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### ***FACULTY HANDBOOK COMMITTEE***

This Handbook was developed during Fall 1998 and approved by the Faculty November 29,2001.  
Original Committee Members:

Dr. A. Osa Obasogie, Chairperson  
Dr. Muriel Brailey  
Terri Carine  
Jean Mulhern  
Alisa Vernon

Edited by D. Buffinger, Fall 2001

## ***Chapter 1 INTRODUCTION***

***I would like to extend a hearty welcome from the Academic Affairs Office and myself. As we move further into the 21<sup>st</sup> century, our roles as educators are constantly changing due to events in the world and the changes in our students. The faculty handbook was created to help you function at the University and to acclimatize yourself to the culture. It provides a great deal of pertinent information on the operation of the university from a faculty perspective. Most of the information comes from various official documents as well as input from your peers. Seasoned faculty are a great resource should you have questions about any topic in this handbook. If you have any further questions or need clarification, the Academic Affairs Office will be more than happy to assist you.***

***Again, I welcome you to Wilberforce University and I hope your tenure here is enjoyable and meaningful.***

***D. R. Buffinger***

***Interim Vice President of Academic and Student Affairs***



## Chapter 2 UNIVERSITY POLICIES

[Note: All quotations from other university documents are intended to highlight specific points. In all cases, reference should be made to the original document for full context. The most recent edition of the document takes precedence over any quotations printed in this booklet.]

### ACADEMIC FREEDOM

#### *Commitment*

“Recognizing that free search for truth and its free expression are essential to the welfare of the institution and of society at large, the University and Association remain committed to recognize and protect full freedom of inquiry, teaching and research not only in the classroom and the libraries but in other facets of campus life. *WUFA Agreement 2000-2003* – 3.01

#### *Subject to Satisfactory Performance*

“While the teacher is entitled to full freedom to perform research and to publish results thereof, this grant of freedom is subject to the satisfactory performance of their academic duties required of the teacher. Research for pecuniary return should be based upon an understanding with the university and must not interfere with teaching, University responsibilities and advising duties.” *WUFA Agreement 2000-2003* – 3.02

#### *...Special Position ...*

“Each faculty member is a citizen, a member of a learned profession and a University representative. When the faculty member speaks or writes as a citizen, he/she shall be free from institutional censorship or discipline, but the faculty member’s special position in the community imposes special obligations. As a person of learning, an educator and an institutional representative, the faculty member shall be free to identify his or her University affiliation so long as no false impression of University sponsorship or endorsement would be created.” *WUFA Agreement 2000-2003* – 3.03

#### *...the good name of the Institution...*

“Every faculty member at the university shall enjoy freedom of speech, thought and activity, but no teacher shall injure the good name of the institution in which he/she serves or violate its laws.” *WUFA Agreement 2000-2003* – 3.04

### EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

#### *...not to discriminate on the basis of any characteristic ...*

“The University and the Association recognize federal, state and local laws relating to fair employment practices involved in the area of civil rights and affirm their commitment not to discriminate on the basis of **any characteristic prohibited by Federal or Ohio State Law. The University and the Association will not tolerate any form of sexual harassment.** The parties agree that any alleged act of discrimination under this Section (4.01) shall not be subject to the grievance procedure of Article VI but may be

processed through University Governance, by the University's Affirmation Action Officer and/or by appropriate statutory procedures." *WUFA Agreement 2000-2003 - 4.01*

## **SEXUAL MISCONDUCT**

Refer to WUFA Agreement - 4.01

Policy on Sexual Harassment: Ensuring a Learning and Working Environment Free of Harassment. Wilberforce University: Wilberforce, OH 45384. Date of Issuance: December 1, 1994.

## **SMOKING**

Wilberforce University ascribes to a smoke-free workplace. Therefore, smoking is prohibited in all university buildings.

## **ALCOHOL AND CONTROLLED SUBSTANCES**

By law, all illegal substances are forbidden on campus. Alcohol is prohibited on the campus.

## **FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)**

Wilberforce University, by law, is required to observe the Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment. Faculty are cautioned against unauthorized discussion of a student's academic record or progress. A release form signed by the student must be on file in the Registrar's Office in order to discuss student's academic records or progress with anyone other than the student. Consult the Registrar (x5734) to determine a specific student's release status.

## **ADA - AMERICANS WITH DISABILITIES ACT**

### ***Procedure***

Wilberforce University, by law, is required to observe the requirements of the Americans with Disabilities Act. Covered disabilities include both physical limitations and certain verified learning disabilities. Any student with a disability which falls under the Americans with Disabilities Act is expected to inform instructors of the specific disability(ies) within the first week of classes, and is expected to detail how the student is to be accommodated. The Office of the Vice President for Academic and Student Affairs has confirmation of student disabilities and information on the required accommodations in student files.

### ***Includes Teaching and Testing***

In the academic setting, accommodating disabilities includes offering alternate or modified teaching techniques and information delivery, alternate evaluation and assessment techniques, as well as physical access.

Faculty are required to include an ADA statement in each course syllabus.

## PLAGIARISM

“...Each instructor shall state the specific penalties for plagiarism and cheating in the course syllabus. The instructor has final responsibility for assessing the penalty in such cases regarding the course grade.

“All cases of plagiarism and cheating will be referred to the Vice President for Academic and Student Affairs for possible further action. Additional penalties may be imposed for the most egregious cases of plagiarism and cheating.” *Wilberforce University Catalog 1998-2001*, p. 22. Refer to the *Catalog* for the complete text.

See also the memo “Academic Dishonesty” dated January 5, 1998 issued from the Office of the Vice President for Academic and Student Affairs.

## COPYRIGHT

*Internal  
Publications  
and the  
Application  
of Copyright*

Wilberforce University, by law, observes the U.S. Copyright Act of 1976 and its amendments. Offices on campus which are particularly concerned with the observance of this Act include Academic Affairs, Educational Technology Services, Information Services and Institutional Research, Information Technology Services, Publications, and the Library. Users of university photocopiers are responsible for observing the Act. Photocopies of textbooks may not be made for class distribution.



## Chapter 3 GOVERNANCE AND ORGANIZATION

### GOVERNANCE

See the *Revised Governance of Wilberforce University, Effective November 1986*.

### ORGANIZATIONAL CHARTS

See Office of the President:  
Appendices College Organizational Chart

### WILBERFORCE UNIVERSITY TEACHING FACULTY

#### Definition

“The TEACHING FACULTY will consist of the President, the Vice President of Academic and Student Affairs, the Chairs in the academic area, the Director and Associate Directors of Cooperative Education, Chief Librarian, Chaplain, and all regular full-time teachers on annual contract holding instructorships or higher ranks. These will constitute the voting membership of the Teaching Faculty.” *Revised Governance of Wilberforce University, Effective November 1986; section B.I.a.*

### FACULTY ASSOCIATION

#### WUFA

“The University recognizes the Wilberforce University Faculty Association as the sole and exclusive bargaining agent for the following unit: All full-time faculty members with the rank of Instructor, Assistant Professor, Associate Professor and Professor, and professional librarians...” *WUFA Agreement 2000-2003 – 2.01a.*

“Members of the bargaining unit shall not be required to be members of the Wilberforce University Faculty Association.” *WUFA Agreement 2000-2003 – 24.01*

#### Dues

“All members of the bargaining unit shall be required to pay an amount equal to the dues to the Association...” *WUFA Agreement 2000-2003 – 24.02*  
Refer to the *WUFA Agreement 2000-2003* for complete information.

#### Professional Assocs.

Membership in professional associations is not required, but is strongly encouraged.

## FULL-TIME AND ADJUNCT FACULTY

### *Definition of Full-time*

According to the *2000-2003 Agreement between Wilberforce University Faculty Association and Wilberforce University*, Section II (2.04) “Full-time faculty are those persons who receive one-year continuous contracts for full-time service during two semesters in the same academic year and, therefore, are eligible for fringe benefits.

### *Definition of Part-time*

“(2.05) Part-time faculty are those persons on a one (1) term appointment whose teaching load does not exceed two (2) courses or eight (8) credit hours for a given semester of employment. Part-time employees are not eligible for fringe benefits.

### *Definition of Temporary Full-time Faculty*

“(2.06) Temporary full-time faculty are those persons on an appointment whose teaching load is nine (9) to twelve (12) credit hours for a single semester of employment, teaching courses that cannot be taught by current full-time faculty members due to their existing teaching load or lack of expertise in teaching the applicable courses.” [See the *Current WUFA Agreement* for additional information.]

## WILBERFORCE UNIVERSITY COMMITTEE STRUCTURE

The following is a list of the standing university committees.

- Academic Policies Committee
- Administrative Affairs Committee
- Admissions and Financial Aid Subcommittee
- Campus Affairs Committee
- Development Affairs Committee
- Governance Mediating Committee
- Honorary Degree Committee
- Library Committee
- Student Judiciary Committee
- University Judiciary Committee
- University Research Committee

The following is a list of the standing faculty committees.

- Amenities Committee
- Computer Committee
- Cooperative Education Committee
- Division Personnel Committees (DPC)
- Library Personnel Committee
- Mental Health Awareness Committee
- Nominating Committee
- Professional Development Committee
- University Promotion and Tenure Committee (UPTC)

Descriptions of their function and member make-up are expressed in the following documents:



Wilberforce University. *Revised Governance of Wilberforce University, Effective November 1986*

*Agreement between Wilberforce University Faculty Association and Wilberforce University, 2000-2003.*



## ***Chapter 4 FACULTY RESPONSIBILITIES***

The following section is quoted from *WUFA Agreement 2000-2003 - V. 5.01-5.08*:

### ***General***

The **general professional and academic responsibilities of faculty** include, but are not limited to the following:

- A. Provide effective teaching with high academic standards.
- B. Keep current in their academic disciplines through continuing scholarly activity.
- C. Contribute to the growth and development of the University.
- D. Contribute to their academic disciplines through continuing scholarly research.
- E. Contribute to the community through participation in local, state, and national organizations.

### ***Specific Duties and Responsibilities***

The **specific academic duties and responsibilities of faculty members** include the following:

- A. Thorough preparation for class sessions
- B. Timely beginning and ending of class sessions
- C. Providing advance notice to students for approved planned absences
- D. Providing timely notice of any absences to the Division Chair and Chief Academic Officer
- E. Maintaining scheduled office hours
- F. Serving on University and Division Committees
- G. Providing academic advising to students
- H. Reporting class, room, and schedule conflicts to the Division Chair and Chief Academic Officer
- I. Evaluating fairly and promptly student achievement and participation

### ***Attendance Required at Meetings and Events***

**All faculty members are required to attend and participate** in baccalaureate, commencement, convocations, scheduled faculty meetings, faculty institutes, orientations, registration and in-service programs, and other special programs unless absence is approved by the Chief Academic Officer.

### ***Faculty Institute***

**Formal faculty responsibilities begin with the faculty institute** which is held up to three (3) work days before new student orientation in the Fall semester. Duties are considered to be complete at the end of each semester when final

grades have been submitted, or in the date of commencement at the end of the Spring semester (whichever occurs later).

*Advising*

**Each faculty member shall be on campus to advise students** for the full day of Fall semester freshmen registration and during the registration period of each semester for a minimum of six (6) hours each day.

*Grades*

**Each faculty member shall have final responsibility for all grades** [which] can be changed only with prior consultation and consent of the faculty member who originally granted the grades, and with consent of the Division Chair and the Chief Academic Officer. In the case of Incomplete, N, and X grades and when the assigning faculty member is no longer employed at the University, Incomplete, N, and X grades will be handled by the relevant Division Chair in consultation with faculty (and program directors) who teach the course(s) involved.

*Final Exam Schedule*

**Final examinations must be given during the scheduled final exam period** unless otherwise requested by the faculty member concerned and approved by the Chief Academic Officer.

*Absences*

Faculty members who plan to **be absent from class due to professional conferences or other University business** shall provide written notification to the Division Chair and the Chief Academic Officer in advance. Written approval shall be provided to the faculty member by the Division Chair with a copy to the Chief Academic Officer.

## WORKING HOURS

*University Hours*

Most offices of the University are open from 8:00 a.m. to 4:30 p.m. M – F. The Library is open 8:00 a.m. to 10:00 p.m. Monday – Thursday, 8:00 a.m. to 4:30 p.m. on Friday, 1:00 p.m. to 5:00 p.m. on Saturday, and 2:00 p.m. to 6:00 p.m. on Sunday.

*On Campus Hours*

“Faculty shall maintain no fewer than eight (8) hours per week on campus distributed over four (4) days which may be used for committee meetings, student advising, course preparation and assigned professional responsibilities.” *WUFA Agreement 2000-2003 – 21.06.*

*Student Advising Hours*

“No few than six (6) hours over that four (4) day period shall be reserved for student advising in accordance with a regular schedule of posted office hours and shall not be scheduled as “by appointment only” hours.” *WUFA Agreement 2000-2003 – 21.06.*

Faculty should not schedule meetings or other activities that take them away from their office during their posted office hours.

## THE UNIVERSITY HOURS

<b><i>When</i></b>	The University has put aside two hours (11:00 to 1:00) every Thursday for meetings and convocations. No classes are to be scheduled during this time.
<b><i>Division Meetings</i></b>	Division meetings are scheduled for the first Thursday of each month. The Chair of each division determines the location.
<b><i>WUFA Meetings</i></b>	WUFA meetings are scheduled for the third Thursday of each month. These meetings are typically held in rooms 211-213 KNG.
<b><i>Faculty Meeting</i></b>	Faculty meetings are scheduled for the fourth Thursday of each month. These meetings are typically held in rooms 211-213 KNG.

## COMPREHENSIVE EVALUATION PORTFOLIOS

<b><i>Evaluation Schedule</i></b>	<p>All new faculty shall have annual comprehensive portfolio evaluations in each of the first three years of teaching service.</p> <p>Each non-tenured faculty member shall receive an annual comprehensive evaluation no less than once in three (3) years.</p> <p>All tenured faculty shall receive a comprehensive portfolio evaluation no less than once in three (3) years.</p>
<b><i>Contents</i></b>	<p>“Each Comprehensive evaluation portfolio shall include, but is not limited to, the following minimum documentation:</p> <ol style="list-style-type: none"> <li>Current resume or vita</li> <li>Statement of teaching philosophy</li> <li>Course syllabi, including objectives, examinations, and specific resource materials for three (3) courses</li> <li>Evidence of teaching effectiveness</li> <li>Extent and nature of University and community service</li> <li>Extent and nature of continuing professional and scholarly growth</li> <li>The Chief Academic Officer or his/her designee shall place student evaluation summaries in each faculty member’s evaluation portfolio.</li> <li>The Chief Academic Officer or his/her designee shall place peer evaluations (including classroom observation and visitation summaries) in each faculty member’s evaluation portfolio.”</li> </ol> <p><i>WUFA Agreement 2000-2003 – 11.16</i></p>
<b><i>Storage and Access</i></b>	All faculty portfolios are maintained by the Academic Affairs Office. Faculty may check out their portfolio to update the information for the evaluation process. Other faculty may check out a faculty member’s portfolio in conjunction with their duties on either a DPC or the UPTC.



## **Chapter 5 BASIC INFORMATION FOR DAILY FACULTY LIFE**

### **AUTOMATIC PAYCHECK DEPOSITS**

Faculty and staff may have their paychecks automatically deposited into their bank accounts. Please refer to Human Resources ext. 5798 for details.

### **REIMBURSEMENTS**

Contact the Division Chairperson for the proper procedures **to secure travel money or other reimbursements**. Prior authorization is required using the proper forms. Authorized reimbursement checks are issued by the Business Office on the first floor of the Wolfe Building.

### **FACULTY MERIT PLAN**

Refer the WUFA agreement, Section 16, 16.03

### **ANNUAL LEAVE FOR 12 MONTH FACULTY**

Leaves of absences and sick leave are detailed in WUFA agreement section 17 and 18.

### **TRAVEL**

#### *Requests*

**Requests to travel to conferences, meetings, etc. are to be made in advance** to the division chairperson by the completion and submission of a **Request to Travel/Travel Advance form** at least one week prior to travel. If you are applying for grant foundation programs to fund your travel expenses, please refer to individual instructions. All requests should have a statement of the research or activity, a budget proposal, and a timeline for the research or the activity.

#### *Travel Expense Voucher*

Upon return, **a travel expense voucher must be completed and turned in to the division chairperson within one week.**

### **OFFICE ASSIGNMENTS**

The Office of Academic Affairs selects offices for faculty members. Some adjunct faculty share offices. **Each faculty member is required to keep office hours and have the class/office hours schedule posted on the door.**

## OFFICE SUPPLIES/EQUIPMENT

### *Office Equipment*

The University shall **provide clerical staff, office supplies and duplication equipment** to operate a faculty copy and supply center(s) during normal business hours, which shall also be equipped with photocopiers, test grading equipment and separate electric typewriters for faculty in the Walker Center, King Science Building and/or the Learning Resources Center.

### *Secretarial Services*

**All full-time faculty are provided with secretarial services** from an assigned faculty secretary. Each secretary maintains a job request logbook and service requests are performed in the order received. Most secretaries use MS Word 7.0 and related programs. Talk with your secretary to determine the most efficient way to approach various projects and to make most efficient use of time.

### *Equipped Office*

The University shall provide all full-time faculty with an office for personal use suitably equipped with a desk, chair, filing cabinet, telephone and computer. The University will supply all faculty with appropriate desk supplies, a copy of the Agreement, the Governance Document, catalogue, and campus phone directory. Contact your assigned faculty secretary for more information about locating and receiving these items.

### *How to Obtain Supplies*

A **University requisition form must be completed to obtain office supplies** such as pencils, pens, dittos, staples, etc. The form must be signed by your division chair. The form must be taken to the faculty secretary assigned this duty to receive supplies.

## KEYS

### *General Information*

Keys are issued by the Physical Plant staff, located in the farmhouse. An **authorization form to receive keys** may be obtained from the Academic Affairs Office. This form needs to be signed by the appropriate division or department head and the chief academic officer. Bring the signed form to Physical Plant Services (x5755) in the farmhouse to receive keys. Lost keys are replaced at the charge of \$25.00 each. Report the loss of keys to the University Police Department as well as to the Physical Plant Services.

### *Locked Out?*

Faculty **locked out** of their office should first notify the Academic Affairs Office. If assistance is not available there, they should call the WU Police Department (ext. 5700/5780).

## IDENTIFICATION CARDS

Wilberforce University **picture ID cards** are issued by the Information Services Department x5250. Call ahead for an appointment.

## PARKING

Faculty may **park at no charge** in any parking space, except those designated for visitors. Use of reserved handicapped parking spaces should be by those with personal handicapped parking placards. All faculty are, however, required to display the official Wilberforce University faculty parking decal on the back of the front visor mirror. These free decals, as many as needed for all vehicles, are issued through the University Police Department. A decal registration form is required for each decal issued.

## BOOKSTORE/TEXTBOOKS

### *Ordering Textbooks*

Books for classroom use must be ordered through the University Bookstore using the Wilberforce **University Textbook Adoption Form** available in the Academic Affairs Office. Books may not be ordered for resale to students, except through the Bookstore. The University does not accept responsibility for student textbooks ordered by faculty directly through publishers or other vendors.

### *Desk / Exam. Copies*

Only desk copies and examination copies of books for instructor's use may be ordered directly from a publisher. The University and/or Divisions are not responsible for securing desk copies for faculty.

### *Locating Book Order Information*

**Orders for textbooks** are to be placed during the semester prior to their intended use. The placement and receipt of orders can be a lengthy process. Confirm the ISBN identification, author, title, publisher, and/or publisher address/telephone number by consulting the latest edition of *Books in Print* or library staff. For further information about the textbook ordering process, consult with the Bookstore manager, x5756.

### *Bookstore Location and Hours*

The WU Bookstore is located at the entrance to the Stokes parking lot in a free-standing one story building. When regular classes are in session, the open hours are generally 9:00 a.m. to 4:00 p.m. (Closed for lunch, 12:00 to 1:00 p.m.) Monday through Friday. In addition to classroom textbooks, the Bookstore is the exclusive sales outlet for WU accessories, including sweatshirts, hats, and articles bearing the name "Wilberforce." Also available are a limited variety of office supplies, candy, and a line of greeting cards. Confirm hours by calling x5756.

## COURSE SYLLABI

### *Inclusions*

**A syllabus is required for each course taught.** Because the syllabus is a legal "contract" with the student, be specific about course description, required textbooks, readings, projects, assignments, grading policy, attendance policy, ADA accommodations, adherence to sexual harassment policy, expected behaviors, contact information and office hours.

*Place on  
File*

**Place a copy of each syllabus on file in the Academic Dean's Office. Faculty are encouraged to place copies of their course syllabi on course-related websites. Contact x5650 for webpage assistance.**

## CLASSROOM ATTENDANCE

Attendance is required at all times in classes and laboratories. The University insists on regular attendance so that the student may benefit from a full-time and continuous instructional program.

"Faculty may lower a grade when three or more absences occur."  
*Wilberforce University Catalog 1998-2001*, p. 17.

Faculty should place this statement in each syllabus and enforce the letter and spirit of this fundamental policy. The intention is to encourage full attendance, with absences permitted only for emergencies or serious illness.

## CLASSROOM DISCIPLINE

*Use  
Syllabus to  
Set Rules*

**It is helpful to identify specific desired classroom behaviors in the course syllabus.** Regular classroom attendance is directly related to each student's mastery of the course objectives. Considering modern teaching techniques that encourage the formation of classroom learning communities and student interaction, strong required attendance policies are encouraged to attain the Wilberforce University mission.

*Report  
Problems*

**Disruptions in the classroom are not to be tolerated.** Report such disruptions as physical altercations and damaging of university or personal property to the Academic Affairs Office and the University Police Department (x5780 or Operator). Certain incidents may be subject to review by the Student Judiciary Committee.

## PHOTOCOPYING SERVICES

*King 217*

**Faculty may make necessary photocopies** in the faculty service office, King 217, just outside the Walker/King doors on the second level and in room 112 of the Stokes Learning Resource Center. Copies are charged to your division. Each division discourages excessive photocopying because of its high cost. Use PUBLICATION SERVICES in the Wolfe Building when possible since the cost is lower. Consult with Publications about the capabilities of the equipment.

*Photocopier  
in the  
Library*

**Emergency and evening photocopy service** is available in the Stokes Library. These copies will be charged to your division. You may also use the coin-op copiers for personal copies. Information about using this service is available from a staff member in the Library's Reserve Office, LRC 206

(x5630).

*No  
Students*

Do not send a work/study student employee to the Library, 217 KNG or 112 LRC to do your photocopying. Students are not allowed to use the photocopiers in these areas.

## TELEPHONE USAGE

*For  
Business*

**The telephone is to be used to conduct university business.** The University does have computerized telephone use logs which are distributed periodically to department heads and division chairs.

*Voice Mail*

**Faculty telephones are equipped with voice mail.** You may customize your message or rely on the generic message. It is recommended that you listen to and then delete your messages at least once a day. You may access your messages from any phone, including your home phone. Contact the Switchboard operator or your faculty secretary for more information.

## E-MAIL

*Special  
Accounts*

**All university faculty, students, and staff may have e-mail accounts.** E-mail is to be used within the guidelines of university policies. Policies relating to sexual harassment, etc. apply to all means of communication.

Faculty may wish to organize classes around a group e-mail account or may wish to have student e-mail questions, comments, or even reports to them. The university webpage is [www.wilberforce.edu](http://www.wilberforce.edu). However, classes are not to be conducted via email.

*Help Keep  
the System  
Running*

Please clear your e-mail server storage often and unsubscribe or pause listservs during periods when you will not be reading and deleting your e-mail. **Failure to properly maintain your account may result in loss of privileges as well as failure of the system.**

## FACULTY WEBSITES

**You may design and post a course-related website.** Contact our webmaster at x5650 for a complete list University web page policies or any additional information. The University does not permit the posting of personal or commercial sales sites on the university server.

## COLLEGE WORK/STUDY PROGRAM STUDENT WORKERS

*Students  
Work and  
Learn*

Wilberforce University has a very high number of students eligible for the Federal College Work/Study Program. To provide students with meaningful work experiences, all faculty and staff are encouraged to identify work assignments and supervise "work aides." **Faculty may use this program to**

*Accurate  
Timesheets*

**help students build excellent work habits** applicable to cooperative education assignments, internships, and employment after graduation.

**Faculty may elect to supervise one or several students in this program to assist with faculty work and special projects.** Students grade homework papers, prepare computer files, serve as receptionists in faculty offices, conduct research for a project, or other valuable activities helpful to the faculty member and instructive to the student. Faculty will be responsible for preparing accurate timesheets for their assigned workers. It is not acceptable or legal to sign timesheets for hours not worked. Contact the Financial Aid Office for further information.

**CLEANLINESS AND MAINTENANCE CONCERNS***Where to  
report  
problems*

**Report all classroom facility problems to the secretary in the Academic Affairs Office.** Emergencies (such as overflowing water and broken windows) can be reported directly to Physical Plant (x5755) or the University Police Department (x5780 or Operator).

*Requests  
for  
Assistance*

**Requests for service also may be submitted to the Physical Plant via email.** Examples of service requests might include replacing of office overhead lights, moving furniture, moving a large number of heavy boxes, etc. These types of requests need to be coordinated and scheduled so include information about when you are available, your telephone number, locations involved, and other pertinent information.

**BULLETIN BOARDS**

**All Bulletin Boards are designated for certain divisions and on-campus services.** For example: The Cooperative Education and Career Services Office has a bulletin board on the second floor of the King Science Building in-between the restrooms for job postings and functions of this office. There are general announcement bulletin boards for school club meetings, etc. on the second floor of the King Science Building by the classrooms. Other bulletin boards by individual faculty offices are used according to each division's activities.

**CAMPUS CONVOCATIONS***Please  
attend*

**Major campus convocations and events should be attended by all faculty and staff. See page 9 of this handbook.**

**COLLEGE ACTIVITIES AND FIELD TRIPS***Conduct*

All members of the campus community should remember that **they are representing Wilberforce University** and must conduct themselves accordingly.

***Approval***

All faculty-student activities occurring off campus should be scheduled and approved by the Vice President for Academic and Student Affairs at least 10 days prior to the event. Notice of off-campus events requiring students to be absent from other classes shall be issued by the Academic Affairs Office. Students remain responsible for planning for absences in advance and for making up all required class work.

**LOST AND FOUND**

**Anything found should be turned into the Academic Affairs Office.** If the Office is closed, you may turn the item over to the Police Department or to a staff member in the Library Reserve Office.

**MEETING ROOMS**

**Committees and other campus groups or departments may schedule meetings in several locations.** To avoid conflict with class meeting times, meetings in classrooms and LRC 121 should be scheduled by consulting the secretary in the Academic Affairs Office. No groups may hold meetings in academic locations without a reservation.

**COLLEGE FACILITIES UTILIZATION POLICY**

Refer to the Athletic Director for the procedure **to reserve use of the Multiplex.**

Refer to the Academic Affairs Office for the procedure **to reserve use of any academic room or lecture hall.** **The Library Meeting Room 207-8** may be reserved for special occasions by contacting the Library Secretary at ext. 5628. The Library Meeting Room 207-8 is not a classroom and should not be scheduled for classes unless related to the radio station.



## Chapter 6 CAMPUS RESOURCES AND SERVICES

### ACADEMIC SUPPORT SERVICES AND FIRST YEAR PROGRAM

The Academic Support Services and First Year Program is designed to meet the needs of freshmen students as they learn to balance the rigors of college courses and a new living environment. A variety of programs and mechanisms are available to ensure freshmen success at Wilberforce University. For more information about the services and programs offered, contact the Director of Academic Support & First Year Program (ext. 5643) or the Freshmen Advising Coordinator (ext. 5641).

### ADMISSIONS OFFICE

The Admissions Office staff markets the university's curriculum and programs to recruit students throughout the country. Faculty assistance in recruiting at high schools, churches, and college fairs is welcomed and encouraged. Contact the Director of Admissions for further information.

### ATHLETIC FACILITIES

#### *Indoor Exercise*

The Alumni Multiplex facilities include **athletic training and weight rooms** that faculty and staff may use. Contact any coach for further information on hours and rules. The facilities are generally available whenever at least one coach is present. Daytime use is best; evenings are when more WU athletes use the facilities. When classes are not in session, others may use the gym for walking or shooting baskets if they wear **non-street-used (very clean) gym shoes**.

The new **Fitness and Wellness Center** will soon come on line. It will house the weight room, the aerobics room, the health center and a number of classrooms. Equipment will include a treadmill, mechanical stair climber, and stationary bicycle as well as free weights.

#### *Outdoor Exercise*

**Outdoor facilities** include a soccer field, sand volleyball and tennis courts.

#### *Reserving Facilities for Special Events*

Faculty planning events that involve **use of the Multiplex** must secure an event planning form from the Director of Student Services (ext. 5776). Among other signatures, one must reserve the time/date on the Multiplex calendar and secure the Athletic Director's (or Assistant A.D.'s) signature on the form.

## CAFETERIA

### *Location and Price*

The **cafeteria in Allen Commons** offers fine buffet-style dining in the Faculty Dining Room. Pay at the entrance at the top of the stairs and, with your receipt in hand, proceed through a recessed doorway to the right of the serving line. Cost is currently just under \$5.00.

### *The Student Line*

Visitors may also purchase tickets for the general student serving line. Costs for each meal (breakfast, lunch, and dinner) are reasonable. Consider meeting your advisees for a “business” meal!

### *Special Events Catering*

Faculty and staff organizing events that include food may arrange for **catering** on campus and off campus. Private events may be catered as well. For university-sponsored events, you will need an approved requisition form. At least 2 weeks before the event, call the Cafeteria Manager (374-6515) for an appointment to consult about the details and the menu. Always confirm arrangements a day or two prior to the event.

## COOPERATIVE EDUCATION AND CAREER SERVICES CENTER

### *Graduation Requirement*

**Cooperative education experiences are a requirement for graduation.** Faculty should obtain and be familiar with the “Cooperative Education Work Assignment Regulations and Requirements” handbook. One of the requirements of students’ states: “Before reporting to the Cooperative Education Office for placement services, you must report to your Faculty Advisor. The purpose of this meeting is to ensure that all eligibility requirements are fulfilled for cooperative education placement.”

### *Information Exchange*

The Cooperative Education and Career Services Center is located on the ground floor of the Walker Building. Faculty advise the Cooperative Education staff about the interests and capabilities of students to make sure that students are well-prepared for their placements. Cooperative Education staff have information about current employment and employer trends and about the skills required for various positions. Faculty are strongly encouraged to meet with employer representatives when they are on campus and to participate and encourage student participation in the local job fairs and other employer events.

## COUNSELING CENTER

### *For Students in Need*

WU is prepared to meet the **needs of the Wilberforce students in times of non-medical personal crises or personal questions**. First, consult the Counseling Center at x5777. This Center is professionally staffed and offers confidential services and referrals. The Center will also offer workshops to groups on various topics such as stress management and depression. Faculty are encouraged to refer students to the Counseling Center when life stresses

*Referrals*

and complications are interfering with the student’s ability to progress academically. There is an official referral form that may be obtained from the center. You may also call the Center with information. Appointments are encouraged but not required.

When referring students, it is best to suggest to the student that the university offers expert confidential consultations in the needed area. Ask the student whether he/she would be willing to consult with the service concerning the particular concern. Assure the student about confidentiality and explain that **the initial appointment will help them to identify various courses of action.**

*Help for Faculty and Staff*

All employees of WU may access the **Employee Assistance Program (EAP)** services in Xenia. This initial consultation and referral service is confidential and has assisted many people faced with life challenges. This employee assistance service is offered through the Human Resources department. Contact the Human Resources Office at x5798 or x5520 for more information about EAP.

**CREDIT UNION:**

*General Information*

WU sanctioned The **Wilberforce University Federal Credit Union** to operate an office on the ground level of the Wolfe Building. The Wilberforce faculty were instrumental in establishing the credit union in 1977. The credit union has its own officers and board of directors made up of elected university employees. The credit union is regulated by the National Credit Union Administration. Contact officers at ext. 5712 during the hours of 12:30 p.m. to 1:30 p.m. Monday through Friday for more information.

*Services*

With a membership fee of \$5.00 to open an account, the credit union offers unsecured loans of up to \$3,000 for up to three years. The credit union is insured for savings accounts of up to \$100,000 with paid quarterly dividends. Vacation, Christmas, and special purpose savings accounts are available. Ask about such new services as payroll deduction and check-cashing.

**HEALTH CLINIC**

Wilberforce University provides a **health services center** near the Alumni Multiplex. The clinic opened in early 1998. Hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. (closed one hour for lunch, time varies) and every other Saturday afternoon. The clinic offers comprehensive services. You may contact them by calling 374-2208 or 2213. You may refer students to their services. Appointments are encouraged.

The new **Louis Stokes Health and Wellness Center** will house this facility when it is completed.

## INFORMATION SERVICES AND INSTITUTIONAL RESEARCH

*What is IS/IR?*

IS/IR is located on the ground floor of the Wolfe Building. **Staff maintain the administrative and academic computer systems, internet connections, the university website, and all of the computer equipment and software on campus.** IS support and supervise the university computer labs. Requests for information and service may be placed through the IS webpage which is located on the university's homepage. **You may also call the appropriate service request/computer repair number (708-5512) and leave a detailed voice mail message.**

*IS/IR Staff*

Vice President of IS/IR, x5795  
 Administrative Assistant to the VP, x5250  
 Network Manager, x5530  
 Data Base Administrator, x5618  
 Computer Programmer, x5232  
 Computer Technician, x5512  
 Print and Electronic Media Coordinator, x5650  
 Chief Librarian, x5629

*Buying Computers or Software?*

Computer equipment and software **purchases must be coordinated through the IS/IR** (with accompanying signature on requisition) and should be coordinated with the university strategic plan. Check with IS/IR staff about possible educational discounts for your department or your personal use.

No one on campus may install software on university equipment without the approval of the IS/IR. Copies of licenses and proofs of ownership must be on file with IS/IR.

*COMPUTER LABS:*

There are four computer labs on the first floor of the Stokes LRC and an adjunct lab in the Scarborough Room in the Stokes Library. On the third floor of King is the Engineering Computer Lab. The first floor labs have various purposes, including extensive support of computer and technical classes. There is one lab dedicated to business applications. Another is an open lab for the use of all students and faculty during all open hours, first come-first served. Laser printers are available and most computers are Internet and e-mail accessible. Contact the lab supervisor, at x5511 for more information.

*Lab Hours - first part of semester*

Computer lab hours are:

Monday - Thursday	8 a.m. – 10 p.m.
Friday	8 a.m. – 5 p.m.
Saturday	10 a.m. – 5 p.m.
Sunday	2 p.m. – 10 p.m.

*Lab Hours -  
last part of  
semester*

During the last half of each semester, computer lab hours will be extended:

Monday - Thursday	8 a.m. – Midnight
Friday	8 a.m. – 5 p.m.
Saturday	10 a.m. – 6 p.m.
Sunday	2 p.m. – Midnight

**LIBRARY***General  
Information*

The Stokes Library is located on the second and third floors of the Stokes LR Center. General telephone extensions are x5630 or x5628.

*Library  
Hours:***Hours of operation during class sessions are:**

Monday through Thursday 8 a.m. to 10 p.m.

Fridays 8 a.m. – 4:30 p.m.

Saturdays 1 – 5 p.m.

Sundays 2 – 6 p.m.

During breaks open hours are Monday through Friday, 8 a.m. – 4:30 p.m. with no evening or weekend open hours.

*Collections*

The Library local collection includes 64,000 volumes and 400 periodical subscriptions. The Library houses an Internet-connected multimedia computer lab and the University Archives. **Consult the librarians concerning your class and research needs.**

*Loans are  
3 Weeks*

Faculty may borrow any circulating materials for 3 weeks with renewals as requested. All loans must be returned and/or renewed in person at the end of each semester. Renewals cannot be made if the title has a waiting list. All borrowers need a WU ID; the Library will assign a barcode. IDs can be obtained from Information Services Department x5250.

*Virtual  
Library*

Library holdings are available through an on-line computer catalog, OPAL. WU is a participant in OHIOLINK and faculty may order on-line any of the 40+ million items available in the OHIOLINK system for 48-hour delivery to the Stokes Library for pick-up. Loans made directly to WU faculty at other locations will be recorded as a WU loan. OPAL/OhioLINK loans are 3 weeks with a possible single 3-week renewal. No further extensions are permitted by the consortium and fines will be charged at 50 cents per day per item. Lost items are charged a minimum of \$115 each.

*Computer  
Databases*

WU Library computer resources include more than 100 citations databases and full text services on its Information Commons website. At least 5,000 periodicals are available full-text online. [www.wilberforce.edu/tools.htm](http://www.wilberforce.edu/tools.htm)

**Research in the University Archives is by appointment only.**

***Faculty Urged to Request Additions***

**Faculty are encouraged to monitor library holdings related to their teaching areas to ensure that classes can be supported.** Recommendations for purchases of books and other materials may be made at any time. Periodical subscription recommendations need to be reviewed by the Division as well. All materials in the Library are intended to support the WU curriculum.

***Tours and Overviews***

The librarians will give general or focused library tours or special materials overviews. They also can prepare short research resource guides for special projects. Please contact them to arrange for tours or guides through the library secretary x5628.

***Library Website***

The Library website at [www.wilberforce.edu](http://www.wilberforce.edu) includes extensive information about the library, its collections, special on-line services, the archives, and university history.

***Reserves***

Reserves: **Faculty may place on reserve** course textbooks (optional), course notes, sample tests, supplementary readings, and materials from the library's own collections. When possible, the Library strongly encourages the use of electronic reserves and will assist in developing the materials for the website. All photocopied material must meet copyright guidelines and must carry the full bibliographic citation. Materials owned by other libraries or video stores may not be placed on reserve. Video and audio tapes placed on reserve must meet copyright guidelines.

## **EDUCATIONAL TECHNOLOGIES SERVICES**

***General Information***

The Educational Technologies Services (ETS) is located just inside the Stokes Library entrance. Contact the manager or support assistant for additional information about any services at x5631. Hours of operation are 8 a.m. to 4:30 p.m., Monday through Friday. Assistance with special programs is by advance appointment only. All equipment requests must be scheduled and reserved in advance.

***Services***

ETS can assist faculty in locating and borrowing videos from other SOCHE institutions. Some media can be borrowed via OPAL/OhioLINK through direct online request. Videos will be delivered to ETS or the Library for pick-up and return. Others services to faculty include local video booking, equipment booking, lamination, video editing projects, digital photography, sign printing, audio recording, overhead projectors, and other media equipment. Faculty are encouraged to make purchase recommendations to Educational Technologies Services.

***Copyright***

**ETS observes the laws of copyright.** Do not request staff to make unlawful copies of materials.

## PUBLICATIONS SERVICES

Publication Services is located on the ground level of the Wolfe Building. Hours of operation are 8 a.m. to 4:30 p.m. (with periodic closures for mail deliveries and lunch). Call ahead (x5715) for the best times to visit the office. This office offers low cost duplication services. Faculty are encouraged to use this service to make multiple copies of syllabi, handouts, tests, and other printing jobs. Use the **print job order form** supplied by this service and submit good-quality originals at least a week prior to the intended use date. Indicate whether test security is required. Always consult with this service before attempting to use an outside printing vendor. Consult with the Publication and Mail Manager x5715 for further information about this service.

## MAILROOM

### *General Information*

In the same location with PUBLICATIONS SERVICES is the MAILROOM, ground level of the Wolfe Building. **Come to this area to pickup packages and boxes that are directed to you through the U.S. Postal Service, FedEx, UPS, and other delivery services.** Since you will be required to sign for these items, the best times to visit the MAILROOM 10:30 a.m. – noon and 1:30 – 3:30 p.m. Pick up packages promptly.

### *External Mail*

#### **External Mail**

General Mailing Requirements:

- All items to be mailed should relate to University business. Personal mail is not accepted and will not be mailed.
- All items should have typed addresses. No handwritten addresses will be accepted.
- The University address for US mail is PO Box 1001  
Wilberforce OH 45384

Outgoing mail will be delivered to the Wilberforce, Ohio Post Office at 3:30 p.m. Please be sure to have your mail in the mailroom no later than 3:15 p.m. Mail should be placed in the appropriate “Outgoing Mail” boxes for pickup and for postage metering.

### *Bulk Mailings*

#### **Bulk Mailings**

Bulk mailings are usually handled by the individual offices. Please feel free to ask our Publications and Mail Manager for advice regarding this process.

### *Foreign Mail*

#### **Foreign Mail**

If you mail to a foreign country, please identify the envelope as “Via Air Mail” so the appropriate postage can be applied.

### *Internal Mail*

#### **Internal Mail**

For your convenience, there is a drop off location for mail in the Faculty Lounge in Walker Center. Both interoffice mail and external mail are picked

up from this location once a day. Individual faculty mailboxes are located in the faculty lounge.

## **REGISTRAR**

### *General*

The Registrar's Office is located in the Wolfe Building x5734. Consult the Registrar for information concerning the following: grade submission, transcripts, grade changes, FERPA permission forms, ...

### *On-line Access*

With the installation of the campus computer network, many faculty now have access to the Student Database on their office computers. Contact the Registrar for additional information.



## ***Chapter 7 CAMPUS SECURITY AND EMERGENCY PROCEDURES***

### **POLICE DEPARTMENT:**

#### ***General Information***

Ext. 5780. The WU POLICE DEPARTMENT includes officers and security monitors. The Police Department is located at the lower level entrance of the Wolfe Building. Call ext. 5701 if you have questions relating to parking problems, parking stickers, as well as the full range of law enforcement issues. The WU Police Department has the authority to arrest, issue warrants, and investigate incidents.

#### ***After Hours***

If you wish **to enter a building after hours**, please notify the Police Department for admittance and your own personal protection. Let the officer know how long you will be in the building.

#### ***Event Security?***

If you are **planning an event on campus that extends outside of normal operating hours**, consult with the Police Department to arrange for the building to be open and any other special requirements. Confirm special arrangements by written memo.

#### ***Emergency Response***

The Police Department Chief is a key member of the EMERGENCY RESPONSE TEAM. Together they coordinate the university's effective and appropriate response to various types of emergencies and disasters. Consult with a member of the Emergency Response Team (or their representatives) if you have a question or need during an emergency. Know that the university has a plan for dealing with crises of all types. Rumor control and the dissemination of correct information is one of the team's objectives.

## **MEDICAL and FIRE EMERGENCIES**

#### ***Dial 0***

Call the Switchboard operator at "0" or the WILBERFORCE UNIVERSITY POLICE DEPARTMENT at "x5780" immediately. Be prepared to provide the building name, floor, and nearest room number. The Switchboard operator is also the Police Department dispatcher and will make the appropriate emergency services calls. The Switchboard operator has radio contact with the Police Department officers.

#### ***If You Dial 911***

If you do dial "911," also immediately notify the Switchboard and/or the Wilberforce University Police Department.

#### ***Avoid Duplicate***

To avoid duplicate calls or calls with incorrect information, it is important to **coordinate emergency calls** through the Switchboard / Police Department.

***Emergency Calls***

Wilberforce University is served by the Xenia Township Fire Department, which is staffed by certified volunteers. While they provide excellent service for a volunteer company, we need to avoid false alarms and miscommunications, which would put them into action unnecessarily. Since volunteers report to their station from their homes and workplaces, response time is longer than that of a city department.

**INCLEMENT WEATHER POLICY**

***Official Reports***

In the event of inclement weather, listen to the major local radio stations or television stations. The University Information Hotline is 708-5542.

***Unable to Travel***

If the university elects to remain open but you are unable to report to work, report your impending absence to the Division Chairperson or other supervisor and charge the absence to personal days.

**TORNADO PROCEDURE**

***Official Report***

In the event of a tornado watch or warning listen to the major local radio stations or television stations. If there is a tornado watch (which means that the probability of a tornado is high), the university will make an announcement. If there is a tornado warning, the high/low siren police sirens will sound and students, faculty and staff will proceed to the shelter areas in the various halls and/or classroom facilities.

***Shelter Areas***

The shelter areas are as follows:

- The basements of the Residence halls, the King Science Building, the Lower Lecture Hall and the Wolfe Administration building. The Academic Affairs Office will unlock the doors to the King Science Building basement. If the warning is after normal university hours, the center of hallway in the King Science building will be used.
- The interior hallway of the Multiplex away from windows
- Interior rooms of the music building

**FIRE POLICY**

***Evacuate Building Without delay***

State Law requires that all students, faculty and staff leave the building when a fire alarm sounds.

Once outside, the fire department should be called from another building. Only after the fire department has called the all clear can the building be reentered.

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## ***APPENDICES***

List of Official Documents Referenced by the *Faculty Handbook*:

- Revised Governance of Wilberforce University Nov. 1986
- *Wilberforce University Catalog 1998-2001*
- *Agreement between Wilberforce University Faculty Association and Wilberforce University, 2000-2003.*
- Academic Dishonesty [Memo from the Vice President for Academic Affairs, Jan. 1998]
- Sexual Harassment Policy 1994
- Cooperative Education Handbook
- University Information Services Policies on Use of the Internet and E-Mail and Authorized Software
- Organization Structure Chart

# WILBERFORCE UNIVERSITY

## ORGANIZATION CHART

