

2017

# William Paterson University

Board Policies



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## Policy 1: Emeritus Status

The Board of Trustees, upon the recommendation of the President, will provide emerita/us status to all individuals holding faculty rank who are retiring from the University after 10 or more years of employment in good standing throughout their career at William Paterson and, who, upon retirement, held the title of president, provost, associate provost, dean, associate dean, full professor or librarian I.

From the date of the formal adoption of this policy through its fifth anniversary, the Board of Trustees, upon the recommendation of the President, will also provide emerita/us status to associate professor or librarian II rank individuals if they meet the criteria of holding that rank after ten or more years of employment in good standing throughout their career at William Paterson University. At the end of the fifth anniversary, individuals at the rank of associate professor or librarian II will no longer be eligible for emeritus status.

All individuals awarded emerita/us status shall be granted the following:

1. Be listed as emerita/us in the University Catalogue, Staff Roster and all other relevant University publications and websites.
2. Be the recipient of all appropriate newsletters and publication from the University.
3. Be the recipient of a formal certificate of emerita/us status.
4. Be the recipient of a University identification card.
5. Have access to a University email account.
6. Have access to the Lorraine and David Cheng Library and Library electronic databases.

Approved: WPU Board of Trustees February 15, 1978.

Revised: To conform to New Jersey Administrative Code 9:2-2:10 - September 1983.

Revised: To conform to New Jersey Administrative Code 9:6-3:13 – May 20, 1985.

Revised: WPU Board of Trustees, December 5, 1988.

Revised: WPU Board of Trustees, February 3, 2017. *Five year anniversary date (paragraph 2 above) is February 3, 2022.*

## Policy 2: Extracurricular Activities

It is well recognized that the value of a student's college education is not measured solely by what takes place in the classroom. Extracurricular activities form an integral part of the overall college experience. They exist to provide an important complement to the University's academic programs. They offer students opportunities to partake in an wide variety of activities, including athletic, recreational, cultural, and social. Participation in extracurricular activities helps promote the welfare of both the students and the University community, and contributes to improvements in student skills and inter-personal communication. This policy sets forth the standards that students must meet in order to participate in these activities and assigns responsibility for implementing the policy.

Approved: Board of Trustees, September 19, 1983

Revised: The President, upon recommendation of Senate and SGA effective November 3, 1986

Revised: The President, upon recommendation of Senate and Student Services effective September 22, 1987

Adopted Revisions: Adopted by the William Paterson University Board of Trustees, July 24, 2012

### Policy 3: Naming of Schools, Buildings, or Parts Thereof

The naming of an institution's academic components such as schools, departments, and programs is an honored tradition in higher education. Similarly, an institution's real property such as its buildings, facilities, and grounds may also be selected for this distinction. The Board of Trustees recognizes that there are occasions when it would be fitting and proper to designate that the University's academic components or its real property bear the name of an individual, legal entity, or corporation. This distinction will generally be given to memorialize a significant financial contribution to the University. or to honor an individual's character, scholarship, or service to the University.

Approved: Board of Trustees, February 15, 1978

Adopted Revisions: Adopted by the William Paterson University Board of Trustees, July 24, 2012

## Policy 4: Non-Discrimination Policy

The William Paterson University of New Jersey is committed to equal employment opportunity and to maintaining an academic and work environment for students, faculty and staff which is conducive to the achievement of educational and career goals on the basis of ability and performance, and which is free of discrimination on the basis of race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability, except where a particular qualification is specifically permitted and is essential to successful job performance. Since discriminatory behavior seriously undermines the atmosphere of trust essential to the academic and work environment, anyone who violates this policy may be subject to disciplinary action, including termination.

Approved: Board of Trustees, November 9, 1987

Revised: Board of Trustees, February 8, 1988

Revised: Board of Trustees, September 19, 2014

## Policy 5: Posthumous Degree

Upon the timely and proper sequence of recommendations through the appropriate faculty and administrative offices of the University, The William Paterson University Board of Trustees may posthumously confer the appropriate degree to a former William Paterson University student, provided that the former student was in good academic standing, and in the academic year of his or her graduation, and had demonstrated the quality of character which typifies graduates of The William Paterson University of New Jersey.

Approved: Board of Trustees, April 11, 1977

Adopted Revisions: Adopted by the William Paterson University Board of Trustees, July 24, 2012

## Policy 6: President's Medal

It is common practice for colleges and universities to recognize and to make awards to individuals who have made an outstanding contribution of service to the University community or who have made an outstanding contribution to academe or society as a whole.

From time to time in the conduct of the affairs of William Paterson University, the President believes it would be advantageous to the University to recognize such individuals.

The Board of Trustees approves the striking of a medal to be presented as the President's Medal for such recognition purposes.

The President shall recommend to the Board of Trustees for its approval recipients for such an honor.

### Guidelines

1. One who has directly (personally) given time, talent or funds to the University;
2. One who functions in a capacity to enhance cultural, scientific or artistic awareness in New Jersey;
3. One who provides a positive role model in personal achievement and/or outstanding service to others;
4. One who is or has been able (through whatever positive means) to strengthen higher education locally or nationally.

Approved: Board of Trustees, March 12, 1979

## Policy 7: Faculty Promotions

Advancement through the faculty ranks is a goal for which all faculty strive. It is a source of pride and distinction for both the rising faculty member and the University. The evaluation of candidates for promotion should be based on their record in teaching, scholarship or creative achievements, contributions to the University and community, and fulfillment of professional obligations. All faculty promotions are the prerogative of the Board of Trustees based on recommendations of the President and following policies and procedures established by the University.

Revised: By Agreement with the Union, September 1, 1983

Revised: November 1, 1991

Adopted Revisions: Adopted by the William Paterson University Board of Trustees, July 24, 2012

## Policy 8: Faculty Retention Policy

One of the most important tasks for any institution of higher education is to encourage and ensure the retention of the best faculty. Academic reappointments should be made in recognition of professional performance, professional growth, and potential contributions to the University. The retention of faculty is the prerogative of the Board of Trustees based on recommendations of the President and following policies and procedures established by the University.

Revised: By Agreement with the Union, September 1, 1983

Revised: By Agreement with the Union, November, 1990

Adopted Revisions: Adopted by the William Paterson University Board of Trustees, July 24, 2012

## Policy 9: Retention of Library Professionals

Retention of library professionals is as important for the University's mission as the retention of faculty. Reappointments of librarians should be made in recognition of professional performance, professional growth, and potential contributions to the Library and the University. Promotions of library professionals are the prerogative of the Board of Trustees based on recommendations of the President and following policies and procedures established by the University.

Adopted: By Agreement with the Union, September 3, 1980

Adopted Revisions: Adopted by the William Paterson University Board of Trustees, July 24, 2012

## Policy 10: Professional Staff Retention

No institution of higher education can fulfill its mission without the dedicated service of its professional staff. The importance of the professional staff to the success of the University requires the establishment of appropriate standards under which decisions regarding the reappointment of professional staff will take place. The retention of professional staff is the prerogative of the Board of Trustees based on recommendations of the President and following policies and procedures established by the University.

Adopted: Unknown

Adopted Revisions: Adopted by the William Paterson University Board of Trustees, July 24, 2012

## Policy 11: Sexual Harassment Policy

New Jersey is committed to developing and sustaining a community where all can learn and work together free from harassment and exploitation. This policy is intended to address all members of the university community including students, faculty, librarians, professional staff, clerical staff, maintenance, campus police and security, managers, administrators, and the Board of Trustees as well as any vendors doing business with the University.

Sexual harassment encompasses any sexual attention that is unwanted. Sexual harassment can be verbal, visual, or physical. It can range from repeated unwelcome sexual flirtation and inappropriate gender-based put-downs of individuals or groups of people to physical abuses, such as sexual assault or rape. Whether particular verbal, non-verbal, or physical conduct constitutes harassment in violation of this policy will depend upon all of the circumstances involved, the context in which the conduct occurred, and the frequency, severity, and pattern of the conduct.

The University recognizes that even the possibility of harassment is destructive to individuals, to groups and to the community. While sexual harassment most often takes place in situations where there is a power differential between the persons involved, the University recognizes that sexual harassment may occur between persons of the same status. Sexual harassment may also occur between persons of the same sex. Sexual harassment contaminates teacher/student and supervisor/subordinate relationships as well as those among student peers and faculty or staff colleagues. When, through fear of reprisal, a student, staff member, or faculty member submits or is pressured to submit to unwanted sexual attention, the entire community is undermined. The University will not tolerate behavior among members of the community which creates an unacceptable working or educational environment, and it will initiate appropriate sanctions against the offender.

### LEGAL DEFINITIONS

Effective September 1, 1993, all New Jersey State departments, colleges/universities, and authorities have been required to abide by the State's Sexual Harassment Policy. This policy follows federal and state laws as outlined in Title VII of the Civil Rights Act of 1964 as amended; N.J.S.A. 10:5-1 et.seq.; Title IX of the 1972 Education Amendments; N.J.S.A.11A:1-1 et.seq.; N.J.A.4A:7-1.3.

Sexual harassment includes but is not limited to:

**Gender Harassment:** generalized gender-based remarks and behavior;

**Seductive Behavior:** inappropriate, unwanted, and offensive physical or verbal sexual advances;

**Sexual Bribery:** solicitation of sexual activity or other sexual behaviors by promise of reward;

**Sexual Coercion:** coercion of sexual activity by threat of punishment; and

**Sexual Assault:** gross sexual imposition, like touching, fondling, grabbing, or assault.

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature. The Courts have classified cases in two ways:

1. **Quid-pro-quo:** when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; and/or submission or rejection of such conduct by an individual is used as the basis of employment decisions or academic decisions affecting that individual. Quid-pro-quo harassment is equally unlawful whether the person resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. **Hostile environment:** when such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment. A cause of action is established if the complained-of-conduct would not have occurred but for the student or employee's gender, and it was severe or pervasive enough to make a reasonable person of the same sex believe that the conditions of learning and/or employment are altered and the environment is hostile or abusive.

The Courts have recognized that the harassing behaviors affect a **third party** when academic or work benefits are denied because of the sex-based coercion of another student or employee; or when the conduct directed at another student or employee is so pervasive as to create a hostile learning or working environment. Favoritism, or perceptions of favoritism, that result from consensual relationships may also contribute to a hostile work or learning environment and constitute third party harassment.

### **Reasonable Woman Standard**

The Courts have recognized that the difficulty in defining the unwelcome, hostile, or offensive nature of an environment may lie in the fact that men and women may disagree as to what constitutes offensive, degrading conduct. In response to this key issue, the courts have adopted a "reasonable woman" standard. Under this standard, attention is focused on the victim's perspective. In the typical case, in which a woman is the target of harassment, a claim would be found to be harassment if a "reasonable woman" would consider the action hostile or offensive. In other cases, the standard of the Court would concern whether or not a reasonable person of the same gender, similarly situated, considered the action hostile or offensive.

## **EXAMPLES OF SEXUAL HARASSMENT**

As reported in **Sexual Harassment on Campus : A Policy and Program of Deterrence** by the American Council on Education, examples of harassment include, but are not limited to:

- Threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, living situations, or letters of recommendation (the threat can be overt or implied from the conduct, circumstances, and relationship of the person involved)
- Unwelcome sexual advances, whether direct propositions of a sexual nature or subtle pressure for sexual activity
- Persistent, unwanted attempts to change a professional or educational relationship into a personal one
- Verbal abuse of a sexual nature
- Repeated sexually oriented kidding, teasing, joking, or flirting
- Graphic commentary about an individual's body, clothing, sexual prowess, or sexual deficiencies
- Demeaning or derogatory gender-based comments about a particular group, whether sexual or not
- Leering, whistling, touching, pinching, or brushing against another's body
- Offensive, crude language
- Display of objects or pictures which are sexual in nature that would create a hostile or offensive work, learning, or living environment.
- Behavior of a sexual nature that discomforts or humiliates and demonstrates insensitivity

## **CONSENSUAL RELATIONS**

The University's educational mission is promoted by professionalism in employee/student relationships. Consensual amorous relationships between supervisors and their subordinates, or faculty and students undermine the ethical integrity of the University community. Such relationships are problematic for the people involved as well as having a negative impact on others in the work environment.

Moreover, other students and employees may be affected by such unprofessional behavior because it places or may be perceived to place the staff/faculty member in a position to favor or advance one person's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

Therefore:

No faculty member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in his or her course and/or whose academic work is being evaluated by the

faculty member. No staff member shall have an amorous relationship with a student whom the staff member has the power to penalize or reward.

A staff/faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff/faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, other students, colleagues, and the University.

Supervisory staff/faculty who engage in consensual relationships with individuals they supervise or their students should be aware that they are violating University policy and are subject to formal disciplinary action, up to and including removal.

**Approved: Board of Trustees, February 13, 1987**

**Adopted Revisions: Board of Trustees, February 21, 1998**

## DISCRIMINATION COMPLAINT PROCEDURE FOR STUDENTS

### Introduction

The procedures outlined below may be applied to complaints related to all forms of discrimination. Any student who believes that she or he has been discriminated against on the basis of race, sex (including sexual harassment), age, national origin, religion, marital status, physical or mental handicap, or sexual orientation should follow these procedures in filing a complaint.

### Informal Procedures

The objective of the informal complaint procedure is to resolve problems and end any discriminatory behavior by a member or members of the University community without resorting to more formal internal procedures or external adjudicative procedures. The informal procedure should serve to resolve misunderstandings and/or problems of communication. At this informal stage in the process, emphasis will be placed on advising the student and eliminating any behavior that violates the non-discrimination or sexual harassment policy.

Students are encouraged to initiate informal complaints within **90** calendar days of the incident(s), or behavior about which she or he is complaining or **90** days from the date the student reasonably should have known about the academic decision or grade. Students who fail to bring a claim of discrimination to the attention of a responsible administrative officer within this time frame diminish the institution's ability to investigate and resolve the complaint.

The student complainant may include a colleague, peer, or friend in any discussions related to the investigation of an informal complaint. A student complainant may report a claim of discrimination to any member of the Sexual Harassment Panel, the Affirmative Action Officer,

the Dean of Students or the Asst. Vice President for Minority Education. The role of the Sexual Harassment Panel will be to advise students and assist in the informal resolution of sexual harassment complaints, where appropriate:

- A. The panel member can listen to the complaint, and advise the student of her/his rights.
- B. The panel member can suggest that the student talk with the Dean of Student Development, Affirmative Action Officer, the Associate Vice President for Minority Education and/or some or all of the Sexual Harassment Panel.
- C. The panel member can outline various options available to the student for dealing with the alleged offender:
  - 1. Working on how to speak with the alleged offender to get the offensive behavior stopped.
  - 2. Working on a letter written to the alleged offender to get the offensive behavior stopped.
  - 3. Reviewing options available for getting through the semester without damaging the student's welfare - e.g. changing sections, withdrawing from class with special permission if necessary; having another faculty member evaluate the student's academic performance; changing a student's work assignment, etc.

The student should be advised of her or his right to file a formal written complaint either if the problem is not resolved through the informal process or if the student prefers that the matter be dealt with formally. In the informal stage of the process, no information will be recorded except the name of the student complainant and the date of the complaint. Every reasonable administrative effort will be made to provide confidentiality and to protect student complainants from reprisals. If the student chooses to identify the person against whom the complaint is made, the name will be reported to the Affirmative Action Officer. At this point a formal procedure can begin.

If the student complainant is willing to be identified to the person against whom the complaint is made and wishes to attempt informal resolution of the problem, the Affirmative Action Officer, or Dean of Student Development will undertake appropriate discussions with the individual(s) involved, and will keep a record of persons present and the date(s) of the meeting(s). No additional information regarding the particular circumstances will be officially recorded, except whether or not the matter was resolved to the complainant's satisfaction.

These records, for purposes of safety and confidentiality, shall be kept by the Affirmative Action Officer.

#### Formal Procedures

When a student is not satisfied with the outcome of the informal resolution procedures or elects to use the formal process, a formal written complaint must be filed with the Affirmative Action

Officer within **90** calendar days of the incident/decision or **45** calendar days from the completion of the informal process, whichever is later.

The student complainant may include a colleague, peer, friend or representative in any discussions related to the investigation of a formal written complaint.

While the Affirmative Action Officer, the Dean of Student Development, the Associate Vice President for Minority Education, or the Sexual Harassment Panel may recommend to a student complainant that a case proceed directly to the formal stage, the decision as to whether or not to file a formal written complaint remains at all times with the student.

A formal written complaint must be specific as to the nature of the charge and include all available information which will aid in the investigation. For example, dates of specific events, names of possible witnesses, and any evidence or data which supports the allegation of discrimination should be included in the charge or submitted separately to the Affirmative Action Officer. The complaint must be signed by the student and dated.

A copy of the complaint will be forwarded to the person against whom the complaint is being made and a prompt investigation will be conducted by the Affirmative Action Officer. To the extent that an academic or student life issue is involved, the Affirmative Action Officer may contact other officers of the institution, as necessary to complete the investigation. The Affirmative Action Officer will report the results of the investigation to the President within 45 calendar days of receipt of the formal complaint.

The President will inform the student complainant of the outcome of the investigation in writing, no later than 60 calendar days from the date of receipt of the written complaint in the Affirmative Action Office.

The person against whom the complaint is made will also be informed of the outcome of the investigation within the same 60 calendar days.

## Policy 12: Tuition Reimbursement Policy for Management Staff Members

### **PURPOSE**

William Paterson University is committed to the goals of continuing education and professional development of employees and reaffirms this commitment through the implementation of a Tuition Reimbursement Program for managerial employees.

### **ELIGIBILITY**

1. Eligibility is limited to full-time management employees not included in any bargaining unit who possess a minimum of a baccalaureate degree and who are not serving under a terminal contract.
2. A managerial staff member may be granted tuition reimbursement for graduate study in a terminal degree program related to his or her area of work, as approved by the appropriate Cabinet Officer.
3. Employees may also be granted tuition reimbursement for courses taken to increase expertise in his/her area of work as approved by the appropriate Cabinet Officer, even if such study does not necessarily lead to a terminal degree.

### **POLICY**

1. Tuition charges will be reimbursed at a rate equivalent to the per credit graduate tuition rate at William Paterson University.
2. Tuition reimbursement shall not exceed nine credits per year or a total of 45 credits for the duration of employment at William Paterson University, except that the 45 credit limit may be exceeded in order to reimburse credits necessary to complete degree requirements.
3. The course of study may be at any accredited institution.
4. Travel, book and fee expenses are ineligible under the program. The only fees which will be reimbursed are tuition charges.
5. A staff member who voluntarily terminates employment at William Paterson University prior to the end of the semester waives entitlement to the tuition reimbursement.

All reimbursements under this program are subject to the availability of funds.

### **PROCEDURE**

In order to receive a commitment for reimbursement, the employee must submit a written request to the appropriate cabinet officer prior to enrollment in a course of study. This request should include a statement as to the basis for the request for reimbursement. The request form may be

obtained from the Office of Human Resources. Within 20 calendar days, the staff member will receive a written response as to whether or not the University will provide reimbursement. To receive reimbursement, the employee must submit the following to the Director of Business Services:

1. Official evidence of satisfactory completion of the approved course of study.
2. Evidence of a passing grade.
3. Original receipts for tuition costs.

Approved: Board of Trustees, November 9, 1987

Revised: September, 1998 (to reflect university status)

## Policy 13: Tuition Waiver for Graduate Assistants

The Board of Trustees recognizes the importance of the support provided by graduate assistants to the faculty and administration of the University. In consideration of this contribution to the mission of the University, the Board may waive tuition and fees for courses taken by graduate assistants.

Approved: Board of Trustees, April 27, 1987

Adopted Revisions: Adopted by the William Paterson University Board of Trustees, July 24, 2012

## Policy 14: Confidentiality and Security of Information and Data Processing Resources

### **Policy:**

It is the policy of the William Paterson University to ensure that all sensitive and/or confidential information is secured and kept confidential.

### **Administration of Policy:**

1. Access to information which is considered sensitive and/or confidential must be based on a legitimate "need to know" and be directly related to assigned duties within the University.
2. University computers are to be used for authorized purposes only.
3. Employees are responsible for the security of whatever sensitive and/or confidential data they retrieve.
4. Employees are responsible for reporting security violations to their supervisors as soon as they become aware of them.
5. Employees are responsible for safeguarding all confidential information/files in their possession. In the event an employee receives a request to provide sensitive and/or confidential information, the employee is required to forward the request to the Department head. The Department head will be responsible for authorizing the release of the information.
6. Licensed software is not to be copied or used except in accordance with established agreements.
7. Employees are responsible for following established procedures in the reproduction, destruction or modification of information.
8. Retrieval and other computing activities are restricted to information which employees have been specifically permitted to access and using only functions and utilities they have been authorized and trained to use.
9. Sign-on and password instructions issued to employees are for professional use and employees are responsible for their security.
10. Failure to follow this policy may result in discontinuation of access to University information and data processing resources and/or any other action(s) deemed appropriate by the University.

Approved: Board of Trustees, February 28, 1991

## Policy 15: Tuition Waiver for Dependent Children of Employees

William Paterson University provides tuition free enrollment to dependent children of tenured and tenure track faculty and full-time regularly appointed staff and administrators provided that the student fulfills the academic and administrative requirements for admission and also applies for all available State and Federal grants and scholarships. The cost of tuition only is waived. All fees and additional charges are the responsibility of the student.

### A. Eligibility Requirements

1. Parents of the students must be regularly appointed on a full-time basis for one full year before the start of the first day of class for the course(s).
2. Students must be the children of employees and not meet qualifications for independent student status as determined by FAFSA criteria. Proof of the parent-child relationship that is officially recognized by the federal and/or state government must be submitted to Human Resources. The University may require additional documentation of the parent-child relationship.
3. Students must apply for all available Federal and State grants and/or scholarships by submitting the FAFSA form each year. For students who receive financial aid, the grant and scholarships (gift aid) will be applied to tuition first. Private grants received and earmarked for 'tuition only' also will be applied to tuition first. The University will waive all tuition not covered by scholarships and/or grants.
4. Students must be matriculated, studying for their first baccalaureate degree and must remain in good academic standing according to University regulations.
5. If a parent dies while employed in an eligible position and if the student was admitted or enrolled at the time of the parent's death, the student will be eligible until completion of the first baccalaureate degree. All policies and restrictions otherwise applicable to this tuition waiver will apply.

### B. Tuition Waiver Benefit

1. Students may receive full tuition waiver in a program leading to the first baccalaureate degree up to the number of credits required by the degree program for graduation. In no case will a waiver be granted beyond 10 semesters for a baccalaureate degree.
2. Students are eligible for a tuition waiver for the fall and spring semesters only.
3. The cost of tuition only will be waived. All other fees and costs are the responsibility of the student.

Approved by the William Paterson University Board of Trustees, February 19, 2000, effective September 1, 2000.

## Policy 16: Minors on Campus Policy- Minors Utilizing Campus Facilities and Campus Visitation Policy Instructional Programs and Events Policy on Minors

### Minors Utilizing Campus Facilities

The “Minors on Campus” Policy refers to two newly created policies involving minors on the University campus, 1) Instructional Programs and Events Policy and 2) Minors Utilizing Campus Facilities and the Campus Visitation Policy. The Minors Utilizing Campus Facilities and Campus Visitation Policy is summarized below:

William Paterson sponsors many activities that result in the presence of minors on campus. In addition, the campus is open to the general public, including minors, and to our employees, staff and faculty members, as a valuable educational and natural resource.

In order to ensure the safety of minors on campus and that the University’s mission is best served, the William Paterson Board of Trustees has set forth safeguards to regulate the interaction between University members and four categories of minors:

- a. Minor Guest - members of the public
- b. Minor Affiliates - the children of University Staff and employees
- c. Minor Registrants – children of registered University students
- d. Other, (non-University student), minors, on campus but not as part of an approved University “Program” or “Event” as described in Policy 17.

Although this policy is under the auspices of the Vice President of Student Development, all members of the University community who observe or receive information that this policy is being violated, have a duty to report this information to the appropriate University official. Since service to and education of youths is an essential part of the mission of the University, anyone who violates this policy may be subject to disciplinary action, including termination.

### Campus Visitation Policy Instructional Programs and Events Policy on Minors

The “Minors on Campus” Policy refers to two newly created policies involving minors on the University campus, 1) Instructional Programs and Events Policy and 2) Minors Utilizing Campus Facilities and the Campus Visitation Policy. Instructional Programs and Events Policy on Minors is summarized below.

William Paterson sponsors many activities that result in the presence of minors on campus. Minors regularly are invited to participate in programs such as child development centers, admissions open houses and overnights, athletic events, sponsored camps, academic sponsored

concerts and events. In some cases they stay overnight in the residence halls as part of a college experience program.

In order to ensure the safety of minors on campus and that the University's mission is best served, the William Paterson Board of Trustees has set forth safeguards to regulate the conduct of University members and Third-Party Groups when interacting with minors as part of an approved University "Program" or "Event."

Although this policy is under the auspices of the Vice President of Student Development, all members of the University community who observe or receive information that this policy is being violated, have a duty to report this information to the appropriate University official. Since service to and education of youths is an essential part of the mission of the University, anyone who violates this policy may be subject to disciplinary action, including termination.

Approved: Board of Trustees, June 24, 2012

## Policy 17: Employee and Third Party Background Investigation Policy

William Paterson University intends to maintain a safe and productive educational and employment environment. Consequently, the Board of Trustees has set forth safeguards to promote campus safety and the security of personal and/or university property.

All newly hired employees (faculty, adjuncts, staff (professional, managerial and classified), shall be subject to a background check that, at a minimum, will include a social security number trace search, and a criminal record search including sexual crimes, a verification of employment history and an assessment of personal and/or professional references. Additional background checks may be required for newly hired employees based on the category of employment and Unit/Division pursuant to the Background Check and Degree Verification Procedures.

Any employment decision made as the result of a background check will be made consistent with applicable law and in consultation with the General Counsel and/or Deputy Attorney General. In addition, any effected employees will have an opportunity to address any negative information and incorrect information or matters beyond the employees' control will not be considered as a factor in any employment decision.

This policy shall not apply to current employees except to the degree they are newly hired or promoted into a position that would have required a background check under the "Background Check and Degree Verification Procedures", and the employee has never performed those duties for the University in the past. This policy also does not apply to students.

Nothing in this policy, however, shall preclude a background check of an employee or student, if one is required under Policy 16. Minors on Campus Policy

Approved: Board of Trustees, May 3, 2013