

2022

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. Those who retire by June 30 will be awarded emeritus status in their department on September 1 following their retirement.

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.*

Revised: WPU Board of Trustees, June 9, 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: Title IX Grievance Policy for Sexual Harassment Complaints

William Paterson University (hereinafter “the University”) is committed 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. The University does not tolerate any form of sexual harassment or discrimination, and the University is committed to complying with all applicable regulations including Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities. Similarly, the Clery Act (Campus SAVE) and the Violence Against Women Reauthorization Act of 2013 (VAWA) ensure prompt, fair, and impartial investigation and resolution of allegations of sexual assault, stalking, dating violence, and domestic violence. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy will specifically address incidents of sexual harassment as defined by Title IX.

Adopted by the University on 08/14/2020

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