



PART-TIME FACULTY EMPLOYEE HANDBOOK

UPDATED 08/2023

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Mission Statement

Inspired by Lutheran scholarly tradition and the liberal arts, Augustana provides an education of enduring worth that challenges the intellect, fosters integrity and integrates faith with learning and service in a diverse world.

The Shared Core Values of Augustana University

In examining the Mission Statement for Augustana University, the Mission and Values Committee in consultation with the various constituencies of the university identified the Shared Core Values of Augustana University. The five value words are followed by a phrase that sums up the essence of the value word as it informs the university mission. These phrases are, in turn, followed by several phrases indicating how the value is expressed in the daily life of the institution and its people.

Christian

"By being a college of the Evangelical Lutheran Church in America"

- Centering on worship
- Welcoming all faiths
- Nurturing the search for a mature religious faith
- Relating Christian faith and ethics to learning and service

Liberal Arts

"By providing an education of enduring worth"

- Affirming teaching and learning as central and lifelong
- Fostering a broad understanding of humans and their interactions
- Enriching lives by exposure to enduring forms of aesthetic and creative expressions
- Developing broad knowledge and skills crucial in a changing world
- Creating awareness of one's own religious and ethical beliefs and those of others
- Cultivating health and wellness

Excellence

"By committing to high standards and integrity"

- Practicing faithfulness in teaching, learning, supporting, administering
- Nurturing potential
- Challenging the intellect
- Acting ethically
- Recognizing achievement

Community

"By caring for one another and our environments"

- Responding to needs
- Respecting human differences
- Empowering one another
- Tending to the ecology of place

Service

"By affirming that wholeness includes reaching out to others"

- Accepting the call to servanthood
- Promoting justice
- Integrating career and service
- Serving church and society

History of Augustana University

Higher education in the early days of this country was dominated by private colleges originated by religious groups who saw in them a means to provide leadership for their churches, schools, communities, and ethnic heritage groups. Scandinavian immigrants to the country were no exception.

This institution which was to become Augustana College began with the foundation of Hillsboro Academy in Hillsboro, Illinois, in 1835. By 1846, a Lutheran group had changed the name to "The Literary and Theological Institute of the Evangelical Lutheran Church of the Far West."

The ambitious new name set the pace for the institution as it moved with the tide of immigration into America's West. The school was moved to Springfield, Illinois, where it became Illinois State University and numbered among its students John Hay, who later became the nation's Secretary of State, and Robert Todd Lincoln, son of Abraham Lincoln.

In 1860, due to differences over matters of doctrine, Professor Lars Paul Esbjorn and a group of followers moved to Chicago and established the Augustana College and Seminary with Esbjorn as first president. The university has chosen to mark this institution as its beginning.

The name Augustana is drawn from the origin of the Lutheran Church in the Augsburg Confession in 1530 during the time of the Reformation. The Latin designation of this document was the Confessio Augustana.

Following the Civil War, the fledgling Augustana College was caught up in the westward movement of pioneers. The school moved with its constituents to Paxton, Illinois, in 1863; then in succession to Marshall, Wisconsin, in 1869; to Beloit, Wisconsin, in 1881; and to Canton, South Dakota, in 1884.

In 1918, following the union of three Lutheran synods, the college was moved to Sioux Falls where it merged with the Lutheran Normal School to form the institution.

September 1, 2015, Augustana College changed the name to Augustana University. The term "university" enhanced the already-strong identity as a rigorous, expansive and dynamic institution of higher education. Students still enter to learn and leave to serve. At this time, the Augustana experience will move to the next level – inspire undergraduate and graduate students from around the world, serve the needs of a changing society and a growing city, and produce graduates who not only have the skills necessary to build meaningful careers, but who can live lives of purpose and service.

Twenty-four presidents have served Augustana since its founding: Lars Esbjorn (1860-1863); T.N. Hasselquist (1863-1869); August Weenaas (1869-1870); J. Anderson (1870-1876); David Lysnes (1876-1884); M.D. Miller (1884-1889); C.S. Salveson (1889-1890); Anthony G. Tuve (1890-1916); P.M. Glasoe (1916-1918); H.S. Hilleboe (1918-1920); C.O. Solberg (1920-1928); H.J. Glenn (1928-1929); O.J.H. Preus (1929-1932); C.M. Granskou (1932-1943); Lawrence M. Stavig (1943-1965); Charles L. Balcer (1965-1980); William C. Nelsen (1980-1986); Sidney Rand (1986-1987); and Lloyd Svendsbye (1987-1992); Sidney Rand (1992-1993); Ralph Wagoner (1993-2000); Bruce R. Halverson (2000-2006); Robert C. Oliver (2006-2017); Stephanie Hersetth Sandlin (2017-present).

Augustana University is a university of the Evangelical Lutheran Church in America. The immediate management and control of the university is vested in the Board of Trustees elected by the Augustana University Association composed of the congregations of the South Dakota Synod, the Western Iowa Synod, the Southwestern Minnesota Synod, and the Nebraska Synod. The Association is incorporated under the laws of South Dakota.

The Augustana University Approach

The Augustana Approach is our commitment to you and it is the basis for all our policies. During your employment with the university, you will see and understand the Augustana University Approach in action.

- To provide the climate and resources that will enable all employees to advance on merit as far as their talents and skills will take them, without regard to race, color, religion, creed, sex, pregnancy, sexual orientation, gender identity, genetic information, national origin, ancestry, age, veteran status, or disability, except that, as an institution of the Evangelical Lutheran Church in America, the university reserves the right to use a qualification based on religion if such qualification is related to a bona fide religious purpose or is otherwise permitted by applicable law.
- To offer pay and benefits that are fair and competitive.
- To make certain that ideas, concerns, and problems are identified and that two-way communication is effectively maintained.
- To provide an environment that identifies, encourages and rewards excellence, innovation, and quality.
- To remember always that respect for human dignity is fundamental to our mission.

Notice to all Employees

Introductions

The purpose of this handbook is to provide you with information about Augustana University and its policies. Please read it carefully and retain it for future reference. The policies described in this handbook are subject to change at the discretion of the university. From time to time, you may receive updated information concerning change in policy. In the event of a conflict between these policies and state or federal law, the terms and conditions of the law shall prevail. Augustana University specifically reserves the right to repeal, modify, or amend any of these policies with or without notice.

Should you have any questions regarding any policies, please contact the Human Resources Office.

Disclaimer

This handbook does not confer a contract of employment. The policies, procedure, rules and benefits listed in this handbook are subject to change. These policies are provided as a reference of present policies and not a guarantee of employment or specific employment benefits.

Augustana University does not recognize verbal or implied contracts for employment. Only the president of Augustana University, or their designee, with the approval of the Board of Trustees, has the authority to enter into an agreement of employment for specified durations.

Notice of Non-Discrimination/Equal Employment Opportunity

Augustana adheres to all federal and state civil rights laws banning discrimination in institutions of higher education.

Augustana is committed to providing equal access to and participation in employment opportunities and in programs and services, without regard to race, color, religion, creed, sex, pregnancy, sexual orientation, gender identity, genetic information, national origin, ancestry, age, veteran status, or disability. Augustana complies with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act, and other applicable laws providing for nondiscrimination against all individuals. Augustana will provide reasonable accommodations for known disabilities to the extent required by law.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of Augustana policy on nondiscrimination. When brought to the attention of Augustana, any such discrimination will be appropriately remedied by Augustana according to the procedures below.

This policy is not intended to create a contract between Augustana University and any other person.

Inquiries or concerns should be directed to: Beth Elam, Title IX Coordinator & Associate Dean of Students, Dean of Students Office — Edith Mortenson Center
#116, [605.274.4124](tel:605.274.4124), belam@augie.edu, www.augie.edu/titleix.

No official at the university will retaliate against an employee who makes a complaint of discrimination. All employees who file and employees who participate in any investigation regarding a claim of discrimination are protected against retaliation.

Americans with Disabilities Act

It is the university's policy not to discriminate against qualified individuals with disabilities with regard to all terms and conditions of employees. The university is also committed not to discriminate against any qualified employees or applicants because they are related to or otherwise associated with a person with a disability.

Any employee seeking an accommodation of their disability should submit a written request to Human Resources. The university will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship.

Please consult the entire policy and procedures online [here](#).

Ethical Standards

Due to the very nature of Augustana University, it is important that all employees maintain the highest standards of business ethics. You should always avoid situations where your personal interest may conflict or appear to conflict with the interests of the university.

You should not accept gifts from customers or suppliers unless the gifts are of nominal value and it would be impractical to refuse or return them.

If you are employed in a department that purchases goods or services for the university, you must be careful to avoid situations which might appear to create a conflict of interest.

If you find yourself in a situation that may involve a conflict of interest or even the appearance of a conflict of interest, notify your [supervisor](#).

Conflict of Interest (01/2020)

Augustana University recognizes that its employees may be involved with activities outside the university. The university welcomes those activities so long as employees do not engage in any activity or association that runs counter to the interest, integrity, or well-being of the university. The university's conflict of interest policy prohibits employees from using university time, resources, services, or any classified, privileged or confidential information acquired in the course of work for the employee's personal gain. You should not engage in conduct that can create the perception that your business or professional judgment may be inappropriately influenced by personal consideration. As such, university policy prohibits the acceptance of gifts, gratuities or favors from individuals or organizations which might reasonably be interpreted as an attempt to influence the recipient in the conduct of their duties.

University employees may also not engage in activities that interfere with their ability to fully perform their duties at the university, which can include employment outside the university. If you are employed outside the university, or you seek to be, or you have business interests that may create a conflict of interest with your employment at the university, you must discuss the matter with your [supervisor](#), and obtain approval.

An employee who knowingly engages in any of the activities listed above, fails to advise the employee's [supervisor](#) of such activities, or continues after a [supervisor](#) has disapproved such activities may be subject to disciplinary action, up to and including termination of employment.

Campus Conduct Hotline

As part of Augustana University's continuing effort to promote "zero tolerance" of unethical conduct, the university provides all employees access to the **Campus Conduct Hotline**®. The **Campus Hotline** is designed to minimize any apprehension you may have and make it possible for you to report concerns about possible violations of Augustana's employment policies. The **Campus Conduct Hotline**® system is available for your use around the clock, seven days a week. Because the **Hotline** is operated by an independent organization, any calls made through this **Hotline** are completely confidential and anonymous.

If you have a question or concern about a possible violation of our employment policies, simply dial toll-free to: **866.943.5787** or submit through an online option: www.intouchwebsite.com/CCH1099. Once you have dialed the toll-free number, here is how the reporting and follow-up processes work:

- Your call will be greeted promptly and courteously by a person who makes certain you understand the **Campus Conduct Hotline**® program and how it functions. If you prefer to make your report in a language other than English, just let the person who answers know, and they will arrange for a translator to participate.
- At the beginning of the interview, you will be provided with a five digit, randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and remember where you put it.
- You will then be interviewed about the question or concern that is on your mind.
- Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name is completely up to you.
- Within one business-day of your call, a summary of the interview will be forwarded to Augustana. Our goal will be to have a basic response back to you in five business days.
- To receive your response, you will need to call back and provide the five-digit case number that has been assigned to you. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide.

And, please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.

To repeat, at no time is any caller required to identify themselves and all information provided can be completely confidential and anonymous.

We are committed to maintaining the highest ethical standards at Augustana. If you experience or observe what you believe is inappropriate behavior and are unsure what to do, hopefully, you will use the **Campus Conduct Hotline**® to report it.

Title IX / Harassment (updated 03/2019)

Augustana University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise.

The policies and procedures identified on the Augustana website pertain to discrimination and bias related misconduct and include all forms of sexual misconduct such as harassment, non-consensual contact, rape and exploitation. Other inappropriate conduct such as hazing, bullying and stalking is also included here.

Augustana resolves discrimination complaints using a centralized procedure called the Equity Grievance Process. This process is based on an Office for Civil Rights compliant model called the “One Policy, One Process Model,” hereafter referred to as the 1P1P model. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff.

Reports of discrimination, harassment and/or retaliation should be made promptly. There is no time limitation on the filing of grievances as long as the accused individual remains subject to the university’s jurisdiction.

Augustana is committed to training all faculty and staff on matters of Title IX, domestic violence, dating violence, sexual assault and stalking. To align with and ensure compliance with all federal laws and mandates, all Augustana faculty and staff (including part-time employees) are required to complete annual training as a condition of employment.

Please consult the entire policy and procedures online [here](#).

Chain-of-Command

Communication between employee and [supervisor](#) is an important part of position success and overall efficiency. All employees should follow the proper chain of command and contact their immediate [supervisor](#). Please review the handbook for guidance on situations where contacting your [supervisor](#) is necessary.

After contacting your immediate [supervisor](#), they will either respond to your inquiry or will forward it up the chain-of-command if they are unable to resolve it at that level. Once a resolution is reached, it will make its way back down the same chain to be implemented.

You may find the newest organizational chart available [here](#). Examples of different members of a chain of command are listed below:

- Program Director
- Department Chair
- Division Chair/Dean
- Athletic Director
- Provost and Executive Vice President
- President

Your Personnel File

Your personnel file contains information regarding you which is pertinent to your employment. It identifies you and provides a history of your employment with Augustana.

Information and documents in your file may include the following: employment applications, personal resumes, performance appraisals, memos concerning you (that you have received), leave of absence forms, and other similar forms and information.

Please also see the “Faculty Personnel Records” section in the Faculty Handbook [here](#).

Your personnel file is available in Human Resources for you to see and make copies of whenever you wish. This allows you to check the accuracy of all information in your file and to correct or explain any inaccurate information. Please, notify Human Resources when you want to see your file.

Employee Confidentiality Statement

Due to the sensitive nature of the records and data processed throughout Augustana University, it is required that if you have access to this information keep all details confidential.

It is understood that all data you will come into contact with is considered confidential.

Each employee agrees that they will not, at any time, during or following the term of their employment, directly or indirectly, disclose, publish, divulge, or use (except in connection with the provision of services) any such data or information which has been obtained by or disclosed to them through or in the course of their association with Augustana University. Violation of this policy could result in corrective action up to and including termination from Augustana University.

Confidentiality

The information in your personnel file is treated confidentially. Only your supervisor, members of the chain-of-command, the President of the university, and Human Resources have access to this file. It will not be released to anyone outside of the university without your written permission except to comply with certain legal or business requirements. Here are the guidelines for disclosing information:

Prospective Employers

Information about current employees is not released without the employee's written request. In response to written requests for information about former and current, a supervisor may provide references as long as the references contain objective, substantiated information.

References that contain subjective/non-documented information may put the university at legal risk. Should you have any questions, please contact the Human Resources Department.

Subpoenas and Court Orders

The university will comply with all legally valid subpoenas and court orders.

Benefit Plans

Information needed to administer benefit programs (i.e., insurance, workers' compensation) is routinely provided to the outside contractors providing the service.

Commercial Business and Credit Agencies

Business and credit agencies will only be provided with your dates of employment and job titles after the request is authorized by you. In addition, your salary will only be disclosed with your written approval.

Government Agencies

Agencies with a legitimate need for information are provided with general information pertinent to your job. Again, your salary is not normally disclosed without your written approval.

Employment of Relatives

You may have a relative who works for Augustana. In fact, employment of relatives is encouraged so long as potential conflicts of interest do not result. For that reason, the university must approve all work assignments of related employees.

Relatives cannot be assigned to positions where they have the opportunity to affect the work or influence the salary progress or promotion of another relative.

You should inform your supervisor if you have any relatives working for Augustana or if your legal relationship to another employee is about to change because of a marriage or divorce.

Relatives covered by this policy include your husband, wife, child, parent, brother, sister and in-laws (brother, sister, mother, father, son, daughter). To ensure that no conflict of interest occurs, the initial hiring and all future work assignments of relatives must be approved by Human Resources and the appropriate Vice President/Executive Vice President.

Benefits - General

Employee Assistance Program – EAP (01/2022)

There are times in life when you might need a little help coping or figuring out what to do. This is available to you and your family in connection with our group insurance from Standard Insurance Company (The Standard). It is confidential – information will be released only with your permission or as required by law. This program includes up to six counseling sessions per issue. Sessions can be done in person, on the phone, by video or text. Contact EAP: 1.877.851.1631 (TTY Services: 711) / 24 hours a day, seven days a week. www.healthadvocate.com/standard6.

More information can be found on the employee portal [here](#).

TIAA

TIAA Supplemental Retirement Plans are tax-deferred and allow you to put money away for retirement. While the provisions of different tax-deferred plans vary, they all work the same way: money goes from your paycheck into an investment account, reducing your current income taxes. What's more, your potential investment earnings won't be taxable until you withdraw them in retirement. With higher contribution limits than IRAs (and more significant tax deductions), tax-deferred plans from TIAA may be one of the best ways for you to build the retirement you want. Contact Human Resources for more information.

Augustana Campus Learning Center for Children

The Augustana Campus Learning Center (CLC) offers child care and preschool for children between the ages of 12 months and 5 years. The cost varies dependent on the age of the child. The CLC staff is comprised of qualified teachers, assistant teachers and work study assistants. Breakfast, lunch, and snacks are included in the cost and approved by the Child and Adult Center Food Program of South Dakota. Pre-registration is required. Contact the Director of CLC for an appointment - 605.274.4701.

Ticket Policy (08/2021)

Augustana faculty, staff and retirees are entitled to two complimentary tickets with their Augustana ID for most campus events. Yearly exceptions may include, but are not limited to: Vespers and NCAA playoff games. These tickets are to be used by the employee and their spouse/partner/guest only.

Dependents of current faculty and staff who are 18 years old or younger, or an older dependent child who is disabled are also eligible for complimentary tickets to most campus events.

- **Viking Kid's Club** – Available for dependents that are from 3 years of age through the 8th grade for free general admission to all Athletic regular season home events. To check out the full list of benefits & sign up, visit GoAugie.com/KidsClub.
- **Dependent Passes** – Available for faculty and staff dependents who are 9th-12th graders for free admission into most Augustana campus events. Please contact the Assistant Director of Athletics Annual Ticketing & Giving to obtain a dependent pass.
- **Toddlers/Infants** – Children 2 years old and younger are given free admission into most Augustana campus events.

For more information, please visit the web page located [here](#).

Recreation Services

The Recreational Services Department, located in the Elmen Center, provides recreational opportunities for the campus community. Employees and their immediate families may take advantage of a 25 yard swimming pool; 2 racquetball courts; a sports forum consisting of a 176 yard running track and four multi-use courts that can be used for basketball, volleyball, tennis, or badminton; a weight-training room with cardio equipment (treadmills, elliptical machines, exercise bikes), free weight equipment, and Selectorize weight machines, and a multi-purpose and wrestling room that can be used for a variety of activities. In addition, employees are encouraged to participate in our group fitness classes, intramural program activities, and our outdoor recreation activities.

Employees wishing to use the weight room or pool, or wanting to check out recreational equipment need to present their Augustana identification card at the appropriate area. Children of Augustana employees who are younger than 16 years of age must be accompanied by an adult when using the swimming pool and/or weight room. Monthly calendars stating building hours and activities/events are available at the Elmen Center equipment desk. Call the Elmen Center for additional information.

Tuition Assistance Benefit Program (03/2022)

The purpose of Augustana University is education and, as such, it strongly believes its community members and their families should have the opportunity to utilize that which they work so hard to provide to others. With this in mind, Augustana University has developed the Augustana University Tuition Assistance Benefit Program. This document sets forth the general policies of the program; however, it cannot encompass all possible situations. Situations that arise beyond the scope of these policies should be directed to Human Resources, who, with Financial Aid and the Business Office, will determine the applicable tuition assistance benefit for that case. Employees should review this document in its entirety to understand the benefits, as well as the limitations, of the Augustana University Tuition Assistance Benefit Program.

In addition to the Augustana University Tuition Assistance Benefit, Augustana University participates in the Evangelical Lutheran Church of America (ELCA) and The Tuition Exchange (TE) programs. Please see **Other Tuition Assistance Programs** for more information.

General Eligibility and Definitions

- Full-time and part-time employees are defined in the Faculty, Administrator, and Support Staff Handbooks. All full- and part-time employees, as defined by these handbooks, as well as Augustana (College) University retirees, are eligible for a tuition assistance benefit for themselves, their spouses, and their children. The spouse and children of an employee who becomes totally disabled or who dies while still employed are eligible for the maximum tuition assistance benefit regardless of length of service.
- Employees and their spouses are eligible for undergraduate- and graduate-level courses. See **Notices and Limitations** *Determination of Undergraduate vs. Graduate Student* for additional important information. A legally-separated spouse of an employee is not eligible for the tuition assistance benefit.
- Employees of Augustana University are eligible for 90% tuition assistance benefit for personal use immediately in conjunction with the next academic term start date. Qualifying family member's tuition benefit is subject to the years of service calculations.
- Employee children are eligible for only undergraduate-level courses. See **Notices and Limitations** *Determination of Undergraduate vs. Graduate Student* for additional important information. Each employee's child is limited to a maximum of 165 attempted credit hours or a completed baccalaureate degree from Augustana University, or a completed baccalaureate degree from any ELCA or TE college/university, whichever comes first.

- For the purposes of the tuition assistance benefit, children are defined as natural children, adopted children, stepchildren, and children under the employee's legal guardianship.
- The Augustana University tuition assistance benefit for spouse and children is based on the employee's hire date in conjunction with the next academic term start date (i.e., their length of service).
 - Example 1: An employee starting employment on January 20, 2022 would have the first tier of eligibility (25%) beginning the first day of the 2022 spring term. This term of 25% eligibility would remain in effect until the beginning of the first day of the following 2023 spring term. The employee's second tier of eligibility (50%) would remain in effect until the beginning of the following 2024 spring term. This process continues until the employee reaches the maximum 90% tuition assistance benefit.
 - Example 2: An employee starting employment on February 20, 2022 would have the first tier of eligibility (25%) beginning the first day of the 2022 summer term. This term of 25% eligibility would remain in effect until the first day of the 2023 summer term. The employee's second tier of eligibility (50%) would remain in effect until the beginning of the following 2024 summer term. This continues until the employee reaches the maximum 90% tuition assistance benefit.
- Prior to the term in which the tuition benefit is to be used, an employee must make a formal request (via an online form) with the Financial Aid Office. A link to the online form can be found on the employee portal under Human Resources (my.augie.edu).
- Part-time faculty who teach a minimum of 6 credit hours (the equivalent of 2/3-time) in a single semester are eligible for registration for only one family member. Part-time faculty who teach a minimum of 6 credit hours in both the fall and spring semesters in the same academic year are not limited to registration for only one family member. The benefit must be used during the semesters the part-time faculty is teaching.
- Some of these benefits may be taxable to the employee.

Notices and Limitations

Taking Courses during Work Hours

- An employee must have approval from his/her supervisor to take class(es) during the employee's working hours. Any working hours missed as a result of the employee taking class(es) during the employee's working hours must be made up within the same work week. If an employee does not agree with the decision of his/her supervisor, the normal problem-solving procedures should be used.

Determination of Undergraduate vs. Graduate Student

- Specific guidelines apply to employee children enrolled in a post-baccalaureate program (i.e. 4 + 1, 3 + 2, or graduate programs). The tuition benefit is applicable while at the undergraduate level only. A determination as to whether the student is an undergraduate or graduate student will be based upon the Registrar's classification.
- The tuition assistance benefit may be dependent upon cohort limitations.
- The tuition assistance benefit is subject to admission and academic standards at Augustana.

Combining the Tuition Assistance Benefit and Other Sources of Financial Aid

- Students receiving a tuition assistance benefit of 90% are not eligible for other Augustana University gift aid. These students may receive "honorary" Augustana University scholarships, but no funds will be provided in addition to the tuition assistance benefit of 90%. These students may choose to accept gift aid *instead of* any tuition assistance benefit.
- Students receiving a tuition assistance benefit of 25%-75% may receive other, albeit limited, gift aid.

- Students may be eligible for non-institutional, non-federal aid (e.g., scholarship awarded through a non-Augustana University, non-federal entity), dependent upon that funding source's eligibility and award policies. Students remain eligible for federal financial aid as determined by the FAFSA.

Allowed Courses/Classes

- The tuition assistance benefit does not apply to workshops (whether credit or non-credit), online contracted courses, test outs, credit by examination fees, private music lessons, study abroad fees, overloads, or other special fees. Employees and retirees may audit a course at a cost of 10% of the transcribed audit fee. Untranscribed audits are not allowed. This benefit is only obtainable if space is available in the class.

Programs with Competitive Cohort (i.e., Accelerated Nursing, Multimedia Entrepreneurship):

- Some programs are limited to Augustana employees and spouses only
- Due to physical limitations and sequential courses, some programs with cohorts may reserve one admission slot for a student who qualifies (no matter how many sections may be scheduled). If multiple students meet admission requirements, a decision will be based on length of service of the employee at Augustana. (Some exceptions apply.) Due to the course load criteria, full-time employees may not be eligible for these programs.
- Multiple cohorts are possible during one term. Only one Tuition Remission benefit enrollee is allowed.
- If the student has a degree from Augustana, completed the 165-credit hour limit, or received a degree through the ELCA or CIC benefit program, they are not eligible to participate in these programs at a Tuition Remission rate.

End of Benefit

- The tuition assistance benefit terminates for the employee, the employee's spouse, and the employee's children when the employee is no longer employed by Augustana University, including termination by Augustana University, but excluding termination of employment for retirement purposes. Employees, their spouses, and/or their children who are attending classes under the tuition assistance benefit program will cease to be eligible for the benefit on the last day of the employee's active employment. At that time, the tuition assistance benefit may be prorated based on the number of class days completed and the number of class days remaining in that term. Please contact the Business Office for further details.

Other Tuition Assistance Programs

- In addition to the Augustana University Tuition Assistance Benefit, Augustana University participates in the Evangelical Lutheran Church of America (ELCA) and The Tuition Exchange (TE) programs.

ELCA

- Only children of full-time employees and retirees are eligible to apply. An ELCA Tuition Exchange Application must be sent to each school annually. Requests for form(s) sent to other schools may be made through the Financial Aid Office. Applications are due May 1 of each year; however, it is recommended that the employee notify the Financial Aid Office as early as possible as several ELCA schools have opted to limit the number of tuition exchange students they accept. Augustana University cannot assure that the student will be accepted into the ELCA tuition exchange program. The amount of tuition benefit is determined individually by each ELCA school.
- All applicants should also complete a FAFSA (Free Application for Federal Student Aid) form and have the results sent directly to the ELCA institution(s). FAFSA forms are available for electronic filing.

- Only children of full-time employees and retirees are eligible to apply. The Tuition Exchange opens doors and creates opportunities through a reciprocal educational scholarship program. The Tuition Exchange scholarships are competitive awards and are not guaranteed. See <https://www.tuitionexchange.org/> for more information and a list of participating schools. Employees submit applications via the “EZ-App” within the Tuition Exchange website. Employees are allowed to submit multiple applications, but will be charged a participation fee if the dependent is enrolled on a Tuition Exchange scholarship.

Augustana University Tuition Assistance Benefit				
LENGTH OF SERVICE	FULL-TIME EMPLOYEE: BENEFIT FOR SELF	FULL-TIME EMPLOYEE: BENEFIT FOR SPOUSE AND CHILDREN	PART-TIME EMPLOYEE: BENEFIT FOR SELF	PART-TIME EMPLOYEE: BENEFIT FOR SPOUSE AND CHILDREN
First Year	90% of tuition charges	25% of tuition charges	90% of tuition charges for up to 6 credits per academic year	25% of tuition charges for up to 6 credits per academic year
Second Year	90% of tuition charges	50% of tuition charges	90% of tuition charges for up to 8 credits per academic year	50% of tuition charges for up to 8 credits per academic year*
Third Year	90% of tuition charges	75% of tuition charges	90% of tuition charges for up to 10 credits per academic year	75% of tuition charges for up to 10 credits per academic year*
Fourth Year and each succeeding year	90% of tuition charges	90% of tuition charges	90% of tuition charges for up to 12 credits per academic year	90% of tuition charges for up to 12 credits per academic year*
<p>”Tuition charges” are charged on a semester basis. “Tuition charges” is defined as the amount of tuition charged based on the number of credits in which a student is enrolled in one semester. It does not refer to a general amount (i.e., the cost of undergraduate, full-time tuition for a semester, student and/or class fees), unless the student is taking 12-16 per semester, or the number of credits considered full-time for J-term or summer terms. The percentage not covered by the tuition assistance benefit (e.g., 75%, 50%, 25%, 10%) and other aid, if applicable, must be paid by the student. Any credits defined as overloads are fully (100%) the responsibility of the student.</p> <p>*Tuition Assistance will not apply to more than 7 credit hours per semester. If the student is a full-time student, the cost of 7 credit hours per semester will be applied to tuition charges.</p>				

Benefits – Time Off

Holidays (02/2021)

The following observed holidays represent the days the university is closed for business.

- New Year's Day - January 1 (Schedule will be determined depending on day on which it falls.)
- Martin Luther King Jr. Day – Third Monday in January
- Good Friday - (Date varies)
- Easter Monday - (Date varies)
- Memorial Day - Last Monday in May
- Juneteenth – June 19 (Schedule will be determined depending on day on which it falls.)
- Independence Day - July 4 (Schedule will be determined depending on day on which it falls.)
- Labor Day - First Monday in September - If school is in session on Labor Day, the holiday will not be observed that year. Instead, employees may take a compensatory day in lieu of the holiday.
- Native American Day – Second Monday in October
- Veterans Day – November 11 (Schedule will be determined depending on day on which it falls.)
- Thanksgiving Wednesday
- Thanksgiving Day - Fourth Thursday in November
- Thanksgiving Friday
- Christmas Day - December 25 (Schedule will be determined depending on day on which it falls.)

Religious Days

The university respects the religious obligations of all employees. Our policy is to make a reasonable effort to accommodate religious practices which prohibit you from working on specified days.

Jury Duty

In recognition of your legal and civic obligations to serve if called for jury duty or as a court witness, you will be given time off from work for as long as you are needed in court.

You must notify your supervisor and the Vice President for Human Resources of your jury duty schedule. You will be expected to work on days you are not needed in court or on days you are dismissed early enough to work part of the day.

Regular full-time employees will receive regular pay in addition to any money paid by the court. Other employees may take time off without pay.

Political and Civic Activities

The university encourages you to participate in political, civic, and church related activities during your free time. These activities benefit our community and can also contribute to your personal and professional growth. If you need more time for your civic interests, you can request an unpaid short-term or long-term leave of absence.

If you serve as an election aide in school board, general or primary elections on a day you are normally scheduled to work, you will receive your regular salary for the day -- provided you receive prior written authorization from your supervisor.

If you are elected or appointed to a full- or part-time public office, and are a regular full-time or part-time employee, you can request an unpaid leave of absence for one term in office. At the end of the term, you must return to the university to your old position or a similar one. Your supervisor is to work with Human Resources to address covering work and adjusting compensation. If you decide to serve additional terms, you will have to resign from Augustana University.

When participating in political or civic activities, you should avoid any real or perceived conflict of interest with your employment at Augustana. If you have any questions regarding this aspect, contact the Vice President for Human Resources.

Military Training Leave

Augustana University supports the National Guard and Military Reserves and recognizes that some employees must take part in annual training to fulfill their military commitments.

If you are a regular full-time or part-time employee, you will be granted time off to participate in the annual training leave or other military obligations. Annually you are eligible for up to two weeks of paid training leave. In addition, if you are activated by the state or federal government to perform special short-term emergency duty, you will be paid full salary while performing these duties. Other voluntary military commitments are granted as unpaid leave or you may take your accrued vacation. Under federal law, your job is guaranteed for a period of six months.

Your supervisor must be notified of military training schedules as far in advance as possible, in order to plan for your absence.

While you are on duty and paid by the university, all your benefits will continue as if you were still working.

On the Job – General Policies

Breastfeeding Policy

The university is committed to family values and issues. The university provides appropriate and reasonable accommodations for women wishing to either express milk or breastfeed after they return to work. The university will provide a private room and flextime for women choosing to express milk.

Chapel

Augustana University is a Lutheran university serving a diverse constituency. As part of our integration of learning with faith and service, 10:00 a.m. is set aside each Monday, Wednesday and Friday for worship or convocation. During this time, members of the community -- students, faculty, administrators, and staff -- are encouraged to attend chapel or convocation. To facilitate this, university personnel should not schedule meetings, discussions, make-up examinations, or other events that restrict the freedom of the university community to participate in this important aspect of the university.

Dining Service

The Augustana Campus Dining Service, located in the Morrison Commons, offers a variety of hot and cold entrees. Special faculty and staff meal plans are available in blocks of 5 through our dining services office.

The Huddle brews Starbucks coffee and specialty drinks as well as offering a wide variety of food selections including sandwiches, salads, soup, and grilled entrees.

The dining service also accommodates catering needs, including baked goods, for all occasions. Contact the Augustana Campus Dining Service for further details - 605.274.4800.

Payroll and Paychecks

Faculty members are paid on the 28th of each month (based on the terms of your contract). In the event that the 28th falls on a weekend or holiday, the pay date will be the last working day before the 28th.

You are to arrange for direct deposit of your payroll checks at the bank of your choice. The payroll stub is available to you on the Augustana portal. Generally, you are able to see your pay stub prior to your actual pay day. The date of the pay stub is the day the funds will be available at your bank.

All payroll changes must be submitted to payroll before 12:00 noon 10 calendar days prior to the payroll date. Any changes received after the deadline will be held until the following pay date.

Also available are portlets to manage your direct deposit accounts and to view your W-2 forms.

Portal access is located [here](#).

“Augustana News”

"Augustana News" is a regularly published e-newsletter which features announcements, stories, department news, job openings, health and wellness events, and campus events. The e-news is distributed by email to all employees throughout the academic year.

Issues may include a marketplace section featuring “for sale” postings by Faculty and Staff.

If you have suggestions for staff news, contact news@augie.edu.

Service Animals, Emotional Support Animals and Pets (09/2018)

The purpose of this policy is to provide university personnel with guidelines for Service Animals, Emotional Support Animals, Augie Doggie and Pets.

Service Animal

A service animal is a working animal and not a pet. As defined by ADA, a service animal performs tasks for an individual with a disability and therefore is not required to be subject to an approval process. However, service animal owners, including guests, who regularly access campus facilities are encouraged to contact the Human Resources Office. This office may assist the owner by providing advance notice to other personnel that the owner and service animal are entitled to access.

Emotional Support Animal (ESA)

Unlike a service animal, an ESA is not trained to perform a task for a person with a disability relating to activities of daily living or to accompany that person at all times.

As a result, ESA's are subject to restriction from any area in the workplace deemed inappropriate for pets.

Employees who require an ESA in the workplace due to a disability should contact the Human Resources Office. The review or approval process is similar to any other request for accommodation and will verify that the employee has a qualifying need for an ESA as a necessary therapeutic benefit. The verification process will require a letter prepared by the employee's health care provider.

A "health care provider" may be a therapist/counselor, psychologist, psychiatrist, or primary care doctor. Other health care providers may also be qualified to provide documentation for the person's disability and the need for assistance.

Augie Doggie Policy (added 7/2023)

Augie Doggie is a live mascot used as a goodwill ambassador within the university community. Augie Doggie is allowed to make appearances on campus and at university-sponsored events. Augie Doggie will be the property of Augustana University and will reside with his/her Handler.

Pet

Employees are discouraged from bringing pets to the workplace. On occasion, an employee may need to bring a pet to the campus, however, the owner must obtain written permission from their supervisor who will be responsible for notifying the Human Resources office.

An exception to the pet policy is the annual Pet Blessing event sponsored by the campus ministry staff. Permission is not required to bring a pet to campus for this event however, safe pet etiquette is still required; animals are to be on a leash and the owner needs to be in control of the pet. The owner is responsible for damages.

Please consult the entire policy and procedures located online [here](#).

Questions or concerns related to this policy should be addressed to Augustana University's Employee Health Educator.

ID Cards (05/2022)

The ID card you received when you were hired should be carried at all times. It is your identification pass to enter most Augustana events, have access to the Elmen Center facility, and check out material from the library. On occasion, some events will require a nominal charge which will be published in advance.

If your card is lost or stolen, contact the Student Affairs Office to assist you in obtaining a replacement.

If you leave us, your card must be turned in at the time of your exit interview.

Parking (05/2022)

All faculty, administrators, and support staff are required to register their vehicles to park on campus. Faculty/Staff parking permits are issued at no cost. An Augustana University Faculty/Staff ID is required. You will need to have **ALL** of your vehicle's information to complete your request.

Permits can be issued by registering your vehicle on the portal [here](#). Your permit(s) will be sent to you via campus mail. Permits requested through the portal will be processed and distributed the beginning of each week. You may also stop by the Nelson Service Center and complete a vehicle registration form and receive your parking permit.

Permits are placed on the rear window in the upper left-hand corner on the outside. Absolutely no exceptions will be made for failure to properly display the permit. This benefit is for employees only; dependents who are Augustana students are required to purchase a permit.

Even with precautions which the university takes to safeguard personal property, thefts may still occur. We cannot accept responsibility or make reimbursements for lost or stolen property; however, we will investigate any loss immediately after it is reported.

For any inquiries you can contact the Buildings and Grounds Department at 605.274.4327 or stop by the office, located at the Nelson Service Center.

If you have any questions, feel free to contact your [supervisor](#) or Human Resources at 605.274.4110.

Parking Lots and Restricted Areas

All parking areas are clearly marked. No parking is permitted other than in designated areas. Vehicles must park only in lots assigned to them, failure to do so will result in a fine. The parking areas follow:

- Bergsaker lot is restricted to orange decals at all times.
- Solberg lot is restricted to yellow decals at all times.
- Costello lot is restricted to red decals at all times.
- Tuve/Menlo Avenue, restricted to purple decals at all times.
- Granskou and Stavig are restricted to green decals at all times.
- East Hall is restricted to gold decals at all times.
- Duluth Ave apartments decals are teal, Summit Ave apartments, brown.
- Handicapped spaces are reserved for that purpose.
- Overnight parking is permitted only in the Humanities lot with permission from Campus Safety.
- All other campus parking is restricted to blue or white permits from 7:00 a.m. to 5:00 p.m.
- Visitor spaces are reserved for that purpose.
- Faculty and Staff parking lots

Visitor Parking

If you have a visitor coming to campus, please contact Campus Safety to arrange for a Visitor parking pass.

- Faculty / Staff parking permits are valid for the following parking lots:
- Humanities Parking Lot
- Madsen Center Parking Lot
- Froiland Science Complex Parking Lot
- Library/CWS Parking Lot
- Elmen Center Parking Lot
- Administration Building Parking Lot

Any questions regarding parking a vehicle on campus should be directed to the Department of Campus Safety (605.274.4014).

Tow Zones

Vehicles blocking traffic, parked in a fire lane, parked in a service drive, interfering with snow removal or displaying a permit that has been altered or reported stolen are subject to IMMEDIATE TOW at the vehicle owner's expense.

Vehicles violating other campus parking regulation are subject to tow at the discretion of the Department of Campus Safety.

Faculty/Staff parking permits cannot be used by students. If you have a child or family member attending Augustana, they must purchase a parking permit.

Tobacco Free Policy (08/2017)

Augustana University recognizes the serious health implications related to the use of tobacco products and to indirect exposure to tobacco. In order to minimize the harmful effects and discomfort that smoking produces and because the university believes it has an obligation to promote a healthy, tobacco-free environment for its students, employees and visitors, Augustana prohibits the use of tobacco products including cigarettes, smokeless tobacco, cigars, pipes, electronic cigarettes, and vaping devices. The policy includes all Augustana University-owned, leased, rented, or maintained property including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds. The policy applies to all visitors, faculty, staff, volunteers, students, alumni, contractors, and service representatives.

Sale, Solicitation and Distribution

To avoid disruption of business activity, the university prohibits solicitation and distribution of non-business materials by employees when they should be performing their jobs or when it might interfere with other employees who should be performing their jobs.

In addition, no outside persons or organizations are allowed to solicit, distribute, or sell anything on university premises without the approval of the Coordinator of Conferences and Scheduling, the Student Affairs Office, or Vice President for Human Resources.

Use of Mail/Telephones

Because of the heavy load handled by the university's mail and telephone facilities, please avoid using them for personal business except in emergencies.

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of university phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are asked to make any personal calls on non-work time. Flexibility will be provided in circumstances demanding immediate attention.

Employees in possession of university equipment are expected to protect the equipment from loss, damage or theft.

Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone or other electronic devices while driving. Safety must come before all other concerns.

Cell Phones (08/2018)

Augustana University does not reimburse employees for use of personal cell phones, internet service or other electronic communication devices.

Individuals who use their personal devices to conduct work-related activities are subject to all applicable non-disclosure and suitability of activity guidelines as if the device were the property of Augustana University. (See [Augustana University Responsible Use of Technology Resources](#).)

This policy excludes devices provided as part of rotation/on-call activities as necessary.

Computer Laboratory Privileges

Computer laboratories are available for employee use at the following locations: Gilbert/Froiland Science Center, Social Science, Humanities, and the Mikkelsen Library. (Hours of availability are posted at each laboratory.)

Please view the general policy at: <http://www.augie.edu/information-technology>.

Augustana University Responsible Use of Technology

Augustana University Responsible Use of Technology Resources Policy Statement

Use of technology resources provided by Augustana University is a privilege made available to students, faculty, staff and approved guests of the university to facilitate and enhance their work, teaching, learning and scholarly research. These resources include university-owned hardware, software, accompanying network resources, and technology support personnel. User accounts are provided for non-commercial, academic use. It is expected that technology users will apply a normal standard of academic integrity, polite conduct and respect for the rights and privacy of others. All technology users should keep personal devices up to date and use anti-virus software to prevent the spread of viruses and malware. All users are expected to act responsibly and abide by all state and federal laws.

Augustana uses campus email as a primary way of communicating with students and staff. It is expected that all students, faculty and staff will check their university assigned email regularly.

Misuse of Technology

Activities that are inconsistent with the Responsible Use Policy will not be tolerated, and may result in revocation of privileges. Examples include but are not limited to:

- Activities that interfere with or deny access to other users.
- Activities that jeopardize the security or integrity of the system.
- Activities that are harassing, fraudulent, or threatening.
- Activities that create a hostile or offensive work environment.
- Activities that violate copyright laws or other federal and state statutes.
- Use of materials owned by others in assignments, on your web page, or in any other media that does not meet the criteria of fair use, and does not have permission from the original owner or is used without proper citation. The university assumes materials you find on the internet are copyrighted unless a disclaimer or waiver is expressly stated.
- Sharing your Augustana login or any other account is prohibited. You are responsible for all activity conducted with your Augustana login. You are responsible for safeguarding your password from unauthorized use.
- Augustana directory information (including buzz book and email addresses) is for your express internal use and not to be shared with others or used for commercial purposes.
- The ability to connect to other systems through the network does not imply the right to do so unless properly authorized by the owners of those systems.

Violations:

The University strives to direct its efforts to the enhancement of technology resources and not the policing of the use of those resources. Engaging in any activity that violates the intended use of campus technology may result in the loss of technology privileges. Student violations will be reported to the University's judicial system through the Dean of Students office; Faculty and Staff violations will be reported to Human Resources. Violations of state or federal law may be reported to the appropriate authorities.

Social Media Policy (02/2021)

Scope

This policy applies to any employee, including student employees, independent contractor or volunteer (hereinafter "User") who engages in social media activity on behalf of Augustana University or on Augustana social media accounts.

For employees' personal social media accounts that reference Augustana in biographical information and/or in posts that reference Augustana, its policies or its community members, the employee shall make clear that views and opinions expressed are the personal views and opinions of the employee and shall not create the impression that such views and opinions represent, in any capacity, the policy or position of Augustana.

Introduction

Augustana University recognizes and supports the principles of academic freedom of User to speak on matters of public concern as private citizens through social media. This Policy is intended, in a manner consistent with those principles and rights, to set forth the University's expectations and User responsibilities regarding the use of existing and emerging social media communication technologies.

Definition of Social Media

Social media, as used in this policy, refers to all forms of online tools or services through which virtual

communication is created allowing User to publish commentary and share information, ideas, personal messages and other content, including but not limited to, blogs, wikis, and social networking sites (which include, but are not limited to TikTok, Facebook, YouTube, LinkedIn, Tumblr, Instagram, Pinterest, Flipboard, and Twitter).

Use of Social Media on Behalf of the University

Webpages and social media for which content is produced for/controlled by the University must follow the University's Responsible Use of Technology Policy and shall be used only to support an authorized University function, group, or event.

Any User, as identified above, who engages in social media activity on behalf of Augustana University or on Augustana social media accounts must abide by all of Augustana's policies and procedures that include, without limitation, Augustana's non-disclosure policies, anti-discrimination policies, anti-retaliation policies, anti-harassment policies and computer use policies. Any conduct that would be prohibited by these policies is also prohibited when engaging in social media use.

User is discouraged from engaging in behavior that is rude, condescending, or otherwise socially offensive. User may not disparage or defame Augustana or its faculty, staff, and students. User may not post any statements, photographs, video, or audio that reasonably could be viewed as disparaging or defamatory to faculty, staff, or students. User is prohibited from engaging in conduct that would create a disturbance on Augustana's premises or discord with Augustana's faculty, staff, or students.

Compliance with Intellectual Property Laws

User is required to respect all copyright and other intellectual property laws. For Augustana's protection as well as the User, it is critical that the User shows proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Augustana's own copyrights, trademarks and brand. Accordingly, User is prohibited from using Augustana logos, trademarks, or other intellectual property unless authorized to do so. User is also prohibited from disclosing any Augustana business secrets or other confidential information or any student-specific information protected by FERPA, HIPAA, and/or the NCAA.

Violations of this Policy

Augustana reserves the right to take disciplinary action up to and including termination or dismissal of any User whose social media activity violates this and/or any other Augustana policies referenced above.

Because Augustana reserves the right to monitor User social media activity conducted on Augustana's equipment or server, the following applies:

If Augustana detects a violation(s) of its policies and/or applicable laws as a result of:

1. Activity conducted on institution-controlled equipment on any site (public or internal); or,
2. Activity conducted on Augustana's server or cloud on any site (public or internal) on any equipment,

Augustana reserves the right to authorize its IT department to disable or remove any content from an institution-controlled server, site, or institution-controlled equipment using any legally available means.

Policy on Freedom of Speech and Expression (August 2022)

I. Statement on Freedom of Speech and Expression

Inspired by Martin Luther, who advanced his ideas despite the risk of imprisonment and excommunication, and by countless individuals who have spoken their minds in the face of determined opposition, Augustana University proudly affirms its commitment to freedom of speech and expression and to the forms of civil discourse that enable democracy to flourish. Augustana's commitment to fostering a diverse and inclusive campus community calls for an equally strong commitment to freedom of speech and expression.

We hold that freedom of speech and expression is a human right, recognized as such in the Universal Declaration of Human Rights and the United States Constitution. This right should be circumscribed only in rare cases by governments, universities, or other institutions.

Augustana's commitment to freedom of speech and expression advances the University's mission to challenge the intellect and foster integrity through spirited and respectful encounter and authentic engagement with difference. We hold, in addition, that freedom of speech and expression is essential to the pursuit of wisdom, to genuine understanding among diverse individuals, to defending justice and opposing injustice, and to the creation of art, literature, and music.

We celebrate our duty as educators to model the habits of responsible free inquiry, by ensuring that our campus and its classrooms are a place where individuals of good will can express and critically discuss a wide range of positions without fear of ostracism or retribution.

Standing in solidarity with other leading academic institutions, we hereby endorse the following findings of the Committee on Freedom of Expression at the University of Chicago:

Because the University is committed to free and open inquiry in all matters, it guarantees all members of the University community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the University, the University . . . fully respects and supports the freedom of all members of the University community "to discuss any problem that presents itself."

Of course, the ideas of different members of the University community will often and quite naturally conflict. But it is not the proper role of the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the University greatly values civility, and although all members of the University community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University's commitment to a completely free and open discussion of ideas.

In a word, the University's fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the University community, not for the University as an institution, to make those judgments

for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the University community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the University's educational mission.

As a corollary to the University's commitment to protect and promote free expression, members of the University community must also act in conformity with the principle of free expression. Although members of the University community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.¹

¹ Full report available [here](#).

II. Introduction to Speech and Expression Policies

The exercise of free speech and expression, including through demonstrations, marches, rallies, social media posts, leafleting and picketing, has long been recognized as a legitimate form of self-expression in university communities. At times, this exercise of speech and expression results in exchanges that are controversial, deeply passionate, and uncomfortable. However, exposure to important social issues and the political process remains crucial to civic engagement. To this end, Augustana University is committed to protecting the free speech of all individuals authorized to use its facilities or invited to participate in university activities. Furthermore, it is committed to promoting and modeling civil dialogue for all its constituents.

The guidelines presented here represent a desire to protect freedom of speech and expression while preserving the regular and essential operations of the University. They include rules for conducting speech and expression activities on university premises and policies for supervising those activities. Together, these guidelines aim to balance the exercise of free speech and expression by students, faculty, and staff against the practical need to minimize threats to the health, safety, and welfare of individuals and property.

While committed to the principles of academic freedom and freedom of speech and expression, Augustana University itself need not remain neutral in regard to ideas or beliefs expressed on campus. The University enjoys its own freedom to respond or communicate the institution's values and principles.

III. Speaker Policy

The process for planning and management of events involving speakers and other related activities has many purposes: to assist students, faculty, and staff organizers in hosting successful events; to encourage timely publicity and promotion of events; to coordinate scheduling so that events do not have an adverse effect on other university-sponsored programs or place an undue burden on institutional resources to provide the necessary support; to ensure that invited visitors (i.e., speakers, presenters, and the event's attendees from the campus community and the public) have a positive experience; and to consider measures necessary for the safety of all participants at events.

A. The Speaker Review Committee

The Speaker Review Committee will have ten members, as follows, with the representative from Academic Affairs serving as convener:

- Two students from the Augustana Student Association's Senate.
- Three faculty members, appointed by the Provost.
- One representative from each of the following administrative units: Dean of Students, Academic

Affairs, Campus Safety, Business Office, and Strategic Communications.

The Committee will ensure equal opportunity and access to all requested speakers/events and will not favor one over another based on the content of expression.

B. Major Speakers

Major speakers are those individuals who are likely to draw a large crowd, provoke significant protests, and/or require significant outlay of university resources (including security). Requests to invite such speakers will be submitted online to the Speaker Review Committee, which will then make recommendations to the Dean of Students and the Provost.

Requests must be submitted with as much advance notice as possible, ideally at least one month prior to the anticipated event date. Requests should provide confirmation of the availability of the venue and a detailed budget. In addition to a speaker's fee, costs associated with travel, hospitality (housing and food), security services, and staging (lighting and sound) are likely to be necessary additions to the budget. There may be exceptions to the advance notice timeline in certain circumstances. Exceptions must be approved by the Associate VP for Integrated Learning and Student Life.

Once a request has been received, the Speaker Review Committee will have up to two weeks to deliberate and offer its recommendations. The Committee will assess the event's potential for disruption by researching the speaker's prior engagements. The committee will recommend contingency plans for speakers who are likely to be disruptive or who are likely to receive a disruptive response.

Most major speaker events will also require a binding contract between the speaker and Augustana University. No student organization is authorized to sign a contract or commit university-controlled funds without approval from the student organization's advisor.

C. Other Speakers and Entertainers

Normally, the following types of speakers and performers will not require review or approval: guest speakers in a classroom setting, individuals invited to speak at a meeting of an ASA-recognized club or organization, and musicians and other entertainers performing for small audiences. However, if the speaker or entertainer has a history of disrupting day-to-day university operations, or if additional university resources (including security) are needed to support an event, the event organizer should contact the Speaker's Review Committee for guidance. Faculty are encouraged to notify their respective Division Chair or Dean when guest speakers are invited into a classroom setting.

D. Reserving Campus Venues

Campus venues are normally reserved on a first-come, first-served basis. However, Augustana University reserves the right to restrict speech to certain places, based not on the content of that speech but rather on safety concerns and concern for the well-being of the campus community.

E. Food and Beverage Services

Catering for events must be provided by the university's dining services. Charges are based upon the current pricing schedule.

F. Solicitation

If a non-university group (representing a campaign, a political entity, or other organization) seeks to demonstrate on campus, or influence or incite action or interfere with normal operations on campus, without permission from the Conferences and Scheduling Office, then Campus Safety, in consultation with the Dean of Students and Provost, will inform the organization to cease and vacate the campus premises.

IV. Other Policies Regarding Speech and Expression

A. Table Space in the Commons

The use of the tables located near the information desk in the Morrison Commons are reserved through the Conferences and Scheduling Office. Tables are available free of charge to on-campus organizations, as well as to approved non-university groups that are sponsored by a campus office/department or a student organization. Non-university groups are limited to reserving a table once per month. Table use is granted only as space is available. Tables must be staffed at all times during the requested use period and cannot be left unattended as a “display” table.

B. Chalking

Chalking for the purpose of promoting an activity or event is permitted only on campus sidewalks. Chalk must be water-soluble "sidewalk" chalk that wears away with water or foot traffic. Chalking is not permitted on buildings or on the interior of campus facilities. The following guidelines further clarify appropriate chalking on the Augustana University premises.

- Consistent with other university policies, chalked advertising may not promote alcohol, drug, or tobacco products. Messaging of an explicit sexual nature is prohibited, as is vulgar language and material that is demeaning or degrading to an individual or group.
- Students are expected to be respectful of others’ chalked messages. Removal of another’s chalked message or chalking over their announcement is prohibited and could result in a fine and a code of student conduct violation.
- The university will clean up chalked areas after a reasonable period of time or once the event has occurred. The university may also remove chalking deemed to be in violation of this policy.
- Students and/or organizations responsible for chalking that damages university property or that requires unreasonable clean up by university staff will be charged for the cost of removal.

C. Protests and Demonstrations

Freedom of expression necessarily includes the freedom to engage in non-disruptive counter-speech or protest. Members of the University community are free to contest ideas expressed on campus and to criticize speakers who have been invited to present their views. In so protesting, however, members of this community may not obstruct or otherwise interfere with the freedom of others to invite speakers or engage in their own permitted acts of expression. Augustana University is committed not only to promoting the lively and fearless freedom of debate and deliberation, but also to protecting that freedom when others attempt to restrict it. It is an essential part of the University’s educational mission to educate members of the campus community about these fundamental principles, and to foster the community’s ability to engage in debate and deliberation in an effective and responsible manner.

Any individual who believes that a demonstration or demonstrator(s) violates university policies and/or presents a serious, substantial, and imminent risk of harm should contact Campus Safety and request that an officer be dispatched to the site of the demonstration. Campus Safety personnel, along with Associate VP of Safety and Logistics and the Dean of Students, will determine whether the demonstration or demonstrator(s) is in violation of policies or presents a substantial risk.

If so, university officials will obtain the identity and affiliation of the individual(s) involved while advising such person(s) or organization(s) that the demonstration both violates these guidelines and poses a serious, substantial, and imminent risk to the safety or security of the campus community. The university official will advise the person(s) or organization(s) to immediately cease and desist and inform them of the likelihood of the imposition of discipline related to conduct at the demonstration.

If the demonstrators fail to comply, the Associate VP of Safety and Logistics and the Dean of Students shall communicate to the President their determination that the demonstration presents a serious, substantial, and imminent risk. The President will consult with the appropriate university constituents in determining whether Campus Safety personnel can safely and effectively remove or ameliorate the risk(s) without the assistance of external law enforcement. While it is desirable that the President consult with members of the campus community to the maximum extent practicable in determining whether to involve external law enforcement, these guidelines in no way prohibit the President from acting immediately and expeditiously whenever, in their judgment, the demonstration presents a serious, substantial, and imminent risk to the campus community.

Following the event, the Associate VP of Safety and Logistics and the Dean of Students will each prepare a report to the President detailing the situation and their response, including the identity of the demonstrators whose actions created such risk. These reports will serve as the basis for the imposition of any related disciplinary actions. The President will consult with the Dean of Students and Provost before imposing any discipline or initiating any criminal or civil action.

V. Judicial Proceedings Following Policy Violations

Violations of the speech and expression policies are also violations of the university Code of Conduct. The Code of Conduct indicates that when members of the university community are alleged to have committed a violation, they will be accorded the due process to which they are entitled. Members of the university community are granted a fair hearing, they are fully advised of any charges against them, they are afforded ample opportunity to respond to accusations, and they are given a clear explanation of the right to an appeal.

Individuals who are found to have violated these guidelines or other university policies bearing on freedom of expression will be subject to a range of penalties.

For students, the penalties indicated in the Code of Conduct are:

1. A warning that repetition of the wrongful conduct may be the cause for more severe sanctions following a clear instruction to desist.
2. Restitution for damage or loss to either university or individual property.
3. Placing the student on probation, so that a further violation of university rules and regulations while on probation may result in suspension or expulsion.
4. Restriction in the use of certain university facilities or the right to participate in certain activities or privileges for a specified period of time.
5. Suspension from all functions of the university for a stated period, and the possible requirement of a petition for readmission.
6. Expulsion from the university for violations judged to be so serious that the student is informed that readmission will not be considered.

For faculty and staff members, the range of applicable penalties includes a written warning, probationary status, suspension (including suspension of salary), and/or the termination of appointment.

Depending on the gravity of the violation, the university may, at its discretion, file a criminal or civil complaint with the appropriate public authority.

APPENDIX A. PRINCIPLES OF WHAT AUGUSTANA CAN DO AND CANNOT DO

Augustana University supports the following guidelines in decisions about speech and expression on campus. They are adopted from Erwin Chemerinsky and Howard Gillman, *Free Speech on Campus* (New Haven: Yale University Press, 2017).

	What Augustana Can Do	What Augustana Cannot Do
Censorship	<p>Augustana can censor or punish speech that meets the legal criteria for harassment,² true threats,³ or other speech acts unprotected by the First Amendment.</p> <p>Augustana can create general content neutral regulations (such as time, place, and manner restrictions) governing on-campus expression such as posting handbills or chalking.</p> <p>Augustana also reserves the right to punish those who interfere with chalking or other forms of free expression.</p>	<p>Augustana cannot censor or punish speech merely because a person or group considers it offensive, hateful, or emotionally harmful.</p> <p>Augustana cannot censor or punish some speakers, but not others, for putting up handbills, writing messages in chalk, or engaging in similar acts of expression.</p>

² There are five elements, according to the Equal Employment Opportunity Commission (EEOC) that must be met for a claim of hostile workplace harassment: a) verbal or physical conduct of a sexual or sex-based nature, b) conduct is unwelcome, c) conduct is directed against an individual based on his or her sex, d) conduct has purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, and e) the employer knew or should have known of the conduct and did not take adequate action to stop or prevent it. Title VI of the 1964 Civil Rights Act prohibits recipients of federal funding from discriminating based on race and race-based harassment is subject to the same five-part test. ³ True threats cause another person to reasonably fear for their physical safety. See Erwin Chemerinsky and Howard Gillman, *Free Speech on Campus* (New Haven: Yale University Press, 2017), 117.

Destruction of Property	There is no First Amendment right to destroy someone else's property or expression, even if it is done to communicate a message. Augustana reserves the right to punish such conduct.	
Disruption of classes and campus activities	There is no First Amendment right to disrupt classes, speakers, campus activities, and/or otherwise interfere with normal university functions.	

<p>Protests and Demonstrations</p>	<p>Augustana can impose time, place, and manner restrictions as long as they are content neutral and leave open other communication opportunities.</p> <p>Free speech “zones” are acceptable as long as they are content-neutral and do not prevent a speaker from having a meaningful way to express their views.</p> <p>Speech activities can be limited in or near classrooms.</p> <p>Augustana also reserves the right (as long as it is content-neutral) to require outside security officials, occupancy limits, and bonded/insured certification at scheduled events; and to deny requests for logistical/security challenges which impose costs above a generally agreed-upon threshold.</p>	<p>Augustana cannot prevent protests and protestors from having a meaningful opportunity to get their views across in an effective way. Augustana can impose time, place, and manner restrictions on protests for the purpose of preventing protestors from disrupting the normal work of the campus, including the educational environment and administrative operations.</p>
<p>Residence Halls, other University Buildings, and other Campus Property</p>	<p>Augustana can impose content-neutral restrictions in residence halls, other buildings, and other campus property in order to ensure a supportive living and learning environment for students.</p> <p>Augustana recognizes that there are places on campus where students and employees might be captive audiences. Augustana reserves the right to limit/prohibit fliers, bulletin boards and other materials as long as this limitation/prohibition is content neutral. For example, Augustana can limit or prohibit fliers from being posted in the residence halls or the Commons, but cannot make this a content-based restriction.</p>	<p>Augustana cannot impose content-based speech restrictions in residence halls or other university buildings. For example, Augustana cannot impose restrictions that unfairly discriminate based on content (e.g., a restriction on “pro-life” content but not “pro-choice” content).</p>

<p>Expression outside of the professional educational context</p>		<p>Augustana cannot engage in content-based discrimination against faculty, students, or other speakers or writers who seek to express themselves outside of the professional educational context.</p>
<p>Evaluation of faculty and students</p>	<p>Augustana can engage in content-based evaluation of faculty who are operating within the professional educational context, as long as this evaluation is consistent with academic freedom and based on professional standards or peer assessment of the quality of scholarship or teaching.</p> <p>Augustana also supports the academic freedom of its students, including their right to think freely and exercise independent judgement.</p>	<p>Faculty members should not use the classroom, syllabi, or other course materials for the sole purpose of disseminating political views without regard to professional norms or to prevent students from having their fair opportunity to express views without fear of being punished.</p>
<p>Content warnings</p>	<p>Faculty members may choose to provide students warnings before presenting material that might be offensive or upsetting to them.</p>	<p>Augustana will not require faculty provide warnings before presenting or assigning material that might be offensive or upsetting to students.</p>
<p>Brave Spaces</p>	<p>Augustana can create brave spaces in educational settings that ensure individuals feel free to express the widest array of viewpoints, and can support student efforts to self-organize in ways that reflect shared interests and experiences.</p> <p>Brave spaces are for the expression of ideas, not for protecting members of campus from the expression of ideas.</p>	<p>Augustana cannot use the concept of a brave space to censor the expression of ideas considered as offensive or upsetting.</p>

Respectful learning environment	Augustana can sensitize students and faculty to the impact that certain words may have, as part of an effort to create a respectful work and learning environment.	Augustana cannot prohibit students or faculty from using words that some consider to be examples of microaggressions.
Student Organizations	Augustana can ensure that all student organizations, as a condition for recognition and receipt of funding, be open to all students, and can impose sanctions on student organizations for conduct if it is not protected by principles of free speech.	Augustana cannot deny recognition to a student organization or impose sanctions against it for the views or ideas expressed by the organization, its members, or its speakers.
Online speech and expression	Augustana can punish speech over the Internet and social media that otherwise, is not protected, such as true threats, harassment, or speech inconsistent with professional standards.	Augustana cannot punish speech over the Internet or social media on the grounds that it is offensive.
University administrators	Augustana should expect university administrators to speak out against especially egregious speech acts and, most importantly, encourage the university community to make its own decisions about what speech acts deserve praise or condemnation.	Augustana should not expect university administrators to comment on or condemn every campus speech act that an individual or group considers offensive.

APPENDIX B. RELATED POLICIES AND PROCEDURES

The following represent current rules published in the Student Handbook that pertain to freedoms of speech and expression.

1. Code of Student Conduct, “Freedoms.”

- A. Preamble. Augustana is committed to the acquisition of knowledge, the pursuit of truth, the development of students, and promotion of the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the Augustana community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.
- B. Freedom of Inquiry and Expression. Students and their organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They shall always be free to support causes by orderly means to the extent that these activities do not disrupt the regular and essential operations of the university.

Procedures for inviting and hosting guest speakers are specified in the Speech and Expression policy, also available from the Center for Campus Life. This office serves as an initial point of scheduling and approval for speaker-related events. Augustana University maintains the sole discretion to approve or place limits on the activities and use of its facilities. The university also clarifies that the invitation and/or sponsorship of speakers and non-institutional organizations by recognized student organizations does not imply approval or endorsement of the views expressed either by the sponsoring student organization or the university.

2. Code of Student Conduct, “Policies, Standards and Rules.”

A. Classroom Conduct. The responsibility to secure and respect conditions conducive to the freedom to learn is shared by all members of the campus community. An Augustana student is expected to show respect for faculty members, classmates, and the community; is expected to express oneself with civility and to exemplify a high sense of personal honor and integrity. The following further clarifies these freedoms and responsibilities.

- The faculty member in the classroom and in conference encourages freedom of expression including constructive disagreement so long as this freedom is exercised in a civil and respectful manner.
- Disruptive conduct as applied to these settings means behavior that interferes with the learning environment. Examples of disruption include, but are not limited to; persistently speaking without being recognized; interrupting speakers; behavior that distracts from the subject matter or discussion; and in extreme cases, physical threats, harassing behavior, personal insults, or failure to comply with faculty direction.

B. Disorderly conduct is prohibited on university premises and at university-sponsored activities. Disruptive conduct is an act that intentionally obstructs teaching, research, administration, disciplinary procedures, freedom of movement, and other lawful activities on the campus and at university-sponsored events. Augustana prohibits acts that violate the civil rights of others and any actions that obstruct university programs through the use of force, violence, or obstructive behavior.

C. Harassment is a form of discrimination that may be created by oral, written, graphic, or physical conduct that interferes with, limits, or denies the ability of an individual to participate in or benefit from university-sponsored programs, activities, or opportunities.

On the Job - Safety

General Safety

You should report any unsafe or hazardous conditions in your work area to your supervisor.

You should also notify your supervisor if you become ill or injured on the job or witness an accident anywhere on university premises.

The Director of Campus Safety issues and updates safety and fire prevention regulations and procedures. They are responsible for implementing the safety program and works with your supervisor to ensure that safe and healthful work conditions are maintained for you.

Active Threat/Active Shooter on Campus

Active shooter situations are unpredictable and evolve quickly. When faced with an individual with a weapon, the goal is to create space between yourself and the threat. Be aware of your environment and any possible dangers; take note of the two nearest exits at the facility; if you are in an office, stay there and secure the door; if you are in a hallway, get into a room and secure the door; if you can safely get out of the building, get away as quickly as possible; as a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate them.

When possible, contact authorities immediately by calling 911 and Campus Safety at 605.274.4014.

Bomb Threat Response Action

In the event a bomb threat is received by telephone, in writing, or if it is reported by another employee, the following response should be followed: notify Campus Safety, notify your supervisor, and document as much information as possible.

If the threat is received by phone, attempt to establish the following: location of bomb, time of bomb detonation, purpose or motive, and identity of caller. It is important to compose a written record of the time, location, and receiver of the call.

When receiving a written threat, save all materials including any envelope or container.

Do not dismiss any threat of this nature as a hoax. Report it immediately.

Tornado/High Wind Procedures

In the event a tornado warning or high wind advisory is issued, seek shelter immediately. The best protection is offered on the lowest level of a building with rigid structural framing. The following safety guidelines are suggested: go to an interior space without exterior walls; avoid spaces with large spans, windows, and skylights; and go to spaces with short overhead spans such as closets, restrooms, offices, and utility rooms.

Personal Property

Facilities are provided so you can keep your personal property such as coats, purses, and briefcases secure and out of public access and view.

You should utilize these facilities to keep valuables out of sight and, when possible, locked up, if you are away from your work area.

Even with precautions which the university takes to safeguard personal property, thefts may still occur. We cannot accept responsibility or make reimbursements for damaged or stolen property; however, we will investigate any loss immediately after it is reported.

Snow Days/Emergency Shut-Down Policy (11/2019)

The president, or a designated representative, has the responsibility for making decisions relative to closing the campus in the event of severe weather or other emergencies. Decisions to reduce normal operations must be weighed against a number of important issues for which the university is responsible. When winter storms occur, it will be normal practice to remain open and hold classes as scheduled. In the event of severe storm conditions, the president will determine the necessity to shut down operations for both university offices and classes.

When possible, the decision and announcement to alter schedules or close the university will be made by 6:00 a.m. Closings due to weather will normally cover only the day of the announcement. If it is intended to cover a longer period, the time covered will be specifically identified in the announcement. If the university has a delayed opening, classes, meetings and/or events scheduled prior to the opening time will be canceled and not postponed. *For example, if the university has a late start at 10 a.m., any classes, meetings and/or events scheduled prior to that time will not be held. Activities that begin at 10 a.m. or later will be held at their regularly scheduled time.*

Notice of the university's status will be sent via the following methods of communication:

- A Viking Alert message will be sent via text/email (previously known as the Emergency Notification System)
- Posted on the Campus Notifications web page (augie.edu/campus-notifications)
- Shared on official Augustana social media channels
- Broadcasted over Sioux Falls radio and television stations

Essential staff, those who are designated by their supervisor, will be required to come to work when operations are canceled. Support staff who are required to work will be paid two (2) times their hourly salary for time worked.

Non-essential staff are NOT to be at work during a closure, and they will be paid straight time for their regularly scheduled hours while not at work.

For closures declared during the working day, all support staff will be paid at straight time through their regular shift. At that time, non-essential staff will be asked to go home by their supervisor and will be paid straight time for the remainder of their shift. Essential support staff will be asked to remain on the job and will be paid at two (2) times their hourly rate for the remainder of their shift. Faculty and administrative staff will not receive any salary differential during situations of this nature.

When driving conditions are very poor during normal hours for travel to and from work, Augustana University may grant a grace period of up to two (2) hours so employees may arrive safely to work in the morning or home in the evening. Vacation or sick leave may be used during this time. If the university is open and you are unable to get to work at all, sick leave, vacation or unpaid time may be used for the hours missed. Notification must be made to supervisor should either of these situations occur.

During normal operations, there are over 1,100 students living on campus and many more living in close proximity to the campus. Classes will be held or canceled based on local weather conditions, even though there may be a blizzard raging elsewhere in the state or adjoining states.

Regardless of administrative decisions made because of winter storms, it is clearly understood that each individual is best able to judge their own circumstances and make appropriate decisions. The university does not encourage anyone to place themselves in dangerous or life-threatening situations.

If you have any questions about your role during a closure, please talk with your supervisor.

Temporary Modified Operations (April 2020)

The president, or a designated representative, has the responsibility for making decisions relative to modifying the operations of the campus temporarily in the event of epidemic or other national/global conditions. Decisions to reduce or modify normal operations must be weighed against a number of important issues for which the university is responsible. When risk is minimal, it will be normal practice to remain open and hold classes as scheduled. In some cases, classes may have to be delivered online for instruction to continue. In the event of severe conditions, it may be necessary to shut down or limit the operations of the university.

The decision and announcement to alter schedules, move to temporary modified operations, or close the university will be made as soon as possible. The timeframe for such actions will be specifically identified in the announcement.

Notice of the university's status will be sent via the following methods of communication:

- Sent via text/email through Viking Alerts (previously known as the Emergency Notification System)
- Posted on the Campus Notifications web page located here.
- Shared on official Augustana social media channels
- Broadcasted over Sioux Falls radio and television stations

Moving to temporary modified operations means there is an official change, suspension or delay to some or all designated university operations and events due to unusual circumstances which may endanger the health, safety and well-being of students and/or employees or are otherwise unsuitable for the continuation of normal operations.

Temporary modified work arrangements are intended to address temporary conditions, restrictions, or limitations, and are not expected to be permanent. These temporary arrangements shall not be used as a means to establish new assignments or displace other employees on a permanent basis. It is important that, when engaging in work, that it doesn't interfere with emergency operations during periods of temporary modified operations.

Specific plans for temporary modified work arrangements will be determined based on the circumstances. All or portions of the campus may be closed during temporary modified operations.

Under temporary modified operations, work assignments may be performed remotely. The following guidelines would apply:

- In a timely manner, supervisors are responsible to determine which staff can work remotely and/or which staff are required to perform duties on campus due to the needs of the department, and also to inform staff of these determinations.
 - Supervisors are responsible to establish reliable means of communication with employees.
 - Employees are responsible for monitoring communication for return to work notifications and any information concerning changes to their roles and responsibilities.
 - Supervisors are expected to provide structure and check in routinely with employees who are working remotely or on campus.

Staff who work their regular shift and who perform regular duties while working remotely will receive their normal rate of pay. Staff are encouraged to continue under these arrangements based on the supervisor's direction. Staff who have job responsibilities on campus and cannot work remotely will be paid based on their regular rate of pay for regular duties.

- The university may assign additional duties as necessary to maintain full-time pay and benefits.
- There may be instances where the employee has completed the assigned work. For these purposes, we will make available an opportunity for staff to work in other areas as assigned.
- Shifts and schedules are subject to change for certain employees under temporary modified operations.

Hourly staff can account for a normal workday with a combination of paid and unpaid time. Paid time would include sick, vacation, and/or personal leave.

Salaried employees (administrators, coaches and faculty) who are not able to work from their offices are expected to work from home.

Employees are advised to use discretion and caution regarding their health and safety.

IT will provide information to assist employees with setting up remote work sites. Adequate equipment and technical support during temporary modified operations will be made available when possible.

The conditions justifying a transition to temporary modified operations will be re-evaluated every two weeks at a minimum.

If you have any questions about your role and responsibilities during temporary modified operations, please contact your supervisor.

Residence Hall Access

For the protection of students living on the campus, all perimeter doors to residence halls are secured 24 hours a day, 7 days a week. Student ID key cards are programmed for access to the exterior doors.

Escort Services

Campus Safety personnel are available to escort students and university personnel after dark within the confines of the campus (call ext. 4014). Since officers maintain a patrol schedule for all campus buildings, it may be necessary to wait a short period of time for the escort to arrive; however, every attempt will be made to respond within 5 minutes.

Telephones

Most campus buildings are equipped with telephones in public areas that have 911 emergency access. Each residence hall has a telephone located on the exterior of the building at or near its parking lot entrance.

Lighting, Shrubbery and Trees

The University maintains a program of adding exterior lighting to minimize dark areas used by pedestrians on the campus. All facilities on the campus are accessible by sidewalks that are well lit. Individuals are cautioned to avoid dark places that may be the shortest distance between two buildings. Stay on the lighted sidewalks and walk with another person that you know!

Emergency Call Box

The University has strategically placed emergency call boxes on campus for the purpose of providing a means for a student to seek immediate assistance. The call boxes are connected with the Campus Safety dispatch center by pushing the red button. The black button allows the caller to call any campus phone line.

Medical Emergencies

605.274.4014 OR 911 from any campus phone

- Do a quick evaluation of the victim. Send someone to call 911 if the victim:
 - Is or becomes unconscious.
 - Has trouble breathing or is breathing in a strange way.
 - Has chest pain or pressure.
 - Is bleeding severely.
 - Has pressure or pain in the abdomen that does not go away.
 - Is vomiting or passing blood.
 - Has seizures, a severe headache, or slurred speech.
 - Has injuries to the head, neck, or back.
 - Has possible broken bones.
- Send someone to call Campus Safety (**4014**) whether or not an ambulance has been called.
 - Campus Safety Officers are trained in CPR. If emergency care is not needed, the officer will complete a physical injury report. This report is required for all injuries that occur on campus. This report *does not* fulfill the workman's compensation requirement, please see below.
- If you are alone, leave the victim and call 911 and 4014. It is more important to have professional help on the way than to provide basic first aid.
 - When calling 911, provide specific directions to your location. Simply giving them Augustana University will not work. The address for Augustana University is 2001 S. Summit but you may need help at a different location on campus. Be very specific about what building the help is needed and where in the building you are located. It is essential to get help as quickly as possible. By providing detailed directions you will receive emergency assistance faster.
- Augustana University currently has Automated External Defibrillators (AEDs) in the Elmen Center, Morrison Commons, Administration Building, Mikkelson Library, Froiland Science Complex, Madsen Center, Health Services (Solberg Hall), Humanities, and in the Campus Safety patrol vehicle. The AED is designed to assist those in cardiac distress. The AED is designed for anyone to use by following basic directions provided on the unit. Campus Safety officers are trained to use the AED and will have an AED with them when responding to any medical emergency
- Every division office is supplied with a first aid kit. Provide care to the injured party if you are capable. Protect yourself and the injured party by using protective barriers (gloves and a CPR mask).
- Remain with the victim and keep the scene safe.
- Send someone to meet Campus Safety and Emergency Services Personnel at a building entrance, that person can then guide the responder directly to the incident.

The Campus Safety Officer will complete a physical injury report for insurance reasons and to identify unsafe conditions on campus. If the injury was incurred during the course of employment, the victim must complete an Employer's First Notice of Injury/Workers Compensation Form in the Human Resources office immediately upon return to work.

Viking Alerts

Augustana University has implemented a service that will allow university administration and security professionals the ability to reach all students and staff with time-sensitive information during unforeseen events or emergencies using voice, e-mail, and text messaging. During critical situations, Augustana University officials can use the notification system to broadcast pertinent information and provide details on appropriate response.

(Example: School closing due to inclement weather, chemical spills, acts of violence, etc.)

The system is only as good as the information provided by our students, faculty and staff. The information you provide will not be shared with other entities, and it will be kept private and confidential. The information provided will be used for Augustana University emergency communication purposes only.

Viking Alert is a system for communicating emergency information to all members of the community at once via emails, text, and voice messaging. Emergency Contacts are family members, guardians, or close friends we can call, in the unlikely event that something happens to you (e.g., serious illness or injury).

Emergency Contact information is collected at new employee orientation and are automatically enrolled into the system for the alerts. During open enrollment (November), we will ask you to review your Emergency Contact information to verify the current information we have on file.

To update this information on the employee portal, please log in to the portal [here](#).

Annual Safety and Security Report and Daily Campus Safety Log

The vast majority of our students, faculty and staff and visitors do not experience crime while at Augustana University. However, despite our best efforts, crimes sometimes occur. This information is provided because of our commitment to campus safety and in compliance with the federal law, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act). It is meant to be useful to you. If you have any concerns, questions or comments about federal law requirements or Augustana University's compliance with these laws, contact the Director of Campus Safety, Rick Tupper, at 605.274.4014.

The Annual Safety and Security Report can be viewed on-line [here](#).

A paper copy can be obtained by stopping by the Department of Campus Safety.

In addition to the Annual Report, the Department of Campus Safety maintains a daily campus safety log documenting activity on and around campus that Campus Safety officers deal with. The Daily Campus Safety log can be viewed on-line [here](#).

Workplace Violence

The university is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the university has adopted the following guidelines to deal with threats of (or actual) violence that may occur on its premises.

All employees and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from university premises without proper authorization.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to Campus Safety. This includes threats by employees, as well as threats by students, vendors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities at the university should also be reported as soon as possible to Campus Safety and your Department Chair/Division Chair/ Sr. Vice President. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The university will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the university may suspend employees who are involved or instigate threats of (or actual) violence, either with or without pay, pending investigation.

Any employee determined to be responsible for threats (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The university encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Human Resources Department before the situation escalates into potential violence. The university is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

In the case of a personal situation, if a legal development occurs that may have an impact on the Augustana University Campus, you are encouraged to contact the Director of Campus Safety and/or the Vice President for Human Resources.

Worker's Compensation

While we strive to maintain a safe and healthy work environment for you, it is still possible for accidents to happen.

Starting on your first day of employment, you are automatically covered by workers' compensation insurance. We pay the full cost of this legally required insurance. Workers' compensation insurance covers you for any disability you incur which is directly caused by your job or working environment. Self-inflicted injuries are not covered.

Notify your supervisor immediately (within 3 days) if you are injured on the job or on university premises, or suffer an illness directly caused by your job or work environment. Failure to promptly report your injury may jeopardize your eligibility of workers' compensation benefits.

Workers' compensation benefits begin on the eighth consecutive day you are disabled. Benefits under workers' compensation amount to a percentage of your weekly salary (averaged over the past year). In addition, all reasonable medical costs are paid by the workers comp insurance company for the treatment of the illness or injury.

The full Worker's Compensation policy can be found on the employee portal [here](#).

Safety Training

Augustana University continues to work to protect Augustana's most important assets: students, faculty, staff and visitors through the implementation of workplace safety, health, and environmental policies and procedures. To be as safe as possible, all employees must be well-informed and follow good safety practices.

A series of videos will be made available to you. These are mandatory safety videos and all employees must watch these short and important videos. Please be aware of general safety practices for the workplace and know what to do in the event of an emergency. Many of you have safety responsibilities specific to your job description and will need additional safety information.

Your supervisor, in particular, must be familiar with workplace safety and documentation responsibilities.

Those of you working, teaching, and conducting research in laboratories may need more information about working safely with chemical, radioactive, and other special laboratory materials at Augustana.

Golf/Utility Cart Policy (02/2018)

Augustana University has established safety procedures and practices that promote safe operations of carts to provide safety for our students, faculty, staff and visitors. Required training for cart drivers can be arranged by contacting the Business Office. It is expected that you receive Golf/Utility Cart Safety Training before you operator a cart. All members of the AU community, including faculty, students, staff, visitors and all carts used on campus are governed by this program.

You have access to the full policy located on the employee portal [here](#).

Children in the Workplace (02/2019)

Families are always welcome to the Augustana University campus. These guidelines are intended to help parents (or other relatives) who work at the university and who bring children to campus during regular business hours.

It is important for all of us as a community to protect the children's welfare and safety, reduce potential liability and risk for the university, and promote an environment in which faculty, staff and students can maintain a productive workplace.

For purposes of these guidelines, a child is defined as an individual under the age of 18 years old, who is not a student or employee of the university.

These guidelines apply to faculty, staff, students, and university affiliates (collectively referred to as "employees"). They may also apply in particular circumstances to visitors on campus. These guidelines do not apply to approved university programs and events on campus, including those that involve children in education, research or supervised care. Nor do they apply to children enrolled in the university's Campus Learning Center or to employees living on-campus with children (i.e., Residence Hall Directors).

The university recognizes there may be a need to bring a child onto campus in order to breastfeed or when a child is in one's care and a visit to campus is necessary or convenient.

For such visits, the following conditions apply:

- Children under the age of 12 should remain under parental or other adult supervision--within sight and sound of the parent or designated adult at all times.
- The child's presence should not disrupt the work or school environment of colleagues or students.

- Sick children should not be brought to the workplace by parents or other supervising adults.
- Children should not have access to confidential information, so be aware of sensitive documents that are located in an office.
- For their own safety, children are not allowed in hazardous areas (i.e., laboratories, maintenance garages, mechanical rooms, construction sites, food preparation and fitness areas).

If concerns are raised, the supervisor will engage the employee to address any problematic situations in order to preserve a safe and productive environment.

Drug Free Work Place Policy (08/2021)

Augustana University has a longstanding commitment to provide a safe and productive work environment. Drug and alcohol abuse pose a threat to the health and safety of Augustana’s employees and students and to the security of the University’s property and facilities. For these reasons, Augustana University is committed to preventing drug and alcohol abuse in the workplace.

As a condition of employment, all employees of Augustana University must agree to abide by the terms of the University's Drug Free Workplace Policy. Employees must notify the Vice President for Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

Work Rules

Augustana University is committed to preventing unlawful possession, use, and distribution of illicit drugs. In compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), information about applicable laws and consequences pertaining to the unlawful possession, use, and distribution of illicit drugs is published annually.

For the purpose of this policy, “illicit drugs” includes drugs that are unlawful under federal, state or local law; lawful drugs that were unlawfully obtained; lawful drugs that were used for purposes or by individuals other than those for which they were prescribed; and lawful drugs, chemicals or other substances used in a manner or quantity other than as such substances are intended to be used.

- Employees are prohibited from using, selling, dispensing, distributing, possessing, or manufacturing illicit drugs, marijuana and its derivatives, or alcoholic beverages on University premises or work sites. In addition, the University prohibits off-premises possession, use, or sale of illicit drugs. (On occasion, Augustana leadership may approve alcohol to be served at certain social and sporting events.)
- Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illicit drugs, marijuana and its derivatives, or alcoholic beverages at work; being under the influence of any of these while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on University premises and work sites.
- Employees who are convicted of any criminal drug violation occurring in the workplace must report the conviction to their supervisor within five days.
- Employees, their possessions, and University-issued equipment and containers under their control are subject to search and surveillance at all times while on University premises or work sites or while conducting University business.

- A supervisor should report immediately to Human Resources any action by an employee that demonstrates an unusual pattern of behavior. Human Resources will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of illicit drugs, marijuana, or alcohol will be required to leave the premises. Human Resources shall be notified to arrange safe transit.

Reasonable Suspicion

- The University has the right to expect that all employees will perform their jobs effectively. The University has a responsibility to its employees and its students to require that job performance and job conduct standards be met. The University may properly intervene when the use of alcohol or drugs affects job performance and conduct. Persons covered by this policy may not report to work or be at work while impaired by alcohol or drugs, even those lawfully prescribed, as determined under a reasonable suspicion standard.
- A supervisor may determine by reasonable suspicion that an employee covered by this policy is impaired by observing the person's behavior, appearance, and/or odor. See the Reasonable Suspicion of Impairment Checklist and related procedures for steps to take when making this determination. The objective indicators should be clearly documented on the Checklist.
- Anyone may report suspected impairment of an employee covered by this policy to the appropriate supervisor or Human Resources. If the person suspected of impairment is the reporting person's supervisor or senior authority, the person reporting should advise Human Resources.
- If impairment is suspected, the employee will be placed on Leave without Pay for the balance of the work shift, required to leave the workplace, and may not return to work until the next day that the employee is scheduled to work. If the employee opts to be tested for drugs and alcohol, the employee will be placed on Administrative Leave with pay for the balance of the work shift.
- An employee who is suspected of being impaired while at work may be asked to take a test to determine the presence of alcohol, medical marijuana, or illicit drugs. Employees who agree to take the test must sign a consent form authorizing the test and the University's use of the test results for purposes of administering its discipline policy. Tests that are paid for by the University are the property of the University, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.
- Those with a documented incident of impairment (including a decision not to be tested, which will give rise to a presumption of impairment) will be subject to appropriate disciplinary measures up to and including termination of employment.
- Employees must report their use of over-the-counter or prescribed medications to their supervisor or Human Resources if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee should be able to perform the essential functions of the job safely and properly.

Employee Assistance

- If you have a problem with alcohol or drugs, you may discuss it with your supervisor or go directly to the Human Resources Office for help in getting treatment. All your discussions with the Human Resources Office will be kept strictly confidential, unless you request otherwise.
- Employees who are experiencing work-related or personal problems resulting from illicit drug use, abuse of marijuana and its derivatives, or alcohol abuse or dependency may request or be required to seek counseling help. Participation in counseling, including University sponsored or required counseling, is confidential and should not have any effect on performance appraisals. Job performance, not the fact the employee seeks counseling, is to be the basis of all performance appraisals.

The Human Resources Office may recommend treatment through an outside source. The employee does not have to accept the recommended treatment or counseling as a condition of continued employment, but the help is there if you need it.

The following support and resources are available to any individual or group who needs assistance:

- Human Resources Office - Administration Building - [605-274-4110](tel:605-274-4110)
- Dean of Students Office - Mortenson Center - [605-274-4124](tel:605-274-4124)
- Cocaine Help Line – www.thetreatmenthelpline.com – 1-800-COCAINE (262-2463)
- Narcotics Anonymous – www.na.org – 1-818-773-9999
- National Institute on Drug Abuse – www.drugabuse.gov – 1-800-662-HELP (4357)
- Parent Institute for Drug Education – www.drugabuse.gov/parents-educators – 1-800-662-HELP (4357)
- U.S. Department of Education – www.ed.gov – 1-800-872-5327

On the Job – Resources and Procedures

Academic Procedures

<http://www.augie.edu/registrar>

605.274.4122

Admission to Class

Prior to the first day of class, obtain a class list. Access instructions are as follows:

- Go to <https://my.augie.edu>
- Login (same Augie login, same as email)
- Password – Please change your default password if you have not already done so by using the Password Management line found on my.augie.edu
- Click Faculty and Staff
- Select the Academics tab
- Under Academics – select “courses and Grades” from the left side navigation.
- Make sure your Term is set correctly (FA 2020)

If a class is “closed” (i.e. has reached enrollment limit), clearance by the instructor is required for a student to be admitted. Each semester's schedule bulletin publishes the date of the last day a class can be added without an instructor's clearance. This date is usually one week after the beginning of the semester. To grant clearance:

- Go to <https://my.augie.edu>
- Login (your Windows access login)
- Password – You will have been assigned an 8-digit (random number) password, and should change it to a password you can remember.
- Click Faculty and Staff
- Choose Course Information
- Open Course Authorization
- Click on Course List (bottom of the page)
- Select the course (if your course is cross-listed either authorize for both prefixes, or find out the one the student wants)
- Click on Add New Authorizations
- Find the student by Name or ID
- Select the reason for authorization
 - Capacity if the class is full
 - Schedule Conflict if there is another class/lab/etc. that conflicts with your class, but you have made arrangements for the student to still take the course
 - Requisite / Course Requirement – Select both of these if the student is missing a pre-requisite, or if the course is set up to require a faculty signature to allow the student to register

Withdrawal from Class

During the first week of a semester, students may withdraw from a course online. From the second week up to one week after mid-term students may withdraw from a course with a grade of W (withdraw). The instructor's signature is required, and students must take the signature to the Registrar's Office to be withdrawn.

Beginning the second week after mid-term, students must have the approval of the Registrar to withdraw from a course without having an “F” recorded. Specific dates are found on the printed schedule and on the web site.

The necessary forms for withdrawing from a course are available in the Registrar's Office or online at <http://www.augie.edu/registrar>.

Final Examinations

The schedule for final examinations for each semester is found on the Registrar's Office web page: www.augie.edu/registrar.

All final examinations must be given at the time listed on the master examination schedule unless a change has been authorized by the Registrar. Classes in which no final examination is given will have their last class meeting at the time scheduled for the final examination. Classes in which a unit test is given instead of a final examination will have that unit test the time scheduled for the final examination.

A student's final examination paper should be available for review by the student in the event that the student makes such a request within four weeks after the close of the semester.

Grading Procedures

Full grading procedures can be found in the University Catalog or online at www.augie.edu/catalog. Select General Academic Procedures.

The assignment of grades is the responsibility of the instructor. At the beginning of each semester students should be given a course syllabus which describes the objectives of the course, general content, and the methods to be used in evaluating their work.

If you need to assign an "F" or "I" grade to a student, we are required to report the Last Date of Attendance (LDA) to the federal government for any student who has any federal grants or loans. You must enter the LDA for each "F" or "I" grade assigned.

The distribution of grades should be reviewed by each faculty member in consultation with the department chair. Statistics which may be useful in establishing general norms are available in the Registrar's Office.

Faculty Absences

If for any reason a faculty member is unable to meet his/her classes, Offices of the Registrar and Provost & Executive Vice President should be notified. If prior notice of absence has not been given to students, a colleague or division coordinator/secretary should be notified so that an announcement of the absence can be posted and an e-mail sent.

If a faculty member will be out of town for any reason, information as to how the faculty member can be reached during that time should be left with the Academic Affairs Office.

Student Attendance Policy

Class attendance is expected of all students. Each teacher will outline his/her specific attendance policies during the opening meeting of the class. These attendance expectations are also to be included in the course syllabus.

Students who find it necessary to be absent because of illness or for other reasons should notify their instructor before the class period. Students missing class or arriving late assume responsibility for communicating with the instructor. Instructors may on occasion require students to secure verification of reasons for absence.

Faculty and staff wishing to take students off-campus for field trips, conferences, tours, athletic competition, etc., must submit to the Student Services Office a roster of student who will miss class sessions at least one week in advance. Instructors are encouraged to make arrangements to accept course work and administer examinations ahead of time, but maintain the freedom to accept make-up work.

Syllabus Guidelines

For required syllabus statements and other syllabus related material, see: [Academic Affairs > Syllabus info, etc.](#) (Note: you must be logged in with your [augie.edu](#) account in order to access this Google Team Drive).

Honor Code

(for complete information see: <http://www.augie.edu/honor-code>. For any questions contact the Associate Vice Provost for Academic Affairs at 605.274.4724)

Student Code of Conduct

As a community of scholars, the students and faculty of Augustana University commit to the highest standards of excellence by mutually embracing an Honor Code. As a University of the Evangelical Lutheran Church of America, we understand the individual and collective responsibility we have in fostering integrity. Ultimately, our purpose is to be an engaged body of academically excellent, highly articulate, and morally centered persons who learn about and examine the world together. We believe that only when we are honest with ourselves and each other can we begin to contribute to the world in a meaningful manner.

Augustana's Honor Code consists of inter-related elements that guide scholarship and learning; the Honor Pledge, the Honor Board, and a set of judicial procedures that guide the University's adjudication of academic integrity violations.

The Honor Code states the principles that guide our work together. Students will sign an honor pledge on every examination and other assignments deemed appropriate by the faculty member. The Honor Pledge is as follows;

"On my honor, I pledge that I have upheld the Honor Code, and that the work I have done on this assignment has been honest, and that the work of others in this class has, to the best of my knowledge, been honest as well."

Filing an academic integrity policy complaint

Any member of the Augustana University community may file an academic integrity policy complaint against a student. The complaint is brought forward to the appropriate faculty member or to a different faculty member or administrator.

The faculty member or administrator who receives the complaint will forward the complaint to the appropriate faculty member.

When a faculty member has evidence of academic dishonesty committed by an Augustana student, the student will be informed of the details of the charge and will be shown supporting evidence.

Complaint Resolution Process, two ways of resolving an academic integrity complaint

- The faculty member has authority to handle the matter independently.

- A student found guilty of a violation of the Honor Code by a faculty member will experience a penalty that may result in a failure or a grade of zero for the assignment or exam in question, or a failure of the course in question.
 - The faculty member will forward a letter detailing the facts of the case and the imposed sanction to the Associate Vice Provost for Academic Affairs.
 - The Associate Vice Provost for Academic Affairs will send the student a disciplinary warning letter.
 - A student on record for a previous violation of the Honor Code may experience a greater penalty including disciplinary probation, suspension or expulsion, and the case may be forwarded by the Associate Vice Provost for Academic Affairs to the Honor Board.
- The faculty member may forward the matter to the Honor Board.
 - When a faculty member wishes to forward a case involving academic dishonesty to the Honor Board, the faculty member contacts the Associate Vice Provost for Academic Affairs who informs the Honor Board that a hearing will be required.
 - The Honor Board shall inform the accused student of the reasons for the hearing with sufficient information and sufficient time to ensure opportunity to prepare for the hearing.
 - The Honor Board will set a date and time for the hearing that will entitle the accused student to an expeditious hearing of the case. The hearing may take place no sooner than ten days after the date of notification unless all parties agree that an earlier hearing shall be scheduled.
 - The Associate Vice Provost for Academic Affairs (or designate) will inform the accused student of the process and the student’s rights pertaining to the hearing.

Student Affairs Division

The Student Affairs Division, under the direction of Mark Blackburn, Dean of Students, is a comprehensive set of departments and offices dedicated to providing rich student-centered programming that supports, challenges and advocates on behalf of our students. These departments include: Dean of Students Office, Campus Safety (security), Center for Campus Life (housing, residential education, student activities, volunteer services), Dining Services, Counseling Services, Health Services, Diversity & Inclusion Programs, Recreational Services, Bookstore, and Campus Learning Center for Children (childcare).

Key points about student affairs:

The classroom is not the sole province of student learning on our campus. Learning is integrated throughout the Augustana experience - from the day students begin their new student orientation program until the day they receive their diploma at commencement.

- Care for Students
Each student is unique in their own personal experiences, circumstances and needs. Accordingly, each is entitled to be treated with dignity, respect and fair treatment in all interactions they experience with classmates, faculty and staff.
- Housing
As a residential university, we are committed to providing a safe and healthy living and learning experience in all of our campus housing settings.
The [Center for Campus Life](#) provides leadership and oversight for the areas of Housing and Residential Education, Student Engagement and Activities, The Viking Voyage (new student orientation and welcome week), First-Year Programs, and Volunteer Programs.

More than two-thirds of all full-time students live in the University's (6) residence halls, (4) apartment complexes and (10) theme houses. Augustana has a two-year residency requirement and unique programming and support services define a variety of living environments depending on academic classification, age and preference. All first-year students reside in three traditional residence halls; Bergsaker, Solberg and Tuve Halls.

- Code of Student Conduct

The following summary of policy, standards and rules apply to all students, whether undergraduate, or graduate, in settings that take place on campus, at university-sponsored events, and may also apply to off-campus settings including the online environment when the conduct affects a substantial university interest. The [Code of Student Conduct](#) is presented in its entirety in the [Student Handbook](#).

- *Academic Integrity* is vital to the academic classroom at Augustana because it involves the search for and acquisition of knowledge and understanding. Any willful misrepresentation of the relation between the work being evaluated and the student's actual state of knowledge is a violation of the [Honor Code](#).
- *Alcoholic Beverages*. The possession and use of alcoholic beverages on the premises and at university sponsored functions is prohibited.
- *Drugs*. The use and/or possession of drugs except when prescribed by a physician, and the distribution of drugs and is prohibited on the premises and at university sponsored activities.
- *Tobacco-Free Campus*. Augustana is a [tobacco-free campus](#). The use of tobacco products in or on University property is prohibited and includes: Cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.
- *Computer and technology resources* are provided by Augustana University is a privilege made available to students, faculty, staff and approved guests of the university to facilitate and enhance their work, teaching, learning and scholarly research. These resources include university-owned hardware, software, accompanying network resources, and technology support personnel. Computing accounts are provided for non-commercial, academic use. It is expected that technology users will apply a normal standard of academic integrity, polite conduct and respect for the rights and privacy of others. All technology users should keep personal devices up to date and use anti-virus software and to prevent the spread of viruses and malware. All users are expected to act responsibly and abide by all state and federal laws.

Augustana uses campus email as a primary way of communicating with students and staff. It is expected that all students, faculty and staff will check their university assigned e-mail regularly.

- *Harassment, Dating Violence, Sexual Misconduct and Stalking* are forms of discrimination that may be created by oral, written, graphic, or physical conduct that interferes with, limits or denies the ability of an individual to participate in or benefit from university-sponsored programs, activities, or opportunities. Augustana is committed to a safe environment that promotes dignity and respect and will not tolerate the actions in any form.

Any such discrimination will be appropriately remedied according to the [Equity Grievance Process](#). The following acts constitute a violation of this policy; sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation. These acts are presented in detail as part of the University's [civil rights policies and procedures](#).

- *Disorderly conduct* is prohibited on university premises and at university-sponsored activities. Disruptive conduct is an act that intentionally obstructs teaching, research, administration, disciplinary procedures, freedom of movement, and other lawful activities on the campus and at university-sponsored events.
- *Weapons* defined as all firearms, air guns, sling shots, bows, knives with blades over 6 inches in length, etc. are prohibited on the premises and at Augustana sponsored activities. Secure storage for hunting weapons is available in the Campus Safety Office.

Co-curricular Activities (Participation)

Student eligibility for participation in [select co-curricular activities](#) such as athletics, music, theatre, and student publications require that students are in academic good standing. The Dean of Students Office serves as a point of certification and information for faculty members who advise/direct/ supervise student groups. Exceptions shall be considered on their merits.

Early Alert System (EARS)

[EARS](#) is an early identification and intervention tool for faculty and other campus personnel to refer concerns that present obstacles to student success. The Dean of Students Office administers the EARS Program and works closely with a designated team of staff representing support services associated with the Success Center, Campus Life Center, International Programs Office and Registrar's Office.

- [EARS alerts are submitted online.](#)
- When an EARS alert is received, the reporter (*faculty or staff submitting the online form*) receives an immediate acknowledgement. Depending on the nature of the concern, the reporter and/or the student's academic advisor may be contacted for additional information and/or shared findings deemed helpful to supporting the student as circumstances might dictate.
- EARS alerts are responded to with respect for confidentiality and sensitivity to the unique circumstances of the specific concern.

Counseling Services

605.334.2696

Augustana [Counseling Services](#) work with a variety of resources to meet every student's emotional health and well-being. Our counselors are associated with Sioux Falls Psychological Services which offers students access to a comprehensive and multidisciplinary group of more than a dozen licensed mental health professionals. Students receive confidential, short-term, individual counseling for a variety of personal reasons including anxiety, depression, grief/loss, transition, and relationship struggles.

The [Counseling Center](#) is located on the lower level of Sioux Falls Seminary, across the street from the Mikkelsen Library.

Students are seen by appointment on weekdays during the academic year when classes are in session. There is no cost for full- and part-time students who have paid the student activity fee.

Faculty and staff may also contact the Dean of Students Office with questions regarding counseling services. The Dean of Students Office can be reached at 605.274.4124.

Health Services (Campus Clinic)

605.274.5552

Sanford Clinic Family Medicine is Augustana's health service provider. The clinic is located on the lower level of Solberg Hall (southwest entrance). Services include outpatient medical care typical of an acute care clinic (i.e., diagnosis and treatment of illness, immunizations, travel consultation and limited diagnostic testing and laboratory services). Faculty and staff as well as students are welcome to receive services on campus.

The [Campus Clinic](#) offers students, faculty and staff walk-in access to a registered nurse during weekdays when classes are in session.

Those needing nurse practitioner services can be seen by appointment Monday through Thursday at the Campus Clinic. For those who may require further medical care, they may be seen at the Sanford Clinic-Family Medicine, 6110 S Minnesota Avenue (SE corner of 69th Street and Minnesota Avenue).

<u>Clinic Hours</u> Monday – Friday: 8:00 am - 3:30 pm	<u>Certified Nurse Practitioner Hours</u> Monday – Thursday 10:00 am - 12:00 pm
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Fees

There is no cost for students, faculty and staff when seen by a university nurse at the Campus Clinic in Solberg Hall. Patients will be expected to pay a copay and/or coinsurance for services provided by the Certified Nurse Practitioner (CNP). Copay and coinsurance fees will also apply for diagnostic testing, laboratory services and injectable medications.

Housing and Residential Education

605.274.5215

As a residential university, Augustana believes that student engagement and residential education enhance the mission of the institution through the provision of safe and healthy living and learning experiences marked by engaging programs, vibrant residential communities, and intentional relationship development. The Center for Campus Life provides leadership and oversight for the areas of Housing and Residential Education, Student Engagement and Activities, The Viking Voyage (new student orientation and welcome week), First-Year Programs, and Volunteer Programs.

More than two-thirds of all full-time students live in the University's (6) residence halls, (6) apartment communities and (7) theme houses. Augustana has a two-year residency requirement and unique programming and support services that define a variety of living environments depending on academic classification, age and preference. All first-year students reside in two traditional residential facilities; Bergsaker and Solberg Halls located adjacent to each other on the south end of campus."

Student Records

605.274.4121

Augustana University keeps the education records of current and former students confidential according to provisions of the Family Educational Rights and Privacy Act of 1974 hereafter referred to as FERPA. The University will not disclose information contained in education records to anyone outside of the institution without the student's consent except to officials of another school in which the student seeks or intends to enroll, and to federal, state and local agencies and authorities as permitted under FERPA.

Education records are documents that relate directly to a student and include academic transcripts and supporting documents, student judicial records, financial aid records, and career placement records. These records may be disclosed to Augustana University personnel with legitimate educational interest without prior consent. (NOTE: The University may disclose financial records to parents or guardians of a dependent student as defined by the Internal Revenue Code of 1964. Parents or guardians of students under the age of 21 may also be notified if their son/daughter violates the University's alcohol and drug policies per the Higher Education Act Amendments of 1998.)

Listed below is information not considered a part of a student's education record and therefore are not subject to FERPA provisions:

- personal records kept by a member of the university staff that are not revealed to others and are kept in the sole possession of the staff member; and
- student employment records that relate exclusively to the student in the capacity of an employee; and
- records of the University's Campus Safety Department which are maintained solely for law enforcement purposes; and
- medical records maintained by the Student Health and Counseling Services Center (health and counseling services) and other recognized professional and paraprofessional, if those records are used solely for treatment and made available only to those persons providing treatment.

Request for Review

Students have a right to review their education records as provided by the provisions of FERPA. Items requested for review shall be made available no later than 45 calendar days following receipt of the written request. Note: No official academic transcript will be released until all accounts, including loan funds administered by the University, are paid in full or are current according to established repayment schedules.

Limitations on Student Rights

There are some limitations on the rights of students to review their records. Students shall have no right to inspect or review:

- confidential letters and recommendations associated with admission, employment, or job placement if a student has signed a waiver, or the receipt of an honorary recognition;
- education records containing information about more than one student, in which case the University will permit access only to that part of the record pertinent to the inquiring student;
- financial records of the student's parents or guardians.

Directory Information

Items of public or directory information contained in education records may be released at the discretion of Augustana University officials without the student's prior consent.

This public information includes: name, place and date of birth, names of parents and home address, university address, photograph in university directory, verification of degree including honors, previous schools attended, and participation in recognized activities.

Request to Withhold Disclosure

A student may choose to refuse disclosure of education records including items of public or directory information without prior consent by contacting the Student Services Office within ten days of the student's first academic term of the current academic year. The request to withhold information will remain in effect as long as the student continues to be enrolled or until the student files a written request to discontinue the withholding.

Challenge to Contents of Education Records

Any student who believes their education record contains information that is inaccurate or misleading or otherwise in violation of their privacy is encouraged to informally discuss this concern with a university administrator responsible for the department or area in which the record is located. If the University decides to not amend the record as requested, the student may contact the Student Services Office relative to an appeal hearing.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

Religious Activities

Christian faith deeply values education—faith seeks understanding. The promise of the Gospel undergirds the freedom of inquiry and calls us to serving our neighbors. Students at Augustana are invigorated and strengthened by a sense of community grounded in worship and lived in service.

As a University of the Evangelical Lutheran Church in America, Augustana cherishes and serves a heritage of dialog—between reason and faith, among diverse perspectives, remembering the past, attentive to the present and inspiring hopeful future. The Gospel frees us to welcome one another; to listen to the gifts and strengths, the limitations and distortions of each expression of faith.

At Augustana, students and staff are embraced by a compassionate and caring diverse community. Everyone is welcome at worship! All are challenged and invigorated in service. The campus pastors coordinate worship and student leadership and are available for counsel, encouragement, and support. Faculty, staff and student leaders support each and all in discerning their gifts and callings in ministry and service.

Student Success Center

success@augie.edu
605.274.4127

Welcome new faculty! Located in the northeast corner of the Edith Mortenson Center, the Student Success Center exists to support student learning and teaching by providing the following resources:

- **Accessibility Accommodations:** Augustana is committed to equal educational opportunities for students with disabilities. This mandate comes not only from federal and state laws, but also from the vision of the University where inclusion and diversity are among our most cherished values. Reasonable accommodations are tailored to individuals' documented needs.

After students register with our office, the Success Center provides professors an accommodation letter. Please direct students who are requesting accommodations that do not have a letter to our office.

- **Academic Support:** A student persistence team (i.e., the Dean of Students Office, Registrar's Office, IPO and Student Success Center) meets weekly and invites you to share concerns at any point during the semester via [an online form](#). In addition, faculty provide information on students' academic progress at the end of the first quarter (through a program called SOS: Student Outreach & Support) and midterms. The Registrar's Office will send you instructions for providing this information later this semester.
- **Career Exploration & Development:** In support of the career and academic advising faculty provide, the Success Center helps students select a major, network with alumni, write resumes, prepare for interviews, and apply to graduate or professional school. Please refer students to our office who need this assistance.
- **Internships:** Each year the Success Center posts thousands of jobs and internships in an online system called Augie Opportunities (augie.edu/opportunities). As you network on behalf of Augustana and learn about open jobs or internships, please share the information with the Success Center so we can advertise these positions in this database.

We offer many programs to equip our students with information and success strategies throughout the year. Visit www.augie.edu/academics/success-events for a complete listing of our events. In addition to the resources available through our office, each academic department has identified an internship coordinator. Speak with your department chair to identify who this individual is for your respective area.

- **Learning Strategy Acquisition:** Designed to teach students effective learning principles, staff in the Success Center routinely provide individual support to students. Students who are on academic probation are required to use this service.

Occasionally we may contact you to ask about the behavior of students (e.g., assignments, class attendance – not grades) and the ways we can best support them, especially when they miss appointments with us.

- **Tutoring Services:** The Success Center provides specialized tutoring in each academic area. You may also host study cafes and review sessions around the time of exams. Contact Susan Bies to learn more. The Success Center only hires students endorsed by the respective academic department. Speak with your chair if you would like to endorse someone for a tutoring position. Tutoring services are advertised at augie.edu/tutoring.

Mikkelson Library

The Mikkelsen Library serves as the information center for the Augustana community through its development of local and digital collections, support of the instructional process, and encouragement of independent learning and research. The staff of the Mikkelsen Library is committed to providing excellent library service. The library is open over 97 hours per week.

Access all of the library's resources from our website library.augie.edu or visit us on-campus (south of the administration building).

During regular semesters, library hours are as follows:

<u>Hours:</u>	<u>Contact Us:</u>
Monday – Thursday 7:30am – 12:00 midnight	Phone..... 605.274.4921
Friday 7:30am – 6:00pm	Library Hours line..... 605.274.4925
Saturday 9:00am – 5:00pm	Media Services.....605.274.4920
Sunday 11:00am – 12:00 midnight	Email: augielibrarians@augie.edu

Hours are modified during breaks, holidays, and exam weeks. Visit library.augie.edu for updates.

Collections/Electronic Resources

The library's homepage (library.augie.edu) is the gateway to resources and services offered by the library. The online catalog enables users to search local holdings as well as those available in other libraries.

All electronic resources (including e-books, general and discipline-specific databases) are available from any computer on campus. Most resources are also available off-campus and can be accessed with your Novell/my.augie login. Please contact us if you need help accessing library resources.

InterLibrary Loan

Books, media and copies of journal articles that are not owned by the Mikkelsen Library may be obtained from other libraries via InterLibrary Loan (ILL). ILL service is offered to current faculty, students, and employees of Augustana.

ILL requests may be submitted by emailing augustanail@gmail.com, phoning the library at 274-4921, requesting items at the circulation desk, or from within many of the library databases.

Materials obtained for faculty through ILL will be delivered via email (in the case of electronic resources) or via **Mikkelsen Express**, the library's delivery service. There are return boxes in each academic building where faculty may return library items and ILLs.

Media Services

Media Services, located in the lower-level of the library, provides assistance with audiovisual equipment, printing posters, laminating, and other multi-media projects. Audiovisual equipment is available to check out, and photo and video-editing software is available in our Media Lab.

Library Instruction

Augustana’s librarians are committed to promoting information literacy skills and welcome the opportunity to collaborate with faculty to incorporate information resources/research into their courses. Librarians are available for classroom presentations, to demonstrate search strategies and source evaluation, and to create research guides for specific courses.

Library Staff

Ronelle Thompson <i>ronelle.thompson@augie.edu</i>	Library Director
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Each department is assigned a librarian as liaison. Please reach out to your liaison with any questions regarding library services, resources, or to request instruction. We are here to help!

Lisa Brunick, Public Services Librarian <i>lisa.brunick@augie.edu</i>	Biology, Chemistry, Education, Psychology, Sociology, Graduate Programs
Craig Johnson, Media Librarian <i>craig.johnson@augie.edu</i>	Communications, Exercise and Sports Sciences, Nursing
Krista Ohrtman, Access Services Librarian <i>krista.ohrtman@augie.edu</i>	English/Journalism, Government/International Affairs, History, Religion, Philosophy/Classics, Theatre, Sioux Falls Seminary, Civitas
Ana Olivier, Cataloger <i>ana.olivier@augie.edu</i>	Art/Anthropology, Business/Accounting, Computer Science, Economics, Mathematics, Modern Foreign Language, Music, Physics
Digital Initiatives Librarian <i>A Digital Initiatives Librarian will join the Mikkelsen Library staff in August, 2020.</i>	Open Educational Resources, Northern Plains, People and Places (.np3) digital collection

Augustana Online Bookstore

Augustana University utilizes Akademos in providing textbook and other course material services. Faculty can access this resource at <https://augie.textbookx.com/institutional/login.php> using their institutional login information. For questions or customer service needs, you may visit augie.textbookx.com/help or call 800-644-3289 as a first step.

Augustana University Spirit Wear (06/2022)

Ole’s Outlet (located in the Morrison Commons) and the Skol Shop (located in the new hockey arena in the Fall of 2023) provide spirit wear items available to employees at a discount. Full-time faculty and staff of Augustana will receive a 20% discount on all merchandise available at the merchandise stores.

Departmental purchases of merchandise shall receive a 30% discount. (This will be for merchandise to give away vs to be sold.)

Employees wishing to take advantage of their discount must present their university ID card to the cashier at the time of purchase. Dependents purchasing items at the bookstore may do so only with the employee present and their ID card.

Creative Services

Creative Services is Augustana University’s one-stop shop for complete graphic design, print, copy, paper supply and mailing services.

<p><u>Creative Services</u></p> <p>Monday..... 9 a.m. – 4:30 p.m. Tuesday - Friday.....8 a.m. – 4:30 p.m. Saturday – Sunday.....CLOSED</p> <p><u>Main Post Office - Nelson Service Center</u></p> <p>Monday.....9 a.m. – 3:30 p.m. Tuesday - Friday.....8:30 a.m. – 3:30 p.m. Saturday – Sunday.....CLOSED</p> <p><u>Postal Window/Student Mailboxes - Mortenson Commons</u></p> <p>Monday - Friday.....8:30 a.m. – 11:30 a.m. Saturday – Sunday.....CLOSED</p>	<p><u>Main location</u></p> <p>2021 S. Menlo, Nelson Service Center on the west side of campus</p> <p><u>Contact Us:</u></p> <p>Creative Services.....605.274.4331</p> <p>Post Office at Nelson Service Center.....605.274.4328</p> <p>Post Office at Mortenson Commons.....605.274.4410</p>
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Printing Copies

Copies and printing are available to all departments and student organizations. A request may be submitted to Creative Services on a printing request form or by contacting 274-4331 or mailroom@augie.edu for information on submitting a request electronically.

Print Shop Services:

- Color and black print jobs
- An assortment of paper colors and weights
- Paper sizes: 8.5 x 11 and 11 x 17
- Bindery services: folding, scoring, stapling, hole punching, trimming/cutting, comb/spiral binding, plastic covers
- *Larger copy jobs can be printed at Media Services – 274-4920*

Tests:

- Tests can be submitted via campus mail with a TEST work order or submitted electronically as a pdf file to mailroom@augie.edu.
 - Please include the following with requests:
 - Date needed

- Account number and department to bill
- Number of copies
- Black or color copies
- 1 or 2 sided
- Stapled
- For security reasons, we do not deliver tests via campus mail. They can be picked up at the front desk of Creative Services in the Nelson Service Center.

Graphic Design

Two graphic artists are available to assist with design work. There is a charge for this service that can be billed to department account numbers.

You are welcome to send your own artwork, but it is important that all projects meet university graphic standards and follow copyright laws.

The graphic standards are posted on the portal under marketing, as well as university logos in different formats for staff to download. All artwork files should be sent as a pdf with a bleed and crop marks.

Project Requests and Timelines

- Please refer to the project request timeline posted at augie.edu/marketing.
- Remember, we serve the entire campus. This includes students, faculty/staff and all administrative/academic departments.
- We try our best to accommodate deadlines, but please submit orders in the appropriate timeframe. We often have large quantity print jobs that take extended periods of time to print and cannot be interrupted. Copiers and machinery break down, leading to unexpected down time and delayed timelines.
- No ASAP's please. Give a specific date needed so we can put the project into the production schedule.
- Keep the scope of the project in mind when submitting a request. Some jobs are more labor intensive than others. EXAMPLE: We hand punch, collate and bind all of our lab books, so it is quite time consuming. At the beginning of each semester we are producing lab books for everyone who needs them on campus and everyone needs them the first week of classes.

Mail Services

Post Office:

The main post office located in the Nelson Service Center carries postal supplies and assists with mailing packages. Addressing services such as processing mailing lists, metering mail and sealing envelopes are also provided. Packages and mail may be sent by departments using an Augustana account number.

Stamps and basic services are also available at the post office in the Commons.

Courier and Inner-Campus Mail:

- The courier sorts, delivers and picks up mail across campus Monday through Friday.
- There are designated pickup locations across campus.

Outgoing Mail:

- Please secure outgoing first-class letters that are to be metered with a rubber band.

- Group sealed and unsealed envelopes separately. Keep flaps open or closed consistently throughout a stack of mail for sealing.
- All letters and packages must be marked with the department account number in the upper left-hand corner.
- Mail service to foreign countries is not available for packages; however, letters and cards can be processed and should be identified as international.
- Mail must be delivered to Creative Services by 2 p.m. for it to be processed and sent out that same day. Express services are also available with the same deadline to be processed that day.

Augustana University Human Participants in Research Policy (IRB)

irb@augie.edu

Augustana University is required by federal law to establish a committee responsible for reviewing such proposed research to ensure that the rights and welfare of the subjects are protected. The rules governing human subject research are described in the Code of Federal Regulations (CFR) at 45 CFR 46.

To comply with these regulations, Augustana University has established the Institutional Review Board for the Protection of Human Subjects in Research, "the IRB." IRB policy includes the minimum guidelines established by the regulations, as well as additional policies for research conducted at Augustana University. Augustana University IRB policy requires that all research involving human subjects, whether funded or regulated by an external organization or not, must comply with Augustana University and federal regulations.

Persons conducting research involving human subjects have an ethical as well as professional obligation to ensure the safety, protection, and rights of participants. It is the intent of Augustana University, through the IRB, to assist investigators engaged in human subject research to conduct their research along ethical guidelines reflecting professional as well as community standards. Augustana University has a duty and obligation to protect the rights and welfare of human subjects of research, regardless of the source of funding.

Before conducting any research with human subjects, you must have your research proposal reviewed and approved by the IRB Committee. A copy of the full IRB proposal and proposal forms may be found on the Augustana web site on the Academic Affairs page.

<http://www.augie.edu/institutional-review-board-irb>

Administrative and Support Staff for Reference

Most questions about your assignments should be answered by your department chair. However, at times you may find it useful to get in touch with another university administrator.

<u>Administrative Support Specialist/Grant Coordinator:</u> Dana Frye	605.274.5231
<u>Assistant Vice Provost for Assessment & Academic Excellence:</u> Jay Kahl.....	605.274.4190
<u>Assistant Vice Provost for Student Success & Engagement:</u> Billie Streufert	605.274.4123
<u>Dean of Students:</u> Mark Blackburn.....	605.274.4124
<u>Director of International Programs & Enrollment:</u> Ben Iverson.....	605.274.5050
<u>Associate Vice President for Enrollment Management:</u> Joel Munza.....	605.274.5460
<u>Provost & Executive Vice President for Academic Affairs:</u> Colin Irvine.....	605.274.5417
<u>Registrar and Associate Dean for Interdisciplinary Programs:</u> Joni Krueger	605.274.4015
<u>Head Deputy Identity and CTE Manager:</u> Cheryl Swanson.....	605.274.5331
<u>Vice President for Human Resources:</u> Deanna Versteeg.....	605.274.4110

Departmental Contacts and Division Coordinators

Humanities Division	Karie Frank	605.274.4621
Natural Sciences Division	Grace Wehrspann.....	605.274.4711
Nursing	Jennie Holland	605.274.4727
Social Sciences Division	Cara Fonder.....	605.274.5226
Athletics	Theodore Smith.....	605.274.4311
School of Business	Karli Stephenson.....	605-274-2747
School of Education	Chris Assmus.....	605.274.4629
School of Health Professions	Matt Volansky.....	605.274.5882
School of Music	Matthew Erickson.....	605.274.5451

Please refer to [The List](#) for Augustana faculty and administrative lists, council and committee membership.