporting Harassment, C. Formal Report Process). The reporting party may also choose to proceed informally on a report of harassment made directly to a University contact person. Therefore, individuals reporting harassment to a contact person may be asked to specify whether they wish to initially proceed informally or formally. Information regarding the current contact persons may be found on the University Web site at www.nd.edu/~harassmt and in the sexual harassment brochure available throughout campus.

The current University contact persons are:

Jeff Shoup	Residence Life	631-5878
Lori Maurer	Residence Life	631-5878
Scott Kachmarik	Residence Life	631-5878
Paula Smith	Residence Life	631-5878
Sharon Hawkins	Human Resources	631-4236
John Whelan	Human Resources	631-7894
Karen Kirby	Human Resources	631-7507
Rick Murphy	Human Resources	631-4667
Sherry Veith	Human Resources	631-5679
Jean Ann Linney	Provost's Office	631-4590

Reporting Harassment

A. General Information

In conjunction with training and other preventive means, the prompt reporting of sexual harassment is key to the University's ability to eliminate sexual harassment on campus. Under the terms of this policy, those who believe they are victims of sexual harassment may proceed informally or formally. These options are described below. Regardless of the status of the harasser or nature of the harassment, individuals who think they may be victims of sexual harassment should note the following:

- Report the harassment promptly—before the conduct becomes severe or pervasive. Current contact information for the University officials to whom you are encouraged to make reports of sexual harassment, including the ombudspersons, is found on the University of Notre Dame Web site at www.nd.edu/~harassmt and in the sexual harassment brochure available throughout campus.
- In an emergency situation, such as after normal business hours or in the event that you are concerned for your safety, contact the Notre Dame Security Police Department. As soon as possible thereafter, you should report any conduct that may be sexual harassment to one of the appropriate contact persons or to an ombudsperson.
- You are encouraged to utilize the University Counseling Center (for students), the Employee Assistance Program (for employees), and members of the clergy at Notre Dame (for faculty, employees, and students) as confidential resources to discuss sexual harassment and its effects. Because of the confidentiality afforded to these relationships, however, you should know that counselors at the UCC and members of the clergy are not in a position to report the harassment to University officials or to end the sexual harassment. To ensure University involvement, you must report the harassment through either the informal or formal reporting process as detailed in this policy. On the other hand, if you specifically ask a member of the clergy (such as a rector or administrator) to assist you in reaching an informal resolution or to take any other steps to end the harassment, and they agree to assist you in such a manner, you must recognize that they will not be able to keep the

matter completely confidential and that they will consult with an ombudsperson, a contact person, or other appropriate University official to informally or formally resolve the matter.

- To ensure accurate communication of the allegations, you are strongly encouraged to submit a written account when reporting harassment. In no case should this suggestion, however, stand in the way of making a report—the most important thing is that you report the harassment in some manner to an appropriate University official.

B. Informal Resolution

Selecting informal or formal resolution is initially the decision of the person who is being harassed. You may find informal resolution particularly appropriate if the conduct is isolated and of the following nature: sexual innuendo; display or distribution of drawings, pictures or other materials with a sexual content; sexual or “dirty” jokes; or comments with sexual content. On the other hand, you should submit a formal report if the harassment involves multiple instances of the conduct described above; sexual assault; sexual or inappropriate touching of any kind; or sexual advances or “come-ons.” Please note that the formal report process is available for harassment of any nature, and that these examples are not intended to discourage use of the formal report process.

If you choose to proceed informally, you should report the harassment to any faculty member, administrator, supervisor, employee in the Office of Human Resources, or a sexual harassment ombudsperson. You may also report the harassment to any of the contact persons designated to receive formal reports. If you do so, you should specify to the contact person that you initially wish to proceed informally. If the person who receives the report is a faculty member, he or she must consult with his or her dean, department chair and/or ombudsperson throughout the attempt to resolve the matter informally. If the person who receives the report is an employee, he or she must consult with his or her director or other department head and/or an ombudsperson throughout the attempt to resolve the matter informally. At least one person working to resolve the matter informally must have the authority to promptly end the harassment.

If the matter is resolved informally to the satisfaction of the reporting party, the person to whom the report was initially made shall send a written summary of the matter to a contact person in the Office of Residence Life and Housing, the Office of the Provost, or the Office of Human Resources, depending on the status of the alleged harasser. A sample of the written summary is available on the University of Notre Dame Web site at www.nd.edu/~harassmt and in the sexual harassment brochure available throughout campus. The purpose of this summary is twofold: (1) to ensure that the University is aware of repeat incidents by the same harasser and (2) for record keeping purposes so that the University can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the harasser (if any) as part of the informal resolution may be kept in that person’s appropriate University file (faculty or employee’s personnel file or student’s disciplinary file).

If the matter is not resolved informally to the satisfaction of the reporting party, the person to whom the report was originally made must immediately report the allegations to an appropriate contact person (in the Office of Residence Life and Housing, Office of the Provost or the Office of Human Resources) or to a sexual harassment ombudsperson to begin the formal report process, regardless of whether the person reporting the harassment requests or desires this action.

C. Formal Report Process

If the reporting party initially chooses to proceed with a formal report or if informal resolution is unsuccessful, the person to whom the harassment is reported and the nature of the resulting

investigation and resolution process depends upon the status of the harasser, as described in this section.

Harassment by Students

- *Reporting*—Any incident of sexual harassment by an undergraduate or graduate student (including a student with teaching or classroom responsibilities if the allegations are unrelated to such responsibilities) toward any faculty member, employee, or other student that the reporting party cannot or does not desire to resolve informally should be reported promptly to one of the contact persons in the Office of Residence Life. Contact information for these individuals may be found on the University Web site at www.nd.edu/~harassmt and in the sexual harassment brochure available throughout campus.

Once the Office of Residence Life and Housing is notified of an alleged incident of sexual harassment by a student that has not been resolved informally, the Office of Residence Life and Housing will review any written statements from the reporting party. The Office of Residence Life and Housing may also interview the reporting party, the alleged harasser, and any witnesses who may be able to provide pertinent information about the incident, and may review any pertinent documents.

- *Resolution*—If there is sufficient evidence to indicate that a violation of the policy may have occurred, the Office of Residence Life and Housing will proceed in accordance with the procedures outlined in the “University Disciplinary Procedures” section of *du Lac*. A student found responsible for violating the sexual harassment policy will be sanctioned in accordance with the University disciplinary procedures. These sanctions include, but are not limited to, a verbal or written warning, mandatory counseling, a ban from specific areas of campus, loss of specific student privileges, community service, transfer or loss of on-campus housing privileges, disciplinary probation, disciplinary suspension, or permanent dismissal. If the student has teaching or classroom responsibilities, the Office of the Provost may also terminate such responsibilities as a sanction if appropriate. Students found responsible may ask for a review of the matter according to the disciplinary review procedures and case review routes provisions of *du Lac*. The resolution of a sexual harassment allegation will be shared with the reporting party to the extent allowed by law.
- *Records*—The individual who conducts the review and/or hearing for the Office of Residence Life shall prepare a written summary of the matter. A sample of the written summary is available on the University of Notre Dame Web site at www.nd.edu/~harassmt and in the sexual harassment brochure available throughout campus. The purpose of this summary is twofold: (1) to ensure that the University is aware of repeat incidents by the same harasser and (2) for record keeping purposes so that the University can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the harasser (if any) as part of the resolution may be kept in that person’s student’s disciplinary file.

Harassment by Faculty

- *Reporting*—Any incident of sexual harassment by a faculty member or postdoctoral research associate (or a student with teaching or classroom responsibilities if the allegations are related to such responsibilities) toward any student, employee, or other faculty member that the reporting party cannot or does not desire to resolve informally should be reported promptly to the contact person in the Office of the Provost. Contact information for this individual may be found on the University Web site at www.nd.edu/~harassmt and in the sexual harassment brochure available throughout campus.
- *Investigation*—The Office of the Provost will promptly and thoroughly investigate the allega-

tion that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may involve interviews and/or written statements from the reporting party, the alleged harasser, and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. The alleged harasser will be afforded a full opportunity to respond to the allegation. The conclusion of the investigator as to whether the Sexual Harassment Policy was violated will be communicated in writing to both the reporting party and the alleged harasser.

- *Resolution*—If there is sufficient evidence to conclude that the alleged harasser violated the Sexual Harassment Policy, the Office of the Provost will take such appropriate action, including but not limited to counseling or educating the individual about sexual harassment, and/or disciplinary action, including but not limited to a verbal or written reprimand, or other disciplinary sanctions up to and including termination in accordance with article III, section 6 of the academic articles (“Severe Sanctions Including Dismissal for Serious Cause”). In the case of students with teaching or classroom responsibilities, this discipline may also include termination of such teaching and classroom responsibilities, as well as discipline from the Office of Residence Life, if appropriate. Appeals by faculty and by students with teaching or classroom responsibilities from such disciplinary actions will be handled pursuant to the procedures for faculty grievances as outlined in article III, section 9 of the academic articles.
- *Records*—The individual who conducts the investigation for the Office of the Provost shall prepare a written summary of the matter. A sample of the written summary is available on the University of Notre Dame Web site at www.nd.edu/~harassmt and in the sexual harassment brochure available throughout campus. The purpose of this summary is twofold: (1) to ensure that the University is aware of repeat incidents by the same harasser and (2) for record keeping purposes so that the University can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the harasser (if any) as part of the resolution may be kept in that person’s personnel file.

Harassment by Employees

- *Reporting*—Any incident of sexual harassment by an employee toward any student, employee, or other faculty member that the reporting party cannot or does not desire to resolve informally should be reported promptly to one of the contact persons in the Office of Human Resources. Contact information for these individuals may be found on the University Web site at www.nd.edu/~harassmt and in the sexual harassment brochure available throughout campus. In the alternative, the report can be made to any supervisor in the reporting party’s department, who in turn must report the allegation to a contact person in the Office of Human Resources.
- *Investigation*—The Office of Human Resources will promptly and thoroughly investigate the allegation that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may involve interviews and/or written statements from the reporting party, the alleged harasser and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the alleged harasser will be informed of the allegation, the identity of the reporting party, and the facts surrounding the allegation. The alleged harasser will be afforded a full opportunity to respond to the allegation. The conclusion of the investigator as to whether the Sexual Harassment Policy was violated will be communicated in writing to both the reporting party and the alleged harasser.
- *Resolution*—If there is sufficient evidence to conclude that the alleged harasser violated the

Sexual Harassment Policy, the appropriate administrator, in conjunction with the Office of Human Resources, will take such appropriate action, including but not limited to counseling or educating the individual about sexual harassment, and/or corrective action, including but not limited to mandatory referral to the Employee Assistance Program, verbal or written reprimands, suspension, Or termination. Staff may appeal such decisions using the staff complaint procedure. Administrators may appeal such decisions in writing to the University officer who has responsibility for his or her department.

- *Records*—The individual who conducts the investigation for the Office of Human Resources shall prepare a written summary of the matter. A sample of the written summary is available on the University of Notre Dame Web site at www.nd.edu/~harassmt and in the sexual harassment brochure available throughout campus. The purpose of this summary is twofold: (1) to ensure that the University is aware of repeat incidents by the same harasser and (2) for record keeping purposes so that the University can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the harasser (if any) as part of the resolution may be kept in that person's personnel file.

Confidentiality

Sexual harassment is a particularly sensitive issue that may affect any member of the University community. All individuals involved in any aspect of a sexual harassment allegation shall treat the matter as strictly confidential. The University will disclose information regarding a sexual harassment report only as required by law and as necessary to meet its legal obligation to investigate allegations of sexual harassment and to take action to end the harassment.

Retaliation

Any attempt by a faculty member, employee, or a student to penalize, intimidate, or retaliate **in any way** against a person who makes a report of or who is otherwise involved in an informal or formal sexual harassment report is completely prohibited. The University will treat any such conduct as a separate incident subject to appropriate discipline/corrective action, from warning to termination or dismissal (for faculty, dismissal is conducted in accordance with article III, section 6 of the academic articles, "Severe Sanctions Including Dismissal for Serious Cause").

False Reports

A reporting party who was intentionally dishonest in making the allegations or who acted maliciously is subject to appropriate discipline/corrective action, from warning to termination or dismissal.

Duty of Faculty and Employees to Report Harassment

To assist Notre Dame in preventing sexual harassment, all members of the University community are encouraged to report sexual harassment of others that they witness or otherwise know about. Certain Notre Dame faculty and employees have the following specific duties related to reporting the sexual harassment of others.

The duties in this section apply to *all faculty and administrators* at Notre Dame who have received reports of harassment or witnessed harassment, and to *all faculty and administrators* who supervise others who have received reports of harassment, witnessed harassment, or otherwise have any knowledge of conduct that could be in violation of this policy. If a faculty member or exempt employee learns of conduct other than through the person being harassed, he or she should inquire with the individual(s) involved to determine whether conduct has indeed occurred that could be a violation of this policy. If the parties are uncooperative, the faculty member or exempt employee should contact an ombudsperson for advice on how to proceed.

If there is indeed conduct that could be a violation of this policy, the faculty or administrator must first consult his or her dean, department chair, or a sexual harassment ombudsperson (if faculty) or his or her director, department head, or sexual harassment ombudsperson (if employee). The situation may then be handled either informally or formally (see Reporting Harassment section of this policy), depending on the choice of the person being harassed. If the matter is not resolved informally to the satisfaction of the person being harassed, the faculty member or administrator to whom the report was originally made must ensure that the allegations are reported immediately to the appropriate contact person (in the Office of Residence Life, Office of the Provost, or the Office of Human Resources) to begin the formal report process, regardless of whether the person reporting the harassment requests or desires this action.

Individuals who violate the reporting requirements in this provision will be subject to appropriate discipline/corrective action.

Consensual Relationships

Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the University prohibits any faculty member or employee² of the University from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled as an undergraduate at Notre Dame. Exceptions to this prohibition will be considered by the Office of the Provost or the Office of Human Resources on a limited, case-by-case basis.

Furthermore, because of the potential for abuse or the appearance of abuse and the inherent differential in authority between graduate students and their educators, counselors, and others holding positions of authority over them, the University prohibits any member of the University community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any graduate student whom he or she educates, counsels, coaches, supervises, or evaluates in any way. Exceptions to this prohibition will be considered by the Office of the Provost or the Office of Human Resources on a limited, case-by-case basis.

Likewise, because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the University prohibits any member of the University community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee whom that person supervises or evaluates in any way. Exceptions to this prohibition will be considered by the Office of the Provost or the Office of Human Resources on a limited, case-by-case basis.

If you have any questions about the application or effect of this policy to an existing or potential relationship, please ask your supervisor and/or a member of the Office of the Provost or the Office of Human Resources.

In keeping with this University philosophy, if charges of sexual harassment are made, the existence of a consensual relationship in any of the contexts stated above shall not be a defense in any proceedings brought by the Office of Residence Life, Office of the Provost, or Office of Human Resources.

Individuals who violate this provision are subject to the range of discipline listed in the Sexual Harassment Policy under the appropriate "Resolution" section.

Existing University Rules and Regulations

The Sexual Harassment and Consensual Relationship policies are intended to be an addition to existing University rules and regulations and do not alter or modify any existing University rule or regulation.

Violence in the University Community

The University of Notre Dame is committed to maintaining a safe environment. The Uni-

² "Employee" as used in this provision does not include any student employees except for those who teach undergraduate students.

University Policies,
continued

versity will not tolerate any violence, threats of violence, or intimidation by an administrator, faculty, staff, student*, or visitor, including independent contractors, that impacts the University or a member of the University community. Prohibited behavior can include physical acts, oral or written statements made in any medium (e.g. face-to-face, via regular or electronic mail, or via telephone), gestures and expressions, or behaviors such as stalking.

*Although this policy does not apply to students, the conduct prohibited in this policy is also prohibited in *du Lac, A Guide to Student Life* (see Student Life Policies.) All violent acts, threats of violence or intimidation by students will be addressed by the Office of Residence Life & Housing in accordance with *du Lac*. Individuals who are both students and University administrators, faculty, or staff may be subject to disciplinary action in accordance with *du Lac* and/or this policy.

Violations of this policy will be treated seriously and with prompt action. Any employee or faculty member found in violation of this policy will be subject to disciplinary action up to and including termination of their relationship with the University in accordance with the Human Resource Policy Manual or the Faculty Handbook as appropriate. Any individual who violates this policy may be removed and barred from University premises. In addition, where necessary, the University may refer incidents of violence, threats of violence, or intimidation to the appropriate Prosecuting Attorney or other law enforcement agency.

The University prohibits retaliation against or harassment of individuals who act in good faith by reporting real or perceived violence, a threat of violence, or intimidation. The University also prohibits individuals from making deliberately false or misleading reports under this policy. Individuals who make such reports will be subject to disciplinary action up to and including dismissal under appropriate University disciplinary policies.

This policy is in addition to any existing University policies such as Discriminatory Harassment, Sexual Harassment, and Firearms and Other Weapons, all of which are intended to create an environment conducive to the educational mission of the University. Under no circumstances shall this or any other University policy be interpreted to prohibit the University from taking action designed to prevent imminent violence.

Definitions (for purposes of this policy only)

- **Intimidation** – Intimidation is an act towards another person(s) whether verbal, written or physical, the purpose of which is to coerce or frighten, and the result of which could reasonably cause the other person(s) to fear for his or her physical safety or the physical safety of others.
- **Threat of violence** – A threat of violence is any expression of intent to use violence or otherwise to cause physical harm to another person(s) regardless of whether the person communicating the threat has the ability to carry it out and regardless of whether the threat is made on a present, conditional, or future basis.
- **Violence** – Violence is any act intended to cause physical harm to another person(s). Violence includes the exercise of physical force against another person including, but not limited to, hitting, pushing, kicking, shoving, throwing of objects, or fighting. Violence may or may not involve the use of weapons, vehicles, substances, or other means.
- **Workplace** – For the purpose of this policy, workplace is defined as any location where an employee is in the process of performing work for the University. This includes work locations such as offices, work sites, vehicles and field locations.
- **Employee** – An employee for the purpose of this policy is anyone who has a work relationship with the University, including all regular and non-regular administrators and staff.

PROCEDURES

Reporting Procedures

Emergencies—Violence, threats of violence, or intimidation that require immediate response should be reported as follows:

- **From a campus telephone**—dial 911 for response by Notre Dame Security/Police or Fire Departments (*preferred due to response time)
- **From a cell phone while on campus**—dial 574-631-5555 for response by Notre Dame Security/Police or Fire Departments
- **From off-campus telephone or off-campus cell phone**—dial 911 for response by local community emergency response agencies
- **Call boxes** are located in parking lots around campus for use in case of emergency situations. Calls from these locations will connect directly with the Notre Dame Security/Police Department.
- Notify the Office of Human Resources or the Provost's Office (or Office of Residence Life & Housing for incidents involving students) as soon as possible and as appropriate to the situation.
- **Non-emergencies**—Non-emergency incidents should be reported as soon as possible to a Consultant from the Office of Human Resources or the Provost's Office (or the Office of Residence Life & Housing for incidents involving students) as appropriate, for guidance and assistance and to ensure that proper policies and procedures are followed.

Additional Reporting Requirements

All administrators, faculty, and staff should report to the Notre Dame Security / Police Department any restraining orders that would:

- effectively prohibit the presence of the restrained individual from any part of the University of Notre Dame's property or the Workplace and
- effectively prohibit contact by the restrained individual with any member of the University community.

Visitors

Visitors should report incidents of violence, threats of violence, or intimidation to the Notre Dame Security Police Department.

Investigations

The University will investigate all reports of violence, threats of violence, or intimidation. Depending on the circumstances, the Office of Human Resources or the Provost's Office (or the Office of Residence Life & Housing for incidents involving students) will generally conduct the investigation. All investigations will be conducted in a discreet and confidential manner to the extent that is legally possible. Victims and witnesses will be advised as appropriate of the outcome of the investigation and what they should expect in the future.

Policy for the Protection of Children

I. Purpose

The purpose of this policy is to ensure the fulfillment of our moral obligation to protect minor children as vulnerable members of society and the obligation that is mandated by Indiana Law. Specifically, this policy addresses the abuse of minor children.

II. Definition of Abuse

Abuse of a minor child includes serious endangerment of a child's physical or mental health due to injury by act or omission, including acts of sexual abuse. Sexual abuse includes contacts or interactions between a child and an adult when the child is being used as an object of sexual gratification for the adult. A child is abused whether or not this activity involves explicit force, whether or not it involves genital or physical contact, whether or not it is initiated by the child, and whether or not there is discernible harmful outcome.

III. Procedures

Indiana law requires anyone who has reason to believe that a child has been abused or neglected to report the abuse or neglect. Additional obligations are imposed upon institutions such as the University. In order to meet the reporting obligation, as well as to provide appropriate protection to children, this policy applies to abuse that allegedly occurs on our campus, on property owned or leased by the University, or while members of the faculty, staff, or student body are participating in a University-connected activity off-campus.

A. A minor and/or his or her parents or guardians or anyone external to the University who has knowledge about the abuse of a minor that occurred on University property or that involved a University employee or student during the course of a University-connected activity off-campus, is urged to report the alleged abuse to the director, dean or vice president in charge of the program in which the minor is involved or to anyone else at the University with whom the reporting person feels comfortable speaking. University employees or students who receive such reports should proceed as outlined in paragraph B, C and D.

B. A University employee who has reason to believe that a minor has been abused on our campus, on property owned or leased by the University, or while members of the faculty, staff, or student body are participating in a University-connected activity off-campus or who has received a report of such alleged abuse, must report this information to either 1) his or her supervisor or the director, dean or vice president in charge of his or her department; or 2) if the report involves another employee, the direct supervisor of the alleged abuser or the director, dean or vice president in charge of the alleged abuser's department; or 3) if the report involves a student, to the vice president for Student Affairs.

C. A University student who has reason to believe that a minor has been abused on our campus, on property owned or leased by the University, or while members of the faculty, staff, or student body are participating in a University-connected activity off-campus or who has received a report of such alleged abuse must report this information to either 1) his or her rec-tor or the vice president for Student Affairs or 2) if the report involves an employee, the direct supervisor of the alleged abuser or the director, dean, or vice president in charge of the alleged abuser's department.

D. In all situations, those who receive a report of abuse must immediately report the allegation to the vice president and general counsel.

E. The vice president and general counsel in conjunction with the Provost's Office, the Office of Human Resources, or the Office of Student Affairs, shall develop written procedures for handling the investigation of allegations of abuse for reporting it to the authorities if appropriate, and for resolving the situation including imposition of sanctions if appropriate. Such written procedures will be published in the University staff, employee, and student handbooks.

F. If there is a finding that the alleged abuse occurred, the University will assist the victim in obtaining appropriate counseling for the victim and members of the victim's family, if appropriate.

IV. Advisory Board for Cases Involving Abuse

- A. The President of the University shall appoint an advisory board to review the investigation of any allegations of abuse involving minors and to review the sanctions, if any, imposed on the alleged abuser.
1. The advisory board shall include three persons who are independent from the University and who will serve without remuneration for their service.
 2. If the advisory board is dissatisfied with the University's investigation or the sanctions, if any, imposed as a result of the investigation, it may conduct its own investigation or hire a law firm, at the expense of the University, to conduct an investigation for them.
 3. If the advisory board believes that the findings of the University are incorrect in that there should have been a finding that abuse occurred or believes that the sanction imposed is insufficient, they shall have the opportunity to discuss the case with the President of the University and the general counsel. If the President is alleged to have been involved in the abuse, the executive committee of the Board of Trustees shall review the case and meet with the advisory board before making the final decision in the case as to the appropriate resolution.

Procedures for Handling Allegations of Child Abuse

In the event that the General Counsel's Office receives a report of alleged abuse of a minor by a member of the University staff, faculty, or student body, The general counsel shall take the following action:

- A. If the abuse happened on campus or on property owned or leased by the University or off campus while a member of the University staff, faculty, or student body is participating in a University-connected activity, The general counsel shall:
- 1) Notify the President of the University.
 - 2) If the parents or guardians of the victim have not been involved in the reporting and are not the alleged abusers, notify the parents or guardians of the minor involved.
 - 3) If the alleged abuser is a faculty member, notify the provost of the allegations.
 - 4) If the alleged abuser or the victim is a student, notify the vice president of Student Affairs.
 - 5) If the alleged abuser is a staff member, notify the executive vice president of the University and the associate vice president of Human Resources.
 - 6) If the alleged abuser is a member of a religious order, notify the provincial or head of the order.
 - 7) Notify the sheriff's office or appropriate agency at such time as the general counsel receives an allegation of abuse as defined by the University's Policy for the Protection of Children.
 - 8) If appropriate, conduct an investigation in conjunction with the Office of Human Resources, the Provost's Office or the Office of Residence Life, depending on whether the alleged abuser is a member of the staff, faculty, or student body. The investigation may include interviews of the reporting party, the victim, the alleged abuser, and any person(s) whom the reporting party, the victim, the victim's parents or guardians, or the alleged abuser believe has relevant information.
 - 9) Report the findings of the investigation to the vice president in charge of the department where the alleged abuser is employed if the alleged abuser is a staff member, to the provost if the alleged abuser is a faculty member, or to the vice president for Student Affairs if the alleged abuser is a student, along with a recommendation as to any sanction that should be

imposed, up to and including dismissal.

- a) If the alleged abuser is a staff member, the vice president in charge of the department where the alleged abuser is employed in conjunction with Human Resources shall make the final decision as to the sanction, if any. The decision may be appealed by the alleged abuser to the executive vice president according to the University appeal procedures.
- b) If the alleged abuser is a faculty member, the provost shall make the final decision as to the sanction, if any. If the proposed sanction is suspension or dismissal, the provost shall institute a for cause proceeding according to article III section 6 of the academic articles. If the sanction imposed is less than suspension or dismissal, the faculty member may file an appeal under the Faculty Grievance Procedures as described in article III section 9 of the academic articles.
- c) If the alleged abuser is a student, the vice president of Student Affairs shall make the final decision as to the sanction, if any. The sanction may be appealed to the President of the University.
- d) If the alleged abuser is an officer of the University, the President of the University shall make the final decision as to the sanction, if any. If the alleged abuser is the President of the University, the Executive Committee of the Board shall make the final decision as to the sanction, if any.

- B. An employee may be immediately suspended with pay pending the outcome of the investigation if the appropriate officer believes that the circumstances justify such suspension. A faculty member may be suspended only by the President in accordance with article III section 6 of the academic articles. A student may be suspended according to the procedures outlined in the University Disciplinary Procedures of *du Lac* in paragraph 2 under Other Actions.
- C. If the alleged abuser is not employed by or enrolled as a student of the University but the alleged abuse happened on campus or on property owned or leased by the University, in addition to the above procedures, the vice president and general counsel:
 - 1) May request that a “no trespass” letter be sent to the alleged abuser pending the outcome of the investigation.
 - 2) May, if the alleged abuser is present on the campus as a result of working for someone or some entity with authorization to be on campus, notify that person or entity of the allegations.
 - 3) Must, if the investigation confirms that the abuse occurred, request that a permanent “no trespass” letter be sent and notify the person or entity with whom the alleged abuser is employed of the results of the investigation and the permanent ban of the alleged abuser from campus.
- D. The general counsel shall send a report of each allegation to the advisory board along with a summary of the investigation conducted, the findings, and the sanctions, if any, that are imposed.

Smoking Policy

Rationale

Long-standing, irrefutable proof demonstrates smoking is harmful to the health of smokers. In addition, recent reports from the surgeon general indicate that exposure to secondhand smoke can be a serious health hazard for nonsmokers. Apart from these health issues, secondhand

smoke is often physically distressing to nonsmokers. Consequently, the University of Notre Dame, out of concern for the health, safety, and well-being of the members of the campus community, establishes the following policy.

Policy

Smoking is prohibited in all buildings and offices, stadiums, and vehicles owned, leased, or operated by the University of Notre Dame. Possible exceptions are noted below. (Item “1” of General Guidelines.)

General Guidelines

- (1) Sites where smoking is permitted must be fully enclosed, properly ventilated areas into which nonsmokers do not normally enter. Under these guidelines smoking is prohibited in all restrooms, entrances to buildings, public lounges and lobbies, eating places, classrooms, faculty offices, arenas, and all other areas not specifically identified below. The rights of nonsmokers to a smoke-free environment always take precedence over the desire of smokers to smoke. Smoking may be permitted in the following areas:
 - (a) Dormitory Rooms—prior consent of all roommates is required. Therefore, smokers must make their desires known to the Student Residence Office and this office must match roommates appropriately.
 - (b) Graduate Housing—as here described.
University Village. In individual apartments. In the University Village Community Center, but only at events where the organizers have agreed that smoking will be permitted.
O’Hara-Grace and Fischer Townhouses. In individual apartments with the prior consent of all roommates. Once again, the Student Residences Office must match roommates according to smoking preferences. Some reasonable number of apartments will be kept permanently smoke-free to accommodate those allergic to smoke, etc.
 - (c) Morris Inn—individual hotel rooms. Some reasonable number of rooms will be kept permanently smoke-free to accommodate those allergic to smoke, etc.
 - (d) Smoking Lounges—where they exist, must be totally enclosed, properly ventilated so that nonsmokers in adjacent areas are not exposed to secondhand smoke, appropriately signed “Smoking Permitted,” and they must be areas into which nonsmokers are not normally required to enter. Risk Management and Safety must provide prior approval of the site of a smoking lounge and periodically inspect these and adjacent areas.
- (2) The University, through Human Resources, will provide access to smoking cessation programs to all members of the campus community who desire them.
- (3) The sales, distribution, and advertisement of tobacco products is prohibited on campus.
- (4) The University policy on smoking will be communicated in writing to all prospective students and candidates for positions.
- (5) The guidelines presented here are meant to be minimum standards. Any building, or any unit within a multi-unit building, may adopt more stringent guidelines.
- (6) The success of this policy depends upon the thoughtfulness, consideration, goodwill, and cooperation of both smokers and nonsmokers. All members of the Notre Dame community, as well as visitors, share in the responsibility of adhering to and enforcing this policy. At any University event (i.e., athletic events, concerts, etc.), violators who refuse to conform will be escorted out of the event.
- (7) Complaints about violations of smoking policy should initially be brought to the attention of the individual responsible for the area in which the violation occurred. If this fails to halt

the violation, the supervisor and/or the original complainant should contact Risk Management and Safety where the infraction will be reviewed and referred to the appropriate authority for corrective action.

- (8) The University recognizes potential problems resulting from recirculation of air from areas of a building where smoking is allowed to those areas where it is prohibited. Complaints about air quality resulting from the above should be brought to the attention of the unit supervisor. The supervisor, if unable to remedy the situation, will contact Risk Management and Safety for assistance. Risk Management and Safety will then determine if further restrictions or changes are required.

If the Environmental Protection Agency, the Indiana State Board of Health and/or the Indiana Occupational Safety and Health Agency issues air quality guidelines on safe levels of tobacco/smoke-related chemicals in buildings, the University (through Risk Management and Safety) will monitor air quality in campus buildings and report these data to the Environmental Issues Committee. If air in any campus building is found to be contaminated with these chemicals in excess of any newly established regulations, the committee will provide whatever guidelines necessary to bring that building into compliance.

- (9) Two years after introduction of these regulations, the Environmental Issues Committee will review this smoking policy to determine (a) whether these regulations should be amended, and (b) whether the University should become completely “smoke-free.”

Reproducing Copyrighted Material

This is the policy of the University of Notre Dame (“the University”) governing the reproduction or copying of copyrighted materials. This policy complements the University’s Intellectual Property Policy, Responsible Use of Information Technologies Policy, and other relevant policies and guidelines.

1. It is the policy of the University to comply with the United States Copyright Law of 1976, as amended (“the Copyright Act”) and to avoid exceeding the bounds of permissible copying under the fair use doctrine, while at the same time maximizing the educational benefits that flow from the use of copyrighted materials in the classroom and in other educational settings. All Notre Dame faculty members, administrators, staff members, and students are expected to comply with this policy, with applicable state and federal law, and with the terms of applicable contracts and license agreement(s) in reproducing copyrighted materials.
2. Only copyrighted materials are subject to the restrictions contained in this policy.
 - A. Uncopyrighted materials may be copied freely and without restriction. Examples of uncopyrighted materials include, but are not limited to: works authored by the United States Government and works that are in the public domain.
 - B. The absence of a copyright notice, standing alone, cannot be used to determine whether a work is copyright protected.
 - C. A work should be presumed to be copyright protected, unless:
 - I. It is authored by the United States Government,
 - II. It was published before 1923, or
 - III. Reliable written notice or information from the copyright holder expressly indicates that the copyright holder intends the work to be in the public domain.
3. In General. The copyright owner’s written permission must be obtained before copying any copyrighted material unless the copying constitutes a “fair use” under the Copyright Act. Fair use is a legal principle that provides certain limitations on the exclusive rights of copyright holders.
 - A. Section 107 of the Copyright Act identifies four factors to be considered in determining whether a particular use is a “fair use.” Although there is no simple test to determine what is a fair use, these factors should be considered in each instance, based upon the particular facts of each case, to determine whether a use is a fair use:

- I. The purpose and character of use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- II. The nature of the copyrighted work;
- III. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- IV. The effect of the use upon the potential market for or value of the copyrighted work.

These factors are the ultimate test of a fair use. While only the courts can authoritatively determine whether a particular use is fair use, the guidelines set forth in attached Exhibit “A” provide specific guidance for applying the factors in an educational setting. Complying with the guidelines provides a safe harbor for faculty, administrators, staff and students with respect to what will constitute a “fair use” under the Copyright Act. Uses that exceed the guidelines may or may not be fair use. For this reason, Notre Dame faculty, staff, and administrators are strongly encouraged to contact the University’s Office of General Counsel if they believe a proposed use, while not permitted under the guidelines, may constitute a fair use.

- B. Notre Dame faculty, staff administrators, and students may make copies without first obtaining the written permission of the copyright holder in the following situations:
 - I. If copying is allowed under the attached guidelines;
 - II. If the works to be copied are not copyright protected or their copyright protection has expired (e.g., works first published before 1923);
 - III. Even if copying is not protected under the guidelines, if before copying the University’s Office of General Counsel issues permission to copy based on its opinion that the copying would be fair use. In some cases, copying that is not within the guidelines may nevertheless constitute fair use. Therefore, faculty, staff, administrators are strongly encouraged to seek the advice of the Office of General Counsel if they believe the copying they propose, though not strictly within the guidelines, may constitute a fair use.
- C. For purposes of this policy, written permission from a service operating for the purpose of obtaining permission to copy works (such as the Copyright Clearance Center) constitutes the written permission of the copyright holder.

4. Copyrighted Software, Online Services, and Other Technologies. It is the policy of the University that any copying or reproduction of copyrighted computer software, access to online services or electronic data resources, or use of other computing resources and technologies involving University-owned or operated computing equipment, including any equipment or computing resources used in or in connection with any buildings, facilities or programs owned or operated by the University, must be in accordance with the Copyright Act, all applicable state and federal laws, and the terms of any applicable contracts or license agreements. As with other types of work, Notre Dame faculty members, administrators, staff, and students generally may not make copies of copyrighted software or access prohibited online services or technologies without the appropriate written permission or authorization. The following special rules apply to software and copies may be made in accordance with them:

- A. Section 117 of the Copyright Act permits the making of a single or archival back-up copy.
 - B. Most software and other resources residing on University-owned or maintained equipment or networks are licensed to the University as an entity. The terms of the license agreement may give the University permission to make copies of software in excess of the single archival copy permitted by the Copyright Act. Each software license agreement is unique and provisions may vary from company to company and from license to license. Whether a user may copy licensed software in excess of the single, archival copy may be determined only by examination of the University’s license agreement with the software copyright owner.
5. Legal Defense of Staff Members. The University of Notre Dame will provide, at its expense,

a legal defense for any staff member against charges or allegations of copyright infringement arising out of the scope of his or her University employment with respect to any copying or reproduction done at the request of a faculty member or administrator, unless the copying or reproduction was undertaken with the intent of violating state or federal law or the terms of a license agreement.

6. Legal Defense of Faculty and Administrators. The University of Notre Dame will provide, at its expense, a legal defense to a charge or allegation of copyright infringement brought against a Notre Dame faculty member or administrator acting within the scope of his or her University employment in the following circumstances:

- A. If the copying or reproduction was within the guidelines in attached Appendix "A,"
- B. If the copying or reproduction was authorized by a valid University software license agreement,
- C. If, before copying, the University's Office of General Counsel issued permission to copy or reproduce the work(s) based on its opinion that the copying constitutes a fair use, or
- D. If the permission of the copyright holder was obtained before the copying.

In all other circumstances, a Notre Dame faculty member or administrator shall be personally responsible for the expense of defending an action for copyright infringement, as well as for the cost of any settlement, judgment, fine, or damages, including attorneys' fees, interest, and costs.

APPENDIX "A"

The purpose of these guidelines is to describe the minimum standards of educational fair use for photocopying of written materials under section 107 of the Copyright Act of 1976, 17 USC 107, as amended. The guidelines reflect an agreement in 1976 between representatives of the Ad Hoc Committee of Educational Institutions and Organizations on Copyright Law Revision, and of the Authors League of America, Inc., and the Association of American Publishers, Inc.

Guidelines for Classroom Copying of Books and Periodicals

I. Single Copying for Teachers

A single copy may be made of any of the following or any part thereof by or for any faculty or staff member at his or her individual request:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay, or short poem, whether or not from a collective work; or
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom Use:

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the faculty member teaching the course for classroom use or discussion, provided that:

A. The copying meets the following tests of brevity and spontaneity.

1. Brevity

a) Poetry

- (1) A complete poem if less than 250 words and if printed on not more than two pages; or,

- (2) an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.

b) Prose

- (1) All or any portion of a complete article, story, or essay of 2,500 words or less, or
 - (2) an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.
- c) Illustration
One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- d) "Special" works
Certain works in poetry, in prose or in "poetic prose" that often combine language with illustrations and that are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph b) above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof may be reproduced.
[Each of the numerical limits stated in a) and b) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]
2. Spontaneity
- a) The copying is at the instance and inspiration of the individual faculty member, and,
 - b) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
- B. The copying meets the following cumulative effect test:
- a) The copying of the material is for only one course in the school in which the copies are made.
 - b) Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
 - c) There should not be more than nine instances of such multiple copying for one course during one class term.
[The limitations stated in b) and c) above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]
- C. Each copy includes a notice of copyright.

III. PROHIBITIONS AS TO I AND II ABOVE

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying may not be used to create or to replace or substitute for anthologies, compilations, or collective works. A prohibited replacement or substitution occurs regardless of whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets and answer sheets, and like consumable material.
- C. Copying may not:
1. substitute for the purchase of books, publisher's reprints or periodicals;
 2. be directed by higher authority; or
 3. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge may be made to the student beyond the actual cost of the photocopying.

APPENDIX "B"

HOW TO OBTAIN PERMISSION

Permissions

I. Obtaining Permission by Written Request

When multiple photocopying of copyrighted material is not within the guidelines and the Office of General Counsel has not given written authorization otherwise, staff or faculty members should request permission from the copyright owner. Communication of complete and accurate information to the copyright owner will facilitate the request. Although alternatives may be acceptable, the Association of American Publishers suggests that the following information be included in a request for permission to copy in order to expedite the process:

- A. Title, author and/or editor, and edition of materials to be duplicated;
- B. Exact material(s) to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material;
- C. Number of copies to be made;
- D. Use to be made of duplicated materials;
- E. Form of distribution (classroom, newsletter, etc.);
- F. Whether the material is to be sold; and
- G. Type of reprint (ditto, photocopy, offset, typeset).

Additionally, the requester should include the expected duration of use. The request should be sent, together with a self-addressed return envelope, to the permissions department of the publisher in question. If the address of the publisher does not appear at the front of the material, it may be obtained from The Literary Marketplace (for books) or Ulrich's International Periodicals (for journals), both published by the R.R. Bowker Company. For purposes of proof and to define the scope of the permission, it is important that the permission be in writing. Although not preferred, permission may also be obtained by facsimile or electronic mail requests.

II. Obtaining Permission by Telephone

If occasional time exigencies obviate the usefulness of the prior request letter, then the infrequent use of telephone permissions is acceptable. The person receiving permission should make written notes of the time and date of the call; the name of the person authorizing copying; and the extent of the permission granted; and request and obtain a follow-up permission letter or other correspondence from the copyright proprietor.

Notre Dame Guidelines for Copying and Uses of Music in the Educational Environment

I. Emergency Copying of Music

A. Permissible Uses

1. Emergency copying to replace purchased copies that for any reason are not available for an imminent performance, provided purchased replacement copies are substituted in due course.
- 2.(a) For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole that would constitute a performable unit such as a section, movement, or aria, but in no case more than 10 percent of the whole work. The number of copies may not exceed one copy per student.

- 2.(b) For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) that is:
 - (1) confirmed by the copyright proprietor to be out of print, or
 - (2) unavailable except in a larger work may be made by or for a teacher solely for the purpose of his or her scholarly research or in preparation to teach a class.
 3. Printed copies that have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted, that the lyrics (if any) are not altered, and that no lyrics are added, if none exist.
 4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
 5. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This permitted copying pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.)
- B. Prohibitions
1. Copying to create or to replace or substitute for anthologies, compilations or collective works.
 2. Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets, and like material.
 3. Copying for the purpose of performance, except as in A(1) above.
 4. Copying for the purpose of substituting for the purchase of music, except as in A.1 and A.2 above.
 5. Copying without inclusion of the copyright notice that appears on the printed copy.
- C. It is the policy of the University that an immediate order for the purchase of replacement copies is to be placed on a one-for-one basis, and all reproduced copies of the musical work are to be destroyed on receipt of the ordered copies. Any other method of calculating the number of replacement copies to be ordered, such as an inventory taken after the performance, is unacceptable. It is expected that staff and faculty routinely involved with performances will emphasize planning procedures so as to avoid use of emergency copying on a routine basis.
- D. With respect to all other copying or use of music outside the context of the academic or classroom setting, the policy of the University is to comply with the provisions of United States Copyright law and to encourage all faculty, staff, and students in their personal capacities to comply with this law.

Suggested Notice to be Placed on Campus Photocopy Machines, Computer Clusters, and in Campus Copy Centers

Unauthorized copying of copyrighted works, including without limitation, books, periodicals, software, and musical works, may be unlawful and may infringe rights of the copyright owner. Copying is subject to the University of Notre Dame’s policy statement concerning “Reproducing of Copyrighted Material.” Any use of these computer or duplicating facilities by students, faculty, or staff for the unauthorized duplication of copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by law.

Intellectual Property Policy

Policy Statement

The University of Notre Dame, as an institution of higher learning, has two primary aims: to share existing knowledge with its students and to engage in research and scholarly activities.

The products of scholarly and research efforts often have far-reaching and social implications. These products may, therefore, be of benefit to the individuals involved, to the University, and to society. This policy governs the protection and administration of intellectual property developed in support of the University's mission.

As used in this policy, the following definitions apply: "University research" means any research or development activity that is undertaken in connection with an externally funded project, or that is related to duties and responsibilities for which a person is compensated by the University, or that is conducted with substantial use of University facilities or resources.

"Creator" means any inventor, developer, author, or creator of intellectual property covered by this policy.

"Educational Materials" means the content and associated tools and technologies for delivery of content, including materials developed for traditional "face-to-face" classroom courses, as well as other delivery methods such as Web-based delivery or other distance learning media. For the purposes of this policy, educational materials do not normally include works such as textbooks, articles, papers, scholarly monographs, or artistic works produced in the normal course of academic scholarship.

"Substantial use of University facilities or resources" means the utilization of University facilities, equipment, personnel (including graduate students), or other resources beyond that which is normally provided to carry out one's assigned duties. For instance, normal use of assigned office space, office equipment, library resources, or administrative staff would not be considered "substantial use."

It is the policy of the University of Notre Dame, subject to the exceptions contained herein, that the University claims the exclusive right to all intellectual property arising from University research. Creators of intellectual property have an obligation to disclose intellectual property in the manner prescribed within this policy, to assign intellectual property rights to the University, and to assist the University in legally protecting the intellectual property. The University and the creator share in any royalty income resulting from the intellectual property as described in this policy.

Applicability

This policy applies to all faculty, staff, students, and others who make use of University facilities, equipment, or other resources or who receive funds from the University in the form of salary, wages, stipend, or other support, but not including undergraduate student financial aid.

The University will ordinarily waive its rights to intellectual property created by student creators where the use of University facilities, equipment, or other resources has been properly authorized, except when:

- faculty or staff involvement is substantial,
- the work is part of a larger University work or specifically commissioned by the University, the use of facilities, equipment, or other resources is substantially in excess of the norm for educational purposes, or
- the intellectual property resulted from the student's employment with the University.

All aspects of the ownership and administration of intellectual property arising from University research that is funded in whole or in part by an external sponsor, specifically including matters dealing with royalties, will be governed by this policy and the terms of the agreement between the University and the sponsor.

University Ownership of Intellectual Property Arising from University Research

Patents

The University owns all rights to all patentable inventions arising from University research. The University shall make an initial decision of whether to pursue a patent or other legal protection within six months of initial disclosure. If the University elects to pursue a patent or other legal protection, all costs shall be borne by the University or by a sponsor or licensee.

Creators must be aware that an invention may become unpatentable unless a formal application is filed with the U.S. Patent and Trademark Office in a timely manner. Additionally, special rules that vary from country to country govern the time limits within which foreign patent protection may be acquired.

Copyrights

The University owns all rights to all copyrightable materials (including computer programs, software, or multimedia productions) that are works made for hire under copyright law or that are required to be assigned to the University by the contract terms of a grant or sponsored program. However, consistent with long-standing academic tradition, the University does not normally claim ownership of works such as textbooks, articles, papers, scholarly monographs, or artistic works. Creators, therefore, retain rights in copyright in their works, unless they are created under a grant or sponsored program that specifies ownership rights in some entity other than the creator, they are the subject of a contract modifying ownership rights, or they are otherwise addressed in this policy.

When the University commissions a work or otherwise causes a work to be developed that is a work made for hire under copyright law, but the creator is an employee whose position is not normally considered to be one immediately related to the production of copyrightable works for the University, the creator will be required to acknowledge the University's ownership of the work in writing before production of the work.

Creators of works, such as computer software, that are not works made for hire but that are developed with the substantial use of University facilities or resources agree, consistent with other relevant agreements or contracts, to grant to the University a paid-up, royalty-free, nonexclusive license for the use of the work for academic, research, or other scholarly purposes.

Creators may, in certain circumstances, choose to assign their ownership interest in copyrightable works to the University. In these cases, royalty income derived from the work will be shared with the creator as specified in this policy or in any other written agreement with the University.

Educational Materials

Educational materials represent a broad spectrum of copyrighted works. These materials encompass traditional educational materials, such as lesson plans and face-to-face course presentations, as well as other methods of course delivery, such as Internet-based learning. The desire of the University is to encourage the development of creative and effective educational tools and media in order to further our educational goals.

In keeping with the University's general policy of not claiming ownership in the scholarly works of its creators, educational materials produced in the normal course of our educational mission will, generally speaking, be owned by the creators of the materials. Certain circumstances, however, may give rise to a claim of ownership by the University; for instance, in the case of educational materials that are works made for hire, such as those produced by non-faculty employees within the specific scope of their employment with the University. Because all possible circumstances cannot be envisioned by this policy, each particular situation will

have to be evaluated on its own facts to determine ownership interests and who may have the right to use educational materials that are developed. This section provides a general guide for determining ownership and control of educational materials developed by University personnel.

Educational Materials Developed on the Initiative of the Creator with Less than Substantial Use of University Facilities and Resources

This category includes, for example, a faculty member developing traditional “face-to-face” class lecture materials or online educational materials to supplement an existing University-offered course. In this situation, the educational materials would be owned by the creator. As such, the educational materials could be used by the creator outside the context of the University course, consistent with the University’s conflict of interest and conflict of commitment policies (that currently prohibit teaching at other institutions without the consent of the University). For any such use of these educational materials outside the University, the creator would not be allowed to use the University’s name in conjunction with the educational materials (e.g., “a Notre Dame course” or “the same course taught at Notre Dame”) without specific written permission of the University.

Educational Materials Developed on the Initiative of the Creator with a Substantial Use of University Facilities or Resources (e.g., Video Production, Web-Casting, or Teleconferencing Facilities)

An example of this situation would be the development of educational materials that requires extensive video production, integration of video streaming, or Web site development that would be made possible through the use of University resources. In this circumstance, the tangible works developed (i.e., the Web site or the video production) are owned by the University, while the creator maintains ownership of the underlying creative content of the materials. Creators of this type of educational materials grant to the University a paid-up, royalty-free, nonexclusive license for the use, reproduction, and creation of derivative works of the underlying creative content for the University’s purposes. The tangible educational materials owned by the University may be used by the creator while still employed by the University, consistent with the University’s conflict of interest and conflict of commitment policies. For any such use of these educational materials outside the University, however, specific written permission of the University would be required.

Educational Materials Commissioned for Production by the University

This category includes institutional works and educational materials developed as specifically directed by the University; for instance, the assigned development of an enrichment course to be offered to the public. Such educational materials, including the underlying creative content, are works made for hire, and as such are owned by the University. When the production of such a commissioned work is anticipated, a written agreement will be entered into in advance of production between the University and the creator, acknowledging the University’s ownership rights in the educational materials. This written agreement will also address issues such as compensation for production of the materials, sharing of any potential revenues resulting from commercial distribution of the educational materials, the relationship of the assignment to other duties (for instance, whether the assignment is in addition to or in lieu of normal teaching and research activities), and any other relevant issues related to the production of the educational materials. Commissioned educational materials may be used by the creator outside the University only with specific written permission of the University, and in such a way as to be consistent with the University’s conflict of interest, conflict of commitment, and use of institutional name policies.

Educational Materials Funded by an External Sponsor

Ownership of externally funded educational materials will be governed by the terms of the sponsor's agreement with the University. In the absence of specific ownership terms for educational materials in the sponsorship agreement, educational materials developed through external funding will be treated consistently with the terms of this policy.

Changes to Educational Materials

Consistent with this policy and copyright law, the owner of educational materials has the right to change or make derivative works of his or her educational materials. Educational materials owned by the University may only be changed, and derivative works of University-owned educational materials may only be made, with the written permission of the University.

Other Intellectual Property

The University owns all other forms of intellectual property arising from University research, including trade secrets, trademarks, and know-how (unless the know-how is related to intellectual property otherwise not owned by the University).

Modifications, Extensions, or Translations of Intellectual Property

The University owns or retains an interest in, as applicable, any portions, modifications, extensions, or translations of intellectual property as it would in the original work, educational materials, or invention, consistent with the treatment of derivative works under copyright law. Creators shall disclose modifications, extensions, and translations of previously identified works, educational materials, or inventions to the University, and these disclosures will be administered according to this policy. Disclosure of modifications, extensions, and translations to the University is required regardless of any previous or pending University decision to assign rights or interests to the creator in the case of an underlying work or invention.

Administration of this Policy

Disclosures

Persons to whom this policy applies have a duty to report, in a timely manner, all creations of intellectual property covered by this policy to the Committee on Intellectual Property using disclosure forms available from the committee. They also are required to cooperate fully in steps necessary to legally protect the University's rights. Accordingly, all personnel covered by this policy will confirm in writing their obligation to comply with this policy and to disclose inventions or other covered intellectual property in a timely manner as prescribed by this policy. The failure to confirm these obligations in no way diminishes or extinguishes the rights of the University.

Assignment of Rights

Upon request of the University, creators of intellectual property shall assign intellectual property rights to the University in accordance with the provisions of this policy.

Intellectual property rights claimed by or otherwise retained by the University under this policy may be assigned, licensed, or otherwise transferred to a third party only with the prior written consent of the University.

Collaboration Agreements

In cases in which the University's rights and interests in intellectual property are shared with other institutions, organizations, or program collaborators, or when such entities agree to contribute to the evaluation, development, or exploitation of the intellectual property, the Uni-

versity may elect to enter into separate agreements to establish the means by which intellectual property rights will be protected and royalties will be distributed among the parties. Distribution of royalties to University employees will be governed by this policy. Royalties distributed to other parties (those not affiliated with the University) shall not be considered part of net royalty income under this policy.

General Administration

This policy is to be administered by the Office of the Vice President for Graduate Studies and Research with the continued advice and assistance of the Committee on Intellectual Property. The University shall be entitled to forward descriptions of intellectual property to internal and external evaluators for review and shall have the right to transfer ownership of the intellectual property.

No use of the name of the University in the promotion or sale of intellectual property, other than as a notation of the creator's employment status or affiliation with the University, is permitted without prior written approval of the University, whether the University has retained ownership of intellectual property or returned the rights to the creator. Requests for such approval shall be transmitted to the University through the vice president for Graduate Studies and Research.

University Organizations Responsible for Intellectual Property Protection

Vice President for Graduate Studies and Research

The Office of the Vice President for Graduate Studies and Research administers this policy for the University. Where actions or decisions in the policy are to be taken by the University, that office, with advice from the Committee on Intellectual Property and the Office of General Counsel where appropriate, will have ultimate responsibility. Any appeal of the actions or decisions may be made directly to the provost. His or her determination, which shall be made with advice from the Committee on Intellectual Property where appropriate, shall be a final determination for the University.

University Committee on Intellectual Property

The Committee on Intellectual Property shall consist of 14 members, six who serve *ex officio* and eight who are elected members of the faculty. Of the latter, one is elected by the faculty of the College of Arts and Letters, one by the faculty of the Mendoza College of Business, one by the faculty of the School of Architecture, two by the faculty of the College of Engineering, two by the faculty of the College of Science, and one by the faculty of the Law School. The terms of the elected members are three years, except initially when they are arranged to provide staggering of terms. The *ex officio* members of this committee are the vice president for Graduate Studies and Research, the vice president and general counsel, the associate vice president for Finance, the dean of the College of Engineering, the dean of the College of Science, and the assistant vice president for Research. The vice president for Graduate Studies and Research serves as chairperson and the assistant vice president for Research as secretary of the committee.

The committee advises the vice president for Graduate Studies and Research on intellectual property matters generally and the disposition of rights in those intellectual properties referred to the committee. The committee is also responsible for periodically updating the procedures for implementing this intellectual property policy and proposing amendments to it. At the request of the vice president for Graduate Studies and Research, The committee will be available to assist in resolving conflicts of interest and in mediating disputes on matters related to intellectual property developed by members of the University community.

Once intellectual property has been disclosed to the University, the disclosure is provided to the committee for review. The committee may use internal University resources that it

considers necessary to perform an adequate evaluation of the intellectual property. This internal review may be supplemented by an external review if considered helpful by the vice president for Graduate Studies and Research. Along with its review, The committee may recommend the steps to be taken to protect the intellectual property.

The creator(s) must be informed in writing within six months following the date of intellectual property disclosure of the action the University intends to pursue with respect to the intellectual property. The University may, at any time, elect not to pursue a patent or other legal protection at which time all University rights to the intellectual property may be released by the University to the creator(s) of the intellectual property at their request, subject to any restrictions imposed by grant, sponsor, or other requirements.

Intellectual Property Promotion Account

The University will establish and maintain an intellectual property promotion account for the payment of initial expenses for intellectual property promotion. The purpose of this account is to subsidize individual intellectual property accounts before such accounts produce income. As royalty income is received, repayment of the subsidy will be made to the promotion account. Once the subsidy has been paid in full for an item of intellectual property or for a grouping of such items, the distribution of net income will follow the guidelines for royalty distribution stated in this policy.

In addition, up to 15 percent of the University share of royalty distribution is to be added to the intellectual property promotion account in order to establish and maintain a minimum \$150,000 balance.

Amendments to this Policy

The University reserves the right to amend this policy at any time. Royalty distributions due to University employees with respect to intellectual property matters are established by the policy in effect at the time that the University enters into any license agreement or other contractual arrangement concerning exploitation of the intellectual property.

Waivers

The University may grant a waiver of any provision of this policy on a case-by-case basis. All waivers must be in writing and signed by the vice president for Graduate Studies and Research. Any decision to grant a waiver will take into account the best interests of the University and the facts of the particular situation involved. This paragraph shall not relieve the University of any of its obligations under this policy. Any waiver granted pursuant to this paragraph will apply only to obligations imposed on the creator, unless otherwise agreed to by the creator.

Royalty Distributions

Any distribution of royalties paid pursuant to this policy represents an employee benefit from the University to the recipient. Creators of intellectual property covered under this policy should understand that the receipt of distributions may have serious income tax ramifications; accordingly, creators are highly recommended to retain their own competent tax advice concerning the tax treatment of any income derived through the implementation of this policy.

Funds or other consideration provided by external sponsors to the University to support the performance of University research are not royalties and do not constitute income to the University on which royalty distributions may be computed.

When royalty income is received by the University from intellectual property covered under this policy, the income shall be distributed as follows:

- Royalty income will first be used to reimburse the University for direct expenses associated

with the intellectual property. Such direct expenses may include, but are not limited to, costs for patenting, registering copyrights or trademarks, marketing, licensing, protecting, or administration.

- After deductions for expenses, net royalty income from intellectual property will be distributed as follows:

Of the first \$100,000 of net income:

- 50 percent to the creator
- 50 percent to the general fund of the University

For all net income over \$100,000 but less than \$1,000,000:

- 25 percent to the creator
- 25 percent to a research account to promote the creator's continued research at the University, provided the creator is a full-time member of the research faculty or the teaching and research faculty. If the creator is not or ceases to be a full-time member of the research faculty or the teaching and research faculty, these funds will be directed to the creator's department to promote departmental research.
- 25 percent to the department of the creator to promote research
- 25 percent to the general fund of the University

For all net income exceeding \$1,000,000:

- 25 percent to the creator
- 15 percent to the department of the creator to promote research
- 10 percent to the college of the creator to promote research
- 50 percent to the general fund of the University

- Income and expenses will be computed on a cumulative basis. At the end of each fiscal year, the undistributed cumulative net income will be distributed according to the above schedule.
- In the case of multiple University creators, the creator's share will be divided among the co-creators as they mutually agree at the time of formal assignment of the intellectual property to the University. This agreement shall be in writing, signed by all creators involved, and submitted to the University. Should the creators not mutually agree on a division, the University will make the final decision on division after consultation with all parties involved. If several intellectual properties are licensed under a single licensing agreement, the University will determine the share of net income to be assigned to each intellectual property.
- For the purposes of royalty distribution only, all intellectual property, such as disclosures, patents, copyrights, marks, licenses, and similar matters related to a single technology, and improvements and extensions thereon, shall be grouped together. For example, if two license agreements should result from a single technology, the creator would receive 50 percent of the first \$100,000 of net income from both licenses combined rather than 50 percent of the first \$100,000 from each of the licenses. In cases of doubt, the University shall determine which matters shall be grouped into a single technology.

Policy on the Protection of Human Research Subjects

The University of Notre Dame recognizes an inherent obligation to ensure that the rights and well-being of persons who serve as subjects in research conducted under its auspices are adequately protected. In the matter of protection of human subjects, the University relies on the good judgment of its faculty and administration augmented by a special review committee. The University calls for a posture of heightened sensitivity and special scrutiny on the part

of the initiators of any project and of their immediate supervisors as the primary agents of the University in these matters.

Federal and University regulations require that all research involving human subjects conducted by Notre Dame employees or using Notre Dame facilities must be reviewed by the Institutional Review Board (IRB), the University Committee for the Protection of Human Subjects (UCPHS).

In performing its mission, the UCPHS adheres to the principles set forth in the Belmont Report and adheres to the federal policy, Title 45 part 46 of the Code of Federal Regulations (45 CFR 46) "Protection of Human Subjects." The University of Notre Dame has an approved Assurance of Compliance on file with Office for Human Research Protections (OHRP) of the Department of Health and Human Services.

This policy covers both research and educational activities, whether supported by outside sponsors or not. Any project that involves the use of human subjects must be approved by the University Committee on the Protection of Human Subjects. Details on procedures may be acquired from the Graduate School or from <http://www.nd.edu/~research/Training/humans.html>.

Research and Other Sponsored Programs

University policies on research and other sponsored programs are maintained on the Web site of the Office of Research at: www.nd.edu/~research/Pol_Proc/toc.html.

Policy for Use of Discretionary Funds

Eligible Recipients

Regular teaching and research faculty may be eligible to receive discretionary funds from the University or external donors.

Purpose

Discretionary funds awarded to a faculty member are intended to augment funds that have been restricted specifically for research and teaching activities of that faculty member. While not intended to be used directly for research and teaching purposes, discretionary funds are intended to provide recipients with resources to fund certain indirect expenditures, as described below. Such expenditures, while not integral to research and teaching activities, support the overall research and teaching activities of the individual faculty member and the University community at large.

Terms

- Discretionary fund accounts are structured as individual restricted accounts in the year awarded. Remaining balances carry forward to the next fiscal year.
- The accounts may not be overspent. If an account experiences a deficit balance, Research and Sponsored Programs Accounting will place a temporary hold on it to prevent additional spending. The account will not be reopened until the account holder has arranged for the deficit to be cured.
- Purchases made through discretionary accounts are to be in accordance with all University procurement policies and procedures.
- All items purchased with discretionary funds are the property of the University.
- Any discretionary account recipient leaving the University may purchase items previously acquired with discretionary funds.
- Discretionary accounts (and the related "terms" discussed above) include all facilities and administrative (F&A) recovery accounts.

Statement of Responsibility

The faculty member to whom the discretionary funds are awarded and/or the designated budget administrator must ensure expenses charged to discretionary accounts are for legitimate business purposes as defined under IRS regulations and University guidelines and policies.

Eligible Expenditures

To be considered eligible, any expenditure charged to a discretionary account must be permissible under University guidelines and must conform to IRS guidelines as an allowable employer or employee expense.

Examples of eligible expenditures:

- Travel to meetings of professional associations or for research activities
- Subscriptions to professional periodicals
- Memberships in professional organizations
- Reference books
- Journal submission fees
- Specialized software, other than that routinely provided by the University, for classroom use or research
- Business-related long distance charges
- Business-related postal or shipping charges (FedEx, UPS, Airborne)
- Computer peripherals, all compatible with existing equipment and systems, and with installation and maintenance requirements verified through OIT
- Specialized databases and data collection costs
- Business-related meals or hosted professional functions
- Professional license or certification fees

Expenses Not Eligible

Discretionary funds are not intended to supplement the salary of the faculty member to whom such funds have been awarded. In addition, personal expenses of any kind are not eligible for reimbursement through discretionary accounts.

Examples of expenses **not** eligible for reimbursement:

- Home office costs such as furniture and equipment, maintenance expenses, and supplies
- Cell phone, pager costs, or Internet and telephone line charges *unless approved by the University administration as necessary for job performance* (e.g., alternative work site)
- Student graders
- Charitable contributions made in the account-holder's name
- Political contributions under any circumstances
- Postage for personal correspondence
- Office or laboratory phone sets, or ordinary line charges
- Memberships in social clubs or airline travel clubs, *unless approved by the Administration as necessary for job performance*

Discretionary Funds and Sponsored Research Endeavors

The use of discretionary funds generally does not constitute "sponsored research" as defined in *Notre Dame Reports* and/or national surveys. Inquiries as to whether or not specific expenditures of discretionary funds qualify as "sponsored research" should be directed to the director of Research and Sponsored Programs Accounting.

For additional information and applicable policies, please refer to:

Guide to Restricted Funds: http://controller.nd.edu/forms/guide_to_restricted_funds_21.pdf

Travel, Entertainment, and Business Expense Policies: http://controller.nd.edu/forms/travel_bro3.pdf

Procard User Guide: <http://controller.nd.edu/procard/>

Tax Department Home Page: http://controller.nd.edu/aboutus/staff_tax.shtml

Responsible Use of Information Technologies at Notre Dame

Introduction

This document constitutes the University policy for the management of computer networks, all computers and other devices connected to those networks, and the resources made available thereby. Responsible, acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. The policy respects intellectual property, ownership and/or stewardship of data, system security methods, and individuals' rights to privacy and to freedom from intimidation and harassment. University information technology resources exist to support the educational mission of Notre Dame and must be used appropriately and in accordance with local, state and federal laws. You will be held accountable for your use of University information technology resources.

Acceptable Use

Institutional Purposes

University information technology resources are to be used exclusively to advance the University's mission of education, research, and public service. Faculty, staff, and students may use these resources only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the University, and other University-sanctioned or authorized activities. The use of University information technology resources for commercial purposes including any sort of solicitation is prohibited, absent prior written permission of the appropriate University official(s).

The University acknowledges that occasionally faculty, staff, and students use University information technology resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff member, or student's duties, do not interfere with the efficient operation of the University or its technology resources, and are not otherwise prohibited by this policy or any other University policy or directive. Decisions as to whether a particular use of information technology resources conforms to this policy shall be made by the Provost's Office if the use involves faculty or student academic matters, by the Office of Student Affairs if the use involves non-academic student use, and by the Department of Human Resources if the use involves administrators or staff.

Impermissible Use

Computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose that is illegal, immoral, unethical, dishonest, damag-

ing to the reputation of the University, inconsistent with the mission of the University, or likely to subject the University to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software, or data belonging to the University or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or transmission of copyright-protected material
- Use of the University's trademarks, logos, insignia, or copyrights without prior approval
- Violation or circumvention of computer system/network security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including e-mail addresses) assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and bandwidth)
- Development or use of unapproved mailing lists
- Use of computing facilities for private business purposes unrelated to the mission of the University or to University life
- Academic dishonesty
- Academic Honor Code violations
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Posting or sending obscene, pornographic, sexually explicit, or offensive material
- Posting or sending material that is contrary to the mission or values of the University
- Intentional or negligent distribution of computer viruses

General Policies

Use of information technologies has become an integral part of many University activities. While some computing occurs on individual, non-networked computers, most information and communication systems reside on central computers and use networks to exchange information. Distributed resources, such as computer clusters, provide additional computing tools. Procedures for gaining access to and making optimal use of these resources (including the steps to be taken in lodging complaints) are available to users from the OIT Help Desk, Room 111 Information Technology Center.

Responsibilities of Users

- Network accounts, passwords, and other types of authorization are assigned to individual users and must not be shared.
- Follow all IT-applicable policies, including but not limited to: Data Access, Strong Password
- Any protective/defensive software (e.g. virus detection) provided by OIT must be used in the manner specified by that office.
- Users have the responsibility to abide by existing regulations for the protection of sensitive institutional data. Refer to the Data Access Policy for specific guidelines and information.

Privacy and Confidentiality

The University reserves the right to inspect and examine any electronic content on any Notre Dame owned or operated communications system, computing resource, or other electronic device at any time.

When sources outside the University request an inspection and/or examination of any Notre Dame owned or operated communications system, computing resource, and/or files or information contained therein, the University will treat information as confidential unless any one or more of the following conditions exist:

- When approved by the appropriate University official(s) or the head of the Department to which the request is directed
- When authorized by the owner(s) of the information
- When required by federal, state, or local law
- When required by a valid subpoena or court order

Warning: Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

External Networks

Members of the University community who use networks, facilities, or computers not owned by the University shall adhere to this Responsible Use Policy when conducting University business, and shall adhere to all policies and procedures established by the administrators of non-University networks, facilities, or computers they use. Whether or not an external policy exists for non-University information technologies, the Notre Dame Responsible Use Policy shall remain in effect and shall be adhered to by members of the University community at all times.

Enforcement

The University considers any violation of Responsible Use to be a significant offense and reserves the right to disconnect systems from the network and suspend violators' use of network resources. Violations of Responsible Use shall subject users to the regular disciplinary processes and procedures of the University for students, staff, administrators, and faculty and may result in loss of their computing privileges, and other measures up to and including expulsion from the University. Illegal acts involving University information technology resources may also subject violators to prosecution by local, state, and/or federal authorities.

Disclaimer

As part of the services available through the Notre Dame campus network, the University provides access to a large number of conferences, lists, bulletin boards, and Internet information sources. These materials are not affiliated with, endorsed by, edited by, or reviewed by the University of Notre Dame, and the University takes no responsibility for the truth or accuracy of the content found within these information sources. Moreover, some of these sources may contain material that is offensive or objectionable to some users.

Existing University Rules and Regulations

This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation. The University reserves the right to modify or amend this policy at any time in its sole discretion.

Web Version

This policy (along with additional supporting policies and standards) is available on the web at <http://oit.nd.edu/policies/rup.shtml>

This policy remains in effect until such time as the CIO or University Officers call for a review. Requests for exception to any portions of this policy must be presented to the University's Chief Information Officer.

Data Access Policy

1. Introduction

Data created and maintained at the University of Notre Dame is essential to the University's business practices. This Data Access Policy establishes uniform principles and identifies shared responsibilities within the community for assuring University Data as defined herein are secure, and handled appropriately. This policy applies to all data that is essential to the operations of the University.

All campus units shall ensure that employees in respective areas know their responsibilities as defined in this policy.

2. Statement of Philosophy

In order to support the operational needs of the University, it is frequently necessary for University personnel to gain access to and to disclose information. Generally speaking, access to and disclosure of institutional records are allowed on a need-to-know basis for legitimate University purposes only, consistent with University's classification of the records. The disclosure or nondisclosure of information by the University is often mandated by relevant laws and regulations, with which the University must comply.

3. Definitions of University Data

3.1 University Data—Data created or maintained by the University related to carrying out the University's mission. The University shall retain the right to assign the responsibilities for the management of all University data, irrespective of where that data is maintained, or in what form (electronic, tangible, or otherwise). This policy applies to all University data, regardless of whether the data is created or maintained by specific administrative or academic units.

3.2 Examples of Exclusions—Notwithstanding exclusions, data maintained institutionally is considered University data. The following list represents examples of data not included in the definition of University data:

3.2.1 Faculty research notes

3.2.2 Personal or private papers neither created nor received in connection with University business

3.2.3 Lesson plans

3.2.4 Those materials specifically excluded from University ownership as set forth in the University's Intellectual Property Policy.

4. Data Ownership

4.1 Institutional Ownership—University data is a University resource.

Although individual offices, departments, programs, or schools may have responsibilities for portions of University data, the University itself retains ownership of and responsibility for the data. The University shall appoint data stewards to manage specific elements of University data. A group of the University's appointed data stewards will comprise the Data Oversight Committee which, led by the University's chief information officer, is responsible for implementing this policy, as set forth below.

5. Three Categories of Data

The categories of University data are differentiated principally by two factors: 1) who is permitted access and 2) by restrictions on handling, disclosure or use of the data. University data will be assigned to one of the three following categories:

5.1 Public—Information or data that may be freely accessed or disseminated at the discretion of the relevant University official. Examples include: public relations news releases, directory information (that has not been otherwise restricted from public disclosure), general Web sites, and academic publications.

5.2 Internal/Confidential—Information or data created or maintained by the University that, due to its nature, requires more control with respect to access or disclosure. Internal information may be accessed by University personnel with a legitimate need to know, based on their role within the University, or as authorized by the relevant University official. Internal information or data will normally not be disclosed outside the University or to those without a need to know. Disclosure of internal information or data outside the University will take place only with the advance authorization of the relevant University official, in consultation with the Office of General Counsel and other relevant departments within the University as necessary.

5.3 Restricted—Information or data that, because of its highly sensitive nature or because of legal restrictions, requires strict control and very limited access and disclosure. Restricted information or data may be accessed by University personnel with a legitimate need to know, based on their role within the University, and as authorized by the relevant University official. Disclosure of restricted information or data outside the University or to those not authorized by the relevant University official will normally not be allowed; however, any disclosure of restricted information or data will be made only with the authorization of the relevant University official and approval by at least one Officer of the University, in consultation with the Office of General Counsel.

6. Data Stewards

6.1 Responsibilities—Data steward responsibilities are central for maintaining University operations. Data stewards are responsible for ensuring the accuracy, integrity, and as appropriate, the confidentiality of University data. Data stewards shall define access control principles and restrictions on use and handling for the data for which they are assigned responsibility, consistent with data categorization described in section 5.

7. Data Oversight Committee (DOC)

7.1 Responsibilities—The Data Oversight Committee shall be established to implement this policy. The DOC will be chaired by the chief information officer and shall be comprised of data stewards, appointed by the University officers' group. The DOC will be responsible for categorizing data according to this policy, for reviewing and recommending approval of local procedures, and for arbitrating disputes related to this policy should they arise. Appeals of decisions by the DOC can be made in writing to the provost or executive vice president for further consideration.

7.2 Local Procedures—All departmental units are responsible for developing local procedures consistent with this policy, and for submitting those procedures to the DOC for review and forwarding to the appropriate officer(s) of the University for approval. The DOC, through the data stewards, will be responsible for ensuring the appropriate local procedures are developed.

7.3 University Archives—Transition of records from active to archival status shall be governed by procedures developed jointly by data stewards and the University Archives, and approved by the DOC and the appropriate officers of the University.

7.4 Annual Report—The DOC shall provide an annual report of accomplishments and summary of issues to the officer's group.

Statement of Principles for Intercollegiate Athletics

Throughout its long and proud history, the University of Notre Dame has embraced the philosophy that a well-rounded athletics program—including club, intramural, and intercollegiate competition—is an integral part of Notre Dame’s educational mission. This philosophy reflects the importance of operating an intercollegiate athletics program that fully comports with the University’s aspirations as a Catholic institution. Notre Dame therefore dedicates itself to the pursuit of excellence in intercollegiate athletics within the framework of an academic community committed to the University’s educational and religious objectives. Notre Dame also commits itself to the unquestioned integrity of its athletics programs. All individuals involved, directly or indirectly, in the athletics enterprise must maintain and foster the values and goals associated with the University’s mission as a Catholic institution of higher education.

As a Catholic university, Notre Dame espouses Christian values and principles. These include the development of the human—spirit as well as the body—the pursuit of excellence in all endeavors, the nurturing of Christian character, and the call to personal integrity and responsibility. By providing a general description of the structures that support these endeavors, this document articulates the central values and expectations that guide Notre Dame’s participation in intercollegiate athletics.

Presidential Control

Notre Dame adheres to the principle of presidential control over intercollegiate athletics. The director of athletics reports to the President, who exercises ultimate responsibility for the conduct of the University’s intercollegiate athletics program. The Faculty Board on Athletics serves as the principal advisory group to the President on educational issues related to intercollegiate athletics. The chair of the Faculty Board on Athletics also serves as the NCAA-mandated faculty athletics representative.

Basic Principles

1. The Faculty Board on Athletics nurtures Notre Dame’s commitment to academic integrity within the athletics program, strives to ensure that the University’s athletics program operates in consonance with Notre Dame’s educational mission, and actively promotes the welfare and educational success of the University’s student-athletes. The board also functions as a formal liaison between the faculty and the Athletics Department.

In carrying out its charge, the board reviews policies, procedures, and practices that affect the educational experience of student-athletes and advises the President of its findings and deliberations. The board systematically ascertains the views and concerns of student-athletes. The board reviews data on admissions of student-athletes and on their academic performance, progress toward a degree, and graduation rates. The board assesses the effectiveness of institutional support for student-athletes. In addition, the board sets guidelines for the approval of all student petitions for a fifth year of eligibility for athletics and votes on each such petition. The board establishes guidelines for all intercollegiate athletics schedules and qualifications for captaincy of all University teams, and votes on all proposed schedules and captaincy nominations. The board also assesses and revises procedures for resolving prospective conflicts between final examinations and post-season championship events.

In its role as a liaison to the broader faculty, the faculty board disseminates appropriate, nonconfidential information and initiates discussions on educational issues regarding intercollegiate athletics and the related concerns of the faculty and administration.

2. The faculty athletics representative champions academic integrity, promotes the welfare of student-athletes, and helps ensure institutional control of intercollegiate athletics. More specifically, the faculty athletics representative works with the President and the director of Athletics

to maintain appropriate University oversight of intercollegiate athletics; assists the President and director of athletics in determining institutional positions on proposed NCAA and conference legislation; serves on search committees for senior athletics administrators and head coaches; oversees decisions regarding eligibility of student-athletes; remains visible and available to student-athletes; and actively participates in all investigations and reports of possible NCAA violations.

Academics

Notre Dame dedicates itself to providing all of its students an outstanding education. The University commits itself to developing in its students those disciplined habits of mind, body, and spirit that characterize educated, skilled, and free human beings. Notre Dame calls its students to pursue the wisdom of our culture and religious heritage, and to experience the human family's diversity and interdependence. To accomplish these objectives, the University provides to its students, on an equitable basis, ongoing opportunities to cultivate their moral, intellectual, and physical well-being.

Basic Principles:

1. Any student hoping to succeed at the University needs a significant level of ability and preparation. Therefore, the Office of Undergraduate Admissions will accept into the University only those student-athletes who demonstrate, on the basis of the best-available academic and character-based information, the capacity to complete a degree at Notre Dame.
2. Even for individuals manifestly well-suited for Notre Dame, the adjustments to the rigors of academic and athletic life in a highly competitive university present difficulties. The University recognizes its responsibility to provide appropriate assistance to enable student-athletes to meet the demands of both academic and athletic competition. To this end, the University affords its student-athletes suitable academic counsel and support, primarily under the auspices of the Provost's Office. Other sources of support, both academic and personal, include the faculty, academic advisers, the residence hall staff, coaches, athletic administrators, and the Student Development Program.
3. The University strives to schedule practices and competitions so as to minimize conflicts with class periods and other academic assignments of student-athletes. In this regard, the rhythm of the academic year and the particular importance of final examinations warrant special attention. All playing schedules remain subject to the approval of the Faculty Board on Athletics.
4. Notre Dame expects its student-athletes to maintain the appropriate sequence and number of courses and the grade-point average necessary to complete a degree within the usual time (normally four years), including summer classes when appropriate. Any exception to this policy remains subject to the approval of the Faculty Board on Athletics.

Student Life

Like other students, student-athletes should have the opportunity to pursue fully the University's academic, cultural, and spiritual resources. The University holds student-athletes not only to the same standard of conduct that applies to other students, but also to that higher level of behavior appropriate to their visibility.

Basic Principles:

1. Student-athletes must comply with all University rules and guidelines, including those set out in both the student handbook *du Lac*, and in the *Student-Athlete Handbook*. The Office

- of Residence Life and Housing enforces the University-wide rules according to procedures applicable to all student disciplinary matters.
2. The University strives to integrate student-athletes into the student body so that all students may take full advantage of the educational and other opportunities afforded by campus and hall life. Given the centrality of residential life to the University's mission, student-athletes normally live in residence halls; exceptions to this policy remain subject to the approval of the Faculty Board on Athletics. Moreover, Notre Dame provides no separate residence halls or sections of residence halls for student-athletes.
 3. The University lists among its primary concerns the physical and mental health of all members of the Notre Dame community. Because of the dangers inherent in athletic competition, the prevention of injuries and the provision of medical care for student-athletes demand particular concern and deserve constant attention. The appropriate sports-medicine and athletics-training personnel alone determine whether injury or illness precludes a student-athlete from practicing or competing.
 4. Because of the harm illicit drug use causes and the pressure on student-athletes to use performance-enhancing drugs, drug-related education and counseling to student-athletes require particular emphasis. As a preventive measure, all student-athletes remain subject to regular, random, and unannounced drug testing according to the University's established drug-testing protocol. University Health Services decides the timing of drug tests, determines whom to test, and administers the tests. The drug-testing protocol prescribes the treatment of test results and the consequences of a positive test.
 5. Notre Dame regularly provides chaplains for athletics teams. Chaplains' duties include pastoral care and liturgical services for student-athletes, coaches, and staff.

Coaching Staffs

The University strives to maintain a staff of coaches who represent the best in athletic instruction, who possess the ability to motivate and inspire, and who take responsibility for the full development of the student-athletes within their charge as students, athletes, and individuals. Coaches who after all are primarily teachers, share with members of the faculty and other University personnel the obligation to educate, train, and otherwise assist in the formation of students entrusted to them. Furthermore, Notre Dame recognizes the important role each coach plays in the University's overall educational mission and makes this aspect an important part of both the coach's position description and periodic evaluation. Because of the public nature of their work, coaches represent Notre Dame in a highly visible manner. Their words and actions should, therefore, reflect the University's values and principles.

Basic Principles:

1. Notre Dame expects the personal and professional lives of its coaches to reflect the highest standards of behavior. Coaches' actions must demonstrate that athletic success may not jeopardize institutional or personal integrity or the welfare of student-athletes.
2. Notre Dame expects its coaches to appreciate the primacy of academic life at Notre Dame and to emphasize that primacy during the recruitment and education of student-athletes and their participation in intercollegiate athletics.
3. Notre Dame requires its coaches to adhere to the policies and procedures of the University, its conferences, and the NCAA. To that end, Notre Dame provides a comprehensive orientation to new coaches and suitable continuing education to other coaches. The University treats seriously all violations of University, conference, or NCAA standards, and reports such violations according to the applicable conference or NCAA procedures.

Administration of the Department of Athletics

The director of Athletics and the other administrators in the department supervise all activities of the athletics program at the University. All aspects of the program must accord with the principles of justice and fairness. In addition, Notre Dame expects the personal and professional lives of its athletics administrators to reflect the highest standards of behavior. Athletics administrators also must adhere to the policies and procedures of the University, its conferences, and the NCAA. The University treats seriously all violations of such policies and procedures.

Basic Principles:

1. The University maintains full and direct control of the financial operations of the Athletics Department, including all revenues. The operating budget and the ongoing financial activities of the Athletics Department remain subject to the same approval process as all other units of the University.
2. Historically, Notre Dame's athletics program has generated funds sufficient to cover its expenses, as well as to provide funds for the University's general operating budget. The generation of revenue must always take into consideration Notre Dame's integrity and priorities.
3. The University commits itself to the principle of racial, ethnic, and gender diversity in the composition of its coaching and administrative staffs. Notre Dame will make every reasonable effort to promote this commitment as positions are created or vacated.
4. Consistent with its overall academic mission and program, its financial resources, and the athletic interests of its student body, the University will provide a full and stable athletics program for both sexes. Notre Dame embraces the principle of gender equity, and will continue to monitor its intercollegiate programs in accord with this principle.
5. In considering conference affiliations, the University will assess the extent to which the other institutions involved share Notre Dame's educational philosophies and goals, as well as its commitment to integrity in intercollegiate athletics.

Conclusion

Notre Dame endeavors to maintain a highly competitive athletics program consistent with its tradition, heritage, and overall mission as a Catholic university. It will attempt to excel in intercollegiate athletics, but always in conformity with its primary role as an educator and moral guide. Notre Dame will conduct its intercollegiate athletics program so as to support the University's commitment to education, as well as the letter and spirit of the policies and procedures of the University, its conferences, and the NCAA.

Indiana Conference of Higher Education Agreement

The University of Notre Dame, along with all other institutions of higher education in Indiana, adheres to this long-standing resolution:

To eliminate possible misunderstandings over staff recruitment and to avoid charges of unfair raiding of one another's faculties, we affirm the traditional inter-institutional protocol under which no institution shall approach the faculty members of other Indiana institutions of higher learning concerning either full-time or part-time appointments without prior consultation with the president of the other institution or his designated representative and we urge that all subordinate administrative officers and the faculty members themselves be made fully aware of the fact that this is the accepted pattern of action on such matters among the Indiana colleges and universities.

Teacher-Course Evaluation

Faculty Awards

**These awards are presented at
the President's Dinner in May.*

A University-wide instrument by which all students evaluate their courses and teachers has been in place since 1970. A new evaluative and diagnostic form was designed by a University committee and initiated in the spring semester of 1982 for a three-year trial period. In June 1985, the committee presented its report and recommended action to the provost. The current evaluation form derives from that committee's work and is administered to all undergraduate, graduate and professional nontutorial courses.

Grenville Clark Award*

Rev. Theodore M. Hesburgh, C.S.C., was one of three recipients of the Grenville Clark Prize, an award given every three years by the Grenville Clark Fund at Dartmouth College. Father Hesburgh donated the Clark stipend to the Notre Dame endowment to underwrite a cash prize to be awarded each year. This award is made to a faculty member, administrator, or student whose voluntary activities serve to advance the causes of peace and human rights to which Grenville Clark devoted his extraordinary life of public service. All members of the Notre Dame community are invited to submit recommendations for this award.

Faculty Award*

Established in the 1927–28 academic year by the Alumni Association, the Faculty Award singles out that faculty member who, in the opinion of his or her colleagues, has contributed outstanding services to the University. Nominations are received from the faculty at large and a committee of former Faculty Award winners makes the final selection.

The Father John (Pop) Farley, C.S.C., Award*

The Pop Farley Award, named after Rev. John Farley, C.S.C., rector of Sorin Hall from 1930 to 1937, was established in September 1976 by Father Hesburgh as an annual prize in the area of Student Affairs. The stipend is awarded to honor a person distinguished outside the classroom in matters pertaining to the religious, disciplinary, social, recreational, and physical welfare of the students of the University of Notre Dame.

The James A. Burns, C.S.C., Graduate School Award*

The James A. Burns, C.S.C., Graduate School Award is given annually to a faculty member for distinction in graduate teaching or other exemplary contributions to graduate education. Contributions can be in any or all of the following areas: building or developing a graduate program, teaching quality graduate courses, excellence as an adviser or thesis director, and excellence in service as a director of graduate studies or in any other similar position. Nominations are requested from individual faculty and from students in the Graduate School.

Thomas P. Madden Award*

This award honors the memory of a former English professor who was one of Notre Dame's greatest teachers. It is presented annually to that member of the faculty who, in the opinion of a committee of former Madden Award winners, contributed most to the teaching of first-year students. Nominations are submitted by first-year students and first-year counselors.

Reinhold Niebuhr Award*

Rev. Theodore M. Hesburgh, C.S.C., and Chancellor Willy Brandt of West Germany were the first recipients of the Reinhold Niebuhr awards sponsored by friends of the Protestant theologian and author. Receiving this award in September 1972, at ceremonies at Union Theological Seminary in New York, Father Hesburgh announced the establishment of a Reinhold Niebuhr Award at the University of Notre Dame. This award is made annually to a student, faculty

*Faculty Awards,
continued*

member, or administrator whose life and writings promote or exemplify the area of social justice in modern life. All members of the Notre Dame community are invited to submit recommendations for this award.

Rev. Paul J. Foik, C.S.C., Award*

This award, named after the Holy Cross priest who served as director of Notre Dame's library from 1912 to 1924, is annually given to a library faculty member who has contributed significantly to library service to the Notre Dame community or to the library profession through personal scholarship or involvement in professional associations. Nominations for the award are solicited from the entire University community.

William A. Toohey, C.S.C., Award*

This award was established in 1980 to honor the memory of a Holy Cross priest who served as director of Campus Ministry. It is granted annually to the member of the Notre Dame community whose preaching or writing emphasizes the social justice dimension of the gospel in an exemplary way.

Special Presidential Awards*

These awards are given to members of the faculty and/or the administration for distinguished service to the University over an extended period of time. The presentation of a citation and a stipend are made to the recipients. Nominations are received from the faculty at large.

25-Year and 50-Year Service Recognition

This recognition is given to those who serve as members of the regular faculty or as academic administrators and have 25 or 50 years of continuous service at Notre Dame. The years may be a combination of service as (a) regular faculty, (b) academic administrator, and (c) permanent staff. Years on approved leaves of absence are counted. Time spent in visiting, adjunct, and postdoctoral positions is not counted, nor is time as a research associate or student.

Rev. Charles E. Sheedy, C.S.C., Award for Excellence in Teaching

The Sheedy Award, named after a former dean of the College of Arts and Letters, includes a \$10,000 honorarium provided by an anonymous donor. This award is limited to faculty within the College of Arts and Letters and is presented to a member of this group for excellence in teaching.

Father James L. Shilts/Doris and Gene Leonard Teaching Award in the College of Science

This award, named for a now-deceased outstanding teacher in the Department of Physics, Rev. James L. Shilts, C.S.C., was endowed in 1984 by the Leonard family. A cash award and certificate are awarded annually to a faculty member of the College of Science who is selected by a committee of former awardees for his or her overall excellence in teaching.

Research Achievement Award

This award, incorporated in 2001, honors a distinguished faculty member who has made significant contributions to scholarship in his/her discipline and to the research and graduate education goals of the University.

*Faculty Awards,
continued*

Mendoza College of Business Awards

Senior Class Outstanding Teacher Award

This award consists of an honorarium and an engraved plaque. All Mendoza College of Business faculty who have taught the graduating senior class are eligible, and the recipient is selected by a vote of the Mendoza College seniors.

MBA Outstanding Teacher Award

This award consists of an honorarium and an engraved plaque. All Mendoza College of Business faculty who taught the class of graduating MBAs are eligible, and the recipient is selected by a vote of the graduating MBAs.

James Dincolo Outstanding Teaching Award

This award consists of an honorarium and an engraved plaque. The award is presented to an assistant professor in the accountancy department who exemplifies excellence in teaching. Recipients are selected by a committee.

Arnie Ludwig Outstanding Teacher Award

This award consists of an honorarium and an engraved plaque. All Mendoza College of Business faculty who taught the class of graduating Executive MBAs are eligible, and the recipient is selected by a vote of the graduating Executive MBAs.

Chicago Program EMBA Outstanding Teacher Award

This award consists of an honorarium and engraved plaque. All Mendoza College of Business faculty who taught in the Chicago program class of graduating Executive MBAs are eligible, and the recipient is selected by a vote of the graduating Executive MBAs.

MSA Program Outstanding Teacher Award

This award consists of an honorarium and an engraved plaque. All Mendoza College of Business faculty who taught the graduating MSA students are eligible. The recipient is selected by a vote of the graduating MSA students.

MS in Accountancy Outstanding Teacher Award

This award consists of an honorarium and an engraved plaque. All Mendoza College of Business accountancy faculty who taught the graduating MS in Accountancy students are eligible. The recipient is selected by a vote of the graduating MS in Accountancy students.

Engineering Teaching Award

The College of Engineering Outstanding Teacher Award was established in 1977 to celebrate 100 years of engineering at Notre Dame. Bestowed on an engineering faculty member who is selected by a committee of fellow faculty and students for excellence in teaching, the award includes a \$2,000 honorarium and an engraved plaque.

General Services and Facilities

University Services

First Campus Visits

When reporting to the campus after acceptance of a contract, new faculty members should normally contact their department chairperson. If this is not possible, they are invited to report to the Registrar's Office, 105 Main Building. Escorts will be provided to take them to the Office of Human Resources and/or attempt to contact the department chairperson.

The Office of Human Resources

The Office of Human Resources is located on the first and second floor of Grace Hall. This office will conduct new faculty orientations that will explain the various fringe benefits and arrange for payroll mailings. In addition, a packet of information that amplifies much of the material contained in the booklet will be provided.

Housing Assistance

The Office of Human Resources maintains information on housing for faculty.

Campus Communications and Mail

On the campus there is mail/distribution service twice daily to and from the Mail Distribution Center to the principal academic buildings. Within most departments, correspondence depositories are provided. The United States Post Office also rents boxes at the Notre Dame branch office. The University ZIP code is 46556-xxxx (each building has a unique nine-digit ZIP code that should be used on all correspondence). The ZIP +4 list is available in the campus phone directory.

The University mail distribution services are not to be used for corporate/political solicitations or noncampus activities. Except for the United Way and Third World Relief (hunger) campaigns, which are conducted through the Office of Human Resources, the University does not permit fund solicitation on campus.

Any outgoing mail should have the department and building in the return address, to ensure that the postage is charged properly by the University mail distribution services. If this information is not on the mail, print your department account number above the return address. Only mail with official University return addresses will be charged to departmental account numbers.

To expedite accurate and timely processing of outgoing as well as incoming correspondence, addresses should be written "line-for-line" as shown below:

Prof. A.B. Jones
University of Notre Dame
Chemistry Department
210 Nieuwland Science Building
Notre Dame, IN 46556-1234

Calendar of Events

The new Web-based University Events Calendar lists all public-facing events held on campus. These include lectures, seminars, symposia, and conferences; academic dates; arts and entertainment; health and wellness; athletic events; religious life; student life; and faculty and staff life. The site will launch in September 2005. The University's "Information-Events Line" is available by calling 631-5110.

Campus Ministry

Notre Dame's pastoral and sacramental programs, as well as liturgies in the Basilica of the

*University Services,
continued*

Sacred Heart and in the residence halls, are open to all students, faculty, and staff. Campus Ministry provides service in a number of areas.

Worship, Music, and Liturgy: The staff plans and organizes Catholic worship at the Basilica of the Sacred Heart, the Grotto, and the Log Chapel, as well as the many University Eucharists. Music for these services is led by several liturgical choirs: Liturgical Choir, Folk Choir, Women's Liturgical Choir, Handbell Choir, Community Choir, Celebration Choir, Coro Primavera de NUESTREA SENORA Choir, and others. Members of the Notre Dame community are welcome to serve as lectors, acolytes, ushers, and eucharistic ministers. Liturgical resource material, including prayer texts, readings, and music, is prepared and distributed to the residence halls and worshipping communities on campus.

Faith Formation, Sacramental Preparation, and Spirituality: About 40 retreats are offered every year to students and special groups, including the popular Notre Dame Encounter with Christ Retreat, Freshmen Retreat, Sophomore Road Trip, Senior Retreat, ROTC Retreats, Women's Retreat, Men's Retreat, Learning to Talk about Race Retreat, retreats for ethnic student groups, and many more. The Rite of Christian Initiation of Adults, a complete program designed for persons interested in learning more about the Catholic faith with a view to possible membership or for those preparing for the reception of the sacrament of Confirmation, is offered each year. Emmaus the program for small faith sharing groups brings together young people to share their friendship, faith journey, and reflect on scripture in light of the joys and challenges of daily life and relationship. Opportunities for students to develop their evangelization experiences are available through the Catechists Formation Program. Each semester sixty-five to eighty students assist with the CCD classes at 10 to 12 area parishes. Series such as "Theology on Tap" and "Keeping the Faith," led by faculty, theologians, and pastoral ministers, provide students with ongoing education, reflections, and engaging dialogues on timely and pertinent issues.

Cross Cultural Ministry: Drawing from the rich cultural and religious expressions evident in the faith lives of our students, programs and events highlighting culture and diversity, particularly as these relate to spirituality and everyday living, are offered: African American student retreats and bible study; Misa en Espanol, Latino student retreats and feast day celebrations; Asian American student retreats and conference; Prayer From Around The World Series that includes Hindu, Jewish, Muslim and Christian Taize prayer services; and the annual Dr. M.L. King Celebration. There are two weekly Christian interfaith prayer fellowship opportunities and also Bible discussion groups. A list is updated and distributed each year with information on worship services in churches, mosques, and synagogues in the South Bend area. Students of all faith traditions are welcome to pray at the Coleman-Morse Meditation Room.

Special Activities: Campus Ministry in Europe is a much-welcomed presence for students studying abroad in London, Rome, Dublin, and other European cities. Programs include a Holy Week pilgrimage to Rome, a retreat to the Irish countryside, and trips to holy sites in Spain and England. The chaplains for the Law School, MBA program, and at the Fischer Graduate Residences offer campus ministry programs and services to graduate students. Regular and special liturgies, Bible study groups, and annual retreats are offered, often in collaboration with the colleges. Marriage Preparation is provided for those who are making important vocational choices through discernment retreats. A program for the pre-engaged is also available, in addition to conferences and workshops that promote family life and spirituality. A list of spiritual directors is also available through Campus Ministry.

Chaplaincies: Campus Ministry provides chaplains for the University staff, ROTC, married students, Catholic and Protestant prayer groups, and the infirmary, as well as athletic teams and special groups.

Address Changes

Faculty members should notify the Office of Human Resources in writing as soon as they have an address—temporary or permanent—or when changing an address during the course of the year or during the summer period. A change of address form is available from the Human Resources Web site at <http://hr.nd.edu/forms/>.

Campus Security

Law Enforcement on Campus

The University of Notre Dame Security Police Department, located in Hammes Mowbray Hall located just east of the Power Plant, is fully authorized as a police agency by the State of Indiana. The department employs both sworn police officers and non-sworn security officers who patrol campus and respond to emergencies. Additional staff members work as security monitors or in other support positions in the department. Notre Dame police officers complete state-mandated training requirements established for law enforcement officers and have the same legal authority as any other police officer in Indiana.

Notre Dame Security Police staff frequently work with city, county, state, and federal law enforcement authorities. Agencies cooperate whenever possible on investigations and crime prevention programs to provide the best possible police services to our campus and local communities.

Officers maintain a 24-hour patrol of the campus every day. Security monitors are assigned at the Snite Museum of Art and other selected buildings. In addition to the patrol section, officers are assigned to an investigation unit, a technical service unit, and a parking services and special event security unit.

Emergency Procedures

Any crime, emergency, or suspicious situation should be reported immediately to the Security Police Department. More than 30 emergency call stations are positioned around the campus for use in contacting Security, and telephones are located at the main entrances of all residence halls. Security's emergency telephone number, answered 24 hours a day, is 9-1-1, and may be called from any pay telephone on campus at no charge. The number for nonemergency calls is 631-5555.

Crime Prevention and Safety

Notre Dame Security Police provide important services to the community and invite University community members to take time to learn about crime prevention and safety. Information and awareness are the best weapons against crime and accidents. Information in *du Lac* and a brochure, "How to be 'Streetwise' and Safe," provide important strategies for promoting safety. Additional pamphlets and posters, addressing a wide variety of safety-related matters, are available from Security. Members of the Security Police staff are available to present workshops on personal safety, sexual assault, and other Security Police topics.

Security Police staff regularly provide information to *The Observer* for news stories, and information about crimes reported to Security is listed in a Crime Activity Blotter and on the Web at www.nd.edu/~ndspd/blotter/blotter.htm. Additionally, in the event of a serious crime or incident on campus that may pose a danger to other students, "Crime Watch" notices may be posted around the campus in residence halls and in other campus buildings and posted on

the NDSP Web site or sent via e-mail. Everyone is encouraged to review such information so steps can be taken to minimize exposure to risks.

Campus Shuttle

A shuttle bus, circling the campus perimeter, provides service between Notre Dame and Saint Mary's College. The bus also provides limited services to the University Village Apartments and some off-campus residences each day during the academic year. For additional information regarding the shuttle's hours and schedule, please contact the LaFortune Information Desk at 631-8128.

Campus Lighting and Physical Plant

Facilities Operations and Landscape Services maintain University buildings and grounds with a concern for safety and security. Campus facilities and lighting are regularly surveyed by physical plant staff. Security Police staff assist Facilities Operations by reporting potential safety or security concerns. Anyone noticing a safety or security problem with the physical plant or campus landscaping should contact the manager of the facility or Facilities Operations (631-7701) or Landscape Services (631-6537). After business hours, contact Security Police.

Access to Residence Halls and Other Campus Facilities

The campus and University facilities are private property. Presence on campus is at the pleasure of the University. It is the University's expectation that visitors abide by University rules. Policies for people visiting residence halls are outlined in *du Lac*. Visitation in residence halls by members of the opposite sex is restricted to hours between 11:00 a.m. and midnight Sunday through Thursday, and until 2:00 a.m. on weekends.

Except in those buildings where posted notices prohibit trespassing, most nonresidence campus buildings are open to guests during normal business hours. Visitors' access to offices, rooms, labs, and studios is restricted in these buildings and not permitted without permission from a University representative. Community members are encouraged to immediately notify Security Police if visitors are present in these areas.

Safety and security within undergraduate residence halls are the joint responsibility of the Offices of Residence Life, Housing, and Security Police. Entrances to residence halls are generally locked during nighttime hours. Students should check with hall staff to determine policies in their residence hall. Residents of graduate student housing are responsible for maintaining security in their apartments by keeping doors and windows secured.

Ensuring that residence halls are free from uninvited visitors requires that residents themselves take an active role in making sure strangers are reported to hall staff and/or Security. Residents should protect themselves by always locking their doors whether they are in or away from their rooms—even when leaving for a moment. Residents should not prop open locked doors. Residents are held accountable for the actions of their guests.

Support Services for Victims

A number of services are available to assist students, faculty, and staff who may become the victim of a crime on campus, or who may be injured in a serious accident or other emergency situation on campus. In addition to prompt and professional emergency medical services provided by Security Police, Fire Department, ambulance, hospital, or Health Center staff, victims will be offered an opportunity to meet with Campus Ministry staff, and students may meet with professional staff from the Office of Student Affairs. University Counseling Center staff provide services for students 24 hours a day in emergency situations during the academic year. In cases of criminal activity, information regarding victims' rights and the steps followed by the criminal justice system to address each case is available from Security Police staff. Assistance for crime victims is also available from the County Prosecutor's Office. Ava Preacher is

University Services,
continued

the University victim's resource person and can be contacted at 631-8637. The victim's resource person can inform victims of the processes, procedures, and policies that apply when a sexual assault is reported to the University. Other services provided by this person are making referrals as appropriate, furnishing materials for support services on and off campus, and providing information on civil and criminal investigation and adjudication processes. Detailed information for students about victim services in cases of sexual assault may be found in *du Lac*.

Crime Statistics

University Security Police record all reports of criminal activity investigated by the department. The most commonly reported crime is larceny (theft). Frequently, thefts are from unlocked rooms/offices, or the theft is of property left unattended in a common area. Information about serious crimes on campus that were reported to Security Police is available from the director of security. A brochure outlining crime statistics and other safety information is published annually by the Security Police Department. This information is also available on the Web at www.nd.edu/~ndspd/safebroc.html.

Important Telephone Numbers

Alcohol and Drug Education	631-7970
Emergency Medical, Police, Fire	9-1-1
Fire Department	631-6200
LifeWorks	1-888-267-8126
Office of Residence Life	631-5551
Office of Student Affairs	631-5550
Security Police	631-5555
Student Health Center	631-7497
University Counseling Center	631-7336

SafeWalk

When walking on campus after dark, members of the University community can call 634-BLUE for an escort from the men and women of Notre Dame SafeWalk. A SafeWalk team member will meet and walk with individuals to or from any point on campus. The service is free and confidential. SafeWalkers are student employees of the Security Police Department, have photo-identification cards, and are in radio contact with the Security Police Communication Center. Hours are 8:00 p.m. to 2:00 a.m. during the academic year. After hours or during breaks, Security Police can be contacted at 631-5555 for a safe walk.

Emergency Warning Siren Tests

Siren tests are made at 11:30 a.m. on the first and third Thursdays of the month. They consist of a one-minute steady tone, one minute of silence, and one minute of wailing tone.

Campus Parking

Parking *within* the grounds of the University is limited to those who have been specifically assigned to various parking places. Aside from the above, the two principal reserved parking lots for faculty members are located near the stadium and east of the library. Use of the faculty lots requires a current faculty decal and access card that are obtained free at the Parking Services Office in Hammes Mowbray Hall. A fee is charged to replace access cards. The faculty decal permits parking in assigned areas and also allows entrance to the main campus. There is sufficient room for all faculty members to park their cars in the assigned faculty areas. The lots are patrolled, and a system of fines is in force for violations. Contact the Parking Office for a copy of the complete parking regulations. These regulations are also available on the Web at www.nd.edu/~ndspd/.

All fines must be paid before a new decal may be obtained. Illegally parked vehicles with four or more citations, in a reserved space, without an appropriate decal, or those parked in safety/loading zones, may be towed away at the owner's expense. Special parking regulations take precedence over those outlined above on football and commencement weekends and on certain days when parents are assisting students moving into or out of the halls. Parking in faculty parking lots on days of home football games will *not* be permitted; however, faculty are given free parking passes on game days for other parking lots.

Vehicle Registration

All members of the University community must register their motor vehicles with the Parking Office if they plan to drive or park on University property. At the time of registration, a faculty member is issued a decal denoting available parking areas and a map and brochure that outlines traffic rules and regulations. Vehicles must be registered each year. Information about parking is also available online at www.nd.ndsp.edu.

Identification Cards

The Office of Human Resources issues identification cards to members of the faculty for identification purposes on campus. These cards are used for checking out library books, for faculty discounts at the bookstore, and for accessing certain buildings.

Emergencies

Campus—In the event of any accident or serious illness requiring immediate emergency care, Security Police should be contacted at 9-1-1. Additional emergency numbers include: Fire Department, 631-6200. University Health Center: (1) Medical Clinic, 631-7497; (2) University Counseling Center, 631-7336. Alcohol and Drug Education, 631-7970. Emergency maintenance, 631-7701 (after hours, contact Security Police at 631-5555).

A priest is available from 8:00 a.m. to 4:30 p.m. by dialing 631-7800.

In South Bend—Dial 9-1-1. This number has direct connections to the Police Department, the Fire Department, and to special emergency units.

Telephone Information

The University maintains a CENTREX telephone system for faculty, staff, and administrative service with a 631 exchange number. The general (switchboard) number for the University is 631-5000; the area code is 574.

To call on-campus faculty or administrative offices dial 1, plus the four-digit number. To call student residences, dial 4 plus the four-digit number. To dial an off-campus number, the prefix 8 is required to gain access to a local area line.

All domestic and international long distance calls are made through the University's long distance network that is detailed in the campus phone directory.

The University participates in the State Universities Voice Network (SUVON), a statewide telephone system connecting the campuses of Indiana's higher educational institutions. This system may be used for all business calls to institutions in Indiana, as well as to their surrounding communities where campus locations allow for "off-net" calling. The SUVON network is accessed by dialing #48.

Lost-Found Office

The University maintains a Lost-Found Office in Hammes Mowbray Hall. The phone number is 631-5036. This office's services are available from 8:00 a.m. to 4:45 p.m., Monday through Friday.

Academic Services

The Office of Information Technologies

The Office of Information Technologies (OIT) provides support and maintains quality information technology services for the students, faculty, staff, alumni, trustees, friends, and associates of the University. More information on OIT services can be found online at <http://oit.nd.edu>.

Faculty Technology Support

The OIT and the Kaneb Center for Teaching and Learning collaborate to provide faculty and teaching assistants both pedagogical and technical assistance in the application of technology to support and enhance teaching and learning. Consultation can include identifying available tools, developing new solutions, or general discussion of the use of technology in teaching and learning. Updated information about uses of educational technology is available on the Web at <http://oit.nd.edu/about/ets.shtml>.

The Campus Workstation Program (CWP) provides professional computer workstations and associated software to regular, full-time faculty to assist with teaching and research objectives.

Requests and questions regarding eligibility for the program should be directed to the faculty member's college CWP representative.

Site-licensed software and multiple copies of individual applications have been purchased by the OIT for a number of software programs running on personal computers (Windows and Macintosh) and shared systems (UNIX). In addition, the OIT distributes network software installers for members of the Notre Dame community, providing software for e-mail, Web, file transfer, Usenet news, and remote access to the campus network and the Internet.

The OIT offers faculty, guest instructors, and students a full range of services related to classroom technologies. Classroom Services staff provide orientation in the use of control systems and classroom equipment (including the use of personal laptops with projection equipment). Classroom Services also provides immediate technical support for faculty and students in registrar-scheduled classrooms. Supported classrooms have telephones with a hotline number posted (631-8778). Classroom Services staff are dispatched by radio when calls are received, and respond within minutes to locations across campus. Faculty and students may check out audiovisual equipment and accessories from the service counter in 128 DeBartolo Hall. Faculty may also arrange delivery of equipment to a classroom for a registrar-scheduled class by telephoning classroom dispatch at 631-8778. Equipment for special events can be arranged by telephoning Academic Media Resources at 631-6424 or 631-2423. Academic Media Resources also provides point-to-point videoconferencing. Contact the manager of academic media resources at 631-6850 at least one week in advance of the event to arrange for a videoconference between Notre Dame and a remote location. Faculty may place videotapes and other media on reserve for review by their students. Students may check out these materials at the service counter and view them at carrels in 128 DeBartolo. The Media Library will also assist faculty in acquiring videotapes and other materials (both U.S. and international formats). For more information, call Classroom Services at 631-9181.

Funding

Purchasing technology-based materials or producing original materials can be costly. The Office of Information Technologies established the Technology Implementation Grant program to

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continued

help support adopters of educational technology. Funds are available to help faculty integrate technology with their courses. Possible uses for these funds include:

- stipends for undergraduate student assistants working with faculty on a project
- special computer software
- special content materials (e.g., content resources or developed courseware)
- access to special hardware (e.g., scanner, audio digitizers)
- special services (e.g., video and slide production)
- copyright clearances

The funding is intended for small projects; grants typically are approximately \$1,000. Proposals are submitted to the Kaneb Center and will be accepted on a rolling basis until funds are exhausted. Please feel free to contact the Kaneb Center to apply for a grant if you have an idea for a project or if you need assistance in writing a proposal.

General Services

Notre Dame's OIT Computer Store, also referred to as the Solutions Center, offers educational pricing for all non-institutional purchases. The Solutions Center stocks technology products, including hardware, software, and peripherals/accessories for private purchase by faculty, staff, and students. This includes several major brands of computers and printers. The Solutions Center offers pre-sale consultations to match client needs with appropriate products coupled with support and service provided by the OIT Service Center and other technical staff. (See <http://oit.nd.edu/store>).

The Office of Information Technologies (OIT) supports several public computer clusters throughout the campus to give students, faculty, and staff access to approximately 600 computers running Macintosh, Windows, and UNIX operating systems. There are also public printing services available to students, faculty, and staff. More information on the locations of clusters, equipment available and hours of operation can be found on the OIT Web pages at <http://oit.nd.edu/clusters>.

The OIT Help Desk is located on the first floor of the Information Technology Center and offers front-line computer support to the Notre Dame community. The OIT Help Desk is the primary resource for answers to usage questions, diagnosis of computer problems, IT problem resolution, and assistance in obtaining resolution to problems. The Help Desk also provides support through an online knowledge base where members of the Notre Dame community can obtain answers to known computer problems, enter a question for OIT staff to address, or verify the status of problems that have been submitted to the Help Desk. To access this knowledge base and other Help Desk information, visit <http://oit.nd.edu/helpdesk>.

The OIT's Educational Technologies and Services division offers a wide variety of technical learning opportunities. The Technology Learning Center office is located in Room B012 DeBartolo Hall. Hands-on, instructor-led, non-accredited classes are offered throughout the year (fall, spring, and summer) as part of our daytime technical training program. These courses are available to faculty, staff, and students. The OIT also schedules special training workshops dedicated to faculty members with interests in using technology in their curriculum or in the classroom. If these options do not meet your needs, special training for groups or for an individual can be arranged. The Technology Learning Center will customize the training to meet your specific needs. You can arrange customized training by telephoning 631-3673. To view a current list of learning options, visit the OIT Web site at <http://oit.nd.edu/training>.

The OIT provides user tutorials and documentation to assist users with general software applications, as well as topics specific to the Notre Dame community. Documents are available online at www.oit.nd.edu/training.

Shared Systems

The OIT offers the Notre Dame community a wide variety of services through its shared systems and campus network. All faculty, staff, and students have an e-mail account, as well as allocated file space on network servers. The latter is referred to as Institutional File Space (IFS); it is comprised of two separate, shared storage systems: AFS (Andrew's File System) and NetFile. AFS is an older system that was primarily designed for the UNIX user community, whereas NetFile, a new system at Notre Dame, can be more easily "mapped" to a Windows-based computer so that the shared file space appears as if it were a hard drive on the user's computer. "Public" and "Private" folders within the AFS and NetFile systems permit users to maintain a network storage space for personal files or grant "permissions" that allow other users on campus to share stored information. Faculty members are allocated one gigabyte (1GB) of storage space in NetFile and 500 megabytes (500MB) in AFS. They can use their space to store courseware, making applications, course materials, and other files easily accessible to students over the network.

Faculty can access the contents of their AFS and NetFile folders from anywhere on the Internet through a Web-based interface called WebFile (<http://webfile.nd.edu>). Account information is available from the OIT Help Desk at 631-8111 and at oithelp@nd.edu.

Network Services

The clusters, all academic buildings, most administrative buildings, and all residence halls are linked via an optical-fiber network that provides access to a number of Notre Dame resources, as well as to the Internet and the Internet2 high-speed research network. Standard services include access to electronic mail, shared file space, and course management systems (Faculty/Students). See <http://oit.nd.edu/services> for a complete list of services. The OIT provides Ethernet connections by request to faculty and staff members. To initiate a network connection request, please visit <https://ncr.nd.edu>.

ResNet (Residential Network) provides a dedicated Ethernet network connection to the campus network for undergraduate and graduate students living on campus, including University Village. Graduate students can also request Ethernet network connections in the Hesburgh Library carrels. ResNet jacks have been installed in the DeBartolo Interaction Area, Hesburgh Library (2nd floor), and LaFortune (Huddle) for students with portables who need to connect while they are away from their room.

Nomad, the University's wireless network, enables students, faculty, and staff who have wireless-capable laptop computers to connect to campus network resources. Nomad is widely available in many classroom buildings, libraries, and common areas throughout the campus. An online map at <http://oit.nd.edu/nomad> displays Nomad coverage areas.

High-Performance Computing and Research Support

The OIT maintains a High Performance Computing Cluster (HPCC), a computing environment for computationally intensive work and research. The Committee on Technical Computing, comprised of representatives from the OIT and all colleges, provides input on HPCC direction and operations. The HPCC environment supports a variety of programming methodologies (e.g., MPI, LAM-MPI, MPICH, SMP), in addition to a wide variety of commercial and open source applications. The OIT HPCC staff, for example, supports the Sun Solaris, SGI IRIX, and Red

Linux architectures and applications. Extensive use of the campus AFS file system allows applications installed for the HPCC to be used by users on Sun, SGI, and Linux workstations. Current SGI hardware in the HPCC includes a 20-processor Origin 3000 and two 8-processor SGI Origin 2000s. The HPCC Sun architecture consists of five 8-processor Sun V880s and 8 dual-processor Sun Enterprise 2400s. A 4-processor Sun V880 provides an interactive environment for statistical users. The HPCC Linux environment consists of three clusters—1) A 64 processor IBM 1300 Linux cluster utilizing 32 dual-processor IBM x330 servers (1.4 GHz Pentium III), 2) A 256 Sun Linux cluster utilizing 128 dual-processor Sun V60x servers (3.0 GHz Xeon). This 256 processor cluster is located at the University's off-campus computer facility located in South Bend's historic Union Station, and can be viewed at <http://webcam.hpcc.nd.edu>, and 3) A 32 processor Sun Linux cluster utilizing 16 dual-processor Sun V20z Opteron servers (2.2 GHz Opteron). The University community also has access to national supercomputing and data resource facilities. For more information regarding the HPCC resources, go to http://oit.nd.edu/research_computing/index.shtml or e-mail hpcc@nd.edu.

The University Libraries

The University library system consists of 11 libraries that house most of the books, journals, manuscripts, and other non-book library materials available on the campus. Currently, the collections contain nearly 3 million volumes, more than 3 million microform units, more than 5,000 electronic titles, and more than 23,600 audio-visual items to support the teaching and research programs. In the past year, the libraries added more than 58,780 print volumes in addition to those in other formats and received about 9,618 serial titles.

Through the Notre Dame Web site, users have immediate access to the University Libraries' catalog, an array of electronic periodical indexes and full-text documents, and professionally developed subject guides to local and Internet-based resources. From their computers, users may request individualized reference assistance, place interlibrary loan requests, suggest titles for purchase, and recall or renew charged materials. An electronic reserves module is currently available, as is an Arts and Letters document delivery service.

The Theodore M. Hesburgh Library, a 14-story structure, serves as the main library, and its collections are of primary interest to the students and faculty of the College of Arts and Letters and the Mendoza College of Business. The tower also contains the University Archives, the Medieval Institute Library with the Frank M. Folsom Ambrosiana Microfilm and Photographic Collection and the Mary K. Davis Drawings Collection, and the Jacques Maritain Center.

The Thomas Mahaffey Jr. Business Information Center, located in the Mendoza College of Business, is an innovative, primarily electronic facility supporting existing and emerging programs and research. This state-of-the-art facility is equipped with 32 individual workstations and one group learning area (providing handicapped access and fully equipped for instructional support), and it provides access to and assistance in the use of a broad range of bibliographic, numerical, full-text and graphic databases in business and related disciplines.

The Kellogg/Kroc Information Center is located in Room 318 of the Hesburgh Center for International Studies and supports its work in international studies.

The Art Slide Library, located in 110 O'Shaughnessy Hall, became a branch library in July 2002. Created to support the Art, Art History, and Design Department, the Art Slide Library provides photographic images for teaching, research, student slide presentations, and historical documentation. The slide collection consists of approximately 230,000 slides available to all University faculty, students, and visiting patrons. Web sites have been created to support the art history courses. An in-house database facilitates access to the collection for teaching and research purposes.

The remaining seven libraries were established to meet the teaching and research needs of the College of Engineering, the College of Science, the School of Architecture, and the Law

School. These libraries generally contain the more recent literature, and the Hesburgh Library retains the older materials.

The Engineering Library, located on the first floor of the Fitzpatrick Hall of Engineering, has a collection of 53,010 volumes and receives 155 paper journals and about 1,409 e-journals related to engineering. The facility provides database searches as well as bibliographic instruction.

The Architecture Library, located in Bond Hall, has a collection of more than 28,640 volumes and more than 98 currently received paper journals and 11 e-journals pertaining to various aspects of architecture.

The Chemistry/Physics Library, located in Room 231 of the Nieuwland Science Hall, maintains a collection of 48,738 volumes and currently receives more than 117 paper journals and 544 e-journals in all fields of chemistry and physics. It can provide database searches and bibliographic instruction.

The Life Sciences Library, located on the first floor of the Paul V. Galvin Life Sciences Center, houses an estimated 24,029 volumes and receives approximately 329 print journals and 950 e-journals in the fields of biology, life sciences, and medicine. It offers database searching and bibliographic instruction.

The Mathematics Library, located in Room 001 of the Hayes-Healy Center, has a collection estimated at 50,189 volumes and subscribes to about 150 paper journals and 380 e-journals that deal with all areas of pure mathematics.

The Radiation Chemistry Data Center, located in Room 105 of the Radiation Research Building, has a collection estimated at 4,820 volumes and receives 9 paper journals and 24 e-journals in radiation chemistry. It serves many of the information service needs of the radiation chemical community throughout the United States and abroad.

The Kresge Law Library, although located in and administered by the Law School, is available for use by all students, faculty and staff. It has a collection of more than 619,000 books and microform equivalents of law and law related material and subscribes to more than 6,500 serial publications.

The University maintains a membership in the Center for Research Libraries, which has access to over 4 million volumes of materials and 1.5 million microforms important to research. The University Libraries were elected to the Association of Research Libraries in 1962.

Faculty can receive further information about library facilities at 631-6258, or by going to the following website: www.library.nd.edu/.

Replacement of Lost Library Materials

When a faculty member loses or damages material belonging to the University Libraries, he or she will be charged personally for the cost of the item plus an additional cost for processing the replacement. Failure to pay the charges for lost or damaged material within 30 days from the date of billing will result in the suspension of library borrowing privileges of the faculty member until settlement of the account is made.

The Snite Museum of Art

The museum features collections that place it among the finest university art museums in the nation.

The Mesoamerican gallery highlight is the comprehensive collection, of Olmecs art, representing the earliest Mexican civilization.

The Kress Study Collection has been the foundation for developing Italian Renaissance art, which includes a rare Ghirlandaio altarpiece panel. The Baroque collection features works by Bloemaert, Coytel, and van Ruisdael. Selections from the Feddersen Collection of 70 notable Rembrandt van Rijn etchings are exhibited frequently; and the 18th-century collection includes such masters as Boucher, Vigée-Lebrun, Reynolds, Conca, and de Mura.

*Academic Services,
continued*

The critically acclaimed John D. Reilly Collection of Old Master to 19th-Century Drawings includes examples by Tintoretto, Tiepolo, Oudry, Fragonard, Ingres, Géricault, Millet, and Degas. The Noah and Muriel Butkin Collection of 19th-Century French Art is the foundation of one of the museum's major strengths, featuring paintings and drawings by Corot, Boudin, Couture, Courbet, and Gérôme.

The Decorative and Design Arts Gallery spans the 18th through 20th centuries and exhibits early porcelains from such major factories as Sèvres and Meissen. Exceptional ceramics, furniture, glass, and silver pieces represent both the Arts and Crafts and Art Nouveau styles of the 19th century in addition to the Art Deco and Bauhaus modern movements. Twentieth century-designed pieces by Wright, Stickley, Tiffany, and Hoffmann are also on view.

The Janos Scholz Collection of 19th century European photography contains some 5,500 images of persons and places and were taken during the first 40 years of camera use.

Native American art focuses on early 19th-century, Plains Indian-painted war records and costumes; it also features Mimbres and Anasazi painted ceramics from the prehistoric Southwest.

The developing American collection has 19th-century landscapes by Durand and Inness and portraits by Eakins, Sargent, and Chase. Among highlights of the West and the Southwest regions are paintings by Higgins, Ufer, Russell, and Remington.

Traditional works of African art such as textiles, masks, and sculptures are in the collection as well.

Twentieth-century styles and movements are seen in paintings by Miro, O'Keeffe, Avery, Glackens, Pearlstein, and Scully. Modern sculptures by Barlach, Zorach, Cornell, Calder, and Rickey complement the paintings and drawings.

Croatian-American sculptor Ivan Mestrovic, who taught at Notre Dame from 1955 until his death in 1962, created many works that remain on campus. Major pieces can be seen in the museum, at the Eck Visitor Center, and in the Basilica of the Sacred Heart.

Loan exhibitions from major museums and private collections, in addition to exhibitions mounted by the Snite, are presented in the O'Shaughnessy Galleries, as is the annual exhibition of student art by candidates for the MFA and BFA degrees. Special events and programs include lectures, recitals, films, and symposia held in the 304-seat Annenberg Auditorium and in the galleries.

Kaneb Center for Teaching and Learning

Alexander J. Hahn, Director
Professor, Mathematics
Telephone: (574) 631-9146
Fax: (574) 631-8047
Location: 353 DeBartolo Hall
E-mail: kaneb@nd.edu

It is the role of the Kaneb Center within the University's academy to

- Stimulate reflection about teaching and learning.
- Emphasize that an effective teaching and learning environment is not only a locus where relevant facts and concepts are transmitted, but also an interactive forum that allows students to develop a mindset of informed and critical assessment and an ability to communicate knowledgeably and articulately.
- Sponsor a program of workshops, presentations, and consultations that highlight the best teaching practices and learning environments and encourage and assist the efforts of Notre Dame's faculty and teaching assistants to nurture and sustain these.
- Be an advocate for the enhancement of practices and structures related to the University's teaching mission.

Programs and Services

Consultations. Discuss in confidence a problem with your course, teacher course evaluations (TCEs), or other teaching and learning issues. Or take the opportunity to identify areas of strength and areas for improvement. To schedule consultations with Alex Hahn, director, or Kevin Barry, associate director, contact the Kaneb Center.

Faculty Fellows. The Faculty Fellows program, which began in 2002, acknowledges and draws upon the teaching expertise of Notre Dame faculty, primarily in their specific subject areas. Fellows conduct consultations, workshops, or lead discussion groups that focus on their teaching practices and experiences.

Workshops/Presentations/Panels. Programs offered throughout the year on topics of interest to faculty, graduate student instructors, and TAs. A few examples from previous years: “Making Large Classes Interactive,” “Effective Use of Technology in the Classroom,” and “Assessing and Evaluating Teaching and Learning.” For a current workshop schedule, visit the Kaneb Center website.

Technology Implementation. The Learning Technology Lab consultants help faculty, graduate student instructors and TAs incorporate technology in their courses by identifying available tools or developing new solutions. Instructors act in collaboration with Kaneb Center professionals to identify effective technology strategies, and are assisted by student associates in the implementation. The emphasis is on improving learning.

The Learning Technology Lab (350 DeBartolo Hall): Provides a full complement of up-to-date computers and multimedia equipment that Learning Technology Lab consultants and student technical associates use in developing materials for courses. Contact the Kaneb Center to arrange a consultation.

Faculty/TA Lounge (350 DeBartolo Hall): A friendly space with complimentary beverages and an e-mail station available to all faculty, graduate student instructors, and TAs.

Faculty Learning Communities: Interdisciplinary groups engaged in programs focused on enhancing teaching and learning. Members participate in seminars and activities providing learning, development, and community-building opportunities. Call the Kaneb Center at 631-9146, or e-mail kaneb@nd.edu, for more information.

Library: More than 868 titles (981 books) and 35 video titles (97 copies) are available to loan to faculty and TAs from the Kaneb Center Library in 353 DeBartolo. See the website or search the University Libraries’ online catalog.

Reading Groups: Faculty can join to read books or articles related to teaching or higher education, and meet to discuss the readings. The groups arrange meeting times and choice of books. The books are ordered and paid for, compliments of the Kaneb Center.

Scholarship of Teaching and Learning: SoTL provides methodological consultation to faculty members who want to investigate questions of student learning. Funding is provided in part by Notre Dame’s Office of the Provost.

Students with Disabilities: The Kaneb Center coordinated the publication of a handbook guiding faculty and staff in providing equal access to learning and reasonable accommodations

for students with disabilities. For more details on this publication, visit the Office for Students with Disabilities Web site at www.nd.edu/~osd/.

Websites:

Main Kaneb Center—<http://kaneb.nd.edu>

Learning Technology Lab—<http://learning.nd.edu>

Both sites include resources of interest to faculty, graduate student instructors, and TAs.

Use of Buildings and Equipment

The Office of the Registrar makes all classroom assignments. The use of classroom facilities for meetings, lectures, etc., outside of the normal class meeting times, are also reserved through that office. This includes the use of the William J. Carey Auditorium. Use of the Center for Social Concerns after 5:00 p.m. daily and all day on weekends must be coordinated through the CSC office at 631-5142. It is generally anticipated that the use of the facility will be ended before 10:00 p.m. DeBartolo Hall closes at 10:00 p.m., Monday through Thursday, and 5:00 p.m. on Fridays. It is available on Sundays from noon to midnight. For procedures appropriate to other facilities, see *Under the Dome* (<http://underthedome.nd.edu>). Buildings are locked by Security and patrolled at a time designated by the college dean or the building superintendent.

No University equipment is to be used off campus or “borrowed” temporarily for personal use. No furniture is to be moved from one classroom to another. No space or equipment is to be rented or sold. Non-University groups may use facilities if coordinated by the Center for Continuing Education. University academic facilities may be used for legitimate on-campus groups for academic purposes and appropriate student activities.

Requests for use of classrooms may be submitted via e-mail to roomreq@nd.edu or by calling 631-5133.

The Center for Continuing Education

The Center for Continuing Education, located in McKenna Hall, is the University’s principal conference facility. All requests for conferences, seminars, short courses, and symposia at the University are submitted to the director of the center for scheduling. A conference coordinator is assigned by the director of the center to complete arrangements and coordinate the operation of all programs held at the center as well as others held elsewhere on campus as needed and requested.

The Morris Inn is considered an integral part of the Center for Continuing Education and the use of its meeting rooms is scheduled through the director.

LaFortune Student Center/Stepan Center

All space allocation involving the LaFortune Student Center and the Stepan Center is within the jurisdiction of the director of student activities. Use of these facilities for departmental functions may be reserved by calling 631-6912. Priority, however, is given to student events. For more information, visit: lafortune.nd.edu

Washington Hall

All use of Washington Hall must be coordinated through its manager, Greta Fisher. Greta may be reached at 631-2805. The hall schedule may be viewed at www.nd.edu/~washhall/.

University Athletic Events

University athletic events are scheduled by the director of athletics with the approval of the Faculty Board on Athletics.

The dates of all University functions are reported to Under the Dome (<http://underthedome.nd.edu>).

Faculty Offices and Services

Faculty are assigned office space in the college and institute areas by the associate dean of Strategic Planning and the director of Finance and Operations.

Faculty members from the College of Arts and Letters have the use of the clerical services provided by the Faculty Services Office (232 Decio Faculty Hall), the Decio Copy Center (235 Decio Faculty Hall), the O'Shaughnessy Copy Center (301 O'Shaughnessy Hall), and the Flanner Copy Center (810 Flanner Hall).

The O'Shaughnessy and Decio Copy Centers are full-service duplicating facilities with high-speed black-and-white and color copiers. They also offer binding services (spiral and heat-bound) and course packets, and will receive and send facsimiles and scan documents. Small jobs can usually be completed within the hour while larger jobs require a 24-hour lead time (during peak times, please call ahead). These centers are available to all members of the University.

The staff of the Faculty Services Office handles professional correspondence and scholarly manuscript preparation. This office provides hand-held dictation equipment and the staff transcribes the dictation tapes at no cost to the faculty.

The Office of Publicity, News and Information for the College of Arts and Letters, located in 102 O'Shaughnessy Hall, provides assistance in designing and/or editing promotional materials such as pamphlets, brochures, and posters. Assistance with Web pages for individual faculty members as well as departmental Web pages provided by the Office of Web Communications and Support, 247 O'Shaughnessy Hall.

Scholarly Publications of the University

American Journal of Jurisprudence

American Midland Naturalist: An International Journal of Ecology,

Evolution and Environment

Applied and Preventative Psychology

Catholic Education, A Journal of Inquiry and Practice

German Idealism Yearbook

Hindu-Christian Studies Bulletin

Journal of College and University Law

Journal of Multicultural Counseling and Development

Nineteenth-Century Contexts

Notre Dame Journal of Formal Logic

Notre Dame Philosophical Review

Notre Dame Review

Religion and Literature

Rethinking Marxism: A Journal of Economics, Culture, and Society

Review of Politics

The Bulletin de Philosophie Médiévale

The Studia Philonica Annual

Student-Edited Scholarly Publications

Journal of Legislation
Notre Dame Journal of Law, Ethics, and Public Policy
Notre Dame Law Review
Technical Review

Official Publications

Notre Dame Magazine. An award-winning magazine, published quarterly, covers the institution, alumni activities, and assorted issues of interest to its readers.

Notre Dame Report. A biweekly gazette specifically edited for administrators and faculty reporting official University policy, documentation, and news.

Faculty Handbook. Updated annually.

Notre Dame Report

Notre Dame Report is the University's official gazette. It reports University news, faculty and administrators' appointments, honors, activities, and publications, faculty and committee rosters, and official documentation of the University such as commencement speeches, open letters of administrators, and changes in University policies. The minutes of meetings conducted by the Graduate Council, Academic Council, Faculty Senate, University Committee on Libraries, Committee on Research and Sponsored Programs, Faculty Board on Athletics, and University Committee on Women Faculty and Students are also published in *Notre Dame Report*.

Submissions of citations for appropriate honors, activities, and publications may be sent by e-mail to the editor at ndreport.1@nd.edu or sent to *Notre Dame Report*, 502 Grace Hall. The guidelines for submission are printed each year in issue 1.

Catalogues

The following five catalogues are published on an annual basis: Graduate School; Law School; Graduate Division, Mendoza College of Business (MBA); Summer Session; and Undergraduate Programs.

The University Press

Founded in 1949, the University of Notre Dame Press has built a distinguished book publishing program that includes 50 new titles annually, two journals, and more than 800 books in print. Typically, Notre Dame Press books are reviewed in more than 120 periodicals around the world. The press publishes in the fields of theology, religious studies, philosophy, medieval studies, American history, European history, political science, Latin American studies, and Irish studies, among others.

The press sells its books to the major chains—Borders, Barnes & Noble, etc.—as well as to college bookstores, Amazon.com, libraries, trade wholesalers, independent bookstores, and individuals all over the world. The press also has its own Web site (www.undpress.nd.edu) where books can be purchased online. Its books are distributed in North America by the University of Chicago Press, in Europe and the U.K. by Eurospan Ltd., and in the Far East by EWEB.

The editorial board of the press, consisting of 10 senior faculty members, has the responsibility of approving projects presented by the press staff from among the more than 600 proposals and manuscripts submitted in a year. Faculty are welcome to visit the press, located on the third floor of Flanner Hall.

University Relations

The mission of the Office of University Relations is to generate understanding and support for Notre Dame. Headed by a vice president of the University, it consists of three departments: Special Events and Protocol, Development, and the Notre Dame Alumni Association. The executive offices are in Room 405 Main Building, 631-6122.

Special Events and Protocol

This office, situated in Room 405 Main Building, 631-6221, is concerned principally with special events planning. It is particularly involved in those events, both on and off campus, to which the University has committed its prestige and substantial resources. Included are building dedications, Commencement and other convocations, meetings of the advisory councils, and various University-wide observances.

Development

The Department of Development is located on the 3rd, 10th, and 11th floors of Grace Hall, 631-7164. It has been singularly successful in generating financial support for the University of Notre Dame in six capital campaigns. Its professional staff, with offices in New York, Chicago, California, Boston, Pennsylvania, and Atlanta, as well as on campus, seeks the support of individuals (alumni, parents, and friends), corporations, and foundations.

The assistance and cooperation of faculty members are welcome in identifying programs and activities requiring support as well as sources of such support. However, the approval of the department chairperson, dean, and the Office of the Provost is required before the Development staff may embark on fund-raising efforts for a particular project.

Faculty members seeking the support of government agencies for research and sponsored programs should do so through the Graduate School. It is contrary to University policy for members of the Notre Dame community to engage in any fund-raising activity independent of the Office of University Relations and/or the Graduate School.

Alumni Association

Notre Dame's 100,000-plus alumni constitute the largest and one of the most important of the University's publics. They are organized in 274 local alumni clubs in this country and overseas. Faculty members are often invited to participate at meetings of the alumni board and senate and to speak at alumni gatherings from coast to coast, notably on the occasion of the annual Universal Notre Dame celebrations. Alumni Association offices are located in Room 202 of the Eck Center, 631-6000.

Public Affairs and Commu- nication

The Office of Public Affairs and Communication shares and articulates the Notre Dame mission and communicates the University's messages to all audiences, across all channels. The role of the Office of Public Affairs and Communication is to serve as the primary channel for clear, uniformed communications and act as the central marketing voice for the University.

The Office of Public Affairs and Communication consists of five departments: News and Information, Agency ND (which includes Notre Dame Media Group and Notre Dame Web Group), Community Relations, and Notre Dame Magazine. Additionally, the Office of Public Affairs and Communication works with numerous campus divisions, schools and institutes to assure the cohesiveness of the University's umbrella messages.

News and Information

News and Information is the designated liaison between the University and the media and gathers and disseminates information that enhances understanding of the University's mission

*Public Affairs and
Communication,
continued*

and its accomplishments as a Catholic institute of higher learning. The staff does so through a myriad of traditional and technological approaches, including the classic press release and fact brochure, e-news subscription services, and video and Web initiatives that leverage the self-publishing advantages of technology.

Contact:
News and Information
317 Main
Notre Dame, IN 46556
(574) 631-7367
newsinfo@nd.edu

News and Information also oversees the publication of ND Works, a faculty/staff newspaper that is published twice a month during the regular academic year and once a month during the summer. ND Works provides timely news on University developments, fosters awareness of the benefits of employment at Notre Dame, and creates a shared sense of community, vocation, and mission springing from the University's Catholic grounding and the guiding hand of the Congregation of Holy Cross.

Notre Dame Magazine

Notre Dame Magazine extends the University experience to 150,000 readers, most of whom are alumni, by covering institutional affairs, reporting on alumni activities, offering a continuing education component, and examining the complex issues that affect readers' lives. While its primary purpose is to strengthen the bonds of the Notre Dame family, it gives Notre Dame voice in the national dialogue, particularly regarding church and society.

The print version of *Notre Dame Magazine* is produced quarterly by the University of Notre Dame. The online version, <<http://www.nd.edu/~ndmag>>, shares this editorial philosophy and posts feature and news stories found in the print issue. In addition, this electronic version offers reflective essays written by alumni about their Notre Dame experiences, "Web extra" copy providing information in addition to print articles, and various reader services.

Contact:
Notre Dame Magazine
538 Grace Hall
Notre Dame, IN 46556
574-631-5335

Agency ND

Agency ND is the umbrella moniker for the graphic and print collateral, photography and graphic services group; the Web-based design and technology group; and the strategic communications consultants who help shape the University's marketing communications messages. Agency ND also provides project management and message integration advice in instances where an external vendor works with on-campus clients.

Contact:
Agency ND
(574) 631-5337

*Public Affairs and
Communication,
continued*

Community Relations

The Office of Community Relations and the activities created by its staff support the local and regional community's efforts to foster a positive connection with the university and its mission to help serve those in need, and advocate for better relations with constituent groups. The Community Relations Office at 217 S. Michigan St. provides a permanent, interactive presence between Notre Dame and the downtown South Bend community. The office welcomes the members of Notre Dame's community partnerships and provides a setting where Notre Dame's educational mission can be realized through classes, exhibits, and programs. The work of the director of Community Relations embodies Notre Dame's goal to be responsive to its immediate neighbors, and to provide to the community access to the resources that can help it establish a safe, vital, prosperous future.

Contact:

Jacquelyn Rucker

Director of Community Relations

(574) 631-9224

rucker.2@nd.edu

Vicky Hernandez

(574) 631-3249

Hernandez.89@nd.edu

Robinson Community Learning Center

The Robinson Community Learning Center strengthens the relationship between the Northeast Neighborhood and Notre Dame by building trust through individual and organizational partnerships. Through both teaching and learning opportunities, the RCLC offers an enjoyable range of educational, cultural, health, and faith-based activities designed to share our collective gifts and enhance our quality of life.

Contact:

Jay Caponigro

Director of the Robinson Community Learning Center

(574) 631-8759

caponigro.2@nd.edu

Basilica of the Sacred Heart

Sunday Masses, Vespers, daily Masses, as well as the Sacrament of Reconciliation and other religious services, are regularly celebrated in the Basilica, which is open from 9:00 a.m. until 9:00 p.m. during the academic year. The faculty is welcome to participate in worship in the upper church or may join the parish that worships in the crypt. Registration for the parish may be done by contacting the pastor in the presbytery located just behind the Basilica. The Basilica of the Sacred Heart is under the direction of the Office of Campus Ministry working in cooperation with the parish staff, and is served by the Priests and Brothers of Holy Cross. There is a museum in the sacristy that is open to the public. Each residence hall and religious house has its own chapel with scheduled Sunday and daily Masses. A complete liturgical schedule may be obtained from the Office of Campus Ministry. The schedule is modified when the University is not in session.

*Personal
Services*

*Personal Services,
continued*

SUNDAY MASSES

Basilica:

Saturday

Vigil Mass 5:00 p.m. (Women's Choir)

Sunday

Organ Prelude 9:30 a.m.

Solemn Liturgy 10:00 a.m. (Liturgical Choir*)

Sunday Liturgy 11:45 a.m. (Folk Choir)

*This Mass is televised live on the Hallmark Cable channel most Sundays of the year.

Parish Crypt:

Sunday Masses:	6:30 a.m.	9:30 a.m.
	8:00 a.m.	11:00 a.m.

DAILY MASSES

Basilica:

Monday–Friday 11:30 a.m.

Monday–Friday 5:15 p.m.

Parish Crypt:

Monday–Saturday 6:45 a.m.

Monday–Friday 12:10 p.m.

CONFESSIONS

Basilica:

Monday–Friday 11:00 a.m.

Monday–Friday 4:45 p.m.

Monday–Thursday 7:00 p.m.

Parish Crypt:

Saturday only 4:00–5:00 p.m.

OTHER

Basilica:

Sunday Vespers 7:15 p.m.

Grotto:

Daily Rosary 6:45 p.m.

Basilica:

Exposition of the Blessed Sacrament with Benediction, Friday, 12:00–4:45 p.m.

Food Services

Food Services provides faculty with meal plans, catering for events, and a choice of dining venues. For detailed information, visit the Food Services web site at: <http://food.nd.edu>.

Department Charge

Food Services provides faculty with the option to charge meals to University accounts. Guidelines and procedures vary by department. Contact your department chair for detailed information.

Meal Plans & Dining Halls

Notre Dame's dining halls offer an all-you-can-eat smorgasbord of ethnic and traditional American fare. Notre Dame's dining halls are open to faculty, staff, students, and any visitor to the University. Faculty may purchase meal tickets at the door or purchase a faculty meal plan. Faculty meal plans offer a block of meals that can be eaten in either North or South Dining Halls. Unlike student meal plans, faculty and staff meal plans allow meal plan holders to use remaining meals for co-workers, colleagues, family members, or other guests. Unused meals are forfeited at the end of every spring semester; however, arrangements can be made to extend the plan through the summer session.

Personal Services, continued

- Staff 10 Plan: A block of 10 all-you-can-eat dining hall meals.
- Staff 20 Plan: A block of 20 all-you-can-eat dining hall meals.

Campus Eateries & Restaurants

Food Services operates a wide variety of branded concepts, express eateries, and sit-down restaurants. Express eateries that offer soup, sandwiches, coffee, and other convenience items are located in O'Shaughnessy Hall, Mendoza College of Business, Bond Hall, Decio Faculty Hall, Law School, and the DeBartolo Center for Performing Arts. Following is a list of the most popular destinations.

- *The Huddle* is located in the LaFortune Student Center and features a Subway® Sandwich Shop, Starbucks® Cafe, Burger King®, Sbarro®, Buen Provecho®, and a large convenience store. Individual restaurant hours, weekend, and special event weekday hours vary. Campus pizza delivery is available for Sbarro® by calling 631-6902.
- *Greenfields International Cafe*, located in the Hesburgh Center for International Studies building, serves breakfast and gourmet lunches. Open to the public Monday through Friday from 7 a.m.–2 p.m. Phone 631-8578 to place an order for pick-up.
- *Café de Grásta*, located in Grace Hall near the east entrance to campus, is open from 7 a.m. – 3 p.m., Monday through Friday. Café de Grásta serves hot meals, deli sandwiches, stir-fry, and gourmet coffee and pastries. Café de Grásta offers a private dining room that can be used for groups up to twenty. Phone 631-4889 to reserve the room.
- *Reckers*, a popular café with students and faculty, offers made-to-order wood-oven fired pizzas and artisan sandwiches. Many more one-of-a-kind items are available. Pura Vida® fair trade coffee is the standard house brew. Freshens® premium yogurt desserts and smoothies are also available. Reckers is open 24 hours a day, seven days a week, during academic sessions and limited hours during breaks.
- *Legends of Notre Dame*, located south of ND stadium, serves lunch from 11:30 a.m.–3 p.m. and dinner from 4 p.m.–9 p.m. daily. Legends is a full table service restaurant and ale house pub. Legends offers a Notre Dame themed menu with a large choice of steaks, ribs, chicken, seafood, sandwiches, salads, appetizers, and desserts.

Catering

Catering by Design is the preferred caterer of the University of Notre Dame. Catering...by Design services simple and elaborate events for any size group. Call 574-631-7859 to speak to an event specialist.

Domer Dollars

To make purchasing more convenient, faculty may add Domer Dollars to their University ID cards. Domer Dollars are debit accounts used to purchase items at Food Services locations, the Hammes Bookstore, Copy Shop, campus vending machines, and ND Print Services. Deposits can be made through the web at: http://fsntserv.foodserv.nd.edu/scripts/domer_deposit.exe. Deposits can also be made at the Card Services Office located in South Dining Hall.

Other Dining Facilities

The University Club offers lunch, dinner, drinks to members and guests only. See page 183 for details.

The Center for Continuing Education dining facilities are normally limited to service in conjunction with various conferences, as are the facilities in the Joyce Center.

The Morris Inn

Hotel

Ninety-two tastefully appointed guest rooms located conveniently on Notre Dame Avenue welcome University guests, visitors, and conference attendees, along with all travelers who enjoy fine hospitality. Amenities included *USA Today* newspaper Monday through Friday, a full breakfast at Sorin's, coffee makers, bottled water, hair dryers, and irons and boards, along with free domestic long distance and local calls and free high-speed Internet or wireless Internet access. The public is always welcome.

Sorin's Dining Room

Dine in the true spirit of Notre Dame. Its culinary team invites you to "Embrace the Seasons," as they use only the freshest foods to prepare the delightful menu. Sorin's is truly a wonderful dining experience. Service hours are:

Monday through Sunday

Breakfast.....	7:00 a.m.–10:30 a.m.
Luncheon.....	11:30 a.m.–2:00 p.m.
Dinner.....	5:30 p.m.–8:30 p.m.

Cocktail service is available in Sorin's for lunch and dinner daily.

Leahy's

Enjoy your favorite spirit or meet a friend or colleague in Leahy's, the Morris Inn's cocktail lounge and a popular campus gathering place. Leahy's offers a menu of light appetizers and sandwiches and an opportunity to catch up on the latest scores. Leahy's is open Monday through Saturday from 4:00 p.m. to midnight, with food service available from 5:30 p.m. to 10:30 p.m.

Banquet Service

The Morris Inn Banquet Department offers meal service in private dining rooms, as well as unique events during the spring, summer, and fall in the tent on the Irish Courtyard. It can accommodate groups from 20 to 250. Its award-winning banquet staff will be pleased to assist you with the planning and execution of your function.

Hammes Notre Dame Bookstore

General

The Hammes Notre Dame Bookstore, located in the Eck Center, is open 8:00 a.m. to 10:00 p.m., Monday through Saturday, and 11:00 a.m. to 10:00 p.m. on Sundays. Store hours are extended during the fall and spring rush, home football games, and other special campus events.

The first floor stocks general books, Notre Dame apparel, a religious shop, fine jewelry, gifts, and glassware. Special orders for books may be placed at the Book Information Area. Also located on the first floor is Seattle's Best® Cafe, featuring gourmet coffees, sandwiches, and snacks. Sit down and play the grand piano or enjoy the warmth of the fireplace.

The second floor carries text and reference books, computer software and accessories, school and art supplies, health and beauty aids, film and batteries, Notre Dame gifts, and music. Relax in one of the many reading areas.

Personal Services

continued

Textbook Order Process

The professors are to submit book requirements to the bookstore before each semester. Although the bookstore is not part of the selection process for class titles or editions, it is a valuable resource for information to assist in the acquisition of books for class and the development of customized course requests. Since publishers will only honor a professor's written request, please write directly to the publisher for a desk copy. Desk copy order forms are available from the bookstore.

The bookstore would appreciate receiving the summer book orders by March 1, fall orders by April 1, and spring orders by October 15. If these ordering dates are followed, the texts should be available in the bookstore at the beginning of each semester. Class requisitions for ordering are provided by the department head or the bookstore. Please complete your order showing title, author, publisher, and ISBN (International Standard Book Number). Orders may be dropped off, sent by campus mail, faxed to 631-6058, or e-mailed to rthomson@nd.edu. The bookstore will then proceed to order after taking into account the sales history of each title, estimated enrollment for the class, etc. Other important information to keep in mind when selecting titles:

Prices and Price Changes. Selling prices of books are determined by the publisher. Those books that are not prepriced by the publisher are marked by the bookstore in accordance with the list price shown on the invoice. If the publisher raises the price, the bookstore must act accordingly. Occasionally the bookstore receives books from the publisher with a price sticker over a preprice indicating a price increase has occurred before shipment. The bookstore is charged in accordance with this increase and must honor the change.

New Editions. The store orders the edition that has been requested. Once the new edition has been published, the old one has no cash value.

Used Books. The bookstore attempts to make available to the students as many used books as can be located. This provides the student with substantial savings. Early submission of book orders enhances the bookstore's ability to identify those texts that can be purchased from the students for re-use in the next semester.

Out-of-Stock Titles. An out-of-stock title can take as long as four weeks or more depending on whether or not the publisher is reprinting or importing this title. Most college bookstores place book orders in the same time periods and publishers may fall weeks behind in shipping. It is suggested that book orders be placed as early as possible to avoid the possibility of a long delay should the publishers' stock be depleted.

General Office Supplies

The bookstore supplies each department with the annual office supply catalog, which lists thousands of additional items available for purchase through its system. Orders for items from this catalog are processed the same day they are received and are often available within 24 hours.

Completed requisitions are processed through the bookstore Sales Audit Department and then forwarded to the campus General Accounting Office. Merchandise for departmental use is discounted at cost plus 20 percent. Phone 631-8495, fax 631-7842, or e-mail at ndbookstore.com for direct service and price information.

University Health Services

University Health Services provides comprehensive medical services that include a health care facility designed to meet the primary medical needs of the students. During the academic year, the Health Center is open 24 hours a day. Hours of operation may change during semester breaks and summer session. The Health Center operates a walk-in outpatient clinic that is staffed by University physicians and registered nurses. Physicians are available Monday through

Personal Services,
continued

Friday from 9:00 a.m. to 5:00 p.m. Other services include X-ray, laboratory, pharmacy, and an inpatient unit.

Only students who have been confined to an inpatient bed or transferred to a hospital setting will receive a validated excuse. Students using the outpatient clinic will be given a form documenting their request for medical care. This is only to be used as confirmation of the provision of services that may prove helpful in decisions regarding classroom attendance, projects, tests, etc.

In addition to providing health care to the student population, University Health Services provides care to faculty for purposes of Worker's Compensation. In the event of a work related illness or injury, the guidelines are as follows:

1. Call 9-1-1 if the injury appears to be life threatening or to require immediate hospital attention. Security will dispatch the appropriate personnel to the scene.
2. For all other injuries/illnesses, faculty should report directly to the University Health Center.

For cases covered by Worker's Compensation, employees are not to visit their personal physician unless referred by a University physician.

The Health Center's pharmacy is available to faculty for over-the-counter medications, prescriptions, and medical supplies. Insurance cards are not accepted and claims are not filed; however, appropriate documentation for personal filing will be provided at time of purchase.

For more information, please visit the University Health Services Web site at www.nd.edu/~uhs.

University Counseling Center

The University Counseling Center (UCC) offers professional services to all degree-seeking undergraduate and graduate students of the University. The highly trained staff at the UCC is devoted to assisting college students with navigating their adjustment to college life as well as helping them with their problems and concerns. These concerns might include personal growth and self-enhancement, vocational issues, academic anxieties, interpersonal relationships and social difficulties, depression, substance abuse and addiction, and a number of more severe emotional and psychological problems. Thus, services are offered for a full range of psychological issues. The UCC operates under an ethical code of strict confidentiality. The University Counseling Center is staffed by licensed professional psychologists, a social worker, counselors, doctoral students who are supervised by psychologists, a nutritionist, and a consulting psychiatrist.

The UCC also provides consultation to the University community through a service called *Warm Line*. *Warm Line* is a non-emergency help line that provides responsive consultation to faculty and staff in their efforts to help Notre Dame students with psychological concerns. UCC offers this service to encourage faculty to think about calling UCC staff when concerned about a student *before* an emergency arises. The *Warm Line* number is 631-7336, and is open from 9:00 a.m. to 5:00, Monday through Friday. The faculty member can ask to speak to the next available *Warm Line* therapist.

Each semester the UCC offers a variety of structured groups and workshops for individuals interested in addressing particular personal concerns or building academic and interpersonal skills. Topics include body acceptance, depression, stress management and relaxation training, eating disorders, performance enhancement, "not the perfect family," obsessive compulsive disorder, grief, anger management, study abroad/reentry, self esteem, and alcohol/drug abuse. Interpersonal growth groups are also offered for undergraduate and graduate students.

Professional services are usually by appointment and can be arranged either in person or by telephone, but provision is always made for an emergency. Services at the center are offered on a minimal fee scale of \$4 per session. Students are offered unlimited credit and can defer payment. If fees still pose a problem, arrangements will be made. There is no charge for the initial

Personal Services
continued

appointment. The center is open from 9:00 a.m. to 5:00 p.m., Monday through Friday.

The University Counseling Center has a new location. Our Temporary home is the old post office building (#1081 on the campus map) across from Morris Inn between McKenna Hall and the Law School. For information or an appointment call 631-7336. Twenty-four-hour emergency service is available by calling 631-7336. The UCC web site contains online self-help brochures and tips for making referrals: <http://www.nd.edu/~ucc>.

Office of Alcohol and Drug Education

The Office of Alcohol and Drug Education (OADE) provides confidential assessment, education and referral services to students who are experiencing problems with alcohol and other drug use. Faculty who are concerned about a student's alcohol/drug use because of observed intoxication, frequent hangovers or decline in performance may refer the individual for a brief assessment that includes personalized feedback and recommendations focused on harm reduction. If further assistance is needed, both group and individual education is provided on-site. Staff can also help students locate support group services such as AA, or more intensive counseling programs.

All assessment results and progress reports are strictly confidential, and will not be available to administrators, parents or any third party without the prior written consent of the student. The OADE confidentiality policy and its staff comply fully with federal regulations pertaining to the release of such information.

Along with student assistance programming, OADE provides the campus community with a centralized resource center that includes up-to-date information about alcohol/drug use and prevention. Students and faculty may use these resources for class projects or presentations. Professional staff are also available to faculty for classroom support, curriculum infusion or consultation.

For students interested in being part of Notre Dame's peer education/prevention efforts focused on alcohol, tobacco and other drug use, OADE sponsors PILLARS. This group is about 70 strong, is active in every residence hall, and takes charge of various campaigns that promote such concerns as safe, responsible drinking and smoking cessation. Faculty are encouraged to refer students who show interest in this type of service work.

High-risk use of alcohol and other drugs poses the single most serious threat to the safety and future of Notre Dame students. The responsibility to positively impact this problem falls to all of us on campus. For further information on how to utilize services at OADE, or how to get involved in campus efforts to reduce the risks imposed by alcohol/drug use, contact the office directly or refer to the website.

Location: 311 LaFortune Student Center
Office hours: 8 a.m. – 5 p.m., Monday through Friday
Phone: (574) 631-7970
E-mail: nd.aldrug.1@nd.edu
Website: www.nd.edu/~aldrug
Fax: 631-4299

Early Childhood Development Center, Inc.

The Early Childhood Development Center, Inc. (ECDC) operates two sites, one on the Notre Dame campus at Bulla Road and one on the Saint Mary's campus in Havican Hall. ECDC

Organizations

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continued

offers both full- and part-time developmental programs for children at the University of Notre Dame site (ages two through six) and at the Saint Mary's College site (ages three through six). During the summer a day camp program is conducted for children two-and-one-half through nine years of age at the Notre Dame site and three through nine years at the Saint Mary's site.

To be eligible to enroll a child in the ECDC program, a parent must be directly affiliated with the University of Notre Dame or Saint Mary's College as faculty, administration, staff, student, or alumni/ae, or with another C.S.C.-sponsored institution. The ECDC, a not-for-profit corporation, admits students of any race, color, and national or ethnic origin. For a brochure and additional information, call 284-4693 or 631-3344.

The University Club of Notre Dame

The University Club, an organization of faculty and staff members of the University of Notre Dame, Saint Mary's College, and Holy Cross College, is situated at the entrance to Notre Dame. The organization is more than merely a social club. It provides a forum and a focal point where ideas can be exchanged and friendships deepened in a congenial, informal atmosphere. The dual hallmarks of the club are great service and exceptional value for members. The club is an excellent place for campus members to have lunch. The menu is excellent and varied, including heart-healthy selections, and the prices are very reasonable. Dinner at the club is a bit more formal, but the atmosphere remains very relaxed and the very reasonable price structure remains. The mission of the club is to make a significant contribution to the recreational and cultural life of the University.

The beautiful building was the gift of Robert H. Gore Sr. Gore personally collected 350 priceless steins and tankards, many of which belonged to historic figures such as King Ferdinand III of Spain, Napoleon Bonaparte, and Martin Luther. He entrusted this remarkable collection to Notre Dame where it provides the University Club with its distinctive decor.

The club has opened its membership to include alumni and associate members and provides a vital nexus between the University and the Michiana community. It strengthens the "town and gown" relationship which is so important to Notre Dame.

Members are invited to bring their guests for cocktails and dinner, and arrangements can be made to reserve the lounge for private parties and wedding receptions. There are facilities to hold University department functions by making reservations with the club manager.

The following is the schedule for the regular hours of operation:

Lunch

Monday–Friday 11:30 a.m.–2:00 p.m.

Dinner

Monday–Saturday 5:30–9:00 p.m.

Bar and Sandwiches

Monday–Thursday 11:30 a.m.–10:00 p.m.

Friday 11:30 a.m.–Midnight

Saturday 5:30 p.m.–Midnight

The club will extend its closing hour for prearranged functions. On special Saturdays, such as home football games, the club offers special lunches. For additional information, please call 631-4678 (ND1-HOST).

The fine dining at affordable prices, the interesting social activities, and very capable and personalized attention given make the University Club an attractive place and is in the tradition of Notre Dame excellence. Find out how you can make it yours by calling (574) 631-HOST. (Email: ND.univclub.1@nd.edu)

Your membership at the University Club of Notre Dame entitles you to dine at more than 100

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other clubs at colleges and universities around the world. The University Club of Notre Dame is a member of the Association of Faculty Clubs International (AFCI) which has a reciprocal agreement that allows its members to visit any other club in AFCI. Call or stop by the Club office to get your reciprocal club card and a list of participating clubs in the AFCI.

Ladies of Notre Dame / Saint Mary's College

The Ladies of Notre Dame and Saint Mary's College is an organization of wives of and/or women faculty, administrators, managers/directors and other professional women serving the University of Notre Dame and Saint Mary's College. Founded in 1934, the organization's purpose is to promote the social, educational, and cultural welfare of its members, to foster friendship within the University/College community, and to encourage service to the University/College and local community in supportive programs. It is a nonprofit organization administered solely by volunteers. Each year its program reflects both traditional activities and those of current interest within the University/College.

Aside from the general program, the organization offers a variety of interest groups for members such as creative cooking, morning and evening literature discussion groups, tennis, and afternoon bridge. Members new to the University/College community are invited to the newcomers group that provides activities and assistance so that new members may become acquainted with the organization and establish friendships.

Members are encouraged to give service to both institutions and the local community. An annual sale of Christmas cards and gifts supports needy children. Benefits are arranged to raise funds for the Ladies of Notre Dame/Saint Mary's College Scholarship for Local Women that is awarded annually at both institutions.

Current membership in LND/SMC is 300. Dues are \$20 a year. The organization's newsletter, *Kaleidoscope*, is published at regular intervals during the academic year. It is sent to all members and to all new members to the University/College community during their first two years.

More information can be obtained or questions about the Ladies of Notre Dame and Saint Mary's College can be addressed by calling the president. Her phone number is listed in the campus phone directory. Correspondence may be sent to LND/SMC, P.O. Box 116, Notre Dame, IN 46556.

The Knights of Columbus

There is an active chapter and clubhouse on campus.

The American Association of University Professors

The organization has a local chapter of interested faculty members.

Professional Associations

There are several chapters of Greek honorary societies on campus including *Phi Beta Kappa* (Arts and Science), *Sigma Xi* (Science and Engineering), *Tau Beta Pi* (Engineering), *Alpha Epsilon Delta* (Preprofessional), *Beta Gamma Sigma* (Business Administration), *Alpha Kappa Delta* (Sociology), *Omicron Delta Epsilon* (Economics), *Pi Sigma Alpha* (Political Science), *Delta Phi Alpha* (German), *Chi Epsilon* (Civil Engineering), *Eta Kappa Nu* (Electrical Engineering), *Tau Sigma Delta* (Architecture), *Beta Alpha Psi* (Business Administration), *Pi Tau Sigma* (Mechanical Engineering), *Lambda Alpha* (Anthropology), *Sigma Gamma Tau* (Aerospace Engineering), *Phi Alpha Theta* (History), *Sigma Tau Delta* (English), *Pi Delta Phi* (French), *Sigma Delta Pi* (Spanish), and *Gamma Kappa Alpha* (Italian).

There is also a Financial Management Association National Honor Society. In addition, the

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Michiana and St. Joseph County area join with faculty members at Notre Dame to create several active local chapters of national professional societies in most of the academic disciplines.

Notre Dame Theatre

Each year the Department of Film, Television, and Theatre at the University of Notre Dame presents both professional and student-acted plays at the Marie P. DeBartolo Center for the Performing Arts. Faculty may purchase tickets by calling 631-2800. Faculty interested in acting or working backstage are encouraged to contact the director of theatre.

ND Cinema

The state-of-the-art Browning Cinema, inside the Marie P. DeBartolo Center for the Performing Arts, houses a weekly film series featuring special events throughout the year, and the Notre Dame Student Film Festival each January, sponsored by the Department of Film, Television, and Theatre. Faculty may purchase tickets by calling 631-2800.

Notre Dame Music

The Department of Music sponsors musical performances by guest artists, faculty members, and student groups, including the Glee Club, Chorale, Symphony Orchestra, Brass Ensemble, Jazz Band, and Concert Band. Student recitals and most student ensemble groups are free. Some ensemble groups (e.g., Glee Club, Notre Dame Symphony Orchestra, etc.) have a nominal admission fee, as do performances by faculty ensembles and guest artists. An admission fee is charged at most guest artist concerts. Faculty interested in receiving e-mail announcements and concert updates are asked to send their e-mail address to music@nd.edu.

Notre Dame Federal Credit Union

Notre Dame Federal Credit Union was organized in July 1941, and by June 2001 had grown to more than \$237 million in total assets. Continuous and increased use by its membership assures its future growth and stability. Its three distinct purposes are (1) to encourage savings, (2) to provide credit at low cost, thereby combating usury, and (3) to offer a full range of financial services.

Your advantages in borrowing from the credit union are (1) you borrow as a member/owner, not just a customer; (2) character is the basis in extending a loan; (3) no extra charges; (4) no misleading information; and (5) lower rates because it is a not-for-profit organization.

The main office of the credit union is located on Douglas Road, just west of Juniper. Lobby hours are 8:30 a.m. to 5:00 p.m. (5:30 p.m. on Friday). Drive-up tellers are available Monday, 7:30 a.m. to 6:00 p.m.; Tuesday and Wednesday, 7:30 a.m. to 5:30 p.m.; and Thursday and Friday, 7:30 a.m. to 6:30 p.m. Other offices are located at Saint Mary's College, St. Joseph Regional Medical Center, Ireland Road and Portage Road in South Bend; Edison Lakes and Mill Street in Mishawaka; and in Granger. To get the most up-to-date information about these locations and their hours, access the Credit Union website at www.ndfcu.org/ourcu/branch.html.

ATMs are available on the University campus at the Hammes Bookstore, Decio Faculty Hall, Grace Hall, North Dining Hall, Reckers, Main Building, and Joyce Center. In addition, there are ATMs at all branch locations, Saint Mary's College, Holy Cross College, and St. Joseph Community Hospital.

State and Local Tax Structures

Indiana Income Tax

Every resident person is subject to this tax at the rate of 3.4 percent on Indiana state taxable income (which is Indiana adjusted gross income reduced by \$1,000 per exemption claimed on the federal return). Computation of Indiana adjusted gross income is similar to the federal calculation but, in addition, the Indiana return allows several unique deductions (e.g., U.S. government interest, military pay up to \$2,000, a renter's deduction that is equal to or less than \$2,500, a residential homeowner's property tax deduction that is capped at \$2,500). Indiana does not allow itemized deductions.

Taxpayers are permitted a direct tax credit against their tax liability if, during the taxable year, they made a contribution to any specified institution(s) of higher learning located within the state of Indiana. The allowable credit for such gifts or donations is 50 percent of the contribution, but cannot exceed \$100 for a single return or \$200 for a joint return.

Indiana Property Tax

All real property (lands and buildings) is assessed at 33 percent of its true cash value. The rate of the tax varies from township to township in the South Bend-Mishawaka (Penn Township) area ranging from \$6.965 to \$14.144 per \$100 assessed valuation. The annual assessment date for property is March 1. The state presently pays a replacement credit that reduces the gross tax by an average of 12 to 16 percent.

Indiana Sales Tax

Indiana state sales tax is 6 percent. The tax is applied to all sales at retail, plus hotel and motel rentals and on intrastate or local telephone service. Exempted are groceries, artificial limbs, orthopedic devices, prescription drugs, wholesale sales, equipment, machinery, or tools used directly by the purchaser in the production, manufacture, fabrication, assembly, processing, or finishing of tangible personal property. Utilities and speculative home builders are not exempt from sales tax on purchases not related to production.

Indiana County Income Tax

St. Joseph County residents are subject to a county income tax of .8 percent of Indiana taxable income. Nonresidents of St. Joseph County may be subject to county tax at a nonresident rate (.35 percent) if they are residents of a county that has not adopted a county tax.

Indiana Motor Vehicles

Taxes—An 18-cents-per-gallon tax on gasoline and other fuels is applicable throughout the state, plus 6 percent sales tax, as of Dec. 1, 2002.

Fees—Annual registration fees for passenger vehicles are \$20.75 plus a St. Joseph County wheel tax of \$25 per vehicle.

Excise Tax—This is payable annually on basis of car age and model. Persons who itemize deductions on their federal income tax returns can include this in their compilation of deductible taxes.

Michigan Income Tax

A Michigan resident may elect to have Michigan income tax withheld at 3.9% (instead of Indiana) by completing Form WH-47 (which can be obtained from the Payroll Department, 724 Grace Hall). Michigan has no county income tax, but residents are subject to the Indiana nonresident county income tax.

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