



# Policy Manual

February 3, 2025

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## President's Message

Dear Students, Faculty, and Staff:

I am pleased to announce the introduction of our **Policy Manual**, a significant step forward in our commitment to fostering a transparent, inclusive, and effective learning environment at William V.S. Tubman University.

This policy manual reflects our dedication to upholding the highest standards of academic integrity, student welfare, and institutional excellence. It has been developed through extensive consultation with various stakeholders within our university community, ensuring that it meets the diverse needs of our students and faculty.

The manual outlines our policies on academic conduct, student support services, and faculty responsibilities, among other important areas. By clarifying these policies, we believe we can enhance our educational environment, promote fairness, and encourage an atmosphere of respect and collaboration.

I encourage all members of our community to familiarize themselves with the manual's contents and to engage in discussions about its implications for our university.

Thank you for your continued commitment to excellence at William V.S. Tubman University.

Sincerely,



Olu Q. Menjay, PhD

**President/CEO**

## OFFICE OF PRESIDENT POLICIES

### Policy Numbering System

This Tubman University Policy Numbering System has been adopted to simplify the development and tracking of university policies. Each policy number shall consist of a two-letter code for the “Responsible” division, followed by a two-number classification, and ending with a three-digit Policy Number. For example, the first policy on “Academic Advising” shall be numbered AA-03-001:

Two-letter Division Code (AA)

Two-Digit Classification Number (03); and

Three-Digit Policy Number (001)

### Policy on Policies

**Policy number: OP-01-001**

#### Policy Statement

This policy establishes and coordinates a consistent process for identifying, developing, approving, and implementing all Tubman University policies in compliance with the governing principles upon which the University's operations are based and ensures compliance with the Laws of Liberia.

#### Reason for the Policy

This “Policy on Policies” governs the development and oversight of all formal University Policies. Department heads and individuals must follow the procedures outlined in this policy for developing and approving new University Policies or revising existing policies.

#### Policy

The process to ensure that each policy development compiles with the intent of the Policy is outlined below. The coordination of policies and procedures should always be cross-referenced to one another. The procedures must be developed for each policy where applicable.

The University’s Process for Policy Development, Approval, and Implementation shall be as follows:

1. **Identification of Need:** Any University community member may suggest to the Policy Coordinator that a new University policy or revision to an existing policy is required.
2. **Policy Concept:** Before any policy is developed or revised, the Policy Coordinator must develop a proposal or concept for a new policy or revision to an existing policy, review it, and approve it by the President’s Cabinet.
3. **Drafting and Consultation:** Each Policy shall have a “Responsible Division” designated by the Policy Coordinator based on the type of policy. The Vice President of the responsible division shall lead in drafting the new policy or revising the existing policy.
4. **Council Review:** The Policy Coordinator shall receive the draft policy from the Vice President or designee of the Responsible Division, review it, and comment on matters such as format. Then, the draft policy shall be presented to the President's Council for review and comments.

5. **Final Approval:** Following the presentation to the Council, the draft policy shall be reviewed by the Policy Coordinator, provided a policy number (if new), and advanced to the President's Cabinet for final approval.
6. **Implementation of the New Policy:** Once approved by the President's Cabinet, the policy will be introduced to the University Community and all relevant units, and the Policy Coordinator will conduct a workshop for appropriate training, interpretation, and compliance monitoring.
7. **Maintenance of the Policy Document:** The Human Resources Department shall serve as the repository for all University policies, including keeping a directory of all approved policies and making them available on the University website, in a handbook, and to new employees.

**Responsible Division**

Office of the President

**Related Policies and Documents**

All University Policies

Policy Numbering System

Policy Format

**Forms**

Form not required

**Approved Date: November 23, 2011**

**Effective Date: December 1, 2011**

## **Transportation and Communication Allowance**

**Policy Number: OP-22-003**

### **Policy Statement**

To compensate for personal expenses incurred in connection with official duties of senior administrators of the University not generally supported by the salary and goods and services budget and not reimbursable, the President's Cabinet hereby creates and establishes Transportation and Communication Allowance.

### **Reason For the Policy**

In the normal course of their duties, senior administrators and other staff of the University incur a myriad of expenses not supported by the University's personnel and goods and services budget as appropriated, allocated, and disbursed by the Government of Liberia. These expenses are also not reimbursable because appropriation and allocations in the national budget do not support them. This policy is intended to compensate for, and not necessarily to fully cover, such expenses incurred by senior university officials and other employees.

### **The Policy**

#### **Eligibility:**

Senior members and other employees, as determined by the University president, are eligible to receive a Transportation and Communication Allowance.

#### **Frequency Of Payment:**

The Transportation and Communication Allowance shall be disbursed on the first day of each month or on other appropriate dates. However, payments shall be made only once a month.

#### **Rates:**

Transportation and Communication Allowance shall be paid based on the rate assigned to each rank below. The Cabinet may amend or add ranks or revise the rate as may be appropriate from time to time. Beneficiaries who serve in dual capacities shall receive the higher of the two.

#### **Rank**

PRESIDENT

VICE PRESIDENT

ASSISTANT AND ASSOCIATE VICE PRESIDENTS/CHIEF OF STAFF

DEANS

DEPARTMENT CHAIRPERSONS

EXECUTIVE DIRECTORS

EXECUTIVE ASSISTANTS

SENIOR DIRECTORS

DIRECTORS

ADMINISTRATIVE ASSISTANTS WITHIN THE SIX COLLEGES

**Forfeiture:**

Beneficiaries absent from campus unexcused or not on work-related assignments for more than ten (10) working days shall forfeit their Transportation and Communication Allowance for the succeeding month. In the event that the beneficiary is absent from work due to prolonged illness, maternity leave, and study leave, the officer in charge shall receive the allowance.

**Advances:**

No advances shall be made on the Transportation and Communication Allowance. Disbursement shall not be earlier than the first week of each month.

**Tax:**

Transportation and Communication Allowance is tax-exempt and intended to compensate senior university administrators for work-related operational expenses.

**Responsible Division:**

Office of the President

**Related Policies:**

N/A

**Date Approved:** April 9, 2022

**Date Revised:** June 3, 2024

**Effective Date:** June 4, 2024

## **Pre-Paid/Credit Card**

**Policy Number: OP-23-001**

### **Policy Statement**

This policy establishes guidelines for appropriately using the William V. S. Tubman University (TU) credit card issued to the President/CEO. It supports the migration to a cashless economy, ensuring responsible financial management and accountability in using credit cards for university-related expenses.

### **Reason for the Policy**

From time to time, the University may be offered an opportunity to purchase goods or arrange for services from companies that do not invoice but only accept direct payment. Tubman University must hold a pre-paid credit card to take advantage of these Best Value offers.

### **The Policy**

#### **1.0 Scope**

This policy applies specifically to the President/CEO of William V. S. Tubman University.

#### **1.0 Issuance of Credit Card**

- 1.1 The TU credit card will be issued in the name of the President/CEO and the university.
- 1.2 The credit limit on the card will be determined based on the budgeted operational needs of the President/CEO.

#### **1.0 Authorized Use**

3.1 The credit card will be used exclusively for legitimate university business expenses.

These may include, but are not limited to:

- 1.1.1 Travel expenses (airfare, lodging, transportation)
  - 1.1.2 Business meals and entertainment
  - 1.1.3 Office supplies and equipment
  - 1.1.4 Conference and Seminar Fees
  - 1.1.5 Any other expenditures necessary for the performance of the President/CEO's duties
- 1.2 Personal use of the credit card is strictly prohibited.

#### **2.0 Card Ceiling**

The ceiling of the card will be US 5,000.

#### **1.0 Expense Reporting and Documentation**

- 1.1 Detailed receipts and documentation must support all expenditures made with the credit card.
- 1.2 A monthly statement of credit card charges will be reviewed and reconciled by the Finance Department.
- 1.3 The President/CEO must submit an expense report each month, including all

receipts, the purpose of each expense, and a justification for the expenditure if not self-explanatory.

1.4 Expense reports must be approved by the Chair of the Board of Trustees or their designee.

### **1.0 Payment and Reconciliation**

1.1 The Finance Department will be responsible for the timely payment of the credit card balance.

1.2 Any discrepancies identified during the reconciliation process must be promptly investigated and resolved.

1.3 The President/CEO is responsible for ensuring that all charges are legitimate and comply with this policy.

### **1.0 Compliance and Audit**

1.1 The use of the credit card is subject to audit at any time by the university's internal and external auditors.

1.2 Non-compliance with this policy may result in disciplinary action, including termination of employment and/or legal action.

### **1.0 Lost or Stolen Cards**

1.1 If the credit card is lost or stolen, the President/CEO must notify the Finance Department and issuing bank immediately.

1.2 The Finance Department will take appropriate steps to cancel the card and issue a replacement.

### **9.0 Termination of Employment**

9.1 Upon termination of employment, the President/CEO must return the credit card to the Finance Department immediately.

9.2 The Finance Department will cancel the card and ensure all outstanding charges are reconciled.

### **10.0 Policy Review**

10.1 The Board of Trustees will review this policy annually to ensure its effectiveness and relevance.

10.2 The Board of Trustees must approve any amendments to this policy.

### **Responsible Division:**

Office of the President

### **Related Policies: N/A**

**Date Approved:** May 30, 2024

**Effective Date:** June 1, 2024

## **Paid Study Leave Policy**

**Policy Number: OP-24-001**

### **Policy Statement:**

The Study Leave (SL) Program aims to build the capacity of the university's instructional and non-instructional staff by targeting specific disciplines. It shall be available without restriction to full-time employees, meeting the requirements stipulated in the policy guidelines. The paid study leave shall be used to meet the criteria for pursuing degrees at the master's and doctorate levels alongside professional programs relevant to the University's programs and operations.

### **Purpose of the Policy:**

This policy outlines the provisions and guidelines for study leave for William VS Tubman University employees, both faculty and staff, to allow them to advance themselves while in the institution's employ. This policy enables employees to take time off work to pursue higher education and attend conferences, workshops, or other professional development to enhance their job-related skills and knowledge.

### **The Policy**

#### **1.0 General Eligibility Requirements:**

- 1.1 Must be a Liberian
- 1.2 Must be able to acquire a student visa from the country of study
- 1.3 Must have served the University for a certain number of years depending on the category of study he/she is applying for
- 1.4 Must be in good health (evidenced by a health certificate) and good behavior (evidenced by a police clearance and the University, respectively).
- 1.5 Must obtain three (3) recommendations using the GOO Recommendation Form. The recommendations should come from:
  - (a) Immediate supervisor
  - (b) Academic advisor
  - (c) Others

Note: Other eligibility requirements are based on the various categories.

#### **2.0. Procedure for Study Leave Award**

The method of selection will include:

- 2.1 Screening of applications
  - 2.1.1 Applications received will be screened based on the general and specific eligibility requirements.
  - 2.1.2 Applications that meet the eligibility requirements will be shortlisted and will proceed to the interview stage.
- 2.2 Interview and Selection
  - 2.2.1 The Grow Our Own Committee will interview and assess all shortlisted applicants.

2.2.2 The list of eligible applicants will be finalized by the GOOC after additional regulatory checks.

2.2.3 The list of eligible applicants will be submitted to the University's Cabinet.

### 2.3 Approval

2.3.1 The University's Cabinet will review the recommended study leave awardees list and issue an approval memo for those it deems eligible.

2.3.2 The Human Resources and Compliance Department issues study leave letters and contracts to the awardees approved by the University's Cabinet.

### 2.4 Study Leave Maintenance

2.4.1 Successful applicants will submit a progress update to the University through the Human Resources and Compliance Department every semester to continue to enjoy the study leave.

2.4.2 If an awardee is unable to finish his/her degree program within the stipulated time but intends to complete the program, he/she has to apply to the Human Resources and Compliance Department for an extension. An unfavorable response thereto warrants his/her return to work.

## 3.0 Category I – Masters

The University shall provide opportunities at the master's level for qualified faculty and staff.

### 3.1 Specific Eligibility Requirements:

3.1.1 Must have served the University for at least four (4) years

3.1.2 Must not be more than 45 years of age.

3.1.3 First degree earned must align with the need areas of the University or related areas or must have practiced in the field for at least two years.

### 3.2 Benefits

If the University gives the scholarship, the staff or faculty member will get his/her full salary for the first six (6) months and half salary for the remaining period of the study (two years for masters). If the staff or faculty member is paying directly for his/her study, he/she will get his/her full salary for the first year and half salary for the remaining period of the study (two years for masters).

### 3.3 Completion of Degree Program

Upon completion, the faculty/staff shall serve the University for at least three years. For a development that may result in prolonged study due to a genuine cause (illness, natural disaster, familial, political upheaval), the awardee shall apply for an extension to the Human Resources and Compliance and, upon approval by the President's Cabinet, be given a maximum of six (6) months extension with pay.

**Note:** Such extension shall add another year to the previously stipulated time of returned service.

#### **4.0 Category II – Doctorate**

Doctorate programs must be research-based only. Staff traveling for studies shall be allowed during the mid-year (June – July) break, with Christmas break being optional. Faculty may travel at liberty for research during the aforementioned breaks but must present evidence for overstaying the stipulated periods.

##### **4.1 Specific Eligibility Requirements:**

- 4.1.1 Must have served the University for at least five (5) years
- 4.1.2 Must not be more than 50 years of age.
- 4.1.3 The master’s degree must align with the university's need areas or a related field, or the applicant must have practiced in the field for at least two years.

##### **4.2 Benefits:**

Full salary throughout the study (work-study leave).

##### **4.3 Completion of Degree Program:**

Upon completion, the faculty/staff shall serve the University for at least three years.

**Note:** *The salary of a staff or faculty will be prorated for overstaying the stipulated period. Evidence of attendance/participation is required for every training cycle.*

#### **5.0 Category III – Professional Programs**

Post Graduate Diploma (PGD) / Certificate

The University shall provide opportunities for faculty and staff members wishing to pursue postgraduate diploma/certificate programs in fields relevant to its operations. These short-term programs should last at most six months for certificates and one year for diploma programs.

Additionally, faculty and staff have the opportunity to attend conferences, seminars, and workshops. Faculty members are allowed to attend during breaks only.

##### **5.1 Specific Eligibility Requirements:**

Must submit an application to the GOOC with the following attachments:

- a. Program details
- b. Invitation to attend conferences, seminars, or workshop

##### **5.2 Benefits:**

- 5.2.1 Full salary for certificate programs
- 5.2.2 For diploma programs, full salary for the first six months and half for the remaining period.

**Note:** *The salary of a staff or faculty will be prorated for overstaying the stipulated period. Evidence of attendance/participation is required for every training cycle.*

**Responsible Division:** Academic Affairs, Human Resources and Compliance

**Related Policies:** 4.2.6 TU Employees Handbook

**Date Approved:** July 19, 2024

**Effective Date:** July 22, 2024

## President's Scholarship

**Policy Number: OP-25-001**

### **Policy Statement:**

The President's Scholarship Policy is designed to recognize and support outstanding students who demonstrate exceptional academic achievement and financial need. This policy ensures that eligible students receive financial assistance to pursue their educational goals, thereby promoting inclusivity, academic excellence, and leadership development. Under this policy, the beneficiaries of the President's Scholarship shall be ***six students (three merit-based and three need-based)***.

### **Reason for Policy:**

This policy establishes clear guidelines for awarding scholarships under the President's Scholarship Program. By providing need-based and merit-based scholarships, this policy aims to:

- Reward and encourage high-achieving students to excel academically.
- Support students from economically disadvantaged backgrounds to access quality education.
- Enhance the institution's commitment to fostering diversity, equity, and inclusion.
- Promote leadership, innovation, and service among students.

### **Policy:**

#### **1. Types of Scholarships:**

a. **Merit-Based Scholarships:** Awarded to students with outstanding academic performance, leadership abilities, and extracurricular achievements. Eligibility is determined based on GPA *and* other relevant criteria.

b. **Need-Based Scholarships:** Awarded to students who require financial assistance to afford their education. Eligibility is determined based on family income, financial hardships, and other relevant socioeconomic factors.

#### **2. Eligibility Criteria:**

##### **a. Merit-Based Scholarships:**

- Minimum GPA of 3.5 (on a 4.0 scale) or equivalent academic excellence.
- Demonstrated leadership skills through extracurricular activities, community service, or research initiatives.
- Recommendation letters from teachers, mentors, or community leaders.

##### **b. Need-Based Scholarships:**

- Submission of financial documents proving economic hardship (letter of intent and financial aid applications).
- Minimum academic standing requirement of 2.5.
- A personal statement explaining financial need and career aspirations.

#### **3. Application Process:**

- Students must submit an official application form, including all required documentation.

- The Scholarship Committee will review applications based on eligibility criteria.
- Finalists may be required to attend an interview or provide additional supporting documents.

**4. Award Disbursement & Renewal:**

- Scholarship funds will be applied directly to tuition, fees and other academic expenses.
- Recipients must maintain academic performance standards to renew the scholarship annually.
- Need-based recipients must resubmit financial documentation for renewal consideration.

**5. Compliance & Oversight:**

- The scholarship program will be overseen by the Office of Financial Aid and the Scholarship Committee.
- Annual reviews will assess the impact and effectiveness of the scholarship program.

This policy ensures fairness, transparency, and accessibility in awarding scholarships to deserving students, reinforcing the institution's dedication to academic excellence and equal opportunity.

**Responsible Division:** Academic Affairs, Human Resources and Compliance

**Related Policies:** Student Handbook, Financial Aid Policy

**Date Approved:** February 28, 2025

**Effective Date:** March 3, 2025

## **ADMINISTRATION POLICIES**

### **Performance Appraisal**

**Policy Number: AD-005-001**

#### **Policy Statement:**

The appraisal process is an interaction between an employee and supervisor in line with the university's goals and strategic plans. At Tubman University, employee appraisal is an essential part of the University's commitment to developing its employees to ensure efficiency and effectiveness in delivering quality services.

Therefore, this appraisal policy supports employees' transformation to deliver quality service. It is intended to be used flexibly and completed in a way that reflects the staff member's career stage and job content. Tubman University appraisal systems emphasize a positive and constructive dialogue between the appraisee and appraiser.

#### **Reason for Policy**

The policy intends to identify the performance gap that may occur when performance does not meet the acceptable standard set by the university and to recognize employees who have rendered outstanding performance. It is also meant to define the university's training needs, measure every employee's performance against the standards, and set actions and objectives for continuous improvement.

#### **The Policy**

- 1.1 Every employee shall have a performance appraisal at least once during the calendar and academic year;
- 1.2 The appraisal shall be effective after at least one year of continuous employment at the university;
- 1.3 Each employee shall evaluate his/her subordinates using one of the following performance evaluation forms;
- 1.4 Self-Evaluation Form ( this evaluation shall be used to help employees rate their own work performance)
- 1.5 Peer Evaluation Form (this evaluation shall be conducted by colleagues/ peers in the department);
- 1.6 Supervisor Performance Evaluation Form (this evaluation shall be conducted by the Units/Department and Division Heads);
  - 1.6.1 Department Heads/supervisor Performance Evaluation Form (this evaluation shall be conducted to be evaluated by the direct supervisor);
  - 1.6.2 The Quality Assurance Director and Compliance Office shall prepare two yearly appraisal plans for the administrative and academic staff.

#### **3.6 The Appraisal:**

3.6.1 The appraiser shall fill out the forms and share the outcomes with the supervisee before handing them over to the Human Resources Director of Compliance and the Director for Quality Assurance.

3.6.2 The appraisal should reflect the appraiser's view of the supervisee's performance across various managerial and skill factors. Comments should briefly explain and support the overall assessment and indicate the trend of performance.

3.6.3 The employee has the right to appeal the overall rating of his/her performance review. To initiate an appeal, the employee must write to the HR department directly. The Performance Appraisal Committee shall evaluate the appeal.

3.6.4 Staff appraisal final grade is based on 50% for supervisor evaluation, 20% self-evaluation, and 30% grade for peer evaluation.

Weighted grade based on a score of performance evaluation for each question/measure with a maximum score of 5 (5 for Outstanding, 4 for Exceed Requirement, 3 for Meet Requirement, 2 for Meet Minimum Requirement, and 1 for Failure to Meet Requirement).

The Staff appraisal final results are classified as follows:

- A final grade of 86 and above is considered as outstanding;
- A final grade between 80 and 85 is considered very good;
- A final grade between 75 and 80 is considered as good;
- A final grade between 70 and 75 is considered satisfactory;
- A final grade below 60 is considered poor.

3.6.5 Any employee with a grade of less than 60 will be sent a written warning to improve his/her performance.

3.6.6 The Human Resources Team shall discuss the performance appraisal outcomes with the employees, supervisors, and university administration and recommend relevant measures.

3.6.7 The outcome of the performance appraisal shall be recorded in the HR department.

#### **4.0 Process:**

##### **4.1 Self-Assessment**

Self-assessment is a tool used by supervisors to assess their employees' performance. It is also an opportunity for employees to evaluate their performance.

##### **4.2 Peer Assessment**

Peer appraisal is a feedback mechanism that allows colleagues to assess each other's work and behavior, contributing to a comprehensive and fair evaluation of individual performance within the team.

##### **4.3 Supervisor Assessment**

It is a comprehensive process for offering feedback, recognizing accomplishments, pinpointing improvement areas, and establishing future goals.

#### **5.0 Appraisal Record**

When an appraisal is completed, it should be recorded using the appraisal form. The appraiser should complete this form and countersign it with the employee and the appraiser's manager so the employee is aware of the competencies critical for the effective performance of that role. A copy of the form should be given to the employee before the form and the report are submitted to the Human Resources Department. Employees may use the TU grievance procedure to resolve appraisal accuracy or fairness problems.

## **6.0 Appraisal Cycle**

An appraisal cycle is defined as the period during which the overall performance of an employee is assessed.

- At Tubman University, the appraisal cycle shall be 1 year, and the performance of employees shall be assessed yearly,
- Academic staff members shall be appraised at the end of each academic year,

## **7.0 Non-Compliance**

All employees have a role in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their safety when addressing any breach, they should seek senior management support. Failure to comply with this policy may lead to a lack of clarity over job roles, learning needs, or expected performance standards, resulting in reduced effectiveness or efficiency, underperformance, and risk to service delivery. Any member of staff or faculty refusing to observe the policy will be liable to disciplinary action, following the university disciplinary policy up to and including dismissal.

### **Responsible Division:**

Division of Administration

### **Related Documents**

Self-Assessment Form

Peer Assessment Form

Supervisor Assessment Form

**Approved Date:** November 28, 2024

**Effective Date:** December 2, 2024

## **Search and Hiring**

**Policy Number:** AD-06-001

### **Policy Statement:**

Tubman University actively tries to attract, hire, and retain qualified and diverse staff whose experiences and talents will best equip the University to accomplish its mission and vision. With this policy, the University affirms its commitment to a defined search and hiring process for full-time, part-time, contractual, and on-call employment that is consistent and in compliance with the applicable labor laws of Liberia. This policy aims to set forth strategies by which search and hiring at the University will consider the value of a diverse and inclusive working community.

### **Reason for the policy**

This policy aims to develop a transparent process that outlines the steps, roles, and responsibilities of the search committees, hiring managers, and HR representatives involved in the interview and hiring process. Additionally, it ensures that the right strategy is advanced to attract qualified individuals to help accomplish the university's mission and vision.

### **Policy**

The University must assess its staff recruitment strategy to attract qualified candidates, including women, for potential hiring. The recruitment and hiring process shall be initiated by the head of the division, who will submit his/her request for a position or positions to the President's Cabinet for approval with accompanying rationale and position description. If approved by the Cabinet, a vacancy announcement for said position will be developed. The vacancy announcement shall be posted on the bulletin board in the administration building, other locations on the campus, and at the Superintendent's Office Building. It shall also be posted on the university's and other websites, carried out in major newspapers in Monrovia, and widely circulated to institutions of higher education in West Africa and Africa as a whole.

A senior administrative search committee, whose members are appointed annually, shall conduct searches for deans, assistant and associate vice presidents, and vice presidents. The committee's responsibilities include reviewing applicants' credentials and conducting interviews. After that, a written report outlining the applicants' strengths and weaknesses with recommendations shall be submitted to the appropriate hiring manager.

Searches for deans, assistants, associate vice presidents, and vice presidents shall be conducted by a Senior Administrative Search Committee, whose members shall be constituted by the following: 1 faculty Senate representative, 1 Staff Association representative, 1 representative from the relevant area of the search, 1 dean and 2 vice presidents. Their responsibilities include reviewing applicants' credentials and conducting interviews. Following interviews, the committee shall submit a written report to the appropriate hiring manager, outlining the applicants' strengths and weaknesses with recommendations.

The hiring manager shall conduct the second interview after the appropriate search committee has submitted its report. Following the second interview, when the hiring manager decides, she/he shall send a written report to the appropriate division's VP. The VP

shall then submit the written report to the president for her/his review and decision. An offer shall then be made to the candidate.

All employment (contract) letters shall be signed by the President of the University or her/his designee before they are sent to the prospective employee. The hiring manager shall not extend a job offer contrary to the University's policy, nor shall they state that a contract exists between the University and the potential candidate.

A relocation allowance may be provided to a new local or international staff/faculty member taking up assignments at the university's main campus. This enables staff/faculty to transport personal effects to Harper from their original residence. If relocation is provided, the University shall provide fifty percent of the amount assigned to the staff's/faculty's position or rank following the signing of an employment contract and prior to their departure for Harper. The balance fifty percent relocation allowance shall be given to the employee after a month on the job. The relocation allowance will be determined based on the amount of funding received from the Government.

While the president's Cabinet must approve all positions for hire, certain positions do not require the formation of a search committee. These include but are not limited to, security officers, drivers, maintenance workers, carpenters, painters, mechanics, generator operators, groundsman, cleaners, and electricians.

The Human Resources department shall conduct orientation for all new employees hired by the University. The orientation introduces new employees to the university's policies, procedures, and workings. It helps new employees get the initial feel of their new environment by giving them a tour of some offices. The orientation also allows the new employees to fill in the appropriate documents required by HR.

**Responsible Division:**

Division of Administration

**Related Policy:**

Recruitment and Appointment of Faculty (TU Handbook)  
Relocation Allowance

**Forms:**

Recruitment Decision Form  
Employee Credential Review Form  
New Hire Requisition Form

**Approved Date:** April 24, 2013

**Effective Date:** May 1, 2013

## Time & Attendance

**Policy Number:** AD-07-001

### **Policy Statement:**

Tubman University is committed to being a leader in excellence and service. Consistently delivering excellence to our customers (students) requires all employees to be at work on time and perform the duties assigned daily. It is the University employees' responsibility to maintain a good record.

### **Rationale for Policy:**

The policy is designed to address time and attendance for all university employees. It provides standards and outlines appropriate attendance guidelines for scheduled and unscheduled absences.

### **The Policy:**

1. Employees are expected to report to work on time. If you cannot report to work, you must notify your immediate supervisor at least two hours prior to the start of your shift. You must make every effort to speak directly with your supervisor. Contact the Human Resources office only when unable to contact your supervisor.
2. Failure to notify your supervisor or Human Resources of your anticipated absence violates Tubman's Rule of Conduct and may result in corrective action.
3. Employees must also inform the supervisor if they will be late before their shift starts whenever possible.
4. Employees absent for more than three consecutive days must bring a note from a medical professional.
5. Employees must sign in and out as proof of their attendance.

### **University's Expectations:**

- Maintain reasonable health standards and take precautions against illness
- Do not permit minor indispositions or inconveniences to keep you away from work
- Allow for variations in weather or shared transportation when commuting
- Attend to personal business at times outside of your scheduled working hours
- Make every effort to live and work safely. Observe safety rules and practice safety both on and off the job.

**Responsible Division:** Administration

### **Related Policies:**

The University Handbook

### **Forms:**

Time & Attendance Sign in Sheet  
Leave Request Form (Via intranet)

**Approved Date:** April 27, 2015

**Effective Date:** May 1, 2015

## Sexual Harassment

**Policy Number:** AD-08-001

### **Policy Statement:**

Tubman University is committed to maintaining a fair, humane, and responsible learning and working environment for all students, faculty, and staff. This environment supports career and educational advancement based on job and academic performance. Sexual harassment subverts the mission of the University, offends the integrity of the University community, and is not tolerated.

### **Reason for the Policy:**

Sexual harassment is a form of unlawful gender (sex) discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment most often occurs when one person has actual or apparent power or authority over another; however, it may also occur between individuals of equal status or rank within the University.

It is also possible for a person who is not in a position of power or authority over another to sexually harass that person, such as a professor being sexually harassed by a student or a supervisor being sexually harassed by a supervisee. Laws of the Republic of Liberia and the Association of Liberian Universities (ALU) make sexual harassment unlawful. The University and the law also prohibit retaliation against persons who complain about alleged sexual harassment or who cooperate in an investigation of reported sexual harassment. This policy also addresses intentional and unintentional conduct, including conduct that results in adverse effects, even though such negative effects were unintended.

### **Policy:**

Members of the University community shall not engage in sexual harassment. Persons who do so are subject to disciplinary action, including employee discharge and student dismissal. The University also prohibits sexual harassment by third parties toward university community members.

Members of the University community are expected to cooperate in the University's investigations of alleged sexual harassment. If cooperation does not occur, the investigation will generally proceed based on available information.

Unit administrators, under the oversight of the Human Resources Office, are responsible for processing complaints under this policy in which the alleged harasser is an employee. Unit administrators who need assistance in applying this policy, education, and training regarding the policy, or who have questions about sexual harassment prevention may contact the Assistant Vice President for Human Resources, the Associate Vice President for Academic Affairs, or the Vice President for Students Affairs, whichever is appropriate.

### **Other Relevant University Policies:**

Since sexual harassment is a form of unlawful discrimination, a member of the University community who violates this policy also violates the University's Anti-Discrimination Policy.

## Definition of Sexual Harassment

The purpose of determining whether a particular course of conduct constitutes sexual harassment under this policy, the following definition will be used:

Sexual harassment is defined by law and includes requests for sexual favors, sexual advances, or other sexual conduct when (1) submission is either explicitly or implicitly a condition affecting academic or employment decisions; (2) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile or repugnant environment; or (3) the behavior persists despite objection by the person to whom the conduct is directed.

Sexual harassment is the unwelcome sexual advance, requests for sexual favor, and other verbal or physical conduct of a sexual nature when either:

- The conduct is a term or condition of an individual's employment, education, living environment, or participation in a university community.
- The acceptance or refusal of such conduct is used as the basis or a factor in decisions affecting an individual's employment, education, living environment, or participation in a university community.
- The conduct unreasonably impacts an individual's employment or academic performance or creates an intimidating, hostile, or offensive environment for that individual's employment, education, living environment, or participation in a university community.

Some examples of conduct that may constitute sexual harassment include, but are not limited to:

**Unwanted sexual statements** – sexual or “dirty” jokes, comments on physical attributes, spreading rumors about or rating others as to sexual activity or performance, talking about one's sexual activity in front of others, and displaying or distributing sexually explicit drawings, pictures, and/or written material. Unwanted sexual statements can be made in person, in writing, electronically (email, instant messaging, texting, etc), and otherwise.

**Unwanted personal attention** – letters, telephone calls, visits, pressure for sexual favors, pressure for unnecessary personal interaction, pressure for dates where a sexual/romantic intent appears evident but remains unwanted, and stalking.

**Unwanted physical or sexual advances** – touching, hugging, kissing, fondling, touching oneself sexually for others to view, sexual assault, intercourse, or other sexual activity.

## Types of Sexual Harassment:

Quid pro quo (meaning “this for that”) sexual harassment occurs when it is stated or implied that an academic or employment decision about a student or employee depends upon whether the student or employee submits to conduct of a sexual nature. Quid pro quo sexual harassment also occurs when it is stated or implied that an individual must submit to conduct of a sexual nature to participate in a university program or activity.

*Hostile environment* sexual harassment occurs when unwelcome conduct of a sexual nature creates an intimidating, threatening, or abusive working or learning environment or is so severe, persistent, or pervasive that it affects a person's ability to participate in or benefit from a university program or activity.

**Retaliation:**

The University will take appropriate steps to assure that a person who, in good faith, reports, complains about, or participates in an informal resolution or formal investigation of a sexual harassment allegation will not be subjected to retaliation. The University also will take appropriate steps to ensure that a person against whom such an allegation is made is treated fairly. The University will also take appropriate follow-up measures to ensure the goals of this policy are met. Persons who believe they are experiencing retaliation are strongly encouraged to complain to the University using the same procedure for lodging a sexual harassment complaint.

**Formal Complaints of Sexual Harassment**

A formal complaint occurs when a person who believes that he/she has been the victim of sexual harassment in the University community or (b) a university employee with knowledge of the allegations notifies the Director of Human Resources for Faculty and Staff and the University Counselling Office for students.

**Filing False Complaint:**

Sexual harassment can be a grave matter, having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have a similar impact. A person who knowingly and deliberately files a false complaint under this policy is subject to university discipline. Both a person who sexually harasses another and a person who knowingly and intentionally files a false complaint under this policy are subject to university discipline.

**Investigation:**

The University will handle sexual harassment complaints consistently with procedural guidelines developed to ensure prompt and equitable resolution of such complaints. Complainants and Respondents will be given copies of the procedural guidelines, which will also be readily available to the University community. The matter will then proceed to investigation or other practical and fair review. The purpose of an inquiry, which will include interviewing the parties and witnesses, is to gather and assess evidence. During the course of an investigation, the investigating office will work collaboratively with other appropriate University Offices.

**Investigation Timelines:**

The reporting procedures outline the timeframes for completing each step of the investigation process. Sexual harassment investigations will usually be completed within 30 calendar days, with an additional 10 days to complete a formal report where appropriate. If the investigation cannot be completed within that timeframe, the complainant and the respondent will be informed of the reasons for the delay and an estimated completion date.

**Interim Measures:**

The University generally does not investigate allegations of harassment or discrimination that fall outside the jurisdictional limits of the Anti-Discrimination Policy. Nevertheless, the University will process all sexual harassment complaints in accordance with this policy, regardless of where the conduct that is the basis for the complaint allegedly occurred, to evaluate whether there is a hostile environment on campus that would be contrary to the University's legal obligations.

**Complaints in Which a Student is the Alleged Harasser:**

Complaints of alleged sexual harassment by a student will be investigated under the oversight of the office of the University Counselor. If that investigation results in a finding that sexual harassment has occurred, the university counselor will file a complaint with the Office of the Vice President for Student Affairs, and such complaint will be processed under the student disciplinary code. In those cases, the university counselor will be identified as the complainant, and it will be the victim's prerogative to determine in what capacity, if any, he/she will participate (i.e., co-complaint, witness, or no participation).

**Complaints in Which an Employee to Employee is the Alleged Harasser:**

Complaints of alleged sexual harassment by a faculty or staff member will be investigated under the oversight of the University's Human Resources Office in collaboration with the office of the Associate Vice President for Academic Affairs in the case of a faculty. Complaints made to the Office of Human Resources in the case of a staff member will be referred to the unit administrator of the alleged harasser, or if the alleged harasser is the unit administrator, the report will be made to the unit administrator's superior. Complaints made or referred to the unit administrator of the alleged harasser or the unit administrator's superior will be processed by those individuals under the oversight of the Office of Human Resources.

The University Counselling Office will assist units with processing and investigating harassment complaints. Depending on the circumstances of a particular complaint, the Office of the University Counselor or Human Resource Office designee may serve as the primary investigator of the complaint with input from the Office of Human Resources as appropriate. All reports of sexual harassment will be reported to the President of the University.

**Confidentiality:**

Sexual harassment is a matter of grave concern for both the Complainant and the Accused. Therefore, information gathered during the investigation of sexual harassment complaints will be handled discreetly and with the utmost sensitivity and care. Notwithstanding the above, in the course of any investigation, the release of some information is necessary to gather relevant information.

**Responsible Division:**

Administration-HR, Student Affairs

**Related Policies:**

Harassment

The University Handbook

**Approved Date:** June 15, 2015

**Effective Date:** June 15, 2015

# Risk Management

**Policy Number:** AD-09-001

## **Policy Statement:**

Effective risk management is necessary for competent strategic decision-making and efficient, effective, and robust business processes that allow the University to take advantage of opportunities while meeting required accountability, compliance, probity, and transparency standards. Sound management practices based on expertise, innovation, and contingency planning can reduce high inherent risk exposures to acceptable levels.

## **Reason for the policy:**

Risk Management is a core component of university governance. It develops a culture of risk awareness while maintaining a culture of innovation and realization of opportunities within the University. It also ensures compliance with risk management processes that the Government mandates.

## **Policy**

### **1. Principles**

The policy is based on principles of the following:

- a. **Commitment** – The university operations shall be transparent in all forms, especially information flow and financial matters. The University operations shall ensure the avoidance of overlapping, mobilize clear lines of responsibilities, and leverage dynamic leadership for progress. The University is committed to the identification and effective management of risk;
- b. **Disclosure**—University operations shall be open and honest, with civil discussions free of violence. The University will systemically identify and document material risks and take appropriate action to manage these risks.
- c. **Integration**—The University operation shall choose the concept of teamwork that breeds cooperation and collaboration, where individuals are accountable and responsible. The University will integrate the Risk Management Standard and link staff accountability measures following established reporting lines.
- d. **Improvement**—The University will apply the improvement cycle of plan, implement, review, improve (PIRI) to the implementation of risk management.

### **2. Expectations**

- a. All William V. S. Tubman University staff and its controlled entities shall comply with the Risk Management Policy and regulatory and funding body requirements.
- b. The University Internal Auditor, on behalf of the President, shall co-ordinate an annual University-wide risk assessment.
- c. The faculty and Division shall be aware of the risk areas that need to be controlled within their areas of responsibility and will ensure that the President is informed of emerging risk areas.
- d. Managers shall manage the risks associated with their areas and will document their risk management processes. Managers will report any Risk Management, unacceptably high emerging or residual risks to their supervisor. If they deem it necessary, managers will terminate an activity assessed as an unacceptably high risk.

- e. The University Internal Auditor, on behalf of the President, will coordinate, at a minimum, an annual risk assessment of entities owned or partly owned by the University, partnerships, and joint ventures, including associated and related companies.
- f. Contingency plans will be developed and tested to help ensure the continuity of key business processes and information technology systems.
- g. All significant projects and activity proposals, including commercial activities, will include a business plan incorporating risk analysis that will be kept up to date.
- h. Individuals will act with regard to the well-being and safety of themselves and others in the University community.

### **3. TU RISK APPETITE AND CATEGORIES**

#### **Risk Appetite**

William V. S. Tubman University's Risk appetite or risk tolerance is the degree to which the University is prepared to accept risk. The University Council has determined that Tubman University will be an innovative institution with a low-risk profile. The University is expected to be able to effectively identify and manage the risks associated with activities and opportunities.

#### **Risk Categories**

##### **a. Health, Safety and Environment**

The University's appetite for health, safety, and environmental risks is very low. Tubman University prioritizes the well-being of people and the environment over all other considerations.

##### **b. Value, Ethics, and Institutional Reputation**

The University's risk appetite is high regarding the operation of key university systems. These systems are understood to underpin the ongoing delivery of critical services at the scale, scope, and quality necessary for the University to compete in a rapidly changing environment.

##### **c. Business Continuity**

The University's risk appetite is high with respect to the operation of key university systems. These systems are understood to underpin the ongoing delivery of critical services to a scale, scope, and quality necessary for the University to compete in a rapidly changing environment.

##### **d. Quality**

Within this category, the University's risk appetite is low. The University recognizes that the quality of its services is fundamentally linked to its reputation and financial status. It is with Risk Management: this understanding that the University expects accountability and continuous improvement at all institutional levels, including the personal level.

##### **e. Financial**

The University's appetite for financial risk is m. Tubman University recognizes its financial strength as critical to its future. Financial risks and rewards are weighed against short—and long-term strategic and operational priorities.

#### **f. Compliance**

Within this risk category, the University's risk appetite is low. As a good corporate citizen, the University seeks to comply with relevant statutory requirements to the best of its endeavors. This statement is made with the understanding that the seriousness of particular compliance requirements may vary depending upon their relationship with the risk categories listed above. The University will look to satisfy compliance requirements as effectively as possible.

### **4. PERFORMANCE**

The University Council, principally through the Audit Committee (and, where relevant, the Compliance and Commercial Activities Committee), will monitor and evaluate the University's performance in relation to risk management. The office of internal audit will facilitate an annual assessment to inform this.

#### **1. AUDIT COMMITTEE**

An Audit Committee must be informed, and its responsibilities will be as follows:

- a. Monitoring risk assessment by the University and the internal control systems in place to underpin this assessment, including monitoring the effectiveness of risk management processes and recommending management action to improve risk management;
- b. Reviewing reporting processes, especially in the area of financial reporting, with particular reference to accounting and audit standards and budgeting, and examining the reasons behind any material variance from budgets;
- c. Monitoring the adequacy of IT systems and their ability to provide relevant, accurate, and timely information; and
- d. Reviewing proposals and submissions from management and making recommendations to the Council with respect to its primary responsibilities.

#### **2. COMPLIANCE AND COMMERCIAL ACTIVITIES COMMITTEE**

On behalf of the University Council, a committee on Compliance and commercial Activities shall be formed with the following responsibilities:

- a. Monitoring compliance by the University with its internal and external requirements and the assessment of risk;
- b. Reviewing risk with respect to the University's commercial activities, including business development, management, and contracting processes; and
- c. Overseeing reviews and references from external agencies regarding compliance and commercial activities.

### **5. REVIEW**

This policy will be reviewed every (3) three years.

**Responsible Division:** Division of Administration

**Approved Date:** March 23, 2015

**Effective Date:** April 6, 2015

## University Land

**Policy Number:** AD-10-001

**Policy Statement:**

The university's land is one of its greatest assets. Prudent land management is important in executing its mission. The land is preserved for the proposed use as stipulated in the Facility Master Plan.

**Reason for Policy;**

The policy restricts university land use and provides procedures for adequately managing the grounds.

**Policy:**

Granting of Permission:

Only employees residing on the Campus of the University will be allowed to make a back or front yard garden. No farming on the university land will be allowed by non-resident employees or outsiders. A designated area will be set aside for non-resident employees to conduct farming activities. Land designated for use by employees shall not be used for commercial purposes or animal husbandry but for personal purposes.

Demonstration farms for Agriculture students are allowed. Before starting a farm, the college must check with Facilities and obtain clearance for the area. Proper arrangements must be made for the upkeep of the farms during the crop season. All farming activities should be conducted in an orderly manner.

**Responsible Division:** Division of Administration

**Related Policy:**

Handbook: Granting of Real Estate Licenses

**Forms:**

**Approved Date:** March 23, 2015

**Effective Date:** April 6, 2015

## Land Use

**Policy Number:** AD-10-002

### Policy Statement

This land use policy shall guide decisions about how the University uses its lands sustainably to support its academic Mission. By embracing sustainable practices, Tubman University shall ensure a balanced and prosperous future for all. This policy shall enable William V. S. Tubman University to establish Land use in line with the TU Master Plan with respect to development, sustainability, construction, and land-used agreements.

### Reason for the Policy

This policy shall ensure that Tubman University's land is used in accordance with its Master Plan. Additionally, it will serve as a guideline for development, sustainability, construction, and land use agreements with external partners.

### Policy

**1.0** This policy shall focus on using land space within the perimeter of any TU Property. All projects, such as new building construction, renovations, or building additions, need a permit issued by the Administration and Campus Operations Department.

### 2.0 Use Agreement

**2.1 Short-term use agreement:** The short-term agreement or commitment entered into by TU and a lease for the use of the Institution's land space for a short term.

**2.2 Long-term use agreement:** This shall be an agreement or commitment entered into by TU and a lease for the use of the Institution's land space for a start term of twenty-four months and above, depending on the kind of structure or business.

### 3.0 Approval Authority for use agreement

The sole prerogative of the Tubman University president, in consultation with the TU Legal team, is to approve the use agreement.

### 4.0 Non-Permissible uses

Without authorization, there shall be no space or illegal use of the Tubman University land by any person(s) or institution(s).

### 5.0 Delinquency

An agreement or commitment shall be deemed delinquent if either party contravenes said agreement, and the contract shall be terminated without any cost or liability thereto upon giving forty-five days (or less) of written notice to the other party

**Responsible Division:** Administration

**Related Policies:**

**Approved Date:** August 30, 2024

**Effective Date:** September 2, 2024

## **Bereavement Benefits**

**Policy Number:** AD-11-001

### **Policy Statement**

Tubman University is concerned about the well-being of all university employees, and the University Considers Bereavement Benefits to assist employees during times of loss and need. Therefore, the University hereby approves this policy to facilitate its contribution to employees and their families for the death of an immediate family or employee.

### **Eligibility**

All full-time Tubman University employees are covered under this policy, except those employed as consultants, contractors, temporary and part-time employees, work-study, and interns. The administration of this policy is the responsibility of the Human Resources Department, supported by administrators, managers, and supervisors within the reporting structure of the employees applying for benefits for bereavement. For the purpose of this policy, immediate family is defined as:

- a. Spouse (Husband or wife)
- b. Child (Son or Daughter or Sister)
- c. Sibling (Brother or Sister)
- d. Parent or Guardian

### **Employee's Responsibility**

The bereaved employee (or immediate family member) must notify his or her supervisor or department head immediately of the need for bereavement benefits. A Bereavement Leave Request Form must be completed by the employee (or immediate family member), Approved by the supervisor, and submitted to Human Resources. In situations where the employee cannot complete the required forms due to extenuating circumstances, a verbal request to the supervisor may be made, and approval may be granted by telephone. The Bereavement Benefit Request Form must be completed upon the employee's return. The employee must indicate the anticipated length of absence and the name and relationship of the deceased. Employees who abuse this policy will be subject to disciplinary action, up to and including termination of employment. The University reserves the right to require documentation of the death (e.g., death certificate, obituary, or documentation from a funeral home).

### **Leave Benefits**

An employee may take time off from work for bereavement-related activities due to the death of immediate family, as defined above. The maximum time allotted for Paid Bereavement Leave is 10 Days per occurrence. This time is intended for travel family meetings, funeral arrangements, and other related activities. The use of sick leave for bereavement is not approved under this policy; however, if an employee requires additional

time beyond that specified in this policy, supervisors shall make all reasonable efforts so that the employee may take annual (vacation)

Leaves or compensatory time, only if available. Employees with negative vacation time shall not be permitted to use such time to supplement bereavement leave. However, such employees may apply for "leave without pay" where additional time is needed.

### **Monetary Benefits**

In addition to granting paid Bereavement Leave as noted in this policy, the University shall provide the following financial assistance to the bereaved employee or the deceased employee's immediate family.

- The bereaved employee shall receive USD \$500 per occurrence.
- In the case of the death of an employee, the designated member of the immediate family (as defined above) shall receive USD \$1,000 or an amount equal to twice the gross monthly salary of the deceased employee, whichever is greater.

The Human Resources Department shall develop payment applications for financial benefits and submit them to the University's Finance Office.

**Responsible Division:** Administration

### **Related Policies**

Employee Handbook

**Approved Date:** October 7, 2011

**Effective Date:** October 7, 2011

## Vehicle

**Policy number:** AD-12-001

### **Policy Statement**

This vehicle policy provides employees with guidelines for obtaining, qualifying for, and using the institution's vehicles. It applies to all employees using the institution's vehicle during and outside working hours.

### **Reason for Policy**

This policy ensures the effective and efficient management of Tubman University vehicles and the safety of all persons (drivers, employees, students, and mechanics).

### **Policy**

#### **1.0 Vehicle Management**

The facility department shall be responsible for vehicle regulatory compliance, maintenance, fuel management, and the usage of the institution's vehicle.

#### **2.0 Official use**

The institution vehicle shall be used exclusively for university operations. Personal use is prohibited except by authorization

#### **3.0 Operating University Vehicle**

All Tubman University vehicles shall be operated by employees with valid driver's licenses and excellent driving records in acquiescence with the Associate Vice President for Administration.

#### **4.0 Vehicle Purchase**

The purchase of any new vehicle shall be the sole responsibility or determination of the President in consultation with the President's cabinets.

#### **5.0 Registration and Insurance of Vehicle**

The registration and insurance of Tubman University vehicles shall be the responsibility of the procurement department.

#### **6.0 Reporting Accidents, Damages, and Other Losses**

In the event of any accident resulting in damages or losses, the facility department shall communicate a report to the office of the Vice President for Administration.

#### **7.0 Driving Privileges**

Driving privileges shall be awarded to the President, all Vice Presidents, all Assistant and Associate Vice Presidents, the Executive Director for procurement, and the Fleet Manager.

**Responsible Division:** Administration

**Related Policies:**

**Approved Date:** August 30, 2024

**Effective Date:** September 2, 2024

## **Petroleum and Lubricant**

**Policy Number:** AD-13-001

### **Policy Statement**

This policy shall detail the processes taken to provide petroleum products and lubricants for Tubman University Vehicles, Generators, equipment, etc.

### **Reason for the policy**

This policy will ensure that petroleum products and lubricants purchased by the Procurement Department are desirably helpful for the institution's vehicles, generators, air compressor machines, and processes for the Products at the Warehouse are meticulously upheld and in conformity with Tubman University standards.

### **Policy**

#### **1.0 Quantity**

All Tubman University vehicles/equipment shall have a monthly quota for Fuel, Gasoline, or Lubricant, with the exception of the President's vehicle. The vehicle driver or Equipment Operator must obtain a coupon from the Physical Plant Office specifying the quantity of diesel fuel, gasoline, and lubricant to be processed by the relevant authority.

#### **2.0 Authorization**

All Tubman University Vehicles must be fueled in due time with authorization from the Associate Vice President for Administration and Campus Operations. Proper care must be exercised to ensure the right quality and quantity of diesel fuel, gasoline, and lubricant in the vehicle and equipment.

#### **3.0 Tubman University Vehicle/Equipment**

All Tubman University vehicles/equipment have the right to receive fuel, gasoline, and lubricant through the approval of the Associate Vice President for Administration and Campus Operations.

#### **4.0 Non-Tubman University Vehicles/Equipment**

In the event of a non-Tubman University vehicle/equipment, authorization must be obtained from the Office of the Vice President for Administration specifying or determining the quantity of diesel fuel, gasoline, and lubricant to be dispensed.

#### **5.0 Report on Petroleum Product/Lubricant**

A monthly report on petroleum products/lubricants must be submitted to the office of the vice president of administration, summarizing the consumption of diesel fuel, gasoline, and lubricant.

**Responsible Division:** Administration

**Related Policies:**

**Approved Date:** August 30, 2024

**Effective Date:** September 2, 2024

## Warehouse

**Policy Number:** AD-14-001

### **Policy Statement**

This policy on Warehouse Operations will provide the basis for the overall processes of overseeing the day-to-day operations of Tubman University Warehouse.

### **Reason for Policy**

This policy ensures an effective and efficient organization within the Tubman University warehouse for proper materials/supplies administration, so that items are properly arranged, easily sorted out, and supplies are properly accounted for.

### **Policy**

#### **1.0 Policy on Materials/Supplies Administration**

Materials/Supplies administration is cardinal to Tubman University's growth and success. Hence, the policies below will enhance the smooth operation of administration activities at the warehouse.

#### **2.0 Receiving of Supplies/goods**

Supplies shall be accompanied by delivery notes and verified by the warehouse manager and Internal Audit Department. Items/materials not at par with expectation will be sent back to suppliers and, therefore, save Tubman University from potentially costly damages

#### **3.0 Delivering Supplies to End Users**

A requester (end-user) shall submit a store requisition form detailing items requested for and shall be signed by the department/division head and approved by the Associate Vice President for Administration and Campus Operations.

#### **4.0 Toiletries and Detergents**

Toiletries and detergents shall be requested and distributed to various offices and restrooms by cleaners only.

#### **5.0 Returning of Supplies**

The warehouse manager shall immediately notify the Procurement and Internal Audit Departments through the Associate Vice President for Administration and Campus Operations of any damaged or spoiled item(s) identified during receiving or noticed by end-user (s) after distribution. Additionally, items/supplies wrongly requested or assigned shall be returned to the warehouse within working hours on the same day of request, and all relevant documents shall be readjusted.

#### **6.0 Inventory**

Inventory is an essential component of warehousing. The warehouse shall keep a complete inventory of all supplies, items, and equipment received to determine the balance of items or supplies in stock.

### **7.0 Requesting of Supplies/Goods**

A request for supplies shall be made due to a shortage of supplies/materials in stock (Balance Inventory) at the warehouse.

### **8.0 Reporting**

The Physical Plant office shall submit a monthly report to the Associate Vice President for Administration and Campus Operations detailing items/materials/supplies received, distributed, and stock balance(s).

**Responsible Division:** Administration

**Related Policies:**

**Approved Date:** August 30, 2024

**Effective Date:** September 2, 2024

## Local Travel Policy

**Policy Number:** AD-21-001

### Policy Statement

This policy intends to provide overall guidance for local travel for William V. S. Tubman University staff members. Clear, standardized, and consistent direction is essential relative to Travel authorization, Travel per diem, and Reimbursable travel costs. The policy will ensure that all Tubman University local travel is fully regulated, thus providing a mechanism to ensure compliance and a framework for punitive measures for violation of such policy.

### Reason for the Policy

All aspects of Local Travel, including Means of Travel, per diem rates, procedures for Travel Authorization, etc., must be duly coordinated and standardized across the University. Therefore, developing a Local Travel Policy that will govern local travel across the University is paramount. In the absence of such a policy, the University will lack the capacity to monitor travel, thereby leading to waste, abuse, and misuse of Tubman University's financial resources.

### Policy

1. All travel within the country for official business shall be approved/authorized by the **Division Head or a designate** in the absence of the Division Head. Approval shall be given only if the necessary funds are available.
2. The request for travel advance shall be prepared in the prescribed form (Annex 1) and signed by the Division Head.
3. Requests for local travel advances shall be forwarded to the Division Head at least **five days** before the date of departure.
4. An original Copy of the approved Travel Request shall accompany all requests for a travel advance.
5. Advance shall be given only if the **Comptroller** verifies that funds are available.
6. If a staff member has undertaken local travel on official business utilizing his/her own resources, the request for reimbursement **MUST** be submitted to the **Office of the Comptroller** within seven (7) days of the completion of the travel. The request shall be submitted along with approval from the **Division Head or a designate** and accompanied by a duly completed travel disbursement form (Annex II).
7. Per Diem shall be as per rates approved by the President's Cabinet.
8. In addition to the per diem, transportation costs shall be paid depending on the mode of travel. The staff member using his/her official vehicle shall not be entitled to reimbursement of any transportation cost. However, in such cases, fuel costs shall be reimbursed, subject to submission of the original receipt.
9. The admissible rates will be as per the details given below.
  - a. Personal vehicle: For staff members using their personal vehicles, US \$15 for every 50 miles shall be given below.
  - b. Hired Vehicle (Rental Car Service): Officials desiring to hire vehicles for their domestic travel shall submit at least three quotations from different transport agencies along with the Travel Advance, and Tubman University shall pay directly to the agency offering the lowest quote.

- c. c. If two or more persons travel in a shared taxi or hired vehicle, a common claim shall be submitted.
- 10. Only staff members of the level of Directors, including Department Chairs and above, are eligible to hire a taxi.
- 11. Upon completion of the travel, staff members are required to submit to the **Office of the Comptroller the Travel Disbursement form as per Annex II** within one week of their return.
- 12. No future domestic travel advance shall be paid to anyone who has failed to submit the prescribed Domestic Travel Disbursement form for the previous journey.
- 13. The **Division Head and/or Comptroller** may require additional documentation they deem necessary for clarification.
- 14. All Tubman University staff members must obtain the approval of their respective **Division Heads** for local travel.

The other conditions will be applicable, including the per diem rates and transportation charges as contained herein.

#### **Related Policies**

Government of Liberia Executive Ordinance, January 10, 2007

#### **Forms**

- 1. Request for Domestic Travel Advance Form
- 2. Travel Settlement Form
- 3. Per Diem and Reimbursement Schedule

**Approved Date:** March 30, 2015

**Effective Date:** April 6, 2015

## Foreign Travel Policy

**Policy Number:** AD-21-002

### Policy Statement

This policy intends to provide overall guidance for staff members of William V.S. Tubman University staff members regarding foreign travel. It is essential to ensure that clear, standardized, and consistent direction is provided relative to Travel authorization, Travel per Diem, and Reimbursable travel costs. The policy will ensure that all Tubman University foreign travel is fully regulated, thus providing a mechanism to ensure compliance and a framework for punitive measures for violation of such policy.

### Reason for the Policy

All aspects of foreign travel, including Means of Travel, per diem rate, procedure for Travel Authorization, etc., must be duly coordinated and standardized across the University. Therefore, developing a foreign travel policy that will govern local travel across the University is paramount. In the absence of such a policy, the University will lack the capacity to monitor travel, thereby leading to waste, abuse, and misuse of Tubman University's financial resources.

### Policy

WHEREAS, it is additionally necessary to standardize per diem rates based on the international subsistence rates for travel abroad;

1. All foreign travels of official business shall be approved by the Division Heads and authorized by the **President** of Tubman University or her designate in her absence. Approval shall be given only if the necessary funds are available.
2. The request for travel advance shall be prepared in the prescribed form (Annex 1), which shall be signed by the Division Head and approved by the President of the University.
3. Requests for foreign travel advances shall be forwarded to the President of Tubman University at least **TEN days** prior to the date of departure.
4. All requests for travel advance shall be accompanied by original Copy of the **approved Travel Request**.
5. Advance shall be given only if the **Comptroller** verifies that funds are available.
6. An employee traveling abroad utilizing his/her own resources shall on return to the County, submit a request for reimbursement of air ticket and per diem allowance with the authorization for the travel undertaken from the **President**. In all In such cases, travel disbursement form II and copies of used ticket stubs should be submitted.
7. Per Diem shall be as per rates approved by the President's Cabinet.
8. The proposal for travel abroad has authorization from the President for the entire period of the tour program, including the journey period from the date of departure from Liberia to the date of arrival back in the country.  
The per diem shall be admissible as per the approved tour program. In case the approval is obtained only for the program period and the journey period is not included, then one additional per diem day shall be paid to cover contingencies, travel and transit period.

9. If an employee, while traveling abroad, is compelled to extend his stay/visit to In another country, due to an unforeseen exigency, the request for any additional Expenditure not covered under the original authorization by the **President** can be submitted,  
Along with the **President's** sanction for the additional stay/travel.
10. In case the visit abroad is sponsored by an external agency that bears the cost of the visit, including travel, board, and lodging, along with a nominal allowance for pocket expenses, no additional per diem allowance shall be paid by Tubman University.
11. In case, the external agency pays only the airfare, then the employee shall be paid the full per diem for the duration of his or her stay abroad. However, if the external agency bears the cost of board or lodging along with the airfare, then the official shall be entitled to 50% of the permissible per diem.
12. It shall be ensured that air tickets for travel abroad are for travel by the shortest route to the place of duty.
13. It shall also be ensured that air tickets for travel abroad are purchased at Competitive rates by obtaining quotations from three different travel agents.
14. Upon completion of the travel, staff members are required to submit the Foreign Travel Disbursement form as per Annex II to the Office of the Comptroller within one week of their return.
15. No future foreign travel advance shall be paid to anyone who has failed to submit the prescribed Foreign Travel Disbursement Form for the previous journey. The entire travel advance will be recovered from those who fail to submit the Travel Disbursement form on return from their visit aboard and who subsequently leave the service of Tubman University from any arrears due to them from the University.
16. Tubman University is required to maintain a separate Travel expense ledger reflecting each travel advance granted, the amount received, the employee receiving the advance, the check number, and the date of the Check on a current basis. This ledger shall be cleared by recording the final approved payment and transferring the expenditure to the appropriate expense ledger.
17. The **President and/or comptroller** may require additional documentation they deem necessary for clarification.
18. All Tubman University staff members shall obtain the approval of their respective Division Heads, followed by the authorization of the **President, for foreign travel. The other conditions will apply**, including the per diem rates and transportation charges as contained herein.

**Responsible Division:** Administration

#### **Related Policies**

Government of Liberia Executive Ordinance, January 10, 2007.

#### **Forms**

1. Request for Foreign Travel Advance Form
2. Foreign Travel Disbursement Form

### 3. Per Diem and Reimbursement Schedule

**Approved Date:** March 30, 2015

**Effective Date:** April 6, 2015

## **Information Technology Policy**

**Policy Number:** AD-24-001

### **Policy Statement**

The use of computing systems, software, and internal and external data networks is vital to carrying out the University's mission. It is essential to protect the University's data and information integrity and its users of information technology resources from unwarranted infringement, data manipulation, or network hacking, whether administered by employees or non-employees of the University. The use of information technology resources is subject to the requirements of legal and ethical behavior within the University community. All employees, students, contractors, consultants, temporary and other workers at Tubman University, including all personnel affiliated with third parties (HOME USERS AND GUESTS), must adhere to this policy.

### **Reason for the policy**

This policy establishes acceptable and unacceptable rules governing the use of the University Information System, including electronic, internet, and network devices.

### **Policy**

Information technology resource users must abide by all applicable restrictions, whether or not those restrictions are built into the operating system or network and whether or not they can be circumvented by technical means. Firewall settings and prohibited websites such as porn, games, gambling, DAP, torrents, etc. The IT Department at Tubman University shall employ various measures to protect the security of university computing resources and its user's accounts. The University respects encryption rights on its networks and may encrypt information and transactions when secured confidentiality is an obligation.

The use of university computing resources is not entirely private. Where it is determined that a user may pose serious harm to the University, infringe on data integrity, or jeopardize the interests of the University or third parties, the University may inspect files or monitor the usage of affected employees, consultants, guests, or students for a limited time. Inspections or monitoring related to violations of this policy shall be authorized in advance by the President of the University, Vice President for Administration, or a designated Senior Administrator.

User's right to privacy in electronic records may be subject to the University's obligation to respond to subpoenas or other court orders, reasonable discovery requests, and requests for documents in consonance with the laws of Liberia. Where sanctions are appropriate due to violation of this policy, they may include a formal reprimand, loss of user privileges for a definite or indefinite period, termination of employment, or, in the case of a student, probation, suspension, or expulsion from the University.

### **Responsible Division**

The Division of Administration

**Approved Date:** December 12, 2013

**Effective Date:** January 1, 2014

## **Disaster Policy**

**Policy Number:**        **AD-25-001**

### **Policy Statement:**

It is imperative to create awareness and design a system for preparedness, movement, and evacuation to ensure maximum security protection for students, personnel, inhabitants, and properties of William V.S. Tubman University and the surrounding environment against fire, flood, and other natural disasters.

### **Reason for Policy**

The objective of the Disaster Policy is to comply with the Government of Liberia Environmental Protection Plan and prepare employees and students for dealing with emergencies. This policy is designed to minimize injury and loss of human life and the university's resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This policy applies to all emergencies that may reasonably be expected to occur at William V.S. Tubman University.

Emergencies include but are not limited to the following:

- Fire (Bush, Electrical, Petroleum, and Cooking Fire)
- Explosions
- Toxic Gas Releases and Chemical Spills
- Sheltering in Place/Civil unrest and Workplace Violence
- Radiological Accidents
- Disease Out-Break
- Severe Weather

### **The Policy:**

#### **Section One: Assignment of Responsibility**

##### **1.1 Supervisors**

This policy establishes a disaster Plan Manager, Disaster Plan Coordinators, and Building Coordinators with duties and responsibilities as spelled out in the policy guidelines. They shall follow and ensure that their employees are trained in the procedures outlined therein.

##### **1.2 Management**

Tubman University Management will provide adequate control and equipment that, when used properly, will minimize or eliminate the risk of injury to employees in the event of an emergency. Tubman University will ensure proper adherence to this policy through regular review.

## **Section Two: Training**

### **2.1 Employees/Students Training**

All employees/students shall receive instructions on the Disaster Policy and guidelines as part of a new employee/student orientation upon hire/enrolment. Additional training shall be provided:

- When there are any changes to the Policy and guidelines and/or faculty
- When an employee's responsibilities change; and
- Annually as refresher training

### **2.2 Implementation, Documentation, and Evaluation**

Fire/evacuation drills shall be conducted semi-annually in coordination with the local police and fire departments. If the university's physical properties change, additional drills shall be conducted. The responsible person shall document all training pertaining to this policy and shall maintain records in the Human Resources Department. Following each drill, supervisors and administration shall evaluate its effectiveness and weaknesses and implement changes to improve it.

**Responsible Division:** Administration

#### **Related Policies**

The University handbook

Disaster Policy Guidelines

**Form:**

**Approved Date:** June 15, 2015

**Effective Date:** June 15, 2015

## Relocation Allowance

**Policy Number:** AD-29-001

### **Policy Statement:**

Relocation allowance is provided to newly appointed employees who relocate to take up an appointment with the University. Tubman University is committed to providing quality education and, in so doing, recognizes that offering relocation assistance is a significant recruitment, retention, and motivation tool and directly supports the mission of the institution in attracting qualified employees. The University welcomes the opportunity to help new employees who wish to relocate in order to take up employment.

### **Reason for the Policy:**

The relocation policy is designed to provide guidance to all involved in the process and assist in alleviating some of the financial and practical challenges associated with relocation.

### **Policy:**

#### **6. Eligibility**

- a. The University provides financial assistance to newly permanent staff relocating from outside of Liberia and within the country, with the exception of Harper and Pleebo. Anyone recruited from these two areas is not eligible for relocation allowance.
- b. Because of the distance, people from Asia, the Caribbean, and the West Coast of the USA will receive special consideration.

For all full-time posts, relocation allowance will be given based on position and distance in accordance with the approved relocation schedule.

#### **7. Repayment**

- a. Repayment: If a newly appointed employee terminates his or her contract of employment within two years, the university will be refunded a prorated amount for the relocation given.
- b. Employees who receive relocation allowances shall be asked to sign a declaration stating that if they leave the university's service within two years of accepting a permanent post, the University shall see repayment of funds paid under the scheme in proportion to the period of service not completed.

#### **8. General Principles**

The following underlying principles are relevant in relation to the application of the Relocation Allowance:

- The relocation allowance covers travel expenses from the country of origin to Liberia and travel expenses and all related costs associated with transporting personal effects from Monrovia or elsewhere to Harper.
- Relocation allowance to a staff country of origin if terminated or end of service is not covered by the University.

**Approved Division:** Administration

**Approved Date:** December 6, 2014

**Effective Date:** July 1, 2014

# ACADEMIC AFFAIRS POLICIES

## Quality Assurance

**Policy Number: AA-10-001**

### 1.0 Policy Statement

William V.S. Tubman University is unwavering in its dedication to delivering an education of the highest quality, which not only fulfills but surpasses the expectations of its students and society at large. This commitment is central to fostering student success and achieving institutional excellence. The Quality Assurance Policy is pivotal in realizing these goals by establishing a structured framework for monitoring, evaluating, and enhancing educational quality across all university functions.

### 2.0 Reason for the Policy

The Quality Assurance Policy at William V.S. Tubman University is designed to ensure that the institution consistently delivers high-quality education that meets the evolving needs of students, society, and industry. The reasons for implementing this policy are multifaceted and aim to address several key areas: **Teaching and Learning Quality, Academic Program Effectiveness, Continuous Improvement, and Student Success and Satisfaction.**

### 3.0 The Policy

The Quality Assurance Policy at William V.S. Tubman University is designed to ensure a systematic approach to maintaining and enhancing educational quality. This policy encompasses several key components and processes:

#### 3.1 Quality Assurance System

- 3.1.1 **Quality Assurance Team (QAT):** A multidisciplinary team tasked with overseeing all quality assurance activities across the university. The QAT is responsible for developing policies, conducting program reviews, and ensuring compliance with both national and international standards.
- 3.1.2 **Key Quality Assurance Processes:** These processes include syllabus review, examination administration, evaluation procedures, and feedback mechanisms. They are designed to provide a comprehensive approach to quality assurance, covering all aspects of academic delivery.

#### 3.2 Implementation Strategy

- 3.2.1 **Establishing Clear Roles and Responsibilities:** The policy defines specific roles for faculty, staff, students, and administrators in supporting quality assurance efforts. This ensures that everyone involved understands their responsibilities in maintaining academic standards.
- 3.2.2 **Developing Robust Monitoring Systems:** The university utilizes data analytics tools to track performance indicators related to teaching

quality, student outcomes, and resource utilization. This data-driven approach helps identify areas for improvement and supports informed decision-making.

- 3.2.3 **Engaging Stakeholders:** Regular communication with all university stakeholders is essential for effective quality assurance. Workshops, collaborative initiatives, and feedback sessions are conducted to involve faculty, staff, students, and external partners in quality assurance activities.

### **3.3 Responsibilities of the Quality Assurance Team**

- 3.3.1 **Strategic Leadership and Coordination:** The QAT is responsible for developing and implementing an annual quality assurance plan that aligns with the university's strategic goals. This includes coordinating activities across various departments to ensure a unified approach to quality enhancement.
- 3.3.2 **Policy Development and Implementation:** The QAT is key to overseeing the development, review, and implementation of quality assurance policies. Ensuring that these policies comply with accreditation standards is crucial for maintaining institutional credibility.
- 3.3.3 **Data Management and Analysis:** The QAT supervises the collection, analysis, and dissemination of data related to student performance, faculty workload, and resource allocation. This data is used to identify trends and areas for improvement within academic programs.
- 3.3.4 **Communication and Collaboration:** Effective communication among QAT members, faculty, staff, and students is promoted to foster a culture of quality. The QAT also represents the university in external quality assurance activities and liaises with accreditation bodies.

## **4.0 Quality Assurance Processes**

### **4.1 Beginning of the Semester**

- 4.1.1 **Faculty Preparation:** All faculty members participate in mandatory orientation sessions covering university policies, curriculum guidelines, assessment strategies, grading policies, student support services, and technology integration.
- 4.1.2 **Student Orientation and Advising:** Orientation programs are conducted for new and returning students to familiarize them with academic policies. Academic advisors assist students with course selection, educational planning, and career counseling.

### **4.2 End-of-Semester Examinations**

- 4.2.1 **Examination Development and Administration:** Faculty members develop examination blueprints that outline question distribution across learning outcomes. Examination schedules are disseminated well in advance to avoid conflicts.
- 4.2.2 **Examination Security and Integrity:** Strict measures are implemented to protect the integrity of examination materials. Students are informed about academic integrity policies to prevent misconduct.

### **4.3 Continuous Improvement Initiatives**

4.3.1 **Monitoring and Evaluation:** The effectiveness of quality assurance processes is regularly evaluated through audits and feedback mechanisms. Opportunities for continuous improvement in teaching, learning, research, and administrative services are identified.

**Responsible Division:**

Division of Administration

**Approved Date:** November 28, 2024

**Effective Date:** December 2, 2024

## Faculty Attendance

**Policy Number: AA-11-001**

### **Policy Statement:**

This document summarizes the William V. S. Tubman (WVSTU) policies on attendance, absences, and tardiness outlined in Sec. 4.2 of the University Handbook.

### **Reason for Policy:**

Faculty attendance in classes and at other identified university and college events and activities is essential to ensure quality instructional experiences for the students and for the efficient and effective functioning of the institution. Faculty members shall display professionalism by avoiding excessive and unexcused absences and tardiness in the dereliction of duties, among other behaviors.

### **The Policy:**

#### **Conduct of Classes**

Faculty members are expected to conduct all scheduled classes (sec. 4.2, University Handbook, p. 32).

- Classroom attendance of faculty is monitored by the College Dean and/or the Department Chair
- Faculty not present after the first 15 minutes of the start of the class is considered absent. Three or more unexplained or unexcused absences in the semester shall result in a written warning to be placed in the faculty file.

#### **Absences**

If a faculty member is ill or cannot attend classes, he or she may seek appropriate substitution to fill the class and immediately notify the Chair, if available, or the appropriate academic dean (sec. 4.2, University Handbook, p. 32).

- The College Dean shall be informed in all cases of absences, Whether for one or more days, whether absent from, for example, classes or convocation or official university or college scheduled meetings and events or for purposes of attending seminars and/or conferences or other verifiable professional development activities.

#### **Faculty Attendance at Departmental and College Meetings**

Faculty members are required to attend general and department faculty meetings and meetings of college and university committees to which they have been elected, appointed, or assigned (sec. 4.2, University Handbook, p. 33).

- Faculty members shall attend significant university events, such as Faculty Orientation and Professional Development Programs, and College-level events, such as College/Department Faculty meetings.

- Faculty members shall be present for the registration period each semester to assist in advising students.

### **University Activities**

Faculty members shall attend all convocations, including the university's commencement ceremony, except as excused by the appropriate dean or academic officer.

### **Excused Absences**

An excused absence is one for which no salary deduction is made.

The following are considered excused:

- Illness- all absences appropriately certified as illness are considered under the sick leave policy of the university
- The death of an immediate family member may be grounds for an excused absence, consistent with the University's policy on leaves\*.
- Substitute faculty shall be arranged for in collaboration with the Department Chair and/or Dean.
- Illness of an emergency nature in the immediate family may count as an emergency absence. "Emergency" for this purpose is limited to one class day only and is granted at the discretion of the dean\*
- Attendance at conventions, conferences, seminars, and other similar professional events duly endorsed by the College dean and upon the approval of the Vice President for Academic Affairs (VPAA)\*
- Extenuating circumstances such as weather conditions. An excuse in these conditions may be given at the discretion of the Dean if the faculty/ instructional staff member communicates via email or telephone during or immediately after an event.

\*Refer to Academic Personnel Procedures, University Handbook, Leave, University Handbook for details on criteria for eligibility for types of leave and possible compensation where relevant and consequences of non-compliance with the university policy on Leaves.

The following are considered **unexcused**:

- Absences from classes and events (identified before) without prior notice or informing within 24 hours, to the college dean and/or department chair.
- Substituting or "swapping" faculty without the knowledge or approval of the Dean or Department chair. "Swapping" refers to a switch of faculty to provide course coverage beyond one class session based on an exclusive agreement between the faculty members.
- Faculty arranging for a substitute for instructional class coverage by a non-academic staff from within or across colleges or university divisions or by a non-university person.

**Responsible Division:** Academic Affairs

**Related Policy:**

University Handbook

**Forms:**

**Approved Date:** June 11, 2014

**Effective Date:** July 1, 2014

## Faculty Ranking System

**Policy Number: AA-11-002**

### **Policy Statement:**

The President has the sole authority to approve recommendations for recruitment and faculty promotion. Promotions approved during the academic year will be effective at the beginning of the next academic year when the reappointment or appointment commences. All recommendations for promotion are based on the evaluation and selection process, specific guidelines in the University handbook and this policy, limitations on rank, assignment, and funds allocated for promotion.

### **Reason for the Policy:**

The purpose of the promotion-in-rank or promotion between-rank is to provide eligible faculty with academic rank as an acknowledgment of exceptional teaching, scholarship, and service in the University and the external professional academic community.

### **1.0 Scope and Applicability**

1.0.1 The information in this policy concerns primarily the faculty in the professorial Rank: academically ranked faculty with clinical appointment, lecturers, Instructors, assistants, associates, and full professors. There is a normal period of Service for tenure within the assistant associate and full professor ranks, as indicated in the University Handbook (see sections 6, 8, University Handbook).

1.0.2 Movement between ranks (promotion) or from one step to another within a rank (merit increase) depends upon excellence. It is not automatic, and advancement can be faster than normal in recognition of outstanding performance (acceleration) or delayed when performance is not considered normal progress in the field.

1.0.3 Tubman University separates tenure decisions from promotion decisions. In most cases, promotion from Assistant Professor to Associate Professor follows the award of tenure in a separate decision, often the following semester (tenure decisions are normally made in Semester 2 of the university calendar). Promotion criteria are similar to those used for tenure evaluation (see sections 6.2-6.7, University Handbook).

1.0.4 Promotion is separate from tenure. Promotion may then be awarded before tenure. The faculty member should consult his/her college dean, department chair, or the College personnel Committee for guidelines regarding tenure.

1.0.5 There is no contractual provision for the promotion of part-time faculty.

## **1.0 Eligibility Requirements**

2.0.1 To be eligible for promotion, a faculty member must have completed a minimum of Three years (6 semesters, not including leave of absence or for studies or leave for another professional appointment at other institutions).

2.0.2 An applicant must produce documentation laid out in sections 6.5-6.7 of the University Handbook to earn a minimum number of points, which the respective entities will award in the promotion review process.

2.0.3 Faculty eligibility for promotion must adhere to the schedule found in 6.3 of the University Handbook.

## **2.0 Criteria for Promotion**

1.0.1 A 100-point scale of evidence for promotion will be evaluated which follows: Forty (40) points for Teaching Proficiency, Twenty (20) points for Research, Scholarship, and Professional contribution, Ten (10) points for Professional Development Twenty (20) points for University, Departmental, and Public Service, Five (5) points for teaching experience, and Five (5) points for newly acquired degree status (Licentiate Degree, MA/MS, PhD/EdD where relevant).

1.0.2 If the “newly acquired degree” is not relevant, then a total of 95 points is calculated in the decision regarding eligibility for promotion. (Refer to the document explaining the procedural steps and criteria for awarding points for each of the dimensions.)

1.0.3 A faculty member will be promoted, provided his/her total is not less than 60 points, of which at least 10 points should be in Research and Professional Contributions for promotion to the rank of Associate Professor and at least 15 points in Research & Professional Contributions for promotion to the rank of full Professor.

## **4.0 Committee for Promotion**

The University Personnel Committee reviews faculty for promotion (refer to the committee's function, composition, term/duration of membership, and voting power).

## **5.0 Promotion-in-Rank to Full Professor**

5.0.1 The president, upon the recommendation of the vice president of academic Affairs shall establish procedures for considering promotion to the rank of Professor (and designation as an eminent scholar). Such procedures shall require consideration and recommendation by faculty members at the department and College levels, the chair, and the dean.

5.0.2 The vice president for academic affairs makes the decision concerning promotion. If the vice president for academic affairs decides against promotion, the faculty member may request a review by the President. The president's decision is final.

5.0.3 A faculty member of extraordinary merit may be considered for Promotion to the rank of full professor before the fifth year as Associate professor at Tubman University.

**Responsible Division:** Academic Affairs

**Related Policies**

Policies on Promotion Sections 6.4, 6.4, 6.6, 6.7 University Handbook, Procedure for faculty Ranking and promotion

**Approval Date:** June 6, 2014

**Effective Date:** July 1, 2014

## **Academic Evaluation Management**

**Policy Number:** AA-11-003

**Policy Statement:**

A student evaluation and grading system shall be based on the policies and regulations pertinent to examinations.

**Reason for Policy:**

The policy is established to guide the colleges in scheduling, preparing, administering, and safeguarding the examination.

**The Policy:**

**1.0 Test Schedule**

The academic council determines the schedule of mid-term and final examination periods, which are reflected in the academic calendar. A faculty member must observe the schedule strictly. Off-schedule examinations may not be given without the approval of the Vice President for Academic Affairs.

**2.0 Test Preparation**

The following guidelines are helpful in preparing effective evaluation instruments:

- 2.1 Test Objectives shall be clear.
- 2.2 Test questions shall reflect what was taught: for this purpose, a table of specifications shall be prepared stating the distribution of Text questions per topic covered within the best time limits.
- 2.3 Types of questions shall depend on what is being measured.
- 2.4 Test instructions shall be clear and definite
- 2.5 To ensure the quality of the examinations, no midterm or final examination is reproduced unless it is reviewed by the department chair and duly approved by the college dean.

**3.0 Safeguard of Questionnaires**

To eliminate the possibility of questionnaire leakage, faculty shall:

- 3.1 Personally supervise the reproduction and sorting out of the questionnaires.
- 3.2 Immediately obtain the original copy from the copy room after reproduction.
- 3.3 Prepare different sets of tests for identical subjects scheduled at different periods.

**4.0 Department Examinations**

- 4.1 Departmental examinations are given during mid-term and final Examinations in courses with more than one section.
- 4.2 To sit the examination, a student shall be required to submit his/her Permit duly authenticated by the Business Section/Finance to be Countersigned by the examination proctors.

**5.0 Test Administration**

- 5.1 A faculty member shall supervise all his/her examinations
- 5.2 The Deans assign proctors to administer examinations where there is more than one section.

5.3 The following reminders for test administration can contribute to the reliability and validity of the evaluation instrument:

5.3.1 Anticipate potential sources of confusion; clarify instructions, time Limits, and scoring of test items.

5.3.2 Consider the physical condition of the room; set seating arrangement Such that the temptation to cheat is avoided.

5.3.3 Remind students of sanctions imposed on those caught cheating or attempting to cheat.

### **6.0 Completion Examination**

A special examination is given to a student who misses a final examination, provided it is given within one year from the date it was missed and upon presentation of a duly accomplished application form.

### **7.0 Correction of Test Answer Sheets**

The faculty shall personally check examination papers and return them at most two weeks after the date of the examination. Test results can be reviewed in the class. The final examination answer sheet and class record shall be submitted to the dean’s office.

### **8.0 Grading System**

Each course taken at WVSTU is assigned a credit value in semester hours. A semester hour/unit is defined as fifty minutes (5) of lecture, recitation, and approximately three hours per week of practical or laboratory work throughout the semester. The WVSTU Grading System uses the letter grade with equivalent credit points for the evaluation of academic performance. The numerical value of each letter grade with credit points is as follows:

<b>NUMERICAL VALUE</b>	<b>LETTER GRADE</b>	<b>INDEX NUMBER</b>
90-100	A- (Excellent)	4.0
80-89	B- (Good)	3.0
70-79	C- (Average)	2.0
60-69	D- (Poor)	1.0
Below 60	E- (Failure)	0,0

### **9.0 Grade Reporting**

9.1 Grade Sheets for each course shall be accomplished in duplicate: original for the registrar’s Office, duplicate for the Dean’s Office.

9.2 Class Records should be turned over to the colleges after the end of the Semester.

**Responsible Division:** Academic Affairs

**Related Policy:** Student Handbook

**Approved Date:** June 11, 20014

**Effective Date:** July 1, 2014

## Library fines, fees, and item Replacement

**Policy Number:** AA-13-001

### Policy Statement

All library users are required to adhere to the rules for timely returns of items borrowed. Users returning borrowed items that are not in the same condition as received and/or past the due date designated for returns will be assessed fines, damaged materials fees, and/or replacement costs.

### Reason for the Policy

The materials in the library are provided for the use of all members of the William V. S. Tubman University community. Late returns and loss/destruction of any of these materials by a user or users prevent another member of the community from enjoying the full benefits of the library's resources. Library fines, fees, and item replacement costs are assessed to deter a disregard for the designated due dates as well as to ensure the institution recoups funds needed to replace damaged and/or lost items at the current market rate.

### Policy

A sign listing of library fines and fees is posted in the library

#### a. Fines

All borrowers are assessed fines for late return of materials. Fines are assessed according to the schedule below for each day of the year that the library is open. The fine assessed is determined by the date the item is recorded as being returned to the library.

#### b. Fees

Damaged Material fees

A damaged material fee is assessed for the replacement of material damaged while in use by or checked out to the user or borrower.

#### c. Item costs

A borrower is assessed an item cost when an item is overdue or declared by the borrower to be lost. The cost assessed is the current replacement cost. An item cost may be canceled or refunded if the item is returned. Instead of the item cost, a replacement copy of the item may be accepted if provided by the borrower. The library reserves the right to determine whether a replacement is acceptable.

### Abuse of Library Privileges or Materials

Borrowers, users with unpaid library fines, and those who fail to return recalled items may have their library privileges suspended.

The library may refer cases of irresponsible use of library materials or equipment to the appropriate administrative or legal authorities for sanctions. Irresponsible use includes, but is not limited to:

- allowing water, food, or other substances to damage items
- alteration or mutilation of materials or files
- deliberate misplacement within the library,
- deliberately keeping materials known to be needed by others in order to gain an unfair academic advantage.
- theft

### **Borrower's Right to Appeal**

Borrowers have the right to appeal library fines or the suspension of library privileges. Initial inquiries concerning a fine or the suspension of privileges should be made at the circulation desk.

### ***Schedule of Library Fines***

All charges are per item per transaction

#### **1. Two – hour Library-Use charges:**

LRD \$10.00 per hour or fraction thereof per item

LRD \$20.00 maximum fine per item

#### **2. Overnight, Two-Day, and One Week Library-Use charges:**

LRD \$20.00 per day or fraction thereof per item

LRD \$30.00 maximum fine per item

#### **3. Semester Loan charge:**

LRD \$20.00 per day or fraction thereof per item

LRD \$40.00 maximum fine per item

#### **4. Materials in demand, recalled for Reserved or for the use of another borrower:**

LRD \$50.00 per day or fraction thereof per item beginning with the first overdue day after the recall due date.

LRD \$500.00 maximum fine per item even if the item is already overdue when recalled.

### **B. Damaged Material Charges**

#### **Replacement**

a. A user or borrower is assessed replacement charges when an item is damaged beyond repair, when an item is declared lost by the borrower, or when an item is billed as overdue by the library. Items are billed as overdue if they have not been renewed or returned within a specified time after the due date, depending on the loan period. The replacement charge represents the cost to the library when an item is damaged or lost, including the cost of purchasing and processing a replacement where applicable.

b. equipment (including projectors)

Cost is determined by appropriate library staff in consultation with the Director of IT and the Procurement Officer.

Library staff determine the cost assessed for lost items to reflect the actual cost of the item, as determined from available cost information. The cost assessed for lost equipment, including projectors and peripherals, is the actual market cost, at the time of loss, of replacing the lost item with identical or comparable equipment.

**Responsible Division:** Academic Affairs

**Approved Date:** May 13, 2013

**Effective Date:** August 1, 2013

## **Access to College Program**

**Policy number: AA-14-001**

### **Policy Statement:**

The Enrollment Committee under the Department of Enrollment Management, in collaboration with the Division of Academic Affairs, recommended the reopening of the Access to College Program, which was closed in 2021. After three academic years, the Enrollment Committee and Academic Affairs felt the need to reopen the program to continue in providing a bridge program from high school to college for some students seeking enrollment at William V. S. Tubman University especially those who are not able to get the required minimum score of 70 in BOTH English and Mathematics on the Placement Examination.

### **Reason for the Policy**

The William V. S. Tubman University (WVSTU), as a state university, and currently one of the institutions of higher education in the southeastern region of Liberia intends to open up options to prospective university students. High school graduates with Division I, II, and III passes on the LSHCE/WASSCE are encouraged to apply for enrollment to the University. Upon receipt of all required documentation by the specified due date, graduates with Division I and Division II passes are admitted directly to the University's regular program while graduates with a Division III pass on the LSHCE/WASSCE are required to sit a placement examination in English and Mathematics. All applicants sitting the placement examination must earn a minimum score of 70 on BOTH subjects to be admitted. Also, those earning scores ranging from 50 to 69 are considered for the Access to College Program.

WVSTU continues to offer enrolment opportunities for Semesters I and II, each Academic Year except for the Academic Year 2023-2024 which was only done for Semester II. Since 2017, there were no applications coming from high school graduates who earned Division I or Division II passes on the LSHCE/WASSCE. All applicants have earned Division III. This really shows the need for enhancement of foundational skills especially in the areas of Mathematics and English of incoming college students. There are only few candidates that have sat and passed the university's placement exams over the past years. The result of the latest placement examination which was administered to 989 applicants on March 16, 2024 further affirms the need for support in the development of English and Math proficiencies of incoming college students. The result had only 13.25% or 131 applicants who passed in English and only 0.71% or seven (7) passed in Mathematics. In addition, only 0.51% or five (5) passed both English and Mathematics. Moreover, an item analysis of the answers to test questions indicated a dire need for appropriate preparation in basic education skills in order to have student success and academic excellence at the University.

The Access to College Program at the WVSTU will keep the doors open for prospective students to strengthen their foundational skills, attitudes and knowledge critical for success as a college student.

## Policy

### 1. The Access to College Program

The Access to College Program is a three-pronged program: (1) Access to College Remedial, (2) Access to College Regular, and (3) WASSCE Prep. It is a preparation program promoting academic, personal and social preparedness for success in college through intensive development of foundational skills. In addition, the 3<sup>rd</sup> program, WASSCE Prep, will prepare students for the WASSCE Exam.

#### 1.1 Access Remedial Program

Access Remedial is offered during vacation school from June to July. It is also offered during the regular semester. Students under this program may take Mathematics, English or both depending on the category where their scores in the placement exam fall.

#### 1.2 Access to College Regular

Access to College Regular is a one-semester preparation program which includes taking four foundational courses in Mathematics, English, Computer and Integrated Science.

#### 1.3 West African Senior Students Certificate Examinations (WASSCE) Preparatory Program (WASSCE Prep)

The WASSCE preparatory is a crash program which is expected to provide tutorial services to students who are accepted in the University but were not able to pass the WASSCE Exam. It is also intended to help those who are preparing to take the the WASSCE and also to those who are going to take the resit exam. However, it is a required program to be taken by those coming to the University but has not passed the WASSCE.

All WASSCE PREP students who are accepted in the University MUST be prepared to register and attempt both regular and private candidate exams till they make a successful pass during the WASSCE PREP period (4 semesters). At the end of the two (2) academic years, all WASSCE PREP students not obtaining the WASSCE certificate will be put on academic suspension. During the two academic years period each student will be enrolled in the WASSCE PREP program, specific and intense tutorials with focus on WASSCE syllabi and examination writing skills will be offered. This is aimed at combining both subject content and exam writing strategies for success. With the WASSCE PREP program at the WVSTU, a student would be able to increase his/her chances in passing WASSCE in a university environment, making his/her transition to tertiary education much smoother. The WASSCE PREP tutorials will be offered two (2) times a week and two (2) subjects will be covered each day.

### **1.3.1 Categories:**

#### **1.3.1.1 Category A: Students admitted to the University**

1.3.1.1.1 **Cohort 1:** Prospective students who have passed the TU Placement Exams but are awaiting the release of WASSCE results (evidence by WASSCE candidate's details). These students will be enrolled provisionally on ONLY 12 credits Arts and Science courses. Upon the release of their results, successful students will be fully enrolled (will be sent to their chosen colleges) and those failing the WASSCE will be transferred to the WASSCE PREP program, that is, they will be allowed a certain number of credits of general education courses and be required to take WASSCE Prep courses. **(See 4.3)**

1.3.1.1.2 **Cohort 2:** Prospective students who have passed the WVSTU Placement Exams successfully but passed at least two (2) subjects in WASSCE (evidence by verified results). They will be allowed a certain number of credits of general education courses and be required to take WASSCE Prep courses. (See 4.3)

1.3.1.1.3 **Cohort 3:** Prospective students who have completed the WVSTU Access to College program (Access Regular or Remedial) and passed at least 2 subjects in WASSCE (evidence by verified results). They will also be allowed a certain number of credits on general education courses and be required to take WASSCE Prep courses. (See 4.3)

#### **1.3.1.2 Category B: Students in the Access to College Regular or Remedial and Outside Students**

The WASSCE Prep program will also accommodate Access to College students (Remedial and Regular) and outsiders wishing to attend the tutorials and obtain their WASSCE certificates. The students under this category can enroll in as many WASSCE Prep courses as they wish to as per their need.

## **2. Requirements for the Access to College and WASSCE Prep Programs**

Students who are accepted in the Access to College and WASSCE Prep Programs are to submit the documents as indicated below:

### **2.1 Requirements for the Access to College Program**

- a. Admission letter for Access Remedial or Access Regular
- b. 2 Passport size photos
- c. 1 hanging folder

d. Health assessment certificate (from TU Clinic **ONLY**)

## **2.2 Requirements for the WASSCE PREP Program**

- a. Proof of successful pass in the WVSTU Placement Exams
- b. 2 Passport size photos (Access to College students exempted)
- c. A copy of WASSCE results (online verified by admissions)
- d. 1 hanging folder
- e. Health assessment certificate (from TU Clinic **ONLY**)

## **3. Courses offered in the Access to College and WASSCE Prep Programs**

**3.1 Program Participants in the Access to College Remedial** will take Mathematics, English or both depending on the category of their scores in the placement exam fall in. The foundational skills in both areas will fully equip the students for college studies.

**3.2 The Access to College Regular Program participants** will take four (4) one-semester courses. The Mathematics and English courses will initially provide the basic educational skills and then scaffold the learning experiences to a level of mastery that will ensure academic success. English for Academic Success supports the development of proficiencies in academic reading and writing as well as the interpretive skills such as inference making, comprehension, synthesis, and generation of hypotheses. The Computer course promotes higher levels of academic achievement through building awareness and competence in study skills, time management, note taking, computer literacy, and oral and written presentations. Additionally, Integrated Science combines knowledge from two disciplines – biology and chemistry. It provides a holistic understanding and broader perspective which helps students see connections between different scientific concepts. Moreover, these foundational courses hone the participant’s skills in critical thinking, analysis, hypothesis building and inferencing which lead to student success and academic excellence.

### **3.3 WASSCE Prep Program Courses**

All Arts and Science courses covered by WASSCE will be offered in the WASSCE PREP program: These courses include: **Mathematics, English Language, History, Geography, Economics, Physics, Biology, Chemistry, and Literature.**

## **4. Tuition and Fees**

The amounts indicated herein include both tuition and fees.

### **4.1 Access to College Remedial**

Math and English	\$67.00 USD
Math or English	\$40.00 USD

## 4.2 Access to College Regular

4.2.1 Semester I \$105.00USD

4.2.2 Semester II (If a participant failed one or more courses)

NUMBER OF COURSES BEING REPEATED	TOTAL FEES
1	\$60.00 USD
2	\$75.00 USD
3	\$90.00 USD
4	\$105.00 USD

## 4.3 WASSCE Prep Course Load and Fees

As the case for individual WASSCE PREP student may be, the following course load assignment is arranged and cut across the program. The number of courses passed in WASSCE and the number of Arts and Science course that a student may enroll in are directly proportional.

### 4.3.1 Category A: Students Admitted to the University Course Load and Fees

NO	Category of Candidate	WVSTU Placement Exams	Passed Minimum of Two Subjects in WASSCE	WASSCE PREP Subjects	College Courses- Arts & Sciences	Proposed (WASSCE PREP fee)
1	Cohort 1	Passed	Awaiting WASSCE Results	Nil	12 Credits ONLY	TU Reg. Fees apply
2	Cohort II	Passed	2	3	2	30.00
			3	2	3	20.00
			4	1	4	10.00
3	Cohort III– A	Completed-ATC	2	3	2	30.00
			3	2	3	20.00
			4	1	4	10.00

\*Cohor 1 will be reevaluated and reclassified after their WASSCE results are out.

### 4.3.2 Category B: Access to College and Outside Students

Those who belong in this group may take as many WASSCE Prep course as they wish.

**Per course is 10USD.**

## 5. Criteria for Transition from the Access to College to WVSTU

**5.1** Access College Remedial requires a passing mark of “C”. If a student passes the Remedial Program, he then proceeds to the university as a regular college student. If a student fails the remedial course, he has the following choices:

- a. Retake the Placement examination;
- b. Register again on the next Remedial term

If the student fails the remedial course the second time, he/she needs to retake the placement examination.

**5.2** Access to College Regular requires a passing grade for each course with a cumulative grade point average (GPA) of 2.5 and above. In addition, if a student is absorbed into the university and had a grade of “B” in Computer 001, then that grade will be credited as a grade in Computer 101. If a student fails one or more course(s), he needs to retake the failed course(s) in the second semester; or has the option to take the next Placement Exam.

*\*A student may take the Placement Exam at most 3 times; if however, he still do not pass the third time, he will be recommended to go to a vocational school. This applies to both Remedial and Regular Access to College Programs. In addition, they will also be reevaluated according to their WASSCE results. This implies that those who pass the Access to College Program and still have issues with their WASSCE results will be required to undergo WASSCE Prep Program.*

### 5.3 Notice of Matriculation

Participants meeting the criteria for transition from the Access To College to the University’s regular program will receive a letter of admission to WVSTU and can then register for freshman level courses. Participants meeting the conditions for:

- Semester I enrollment
  - Those who attended the vacation school Access Remedial will be notified by August 1
  - Those who attended the second semester Access Remedial and Access Regular will be notified by the first week of June
- Semester II enrollment will be notified by the first Monday of January

### 5.4 Requirements to be submitted upon entry to the regular program of the university:

Upon satisfactory completion of the Access to College Program, the student should submit the following documents to the Enrollment Management Department:

- A completed application form
- LSHCE/WASSCE certificate
- High school diploma or high school transcript

- Two letters of recommendation (one from the last school attended)
- Personal essay
- Two passport sized photos
- A recent Health Assessment Certificate from WVSTU's Clinic
- Birth certificate or notification of birth for Liberian citizens
- • Naturalization document or resident permit for international citizens

The completed application is to be submitted directly to the Office of Enrollment Management by:

For Semester I:

- Second week of August for those who are in the Access Remedial program during the vacation school; and
- Second week of July for those who attended Semester II Access Remedial and Access Regular

For Semester II:

- Second week of January

### **5.5 Distinctions between participants in the Access to College and WVSTU students**

Participants in the Access College will have a special ID and will be exempt from:

- Financial aid
- Participation in the WVSTU student government association
- Participation in WVSTU student clubs and activities

## **6. Coordination and Staffing of the Access to College**

### **6.1 Coordination of the Access College**

The Director, Office of Student Development and Learning Support Services shall have responsibility for coordination of the programs, curriculum and activities within the Access College.

### **6.2 Staffing of the Access College**

Staff of the Access College will report to the Director, Student Development and Learning Support Services. The staffing of the Access College will require:

- One (1) instructor to teach foundational mathematics courses. This instructor will also support other instructional intervention activities of the Office of Student Development and Learning Support Services including coordinating the work-study tutors to support students at risk for academic failure and students on academic probation.
- One (1) instructor to teach Foundational English. The instructor will also be responsible in coordinating tutoring services for students in need of homework help and assistance with special projects.
- One (1) instructor to teach the Basic Computer courses; and

- One (1) instructor to teach the Integrated Science course. Both the instructors for Basic Computer and Integrated Science will also help in the tutoring services for students in need of assistance.
- The instructors for the Access to College will also help in the WASSCE Prep courses.
- If there is a need for more teaching staff, College of Arts and Sciences faculty maybe asked to help, otherwise, there is a need to hire adjuncts and be paid at the end of the semester.
- One (1) administrative staff

## 7. Implementation of the reopening of the Access to College Program

### 7.1 First Group

Implementation of the reopening of Access to College Program will begin in May 2024 for the Access Remedial and in August 2024 for the Access Regular with the participants of the March 16, 2024 Placement Examination not earning the required scores of 70 or better on BOTH the English and Mathematics examinations.

### 7.2 Timeline

April 2024	Notification of participation in the Access to College Program
April 2024 (Last Week)	Staffing of Access To College
May 2024 (Second Week)	Orientation for participants and Staff for Access Remedial
May 2024 (Last Week)	Registration for Access to College Remedial Participants
June 2024 (First Week)	Orientation for Participants for Access to College Regular
August 2024	Registration for Access to College Regular

### 7.3 Needs

Implementation of the reopening of Access to College Program requires:

- Two (2) instructors to teach Mathematics and English Remedial in Vacation School 2024 (June-July 2024); and
- For the Access to College Regular in Semester I, AY 2024-25 starting in August 27, 2024 requires four (4) classrooms and four (4) instructors: one each for each course – Mathematics, English, Basic Computer and Integrated Science.

### 7.4 Schedule of Classes

Classes will be offered in twice (2) per week in one and a half hours' time blocks mirroring the current offering of the General Education courses. To facilitate the

availability of classrooms and to enable participants to maintain employment while attending the Access College, courses will be offered on Tuesdays and Thursdays or Fridays and Saturday as shown in the table below.

TIME	GROUP 1	GROUP 2	GROUP 3	GROUP 4
	AA 114	AA 101	AA 102	AA 106
8:00 – 9:30	Mathematics	English	Integrated Science	Computer
9:40 - 11:10	English	Mathematics	Computer	Integrated Science
11:20 – 12:50	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
1:00 – 2:30	Computer	Integrated Science	Mathematics	English
2:40 – 4:10	Integrated Science	Computer	English	Mathematics

**8. Full Implementation of the Access to College Program**

Full implementation of the Access College will begin Semester I, AY 2024-25 for prospective students seeking enrollment to WVSTU.

Responsible Division: Division of Academic Affairs

Related Policies: Policies on Enrollment of Freshmen

Approved Date: April 2, 2024

Effective Date: May 26, 2024

## **Admissions for First-Time Applicants**

**Policy Number**        **AA-14-002**

### **Policy Statement**

William V. S. Tubman University welcomes high school graduates who have passed the WAEC examinations and offers admissions to those who wish to further their education at the collegiate level.

### **Reason for the Policy**

The William V.S. Tubman University (WVSTU), as the second state university and currently the only institution of higher education in the southeastern region of Liberia, intends to open up options for prospective university Students. High school graduates with Division I, II, and III pass on the WAEC are encouraged to apply for admissions. Upon receipt of all required documentation by the specified due date, graduates with Division I and Division II passes are admitted. Graduates with a Division 3 pass on the WAEC are required to sit a placement examination in English and Mathematics. All applicants sitting the placement examination must earn a minimum score of 70 on Both subjects to be admitted. The purpose behind said stipulation is to both open up and safeguard the admissions process.

### **Policy**

#### **3.0 High school graduates seeking admission to WVSTU**

##### **1.1 Requirements for applying to WVSTU**

High school graduates seeking admission to WVSTU are required to submit the following documents:

- A completed application form
- WAEC certificate
- High school diploma or high school transcript
- Two letters of recommendation (one from the last school attended)
- Personal essay
- Three passport-sized photos
- A recent medical certificate from a recognized health institution
- Birth certificate or notification of birth for Liberian Citizens
- Resident permit for international citizens

The completed application is to be submitted directly to the Office of Admissions By:

- March 15 for Semester I
- September 15 for Semester II

##### **1.2 The Placement Examination**

WVSTU's Placement Examination is offered twice each year: the first Saturday in April and the first Saturday in October. It is a diagnostic tool for determining an applicant's preparedness

for college. High school graduates with a Division III pass on the WAEC must sit the Placement Examination in English and Mathematics. Admission requires a passing score of 70 or better in Both English and Mathematics. Prospective students scoring 69 or below may decide to participate in the Access College.

**Responsible Division:** Academic Affairs

**Related Policies**

Policies on Admission of Freshmen

**Approved Date:** May 6, 2013

**Effective Date:** July 1, 2013

## Associate Degree Holders

**Policy Number:** AA-14-003

### Policy Statement

William V. S. Tubman University welcomes students who have completed an associate degree at an accredited institution and wish to apply to a baccalaureate program.

### Reason for the Policy

William V.S. Tubman University (WVSTU), the state-owned university and currently the only institution of higher education in the southeastern region of Liberia, intends to open up options for associate degree holders who wish to continue their studies at TU. Students who have completed an associate degree at an accredited institution may apply to a baccalaureate degree program. The stipulation aims to encourage university students who wish to continue their studies at TU and safeguard the admissions process.

### Policy

#### 1.0 Associate Degree Holders Seeking Admissions

#### 1.1 Requirements for Associate Degree Holders seeking Admissions to W.V.S.T.U

Associate degree holders Seeking admission to WVSTU are required to submit the following documents:

- Completed application form
- Personal statement detailing reasons for selecting William V. S. Tubman University and how you will contribute to university and community life
- Official transcript from the institution where the degree was earned and sent directly to the university
- An interview with the chair of the Department and/or Dean of the College to which admission is being requested.

1.2 Students seeking admission to complete a baccalaureate degree program must be aware that their transcripts will be reviewed to determine which courses will be accepted and the number of credits that will be applied to the desired program.

The completed application is to be submitted directly to the Office of Admissions by:

- June 15 for Semester I
- October 15 for Semester II

**Responsible Division:** Division of Academic Affairs

### Related Policies

Policies on Admission

**Approved Date:** May 6, 2013

**Effective Date:** July 1, 2013

## Readmissions

**Policy Number:** AA-14-004

### Policy Statement

William V. S. Tubman University welcomes students who have missed two or more consecutive semesters and wish to continue their studies.

### Reason for the policy

The William V. S. Tubman University (WVSTU), the state-owned university and currently the only institution of higher education in the southeastern region of Liberia, intends to open up options for university students who wish to continue their studies at TU. Students who have missed two or more consecutive semesters are required to seek readmission. The objectives behind said stipulation is to encourage university students who wish to continue their studies at TU and safeguard the admissions process.

### Policy

#### 1.0. Student from Tubman University seeking readmission

##### 1.1 Requirement for students seeking readmission to W.V. S. T. U

Students seeking readmission to WVSTU are required to submit the following document:

- Completed readmission application form
- A letter expressing an interest in returning to continue your studies at William V. S. Tubman University
- A personal statement/resume detailing activities while away from the university, including employment, taking classes at other institutions, etc.
- Two letters of recommendation, one from a university faculty member and one from an employer, community member, or other character reference.
- Official transcript from any schools attended while away from the university and sent directly from the institution.
- Clearance from the office of finance
- Payment of the USD \$20.00 readmission application fee

The completed application is to be submitted directly to the Office of Admissions by:

- June 15 for Semester I
- October 15 for Semester II

**Responsible Division:** Division of Academic Affairs

### Related Policies

Policies on admission

**Approved Date:** May 6, 2013

**Effective Date:** July 1, 2013

## Second Baccalaureate Degree

**Policy Number:** AA-14-005

### **Policy Statement:**

The William V. S. Tubman University welcomes students who have received a baccalaureate degree from an accredited institution and are seeking to earn a second bachelor's degree at TU.

### **Reason for the Policy**

The William V. S. Tubman University (WVSTU), the state-owned university and currently the only institution of higher education in the southeastern region of Liberia, intends to open up options for students who wish to seek a second bachelor's degree at TU. Students who have received a baccalaureate degree from an accredited institution but wish to seek a second bachelor's degree may apply to a baccalaureate degree program. The stipulation aims to encourage university students who have received a baccalaureate but wish to pursue a bachelor's degree at TU and to safeguard the admission process.

### **Policy**

#### **1.0 Baccalaureate degree holders seeking admission**

##### **1.1 Requirements for Baccalaureate Degree Holders seeking Admission to W.V.S.T.U**

Baccalaureate Degree Holders seeking admission to WVSTU are required to submit the following documents.

- Completed application form
- Personal statement detailing reasons for selecting William V.S Tubman University and how you will contribute to university and community life.
- Official transcript from the institution where the degree was earned and sent directly to the university.
- An interview with the chair of the Department and/or Dean of the College of which admission is being requested.

##### **1.2 Other Academic Requirements**

- Complete at least 30 units in residence at WVSTU since completion of the first bachelor's degree.
- Complete any unmet WVSTU General Education requirements as determined by a transcript review
- Complete the Qualifying Examination requirement.
- Complete any prerequisites for courses in the major area of study BEFORE enrolling in courses in the major.
- Maintain the minimum grade-point average in the major, as required by the college, and 2.0 in all courses attempted at WVSTU.

The completed application is to be submitted directly to the Office of Admissions by:

- June 15, for Semester I
- October 15 for Semester II

**Responsible Division:** Academic Affairs

**Related Policies**

Policies on Admissions

**Approved Date:** May 6, 2013

**Effective Date:** July 1, 2013

## Transfer Student

**Policy Number:** AA-14-006

### **Policy Statement:**

William V. S. Tubman welcomes students who have completed at least one academic year at a university, are eligible to return to the university, and wish to continue their studies at W.V.S. Tubman University.

### **Reason for the Policy**

The Williams V. S. Tubman University (WVSTU), the state-owned university and currently the only institution of higher education in the southeastern region of Liberia, intends to open up options for university students who wish to continue their studies at TU. Students seeking admissions from another university must have completed at least one academic year at the university, have not yet earned more than 72 credit hours, are eligible to return to the university, but wish to continue their studies at W.V.S. Tubman University may apply to be admitted as a transfer student. The stipulation aims to encourage university students who want to continue their studies at TU and to open up and safeguard the admission process.

### **Policy**

#### **1.0 Students from other Universities seeking admission to WVSTU**

##### **1.1 Requirement for Transfer to WVSTU**

Students seeking to transfer to WVSTU are required to submit the following documents:

- Completed Application Form
- A letter stating the reason for the request and how the applicant will contribute to the life of the university.
- Two letters of Recommendation (one from the Dean/Department Chair at the current university)
- Official Transcripts of records showing a minimum cumulative grade point average (GPA) of C grade and sent directly from the university.
- Three Passport Size Photos
- A recent medical certificate from a recognized health institution
- An interview with the Director of Admissions
- An interview with the Chair of the Department and/or the Dean of the College to which the transfer is requested.

The completed application is to be submitted directly to the Office of Admission by

- June 15 for Semester I
- October 15 for Semester II

1.2 Students seeking to transfer to the University must be aware that the transcripts will be reviewed to determine which courses will be accepted as well as the number of credits that will be applied toward the desired program. Students seeking to transfer to the university are required to enroll in courses for at least two (2) academic years before being eligible for graduation.

**Responsible Division:** Academic Affairs

**Related Policies**

Policies on Admissions

**Approved Date:** May 6, 2013

**Effective Date:** July 1, 2013

## Assessment of laboratory, clinical, and materials fees

**Policy Number:** AA-14-007

### Policy Statement

Students have mandatory courses during the general education sequence and/or within their selected area of concentration that are tightly coupled with laboratory and/or Clinical experience and may require special equipment and consumable materials. Adequate provision of the instructional materials and/or specialized equipment needed for these courses requires a per-course assessment of laboratory, clinic, and/or material fees to be paid each semester.

### Reason for the Policy

Students currently pay a \$20.00 laboratory fee per semester if they are taking one or more courses with a tightly coupled laboratory and/or clinic experience. This laboratory fee does not cover the instructional material and/or equipment needs of more than one course. Additionally, students in the Colleges of Agriculture and Food Sciences, Engineering & Technology, and Health Sciences have courses requiring specialized equipment and materials that are not currently covered.

### Policy

Students registering for courses with a tightly coupled laboratory, Clinical experience, and/or requiring specialized equipment and materials will be assessed the following fees per semester.

Courses with a tightly coupled laboratory	\$20.00 in laboratory fees for Each course
Clinical Experience, College of Health Sciences	\$25.00 in laboratory fees for Each course
Field experience, College of Agriculture	\$10.00 for each semester of participation
Engineering Drawing & Design Classes	\$40.00 for each semester of participation
Field trips, CET	\$10.00 for each semester of participation
Local/ Campus Engineering Practicum	\$25.00 in workshop fee for each session
Engineering Co-op Assignment	To be determined based on assignment.

### Responsible Division

Division of Academic Affairs

### Related Policies

Tuition and Fees (Student Handbook)

**Approved Date:** April 2013

**Effective Date:** May 2013

## **Graduation**

**Policy Number: AA-18-001**

### **Policy Statement:**

William V.S. Tubman University, in its aspiration of becoming a center of quality and excellence, designs curricular programs that are not only culture-sensitive, nationalistic, and globally competitive but also programs and learning outcomes that look into the holistic development of the students to become effective agents of social transformation not only in Liberia but globally. To graduate from the University, a student must have shown evidence of such development and learning outcomes.

### **Reason for Policy:**

The policy aimed at providing specific requirements for graduation from William V. S. Tubman University. Guidelines are also established for the academic programs highlighted in the University Student Handbook.

### **The Policy:**

#### **Section I. University Graduation Requirements**

To graduate at the William V. S. Tubman University

- A. A student must have completed the required work for the curricular program he/she enrolled in with the minimum cumulative grade point average (GPA) established by the college for the program or a minimum overall GPA of 2.0 if the college has not specified a higher GPA;
- B. A student must have abided with the code of ethics of students as specified in the Student handbook;
- C. A student must have complied with the admission, registration, and all other academic requirements specified in the University Handbook;
- D. A student must have adhered to the specific requirements of the college he/she belongs. He may graduate with Bachelor of Science, Bachelor of Business Administration, or Bachelor of Arts from one of the following colleges:
  - 2. College of Agriculture and Food Sciences (CAFS)
  - 3. College of Arts and Sciences (CAS)
  - 4. College of Education (CE)
  - 5. College of Engineering and Technology (CET)
  - 6. College of Health Sciences (CHS)
  - 7. College of Management and Administration (CMA)
- E. A student must have completed the general education program;
- F. A student must have completed the minimum credit hours of 125 to 136 credit hours where, 42 credit hours of which must be upper division course work;
- G. A student may graduate in a major or a concentration if he/she meets the following requirements:

1. Must have completed at least 32 credit hours as determined by the department of the college for a primary major/concentration, which should be declared on the application for graduation; and
  2. Must have completed at least 15 credit hours for minor concentration
- H. A student must have passed the comprehensive examination/project design/feasibility study/or research design required by the college;
- I. A student must have completed the certificate courses in Entrepreneurship Education.

## **Section II. Students Not Meeting the College Required GPA**

A student who earned a GPA of 2.0 but failed to meet the GPA requirement for a **specific degree in college cannot obtain the degree but may graduate from the university with a Bachelor's** in General Studies.

## **Section II. Commencement and Issuance of Diploma**

- A. Attendance at the commencement Exercises is recommended. A student who wishes to attend the rite must indicate this on the graduation application, which should be completed no later than 60 days before the commencement Exercises.
- B. A student mentioned in Sec. III will not be issued her/his diploma or degree until the deficiencies are completed and requirements are complied with.
- C. Diplomas and Transcripts or Records (TOR) will be available upon request at the University Registrar's Office as soon as exit clearance has been complied with.

## **Section V. Posthumous Degrees**

- A. Upon the recommendation of the College and Academic Affairs and the Approval of the President and the Board of Trustees, a student who dies while registered for the last courses in completion of the program may be awarded a posthumous degree.
- B. The president of the university shall present the posthumous degree to the family of the deceased candidate.

**Responsible Division:** Academic Affairs

### **Related Policies**

Admissions, Registration and Academic Policies, Sec. 3 of Student Handbook

Academic Integrity, Sec. 5 of Student Handbook

Guidelines for Graduation, Guidelines for Evaluation of Graduating Students

### **Form:**

Graduation Application form

**Approved Date:** June 11, 2014

**Revised Date:** November 28, 2024

**Effective Date:** January 3, 2025

## **UNIVERSITY ADVANCEMENT POLICIES**

### **Radio (Phoenix FM 102.7)**

**Policy Number:** IA-11-001

#### **Policy Statement**

Radio Phoenix FM—102.7 is a non-commercial community radio operated by William V.S. Tubman University. This policy is essential to guiding and standardizing the Radio Station's operations. As such, the Station strives to foster the university's activities and programs in the larger (outside) community. This policy clearly articulates the operational borders in conforming to the highest standards of the University. This shall apply to institutional outreach to neighboring communities, including airing community programs and activities.

#### **Reason for the Policy**

To ensure that Phoenix FM 102.7 complies with Liberia Telecommunications Authority (LTA) and Ministry of Information guidelines and the core values of W.V. S. Tubman University, the owner and operator of the station, (2) functions according to the highest and best broadcast standards and, (3) meets and fulfills its mission to inform, entertain and educate.

#### **Policy:**

##### **Station Ownership**

Phoenix 102.7-FM is owned and operated by William V.S. Tubman University and must thus represent the university's mission, vision, and core values. Accordingly, all broadcasts and activities of the station must conform to the university's highest standards.

##### **Station Leadership**

- A. The Station Manager: The Station Manager (the manager) is responsible for the overall conduct and functioning of the station. He or she shall ensure that the station operates according to the philosophy and rules of the University, that the station fulfills its objectives of informing, entertaining, and educating, and that the station has the ultimate say in all matters pertaining to the station. He or she shall do so in consultation with the Vice President for Administration. The manager shall have administrative responsibilities to ensure the well-being of the station's employees and volunteers. Accordingly, the station manager shall be responsible for day-to-day operations. As a student-centered community, the station manager shall select students to function at the Radio Station on a temporary basis to enhance experiential learning. Selection shall be based on sound leadership, communication, and commitment to the university's core values.
- B. The Program Manager: Under the supervision of the Station Manager, the Program Manager plans and coordinates the programming needs of the station; manages programming resources, including personnel and locally and nationally generated broadcast materials; establishes and approves materials broadcast over the station and evaluates materials prior to broadcast for quality, accuracy, and adherence to LTA guidelines. Furthermore, not only shall the program manager maintain quality control of broadcast material, but he or she shall also have a responsibility to analyze and project the programming needs of the listening public. He or she shall assign staff producers to create programs. The goal is to develop programs that serve the needs

of the University, the students, and the public. For official TU news, events and institutional programming, the Department of Public Relations shall work with the Station Manager and News Editor in providing and airing official University information and programs.

- C. **New Editor:** Under the supervision of the Station Manager, the New Editor shall oversee and direct the work of the new team, supplying news content from various sources; shall control the day-to-day news output and identify stories and select and commission materials for news bulletins or programs. He or she shall set and drive the news agenda and shall have editorial supervision and oversight obligations over news outputs to ensure that content complies with journalism, broadcast, and legal guidelines, standards, and regulations. The News Editor shall be the first point of contact for legal or editorial inquiries and shall be abreast of local, regional, national, and international issues that shall be of relevance to the station or program output.

### **Radio Programming**

- A. **Responsibilities of Producers, Volunteers, and DJs:** Phoenix FM's mission shall include promoting and protecting the constitutionally guaranteed freedom of speech. Similarly, Phoenix FM shall encourage radio producers to use good judgment with respect to TU's core values and the community at large.

Individuals and groups requesting a radio program slot shall be:

- Thoroughly familiar with the program's content and shall agree to produce content consistent with the core values of the University;
  - Solely and entirely liable for any false, misleading, or slanderous statements contained in the program
- B. **Attendance:** Radio producers are required to produce their shows regularly and attend mandatory weekly meetings. If producers cannot make a meeting or be present to create a show, they must email or call the program manager to allow time to find replacements. Staff must give 24-hour notice to cancel a reservation. If staff fails to cancel and does not show up to do the program, they shall be given a written warning. After three (3) warnings, the show shall be canceled. If the next producer or DJ schedules to appear after a particular show does not show up, the departing producers/DJ will transition to the music sequence and promptly contact the program manager.
  - C. **Guests:** Guests are welcome on a talk show, but the program co-host must be certified by Phoenix FM 102.7 staff.

### **Program Types, Promos, and Announcements**

- A. **The ultimate goal of the Radio Station is to promulgate the activities of the University.**

All programs, promos, and announcements (TU and Non-TU) shall be free of charge.

- B. **Community Programs:** Radio programs from the community are considered community programs and do not require payment. However, they shall be assumed to be in abidance of the laws of Liberia and TU's own core values.
- C. **Promos:** Promos that advertise a business shall be played four (4) times daily between programs and during breaks. Phoenix FM is not responsible for the content of announcements and promotions. However, they shall be assumed to be in accordance with the laws of Liberia and TU's own core values.

### **Conduct of the station managers and operators**

Everyone associated (in any way) with Phoenix FM and the broadcasting program must conduct himself/herself professionally, courteously, respectfully, and law-abidingly. Being associated with the radio station is a privilege and must always be treated as such. Even when not involved in station activities, station staff remain representatives of the station. Any action that reflects poorly on the station, the program, or the staff may result in consequences, including dismissal from the broadcasting program.

EXAMPLES OF PROPER CONDUCT: (This is not an all-inclusive list)

- Broadcasters must always use appropriate actions and language (on and off the air).
- Broadcasters must always obey University rules, even when not directly involved in station activities.
- Anyone associated with the broadcasting program in any way is expected to speak only positively about Phoenix 102.7 FM. Negative talk about the station or about any individuals or broadcasting programs is grounds for dismissal.
- Everyone must be always treated with respect. The broadcasting program will not tolerate harassment of any kid.
- Everyone must always show respect for all managers, leaders, etc. (and their decisions).
- Smoking, drinking, drug use, and other self-abusive behavior is not tolerated if you are a staff member of the broadcasting program, even when you are not involved in broadcasting activities. Staff members who engage in these types of activities or who perform any illegal acts at any time may be dismissed from the program.
- Anyone associated with the Phoenix 102.7FM program must act responsibly and with honor.

### **Use and management of the equipment**

The use of broadcasting program equipment requires permission from the Vice President for Administration (VPA) or the station manager. The use of equipment is always under the condition that the user takes full responsibility and shall be liable for restitution (paying for) for all broken or missing equipment. Willful abuse, misuse, or theft of equipment shall result in dismissal from the Station, loss of broadcasting privileges, university penalties, and other legal consequences. The VPA or Station Manager shall be notified as soon as possible of equipment problems. Tablets, computers, recorders, pen drives, and SD cards are all considered equipment and are the property of Phoenix FM 102.7 and Tubman University.

### **Studio Capacity, Guests, and logs:**

- A. Studio capacity: Entry and access to the studio require the permission of the station manager or program manager. The “live studio” is restricted to station personnel. Only persons directly involved in the show who are on the air on-the-air live should be in the studio during the show. There shall be no loitering or “hang out” during a show.
- B. Guests: Guests are **NOT** permitted in the studio without permission from the station manager or program manager. Permission must be requested and obtained at least 24 hours in advance. Guests must have a specific and essential purpose for the Listening audience. The person requesting permission is responsible for the guest’s actions on and off the air.
- C. Logs: Program logs are legal documents that must be kept in the station’s public file for at least two (2) years. Logs must be typed or (when doing a written log) filled out

in black or blue ink neatly, correctly, and completely. All log times and procedures must be followed. The logger must sign on and off in the logbook. The Program Manager is responsible for the log, but anyone competent, capable, and trained to complete log entries may fill out the log. Any error on a hand-written log must be corrected by the person who made the error. Besides neatly writing in the corrections, the person must take 3 steps: (i) Put one line through the error, (ii) initial the correction, and (iii) write the date subsequent to the correction. All significant errors, changes straying from the format or log, problems, incidents of leaving the studio, etc., must be noted in the discrepancy log. Food, drink, gum, etc., are prohibited in any studio

### **Professional courtesy**

At Phoenix FM, we strive for professionalism at all times, and that means all staff members are expected to show “professional courtesy” at all times. That includes cleaning up and setting up the studio as prescribed. It also means getting everything organized for the next programmer who will use the studio. Anything a staff can do to show professional courtesy to a teammate should be done. The engineer is responsible for the studio's physical condition and all sign-on and off tasks, but all show staff may be held accountable for all tasks, equipment, and the condition of the studio.

### **News Content**

Our news functions are at the core of what we do and how we fulfill our license requirements, so news must always be taken seriously. Dedication is required. Negative comments or lack of effort toward news will not be tolerated. All news rules must be followed at all times. The most important rule about news is: **Be correct and factual.** This includes being objective (having no bias or opinions in news stories). DJs/Show hosts (Volunteers) may give opinions as long as they are fair to all sides and avoid personal attacks. **NEWSCASTERS MUST STICK TO THE FACTS AND AVOID OPINIONS.**

### **Harassment and Discrimination**

Phoenix FM is committed to providing a work environment that is free from unlawful conduct, sexual harassment, and discrimination based on race, national origin, tribe, gender, religion, age, or disability. Actions, words, jokes, or comments based on the above-listed activities shall not be tolerated. Staff members must understand that it is essential to maintain a professional, friendly, and cooperative working atmosphere at Phoenix FM. Harassment is a form of misconduct that undermines the integrity of the workplace and the University. It is, therefore, prohibited and is punishable by law. Bullying and harassment must be reported to the station manager or the vice president of administration.

**Responsible Division:** Administration

#### **Related Policies:**

LTA Guideline for Community Radio Stations

Ministry of Information Guidelines for Community Radio Station

TU Handbook, core values, Principle of operation

**Approved Date:** April 16, 2015

**Effective Date:** April 16, 2015

## Volunteers

**Policy Number:** IA-12-001

### **Policy Statement**

The policy on volunteers working at Tubman University provides some structure for the expression of volunteerism at the university. The University's mission of providing quality educational experiences that transform lives for worthy service supports the aspirations of those who want to contribute their time and talent to the University's accomplishments. Volunteers may be students, community members, and staff or administrators who desire to support work efforts **without the expectation of pay or remuneration by the University**. The Volunteer's service is to be accessible without any expectation of pecuniary returns. The University expects volunteers to build their capacity through service to the University that is free, without violence or monetary exchange. The University expects that the volunteers will bring their range of skills and experience to enhance student learning opportunities, capacity-building for community members, extra-employment activities for employees, and a place to give back to society or the world from experienced global citizens.

### **Reason for the Policy**

The Policy on Volunteers at Tubman University guides how volunteers are used, managed, and involved in services to the University.

### **Safeguarding**

The safeguards for the over-arching management of Volunteers at Tubman University shall be found in the University's Handbook.

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one-time event or on a regular basis, should approach the Division or Office advertising the need for volunteers. Volunteers should complete the Volunteer Application (Appendix 1) with their contact details, the types of activities with which they would like to help, and the times they are available to help.

### **Definition**

A volunteer is a non-paid helper who assists in the performance of university activities. A Volunteer is not employed to volunteer but may be an employee of the University performing a non-employed activity. **Indemnities:** The University cannot be sued for a Volunteer's deliberate abuse in performance of the act of volunteering. The University cannot be held liable for the Volunteer's deliberate abuse of the University's Volunteer Policy and Appendices. The University cannot be held liable for deliberate falsification of information provided by the Volunteer in the Volunteer Application Form, Volunteer Agreement, Off-Site Visits Volunteer Agreement, Security Clearance Form, or any information supplied by the Volunteer upon which the University will have relied.

### **Our University Aims**

All adults/students who work in the University, whether a paid member of staff or a Volunteer, are expected to work and behave in such a way as to actively promote the core values and educational purpose, as identified in the University Handbook.

The William V.S. Tubman University (TU) core values portray who we are and what we do, and our principles of Operations characterize how we operate.

### **Confidentiality**

A code of confidentiality binds volunteers. Volunteers' concerns about their work or coming into contact with should be voiced with the designated supervisor and NOT with the public or fellow students.

Volunteers concerned about anything in the institution that may affect their work should raise the matter with their designated supervisor or appropriate senior staff member. The sensitive information gained at the institution should remain confidential. Failure to keep the institution's confidentiality shall constitute a breach, and the University reserves the right to pursue legal recourse.

### **Supervision**

All Volunteers work under the supervision of a designated supervisor or full-time member of staff. The designated supervisor retains responsibility for the volunteers at all times, including their behavior and activity.

Volunteers should receive clear guidance from their designated supervisor regarding how an activity is carried out and its expected outcome. In the event of any query or problem regarding beneficiaries' understanding of a task, behavior, or welfare, Volunteers must seek further advice or guidance from their designated supervisor.

### **Health & Safety**

The institution has a health and safety policy, which is available to volunteers working at the university. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g., Fire alarm Evacuation) and any safety aspects associated with particular tasks. Volunteers need to exercise due care and attention and report any apparent hazards or concerns to the designated supervisor.

### **Community Protection**

The welfare of our community is paramount. To ensure to safety of our community, we adopt the following procedures:

- a. All Volunteers are given a copy of the volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2);
- b. All of volunteers must have been cleared by the security and safety department. A security clearance will be issued to the individual to present to the designated office of assignment;
- c. No formal checks may be required when a volunteer is engaged in a 'one-time' activity. However, Volunteers who will be under the constant supervision of staff must read and sign the Off-Site Visit Agreement (Appendix 3);
- d. Any concerns a Volunteer has , or issues should be referred to the designated supervisor.

## **Complaints**

Any complaint made about a Volunteer will be referred to his/her supervisor or appropriate senior member of staff for investigation. Any complaints made by a Volunteer will be dealt with in the same way.

The supervisor or appropriate senior member of staff reserves the right to take the following action:

- a. To speak with the Volunteer about a breach of the volunteer Agreement and seek reassurance that this will not happen again;
- b. Offer an alternative placement for a Volunteer, e.g. helping with another activity or given a new assignment;
- c. c. Based on the facts identified in the investigation, the University may need to inform the Volunteers that the institution no longer wishes to use them.
- d. The investigation and results will be noted and included in the volunteer's records.

## **Monitoring and Review**

This policy must have been approved by the University's approving agencies to become effective. It will be regularly reviewed and updated per the University's Policy Review cycle.

## **Responsible Division**

Division for Institution Advancement and the official custodian of records shall be the Human Resource Department.

## **Forms**

VOLUNTEER APPLICATION FORM  
VOLUNTEER AGREEMENT  
OFF-SITE VISIT AGREEMENT  
SECURITY CLEARANCE

**Approved Date:** November 22, 2013

**Effective Date:** December 1, 2013

## **Business Cards**

**Policy Number: IA-18-001**

### **Policy Statement**

The policy addresses who is entitled to receive official Tubman University business cards, the order process, the schedule for receipt of institution business cards, the consequences for non-compliance with the University's official image of its publications and brand, and the expectation for reimbursement due to self-authorized printing of institutional business cards.

### **Reason for the Policy**

It is essential to standardize the image of Tubman University so as to establish its brand. It is likewise vital to clearly articulate who is entitled to receive University business cards, provide the recipient with knowledge of the order process frequency and quantity supplied, and a reasonable expectation of delivery. Moreover, the consequence of self-production of business cards outside of the Division of Institutional Advancement cycle and outside of the brand of the University.

### **Policy**

#### **1. Who is Entitled to Tubman University-issued business cards**

The President, Vice President, Assistant and Associate Vice Presidents, Deans, Chairpersons, Executive Assistants, and all Directors are entitled to business cards.

#### **2. The Order Process, Frequency, Supplied Quantity**

##### **a. Order, Frequency, Delivery Process**

- i. The Division for Institutional Advancement places the order for university business cards through its sole-sourced vendor.
- ii. Business cards are ordered twice per year, at the beginning of each semester. The process begins with the Human Resources Department (HRD) and the release of employees of the institution with their name, degree designation, rank, and title. HRD releases the information to the administrative officer and the vice president for administration. The Administrative Officer assigns the Tubman University telephone equipment and phone number. The listing of employees is forwarded to the Information Technology Department (IT), which establishes and assigns the Tubman University email addresses for the employees listed. The list is then forwarded to the Division for Institutional Advancement, Office of the Vice President. The Vice President's Office places the order for the business cards. Upon delivery of the business cards, recipients are notified to pick up their cards, confirming delivery by signing for the cards.

**b. Quantity of Cards Supplied**

2. Official business card quantities are based on position, rank, and promotion of the University
  - a. Assistant Vice Presidents, Deans, and up – 2 packets per semester
  - b. Faculty, Directors, Administrative Officers – 1 packet per semester

**3. Non-compliance with the Order Process**

- a. An employee who does not adhere to the order process and places an authorized order shall be considered non-compliant. According to the TU Handbook, citation 32.4, Disciplinary Action, and Letter of Reprimand, disciplinary measures apply.

**4. Reimbursement**

- a. No reimbursement shall be extended for unauthorized orders of business cards.

**Responsible Division**

The Vice President for Institutional Advancement (VPIA)

**Related Policies**

Other policies related to the promotion of the institution and its brand, such as Publications for the University, Employee Directory, and the like, relate to this policy.

**Approved Date: April 6, 2015**

**Effective Date: April 6, 2015**

## **STUDENT SERVICES POLICIES**

### **Policy on Alcohol & Drugs**

**Policy Number: SA-01-001**

#### **Policy Statement**

Tubman University seeks to promote a safe and conducive learning environment for all students and anyone in its vicinity. As such, all illegal substances and/or any of their forms that are found and presumed harmful to students and the environment are in no way acceptable on the W.V.S. Tubman University campus.

#### **Reason for Policy**

Underage (below 18) drinking and illegal drug possession and/or usage are strictly prohibited at Tubman University. They threaten the health and safety of Tubman University students, employees, and the institution's security. Drugs and alcohol are prohibited on all campuses and Residence Halls.

For these reasons, Tubman University is committed to avoiding underage drinking, illegal drugs, and their possession or usage, as well as the abuse of alcohol, on its campuses at any time. This policy applies to all students at Tubman University.

#### **Policy**

##### **1.0 Policy on usage, possession, and abuse of drug & alcohol**

Whenever students are at any Tubman University's functions, in class, or while performing any business related to the university, they are forbidden from:

- a. Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
- b. Being under the influence of alcohol or an illegal drug.
- c. Attending classes and performing other student tasks while taking prescribed drugs that are adversely affecting their ability to safely and effectively function as a student. Note: Violators of a & b will be turned over to the University Director of Security and Public Safety.

##### **2.0 Smoking and Tobacco Use on Campus.**

All TU facilities are SMOKE-FREE. In keeping with the City Ordinances of Liberia, smoking anywhere on TU campuses and residential facilities is a violation. Violators of the smoking policy may create a health hazard for non-smokers and could be subject to disciplinary measures.

##### **3.0 Inspection**

Tubman University reserves the right to inspect all dormitories for drugs, alcohol, or other contraband substances. All students may be asked to cooperate in inspections. Any person who possesses such contraband or refuses to cooperate in such inspections will be subject to appropriate discipline.

**Responsible Division:**

Student Affairs

**Related Policies:**

Student Handbook, Student Code of Conduct

**Approved Date:** May 6, 2019

**Effective Date:** September 7, 2020

## **Athletics & Recreation Policy**

**Policy number: SA-02-001**

### **Policy Statement**

The athletics and recreational programs allow the student to engage in a competitive athletic endeavor, thereby providing a holistic approach to students' academic learning. They also will enable the student to partake in the leadership, responsibility, and decision-making process of sports and athletics activities. The Department of Athletics and Recreation shall provide guidance, facilitate, and support the administrative framework under which the athletics and recreational programs function.

### **Reason for the Policy**

Athletics and Recreation provides sports and recreational programs that will contribute to the learning domain of students and other members of the university community through the following means:

1. The promotion of general fitness, health, recreation, and sporting activities of members of the University community and the communities around the University irrespective of age, gender, status, and religion.
2. The promotion of competitiveness in all sports in Intramural and other University competitions.

### **Policy**

#### **1.0 Eligibility of Students**

The athletics and recreational programs are open to all officially registered students. A student must perform successfully at least the minimum semester hours of academic work required by the college in which the student is registered. A student must sign and submit a "Code of Conduct form" each year before participation in athletics and recreational programs. A student on either academic or disciplinary probation is ineligible to participate. The conduct of any student representing William V. S. Tubman University as a member of a college team or Tubman University Teams (PHOENIX) is expected to reflect favorably on the University. Any action(s) to the contrary, the individuals or group will be subjected to disciplinary measures. Disciplinary measures may take the following forms:

2. Warning
3. Suspension
4. Expulsion

To be considered as a member of a college team or the University team, the following conditions must be met:

- i. A new student must be enrolled at Tubman University for the current semester.
- ii. If the student is a returning student, he/she must obtain a GPA of at least 2.00 from the previous semester
- iii. The student must have a proof of insurance form on file in the Office of Student Affairs
- iv. The student must complete and sign a student-athlete code of conduct form to be kept on file in the Department of Athletics and Recreation office. If the student is under 18, his/her parent or legal guardian must also sign this form.

- v. Sports representatives and college coaches must complete and sign a sports representative code of conduct form and a coach's code of conduct form, respectively, to be kept on file in the Department of Athletics and Recreation office.
- vi. Must be selected by the coach of a particular sporting or recreational discipline.

## **2.0 Faculty/Staff and Alumni Participation**

William V. S. Tubman University alumni, faculty, and staff may participate in athletics and recreational activities with colleges or as a group during the tournament involving colleges and outreach games. The Department of Athletics and Recreation shall determine the means of participation for alumni, faculty, and staff, and they must sign and submit a code of conduct form each year before participation. A faculty member or staff member serving suspension on the job is unqualified to participate in athletics and recreational programs.

## **3.0 Formation of Athletic & Recreational Club on Campus**

A group of Students or Alumni desirous of forming an athletic or creational club on campus may do so based on the requirements referenced in the student handbook on page 31 (guidelines of the registration of campus-based organization). To officially function, the club shall be given a written letter of approval from the Department of Athletics and Recreation. Employees forming athletics and recreation clubs may contact the department for guidance.

## **4.0 Medical**

All students must submit health clearance documentation indicating fitness to engage in sports activities. Primary first aid care will be offered if an injury occurs while engaging in sports activities, and students will be referred for follow-up medical care. The University does not provide medical care other than the student group insurance scheme approved by the University.

## **5.0 Financial Transaction**

All funding for athletics and recreational activities shall be provided through students' activities fees (sports fees) and donations or sponsorship from individuals and institutions. The Department of Athletics and Recreation shall monitor and manage all revenue and expenditures or payments in this category (sports and athletics) in collaboration with the University's Finance office. The university budget office shall provide the budget account classification for the execution of athletics and recreational events.

## **6.0 Facilities, Equipment, and Materials Management**

All athletics and recreational facilities, equipment, and materials are strictly the property of Tubman University and shall be managed by the Department of Athletics and Recreation. Any misuse or damage without cause to them may be punishable by repayment, fines, suspension, and expulsion from all athletics and recreational activities. The Department of Athletics and Recreation shall draw up procedures for the use of facilities, equipment, and materials.

**Responsible Division:** Student Affairs

**Forms**

2. Student-Athletes code of conduct form
3. Sports representative code of conduct form
4. College Coach code of conduct form
5. Student-Athletes scholarship/financial Aid form
6. TU intramural games sheet
7. Fitness center/Indoor games assessment form
8. Materials & Equipment Movement form

**Approved Date:** June 2013

**Effective Date:** September 9, 2013

## **Career Planning & Placement Services**

**Policy number:** SA-03-001

### **Policy Statement**

The Career Planning & Placement Services Office is established to assist students in making the right choices concerning their career development. The Career Planning department develops and provides a structured teaching/counseling environment to:

- Empower students with career decision-making skills;
- Provide resources and activities to facilitate the career planning process and
- act as a link between students, alumni, and the employment community.

### **Reason for the Policy:**

The policy provides a framework for guidance to assist students with career planning, development, and enhancement.

### **Policy**

#### **1.0 Career Planning & Placement Services Roles & Responsibilities**

The Career Planning and Placement Services Office will:

2. Maintain centralized records for the academic career planning and placement services programs.
3. Meet with students interested in pursuing career planning and development to review policies (what area and procedures, eligibility for academic planning program, and assist with professional skills development (e.g., resume and cover letter writing, interview, and on-the-job skills).
4. Provide resources to help students find career planning related to their academic programs.
5. Provide employers with information on the academic career planning program, including requested letters and documents.
6. Provide a variety of services for students to initiate and implement career plans effectively.
7. Implement policies and procedures that reflect Career Planning and Placement Services compliance.
8. Facilitate, advise, and assist students with career development and enhancement.
9. Provide career counseling to TU students and alumni.

#### **2.0 International Students**

The Career Planning and Placement Services Office provides services to international students that are consistent with the TU Student Handbook and Liberia immigration laws.

#### **3.0 Alumni**

TU students – present may take advantage of the full scope of services offered by the Career Planning and Placement Service Office. Consult with the Career Planning Office to develop concise cover letters and to hone your interviewing skills. Alumni eligibility for on-campus interviews is determined on an individual basis by factors such as company requirements, company requests, and available time slots on open schedules.

#### **4.0 Standard and Compliance**

TU Career Planning professionals will maintain standards and compliance and follow standards and procedures in career services activities in a manner that includes the following:

2. Referring to all interested students for employment opportunities without regard to national origin, religion, age, gender, or disability and providing reasonable accommodations upon request;
3. Notifying employing organizations of any selection procedures that appear to have an adverse impact based on the student's national origin, religion, age, gender, or disability;
4. Assisting recruiters in accessing certain groups on campus to provide a more inclusive applicant;
5. Informing all students about employment opportunities, with particular emphasis on those employment opportunities in occupational areas where certain groups of students are underrepresented and
6. Developing awareness of and sensitivity to cultural differences and student diversity and providing responsive services.

#### **5.0 Student Obligations**

Students have certain obligations in the recruitment process, as listed below.

##### **5.1 Provide accurate information about your academic work and records, including courses taken, grades, positions held, and duties performed.**

You can, however, refuse to provide an employer with specific information about any job offers you may have received from other employers. You do not have to name the organizations that have made you offers, nor do you have to provide specific information about the salaries you have discussed with those organizations. Instead, you can give broad responses.

##### **5.2 Interview genuinely**

TU students interview only with employers they are sincerely interested in working for and whose eligibility requirements they meet. Each company determines its hiring needs and requirements (major, degree, graduation date, and students and alumni's illegibility to work in Liberia). Those requirements are advertised to students. Students must meet all of the requirements set by the company to submit resumes and cover letters. Students not meeting all of the requirements who feel that they are qualified are encouraged to visit the career planning and placement services office with their resumes and specifics about the job postings. A career counselor will review the document and place that student on the standby list.

##### **5.3 Adhere to schedules**

Students and alumni receiving services from the Career Planning and Placement Office are encouraged to appear for all interviews, on-campus and elsewhere unless unforeseeable events prevent them from doing so. And, if they cannot make the interview because of an unforeseeable event, call or send a written notification to the Career Planning Office. **Please refer to the Interview Cancellation Policy for further clarification.**

##### **5.4 Don't keep employers hanging**

Communicate your acceptance or refusal of a job offer to employers as promptly as possible so they can notify other candidates that they are still being considered or that the position is filled.

### **5.5 Accepting a job offer in good faith**

Students and alumni should always honor their commitment when accepting an offer. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer. Reneging on an acceptance is unethical and unprofessional and reflects poorly on the reputation of William V. S. Tubman University.

### **5.6 Claiming Fair Reimbursement**

If an employer has agreed to reimburse you for expenses you incur in its recruitment process, your request should be only for reasonable and legitimate expenses.

### **5.7 Obtain the career information you need to make an informed choice about your future**

It is up to our students and alumni to acquire information about career opportunities, organizations, and any other information that might influence their decisions about an employing organization.

## **6.0 Student Employment and Work-Study**

The Career Planning and Placement Services Office will offer students employment, focusing on part-time jobs while they are attending TU.

## **7.0 Student Employee Responsibilities**

- Compliance with all policies and regulations regarding work-study.
- Completion of all required Financial Aid forms with accurate information by the required deadline and furnish any information requested by Financial Aid or Career Planning in a timely and efficient manner.
- Informing Financial Aid & Scholarships of current academic or financial status changes.
- Immediately complete and return all required employment forms to Financial Aid and Human Resources before the first day of work.
- Furnish accurate and updated information/documents as requested by a supervisor or the Human Resources Department.
- Courteous and professional behavior to all members of the university family and any visitors on campus.
- Act professionally and responsibly in dealing with confidential university records and other information that the student may encounter by virtue of his/her work. According to the university's policy, breaches of confidentiality and other acts of dishonesty are just reasons for dismissal from employment.
- A student employee is expected to arrange a satisfactory work schedule with his/her supervisor and abide by it. Any changes to that work schedule must be discussed in advance with the supervisor. If permission to be absent is denied, the student must report to work. It is expected that permission will be withheld only for justifiable reasons. Leaving a message for a supervisor is not to be construed as permission to be absent. Also, excessive socializing on the job is to be avoided.

## **8.0 Interview Cancellation Policy**

**Students/alumni working with the career planning office must personally contact the office at least two (2) business days BEFORE the scheduled interview to cancel your interview.** Failure to comply with the interview cancellation policy will result in immediate loss of mock interviewing privileges and resume referrals.

### **9.0 Interview No-Show Policy**

- Failure to show up for a mock interview will result in the immediate loss of privileges and resume referrals for an undetermined amount of time.
- To request reinstatement of privileges, you must call or email the Department of Career Planning and Placement Services director.

### **10.0 Mock Interview Policy**

Mock Interview Events, in which employers volunteer their time to interview and provide students with constructive feedback, are considered an on-campus interview schedule.

- The student/alum must have a resume on file to participate in on-campus recruiting.

**Responsible Division:** Student Affairs

#### **Related Policies**

#### **Forms**

**Approved Date:** April 18, 2016

**Effective Date:** April 18, 2016

## Student Clubs & Activities

**Policy number:** SA-04-001

### **Policy Statement**

The Division of Student Affairs of William V. S. Tubman University promotes students' inclusiveness and integration into the University community. It thereby supports the formation, operations, and maintenance of student clubs, associations, and organizations that provide an excellent and quality education that trains individuals for lifelong learning and global citizenship.

### **Reasons for the Policy**

This policy is developed to balance the responsibilities or roles of the designated department for accreditation of clubs, associations, or organizations and student executives desirous of establishing a club, association, or organization at William V. S. Tubman University.

### **The Policy**

Student clubs, associations, and organizations are officially recognized, registered, and accredited by the Office of the Vice President for Student Affairs upon the recommendation of the Director of Student Clubs & Activities. Formal recognition is given when the organization's goals and objectives are consistent with William V. S. Tubman University's philosophy, core values, and principles of operation.

### **1.0 Processes leading to recognition, registration, and accreditation**

Clubs, associations/organizations within the confines of William V. S. Tubman University for recognition, registration, and accreditation:

- 1.1 The club, association/organization must have a name;
- 1.2 The club, association/organization must have by-laws or constitution with names of drafter amended;
- 1.3 The club, association/organization must have a faculty advisor;
- 1.4 The club, association/organization must have a location or point of contact;
- 1.5 The club, association/organization must have at least ten (10) registered members with names of officials and contact details and
- 1.6 The club, association, or organization must obtain and complete an application form issued by the Department of Student Clubs & Activities.

### **2.0 Category of clubs, associations, and organizations**

The club, association/organization must state the category such as:

- a. Academic/Educational
- b. Musical
- c. Cultural
- d. Clubs/Recreational
- e. Religious
- f. Service-Oriented
- g. County Association
- h. Department, and
- i. Others

- 2.1 The designation as an official student club, association/organization at William V. S. Tubman University;
- 2.2 The use of William V. S. Tubman University's name to identify institutional affiliations;
- 2.3 The use of William V. S. Tubman University facilities to hold meetings and functions on campus;
- 2.4 The opportunity to publicize approved activities on campus bulletin boards;
- 2.5 The clubs, associations/organizations will have access to the office of the Student Clubs & Activities, including publications, resource library, and consultation on topics for an event;
- 2.6 The club, association/organization will have access to training in leadership, publicity, service project planning, and group development, and
- 2.7 The club, association/organization may have access to Student Activity Funds.

### **3.0 Accreditation**

All student clubs, associations, and organizations will be duly accredited for one (1) academic year during the annual Student Clubs & Activities summit upon review and recommendation by the Director and the Vice President for Student Affairs. Additionally, a club or association/organization, whether new or seeking an accreditation extension, must meet with the Director of Student Clubs & Activities at least once per academic year.

**Responsible Division:** Student Affairs

#### **Related University Policies**

Sexual Harassment Policy  
Educational Policies and Regulations  
Human Rights Policy

#### **Forms**

Guest Speaker Registration  
Registration Packet

**Approved Date:** March 30, 2015

**Effective Date:** March 30, 2015

## Financial Aid

**Policy number:** SA-05-001

### Policy Statement

Tubman University seeks to create a framework for Scholarships and Financial Aid Awards to students in various colleges aimed at promoting academic excellence. TU makes admissions regardless of a student's ability to pay tuition and fees. Students who demonstrate financial need will be assisted through financial aid and scholarships.

### Reason for the Policy

The policy guides the process of awarding financial aid and scholarships to students enrolled at the University.

### Policy

#### 1.0 Admitted Students (Incoming Freshmen, Returning and Transfer Students)

- 1.1 All Admitted students applying for financial assistance must submit an application form to the Financial Aid Office.
- 1.2 All funds awarded to TU from outside sources, such as general scholarships and private and individual scholarships, must be submitted to the Financial Aid Office for administration, recording, and deposit in the scholarship account.
- 1.3 The Financial Aid Office shall maintain adequate records and follow the TU's cash management procedures. This includes ensuring that aid given is not more than needed and/or the cost of attendance and that aggregate awards do not exceed the total expenditures of funds under each program.
- 1.4 Students will be selected for financial aid without regard to age, sex, race, color, religion, sexual orientation, national origin, disability, or marital status.
- 1.5 Students whose files are completed by the deadline of each award year are given priority consideration for aid.
- 1.6 The Financial Aid Office will provide financial aid counseling to every TU student.
- 1.7 The TU Financial Aid Office must complete the following forms and documents for financial aid to be awarded.
  - Free financial aid application form. If a student's financial aid application is selected for review, the Financial Aid Office must receive all supporting documentation from the applicant (or spouse if married or parent if required). This involves cross-checking information from all documents submitted, including the application form, for verification purposes.
  - Test for Need Form. If the Financial Aid Office selects a student's financial aid application for review, the student is given another form to ensure that he/she is actually in need, and this process is called "Need testing."

Calculating family contribution: The Financial Aid Office verifies parent and student contributions as calculated by the need analysis formula. This family contribution is the amount the family may reasonably be expected to contribute to meeting the student's college expenses. The formula process is called "need analysis." The theory of need analysis is based on the assumptions that students have the primary responsibility to pay for their education;

parents or spouses are unable to fund their child or spouse’s education, and financial aid will be provided by TU:

Total Attending Cost (TAC)	}	TAC-TFC=FNB
Total Family Contribution (TFC)		
Financial Need Balance (FNB)		

- Establishing Financial Need: **The Financial Aid Office determines the relative financial strength or ability to pay for student educational expenses based on the need analysis.** Financial need is determined by subtracting the expected contribution from the standard budget. The remainder equals financial eligibility or “financial need.”
- WAEC Division I & II Students: Those who pass Division I and II levels within the West African Examination Council exam are eligible to enroll without entrance and be awarded a full scholarship **if** funds are available.
- The Office of Financial Aid does not offer aid to foreign students. However, there are scholarships that they may benefit from upon meeting the grade point average.

## 2.0 Awarding Financial Aid and Scholarship

TU Financial Aid Office reserves the right to adjust or cancel financial aid awards at any time due to changes in funding availability, a student’s financial need, marital or academic status, or failure to comply with TU and GOL regulations.

### 2.1 Requirements for awarding financial aid and scholarship

- Aid is awarded based on need and on a first-come, first-served basis to soccer parts of a student’s education cost to attend TU.
- Documentation submitted to the Financial Aid Office must be legible, appropriate, and have the student’s ID number for identification purposes. If the student submits a document that is not legible, the document will be returned, and appropriate documentation will be requested. Students who fail to submit verification documents will not be awarded Financial Aid.

## 3.0 Eligibility

All needy students whose files are completed by the deadline for each award year will be eligible for Financial Aid.

### 3.1 Criteria for Eligibility

- A student must be enrolled as a “regular student” seeking a degree, or degree with the transfer, in the TU program.
- TU aid is based on academic year eligibility and will be adjusted each semester according to the number of units in which a student is enrolled.
- Student eligibility will be based on enrollment status during the award period.
- Student eligibility for financial aid programs is contingent upon a student meeting the grade point average (GPA).
- A Student is responsible for all fees, which include (enrollment).

## 4.0 Scholarship

TU awards scholarships to students who demonstrate outstanding academic performance and leadership and have been admitted to a particular academic discipline,

such as Agriculture, Education, Health Sciences, Technology, etc. These scholarships typically cover the cost of tuition, room, board, and related fees.

### **5.0 Financial Aid**

Each semester, TU provides financial assistance through a variety of merit scholarships, student employment, and need-based programs, including work-study, to degree candidates who demonstrate genuine financial need. Recipients must submit a financial aid application along with the application for admissions, complete the test for financial need, be accepted into a degree program, and not be on academic or disciplinary probation.

### **6.0 Work-Study**

Work-Study is a financial aid program in which students work for aid provided by the University. Students may work as office assistants, teaching assistants, library assistants, resident assistants, cleaners, etc. To be considered, students should apply to the Office of Financial Aid. Students may work a maximum of 10 hours per week while classes are in session.

### **7.0 Duration and Withdrawal**

If a student stops attending a class or classes, they are responsible for following the withdrawal procedures and deadlines from the admissions office. If a student withdraws from all of their courses within the TU College(s) and a refund is due, the funds will be returned to the donor's appropriate financial aid account.

A Student's financial aid offer will be voided, and/or one or more financial programs (as appropriate) will be canceled if it is based on an error in determining eligibility for aid, whether the student or the financial aid office causes it.

Submission of false or incomplete information may result in immediate cancellation of a student's award and repayment of all funds. If conflicting information on verification items is present, funds will not be disbursed until it has been resolved.

**Responsible Division:** Student Affairs

#### **Related Policies**

Tuition & Fees Remission Policy

#### **Forms**

Free Application Form

TU Financial Aid Form

Education Scholarship Form

Agriculture Scholarship Form

Private Scholarship Form

**Approved Date:** November 2013

**Effective Date:** December 2013

## Counseling

**Policy number:** SA-06-001

### **Policy Statement**

Tubman University Counseling Center policy seeks to create a framework for service implementation. The center's goal is to provide quality service to the university community in a collaborative manner marked by transparency and accountability, helping foster the holistic development of the mind, body, and soul.

### **Reason for the Policy:**

The policy is intended to serve as guidelines and to assist staff (counselors, peer counselors in training, administrative assistants, medical assistants, and student employees) and visitors in understanding the overall functions of Counseling Services. It also provides an overview of the basic functions and procedures of service rendered at the center. It establishes the roles and responsibilities of the counselor and counselee and describes the services provided, which encourage the promotion of world-class customer service that facilitates students, staff, and faculty in achieving their educational, academic, and personal goals.

### **Purpose**

The purpose of Counseling Services is to provide quality counseling services, promote mental health services, awareness, life skills training, education, and consultation, and provide appropriate referral services to employees and currently enrolled W.V.S. Tubman University students, faculty, and staff.

### **Overview**

The Counseling Center provides counseling and education to students and employees as well as consultation and training to staff and faculty of our University community to facilitate the retention, adjustment, and development of members of the University community. All services through the counseling office to W.V.S. Tubman University employees and students are free. The Counseling Center falls directly under the supervision of the Division of Student Affairs; the Counseling Center Director is the person responsible for delivering services, ensuring that the college community is aware of services, changes to the existing policies and procedures, or the development of new policies. Other personnel assigned to the counseling center include the medical receptionist and peer counselors.

### **The Policy**

#### **1.0 Services**

The Counseling Center provides individual, group, and family counseling to the University populace on an as-needed basis. The center also provides life skills, wellness workshops, and student success classes to deal with mental health difficulties and other obstacles to students' success.

#### **1.1 Eligibility for Services**

Any employee or currently enrolled William V. S. Tubman University student is eligible for counseling, consultation, and referral services. Any member of the area community who is

part of the treatment planning of a student, faculty, or staff family member is also eligible for counseling.

### **1.2 General Office Information**

Counseling Office is located at the William V. S. Tubman University Annex. The center's main entrance is wheelchair accessible. Counseling Services are offered year-round, and appointments are available on weekdays.

### **1.3 Intake Session**

All new clients will participate in an intake session. Each intake appointment will take a minimum of 30 minutes. The client and counselor will establish a mutually acceptable time for each session. All sessions are to be recorded and filed.

## **2.0 Record Keeping**

### **2.1 Client Records**

All records are to be kept current, complete, and accurate. Client files may not be removed from the Counseling Services area at any time. The completed forms listed below will serve as part of the client record.

- Client Information and Consent
- Authorization for Release of Information (as appropriate)
- Other paperwork received (outside University, etc.)
- Assessment Forms
- Intake Forms
- Notes

### **2.2 Requests for Release of Confidential Information**

Request for Release of Confidential Information must be completed by the therapist and signed by the client(s), before release.

### **2.3 Counseling Session Notes**

All session notes should be completed within 24 hours of each session.

## **3.0 Confidentiality**

The counseling center staff is responsible for maintaining the confidentiality of all clients in all circumstances unless required by law (see exceptions below) or provided a signed release of information by the client. All clinical records and sessions will be kept confidential, in compliance with the ethical standards of the profession, except when in conflict with the applicable law and in the case of certain emergencies.

## **4.0 Crisis and Emergency Policy**

**The counselor will report all crises and emergencies to the requisite supervisor and immediate supervisor. This will occur when the counselor** believes that there is a reasonable likelihood that a client will take or refrain from taking some action that places him/her or some other person in imminent danger.

## **5.0 Agreement to Abide by Policies and Procedures**

Each employee or student worker who serves at any Counseling Services facility will be expected to abide by all University policies and procedures, regulations, and rules governing the University. Each employee or student worker who serves at the Counseling Center is expected to abide by all Counseling Services policies and procedures outlined in this manual, each employee or student worker will review a copy of this manual and sign an agreement stating that he/she has reviewed the manual, is familiar with its contents, understands that he/she is obligated to operate under these policies and procedures during their employment here as well as maintain certain standards such as confidentiality even beyond his/her employment or placement at the Center.

**Responsible Division:** Student Affairs

### **Related Policies**

The University Handbook

Procedural Guidelines for Handling Harassment Complaints

### **Forms**

Complaint Information Form

**Approved Date:** May 18, 2015

**Effective Date:** May 18, 2015

## **Student Governance Policy**

**Policy number:** SA-07-001

### **Policy Statement**

Tubman University's Student Governance policy seeks to create a framework for students' participation in student leadership and governance initiatives in a collaborative manner marked by transparency and accountability. This will help foster the holistic development of students' body, mind, and soul.

### **Reason for the Policy:**

The policy establishes a plan of organization for student governance, especially the Student Government Association and other student clubs and organizations operating on campus. It also provides an overview of the essential functions of student governance and gives guidelines for the formation, operation, and perpetuation of student organizations on campus and their use of the Student Activity Fund. Lastly, it establishes a Student Programming Board responsible for enhancing and unifying the University community by providing social, cultural, and educational events complementing the University's mission.

### **The Policy**

#### **1.0 Overview**

The Student governance process of William V. S. Tubman University operates on a unique model that provides a platform for leadership development for students whereby they are adequately prepared to deal with challenges and opportunities in the larger society during and after their studies at the institution. All students are encouraged to participate in the Student Governance process without any bias or prejudice as long as specific requirements for a particular office are met. The leadership of the Student Governance Association shall come into place through an open, free, fair, and transparent democratic process.

#### **2.0 Student Government Association**

The Student Government Association has primarily two (2) branches, the Executive and the Student Senate, and it serves as the sole student governing body on campus.

##### **2.1 The Executive**

The Executive Branch shall comprise officials elected by the general student body, Ms. And Mr. Tubman University, and standing and ad hoc committees appointed per the SGA constitution and approved by the Student Senate. Elected officials of the SGA shall include the President, Vice President, and Student Representative to the University Council. The elected officials and standing and ad hoc committees shall together run the daily activities of the Student Government Association in consultation with the crowned and commissioned Ms. And Mr. Tubman University.

##### **2.2 The Student Senate**

The Student Senate is the representative arm of the Student Government Association, through which all student voices will be heard, and issues affecting individual stakeholders within the student arena will be addressed. The Student Senate shall have the responsibility to approve major decisions of the Executive Branch, including but not limited to the appointment of standing and ad hoc committees, budget and spending plans, activities, and plans of action of the SGA, give first approval of proposal and validate reports,

representations on behalf of the SGA, amend portions of the SGA Constitution through a democratic process, etc.

The Student Senate shall comprise representatives from the following constituencies: a) college, b) class, c) international students, d) dormitory students, and d) council of student organizations. There shall be a representative for every 250 students in each constituency, provided no constituency shall have less than two (2) representatives. However, the Council of Student Organizations shall at all times have four (4) representatives selected by the executives of all accredited student clubs and organizations operating on campus. The tenure of each representative shall be one academic year (September-August).

### **3.0 Elections**

Election of Student Government officials, including the Executive and Senate, shall be conducted two (2) weeks before mid-term exams of the second semester of each academic year, and induction of the SGA shall take place in September of the subsequent semester. The President and Vice President of the SGA shall be elected on the same ticket, provided that they are not from the same constituency as described in section 2.2 and are in compliance with section 3.3.

#### **3.1 Political Parties**

Tubman University encourages the formation of campus-based political parties for educational and student development purposes only. Campus-based political parties serve as leverage for checks and balances to ensure democratic student governance, transparency, accountability, and greater participation of students in the democratic process. Campus-based political parties shall fuel candidates in student government elections in compliance with guidelines developed by the Elections Commission, provided that independent candidates shall contest student government positions if they meet established guidelines.

In addition to the general guidelines of student clubs and organizations, all campus-based political parties must have a party manifesto and a platform on which they shall contest elections. Campus-based political parties shall in no way be aligned with national political parties or pressure and interest groups and shall not engage in any activity that contravenes Tubman University policies or national laws. The Division of Student Affairs shall develop straight guidelines for campus-based political parties.

At no point shall there be more than four (4) campus-based political parties at Tubman University. To register and maintain accreditation, all political parties must have no less than 250 members.

#### **3.2 Elections Commission**

A five-member Elections commission (one from the non-student community) appointed for one (1) academic year shall conduct all student government elections. The commission shall comprise one (1) member nominated by Ms. Tubman University, One (1) member nominated by Mr. Tubman University, and two (2) members nominated by the President of the SGA. Upon approval of these nominations by the Student Senate, the Office of Student Clubs & Activities shall appoint the fifth member of the commission and subsequently endorse the membership of the commission for approval by the Vice President for Student Affairs. The Elections Commission shall have the power to conduct SGA elections and develop policies and

guidelines governing electioneering activities, political parties, and candidates, provided that no policy, rule, regulation, or guideline shall contravene University policies.

### **3.3 Eligibility for holding SGA Office**

All applicants must be in good standing with the University and maintain a semester grade point average (SGPA) of 2.500 the semester before their election, the semester of their election, and the semesters during their tenure of office. Additionally, all applicants must be full-time during the semester of their election and the semesters during their tenure.

Per university requirements, applicants for the position of President of the SGA must be Senior students as of the date of induction into office (by September). Applicants for Vice President and Student Representative to the University Council must be at least **Junior** students as of the date of induction into office.

Besides applicants for the positions of College Representatives and College Presidents who must be at least **Sophomore** students, all other applicants for a position in the SGA must be registered students of the University.

## **4.0 Student Organizations**

Membership in student organizations can be an especially enriching aspect of the collegiate experience. Working with others to achieve common goals and programs and developing one's potential are essential benefits of participating in out-of-class activities. **The ONLY factor predictive of adult success – however, defined and including post-college income – is participation in out-of-class activities.**

### **4.1 Student Organizations Regulations and Requirements**

Student clubs and organizations may be officially accredited when formed for purposes consistent with the philosophy and goals developed for the creation and existence of William V. S. Tubman University. Approval for accreditation is granted by the Vice President for Student Affairs upon recommendations from the Director of Student Clubs & Activities. Student organizations must meet certain requirements to be accredited and retain official recognition. Student groups failing to comply with these conditions will not enjoy the privileges associated with the status of being officially recognized by the University and may face university disciplinary actions.

### **4.2 Procedures for registering a student organization**

#### **4.2.1 Step I:**

Students who may not find a current club or organization to fit their interests may start their own. However, they should ensure that:

- a. the new organization does not duplicate existing organizations;
- b. the organization has durability, i.e. there is the reasonable potential that the organization can attract new members yearly;
- c. The organization's membership is willing to participate in Tubman University Student Life activities and abide by the rules and regulations governing student organizations and general university policies.

#### **4.2.2 Step II:**

If the requirements above are met, representatives of the new organization must contact the Office of Student Clubs & Activities to:

- a. obtain, fill, and return a Special Events Occupancy Request Form (*this will allow the new organization to hold up to three (3) organizing meetings on campus*);
- b. obtain the New Student Organization Registration Packet, write a constitution and/or policy and procedure manual (*this may vary from organization to organization depending on national and international affiliations*);
- c. appoint two (2) full-time university faculty/staff as advisors (one primary and the other secondary) to the organization;
- d. recruit a minimum of ten (10) members and elect organizational officers;
- e. submit the completed New Student Organization Registration Packet along with the Constitution/policy and procedure manual to the Office of Student Clubs & Activities for approval.

Note that each organization's accreditation is reviewed on an annual basis to ensure compliance with university regulations, fulfillment of organizational goals and objectives, etc.

### 4.3 Category of Student Organization

Accredited student organizations will be classified according to the following group specifications:

- a. **Academic/Educational-** All student organizations with purposes established or aligned with academic needs or requirements, including, but not limited to, academic departments.
- b. **Honor-** Any student organization classified as an honor society, specifically those that recognize students who excel academically or as leaders amongst their peers, often within specific academic disciplines.
- c. **Cultural Heritage-** Any student organization formed for the pursuit of knowledge, affiliation, or pride of cultural groups.
- d. **Spirit and Traditions-** Any Student organization providing support and service to student spirit and the University traditions.
- e. **Hometown-** Any student organization formed to promote affiliation and support of students from particular geographic areas or ethnic/cultural groups.
- f. **Fraternity and Sorority-** Any Greek-letter organization.
- g. **Religious-** any student organization formed for the pursuit of religion.
- h. **Political-** Any organization pursuing political interests, such as Political Parties, etc.
- i. **Special Interest-** Any student organization whose purposes do not coincide with the other established categories.

### 4.4 Eligibility for membership to student organization

To actively participate in his/her respective accredited student club(s), organization(s) and/or activity(ies), a student must:

- a. Have earned at least fifteen (15) credit hours at the University.
- b. Maintain a 2.00 or better cumulative grade point average.
- c. Be enrolled in at least nine (9) credit hours each semester.
- d. Be approved by the Director of Student Clubs & Activities.
- e. Attend at least one (1) membership intake forum.

### 4.5 Eligibility for Student Leaders

Elected, selected, or appointed student officers must:

- a. Have a 2.50 or better grade point average in the
  - i. semester immediately before election or appointment,
  - ii. semester of election or appointment, and
  - iii. semester(s) during the term of office.

- b. Be enrolled in at least twelve (12) credit hours each semester.
- c. Be in good standing with the University.

## **5.0 Event Planning Regulations**

The University recognizes that student events are an essential part of campus life. The information provided here is intended to help you and your organization plan and execute safe, healthy, problem-free, and fun events, as well as to help minimize the risks associated with sponsoring a campus event or activity.

If a problem occurs at your event, there could be cause for disciplinary action. The University will take into account whether or not you have tried your best to comply with these guidelines. If you have done everything you can to follow the guidelines, you may thereby reduce the likelihood that you or your organization will be held liable and subject to University administrative actions.

As an event planner, you should consult with the Department of Student Clubs & Activities before your event so that its staff may guide you. Early consultation allows staff to most effectively assist you in anticipating potential problems and making contingency plans to avoid them. (*Hosts scheduling events occurring in the campus residences should consult with the Department of Administration and Campus Operations and staff for the best course of action*).

### **5.1 Guidelines**

In cases, the host (defined as an individual or sponsoring group) must:

- a. Comply with all University policies, including those on alcohol and drugs, firearms, noise, violence, and fire safety, and should know and understand the University event planning recommendations;
- b. Attend an event planning workshop (sponsored by the Department of Student Clubs & Activities for parties/large events);
- c. Have all plans for off-campus advertising (including flyers, invitations, email, web information, radio, or other media ads) reviewed and approved by the Department of Student Clubs & Activities before print release and any advertising. (Please allow at least one working week (five (5) business days) for approval);
- d. Have all on-campus advertising (including memos, flyers, invitations, letters, or emails) reviewed and approved by the organization's advisor(s);
- e. Develop and implement a crowd management plan for event-goers both inside and immediately outside the event space;
- f. Ensure the event concludes by the time governed by University policy and local noise ordinances;
- g. Assume responsibility for damages associated with the event inside or immediately outside the event space.

## **6.0 Student Activities Fund (SAF)**

The Student Activities Fund is a combination of 15% activity fees paid by students as well as monies received from other sources within and outside of the university community. By university policy, SAF is managed by the Department of Student Clubs & Activities and the guidelines and the policies are the responsibility of the department. However, all student organizations, including the SGA, must meet these minimum requirements:

- a. No student organization is allowed to open bank accounts with any bank or non-bank financial institution outside of the SAF. (*SAF shall maintain centralized bank accounts in USD and LRD for all student organizations and activities, and all student organizations and activities will use this account.*) **All** incomes from student organizations must be deposited into these accounts.
- b. Student organizations that require funding must apply each year and submit a detailed report of the previous year, a detailed plan of action, and a budget for the year for which funding is being requested. These must be approved by the organization's primary advisor.

### **6.1 Organizations eligible to receive funding**

- a. Officially accredited student clubs and organizations that are open to and will benefit the entire student body of Tubman University.
- b. Officially accredited student clubs and organizations or approved students representing Tubman University at an approved function and/or place;
- c. All approved events that are not athletics and recreation-related.

### **6.2 Ineligible student organizations**

- a. Organizational activities for which academic credit is given;
- b. Activities sponsored primarily for groups other than Tubman University;
- c. Intramural activities sponsored by the Physical Education and Athletics & Recreation Departments;
- d. All Greek-letter organizations except for activities that can benefit the entire student body as determined by the DSCA;
- e. All organizations that are not recognized and/or accredited by the Division of Student Affairs;
- f. Organizations in which membership discrimination exists, constitutionally or otherwise;
- g. Organizations in which members and activities are sponsored are for partisans' political or religious groups only.

## **7.0 Student Programming Board**

### **7.1 Mission**

The Student Programming Board (SPB) of William V. S. Tubman University shall enhance and unify the University community by providing social, cultural, and educational events complementing the University's mission. SPB values:

- a. The production of quality events
- b. The talent and gifts of student programmers
- c. The ability to develop leaders and enhance individual skills
- d. The diversity of ideas and points of view

SPB is a function of Tubman University and, as such, shall operate under all policies and procedures established by TU for departmental operations.

### **7.2 Composition**

#### **7.2.1 Student Leadership**

SPB will be composed of five (5) coordinators whose position title, the SPB advisor, shall maintain job descriptions and program goals. The five SPB coordinators shall be called the

executive committee and are responsible for producing programs and activities designed to meet the mission. SPB coordinators may not be current Student Government Association or Residence Hall Association executive officers. SPB coordinators must be full-time students with a 2.50 cumulative GPA in good standing with Tubman University. Coordinators must maintain their full-time status and a minimum 2.50 GPA throughout their term of service. Exceptions can be made by the Director of Student Clubs & Activities (DSCA) or the Vice President for Student Affairs (VPSA).

### **7.2.2 Advising & Supervision**

The Director of Student Clubs & Activities shall advise and supervise the Student Programming Board. The advisor is responsible for selecting, hiring, and training the coordinators and any SPB committees that may be established. The advisor is also a member of the executive committee and any SPB committees.

### **7.3 Term of Service**

The term of service for SPB coordinators shall be from the first day of classes in September to the last day of August. Hiring for positions will occur by August 1; however, the Director of Student Clubs & Activities or the Vice President for Student Affairs can make exceptions. The outgoing SPB coordinators must complete an annual report on all events and activities conducted by SPB before their leaving office.

### **7.4 Coordinator Compensation**

The SPB coordinators will receive a stipend, which the Division of Student Affairs will determine during the annual budgeting process.

### **7.5 Employment Practices**

In addition to guidelines established in these policies, coordinators shall be subject to University student work-study employment policies. Any student terminated from an SPB coordinator position is ineligible for re-hire on SPB.

### **7.6 Recruitment/Vacancies**

The SPB advisor shall promote and publicize the position as widely as possible on campus and coordinate the application and interview process. The advisor will chair the selection committee, whose specific composition shall be established by the Division of Student Affairs. All positions will be advertised at least six (6) weeks before selection.

### **7.7 Operations**

- a. **Operational Procedures**—The Division of Student Affairs shall determine the Student Programming Board's day-to-day operational procedures. The Division of Student Affairs may produce an operational procedure manual, which the advisor shall maintain. Changes to this manual, when produced, may only occur annually. The Coordinator may submit proposed changes in writing to the Advisor.
- b. **Annual Budget**—The University shall establish the Student Programming Board's budget through the annual budget process. At the beginning of the academic year, the advisor shall allocate funds among the coordinators' programs. This shall be called the internal budget. The coordinators may make revisions to the internal budget, with the advisor's approval, as programs may require throughout the year. SPB shall not fund events of

other organizations/departments unless it is involved in the planning and implementation of such events.

- c. **Programming Model** – SPB shall operate under an “**apprentice**” programming model, meaning they shall receive the advisor's direction and instruction on programming and event production. SPB coordinators shall have the ability to choose programs for their specific duty area (as described by their job description). The advisor shall then direct them in the implementation of the selected programs. The students shall maintain the creative direction for their programs. However, the advisor shall have “veto” power over programs that violate TU policy, exceed budgets, or are not planned adequately. Appeals of such vetoes can be made to the Vice President for Student Affairs by the coordinators.
- d. **Meetings**—During the academic year, the SPB executive committee shall meet at least twice a month. The advisor will lead the meetings.
- e. **Event Production**—The SPB coordinators are responsible for working together to produce events and gather appropriate volunteers or other staff to ensure they occur.
- f. **Committees**—When committees are used, an SPB executive shall chair them. The Director of Student Clubs & Activities may appoint advisors to committees in addition to the SPB advisor, as needed.

#### **Responsible Division**

Student Affairs through the Department of Student Clubs and Activities

#### **Related Policies**

Student Organization Manual

Guidelines for Campus-based Political Parties

Elections Guidelines

#### **Forms**

Student Organization Registration Packet

Student Organization Account Creation Form

**Approved (Revised) Date:** June 30, 2012

**Effective Date:** July 1, 2012

## Student Activities Fund

**Policy Number:** SA-07-002

### **Policy Statement:**

The Division of Student Affairs, through the Department of Student Clubs & Activities, should oversee the student activities fund budget allocations approved through administrative processes involving the Tubman University Student Association. It also provides financial advisement to registered student organizations/associations/clubs.

### **Reason for the Policy**

The policy seeks to provide fiscal integrity, accountability for budgets and expenditures, and money management for activities fees. It also covers the accounting and reporting of revenues, expenditures, receipts, and disbursements of funds, particularly student activities fees.

### **The Policy:**

#### **1.0 Deposit**

It shall be the prerogative of the Department of Student Clubs & Activities, in consultation with relevant authorities, to ensure that all:

- funds are deposited. The Financial Secretary of TUSGA must keep a receipt of all deposits.
- purchases and check requests must follow the appropriate accounting process

#### **2.0 Expenditures**

Expenditures must be reviewed for compliance with the University Policies and Procedures applicable to TUSGA accounts and, where applicable, the Student Activities Funds Guidelines. Routinely, expenditures are subject to the organizations/associations/clubs uncommitted cash balance, budgetary compliance, and the University procedure as follows:

- Purchases totaling less than two hundred United States dollars or their equivalent must be approved by the Department of Student Clubs and Activities.
- The Associate Vice President must approve purchases expected to exceed two hundred United States dollars for Student Affairs.
- Purchases that require competitive bids, that is, purchases of equipment or projects, must be routed through the Office of Procurement.
- Any purchase or project, regardless of amount, in which the person requires a written contract, purchase order, letter of acceptance, or other types of written commitment shall be requested as in (third bullet) above.

#### **3.0 Allocation of the Student Activities Fund**

The Student Activities Fund shall be allocated to accredited organizations/associations/clubs and student-wide events (i.e., Ms. TU) from time to time as provided unless otherwise. This fund is administered by TUSGA and supervised by the Department of Student Clubs and Activities. However, it shall take on these basic steps:

- Through the director, the Department of Student Clubs and Activities shall complete an appraisal/evaluation of the clubs' performance program or calendar of events

submitted at least two weeks before the closure of academic works within the second semester of an academic year. This means that each accredited club must submit a work plan/performance program (i.e., the first semester of an academic year) two weeks immediately after registration.

- The director shall serve the Office of the AVP/Student Affairs with the results of each club's evaluation in keeping with the set calendar of events and subsequently advise the AVP/Student Affairs on the way forward.
- The director shall also communicate the results of their evaluation to the clubs/associations concerned immediately after he/she has completed the process three weeks from the start of classes.

These steps are meant to create a transparent process for allocating the collected fees (student activities fund).

Below is the percentage distribution:

<b>Name (Beneficiary groups)</b>	<b>Percentage</b>
• TU Student Government Association (TUSGA) (Projects & Operation)	60%
• TUSGA Scholarship	15%
• Organizations/Associations/Clubs	15%
• Student-Wide events (i.e., Ms. TU Pageant)	10%

The allocated amount for any activity a beneficiary will not implement shall be carried over to the next period. Similarly, the amounts that shall be apportioned to beneficiaries when not exhausted in full based on the planned activities budget shall be carried over to the next period. The percentage disbursement of the activities fee allocated to any beneficiaries shall be provided only when the calendar of events or activities coupled with the budget of execution is submitted by the beneficiaries and received by the Department of Student Clubs & Activities two weeks after the current semester shall have started. Additionally, each beneficiary mentioned shall make available a comprehensive financial report on expenditure regarding the percentage of the allocated activities fee to the Department of Student Clubs and Activities one week before the closure of the current semester. This is meant to appraise the performance of beneficiaries' calendar of events or activities. The Department of Student Clubs & Activities shall furnish the Office of the Associate Vice President for Student Affairs with a copy of the submitted financial reports and attached receipts for purchases, where necessary, from the beneficiaries immediately upon receipt.

**Responsible Division:**

The Division of Student Affairs through the Department of Student Clubs & Activities

**Related Policies:**

Student Governance Policy

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

## Student Judicial Administration

**Policy number:** SA-08-001

### Policy Statement

Student Judicial Affairs (SJA) strives to deliver an equitable, just, educational, effective, and expeditious student discipline process. It also provides a system that promotes student growth and development through individual responsibility and in which the success of its educational endeavors is characterized by increased civility.

SJA supports the University's educational mission by promoting a safe, orderly, and positive University climate through enforcing behavioral standards, enacting and facilitating intervention efforts, managing disciplinary proceedings, mentoring students, developing leadership, delivering informational programming, and fostering peer education. It hopes to create a university culture that is self-disciplined, where civility is embraced, and the norms and foundational beliefs validate the core values of William V. S. Tubman University are:

- Quality and excellence;
- Care, accessibility, integrity, civility, and ethics;
- Intellectual engagement;
- Diversity and equality opportunities;
- High academic standards and professionalism;
- Civic virtue, dependability, and trustworthiness;
- Innovation, adaptability, and creativity.

### Reason for the Policy:

This policy establishes and describes the elements, procedures, and functions of the Student Judicial Administration System that go into effect when there has been a formal concern alleging that a student has violated the **Code of Student Conduct** or other applicable university policies. The judicial administration system described in this policy is based on three fundamental principles:

- A. To affirm the importance of the Code of Student Conduct as a critical part of campus life at Tubman University.
- B. To guarantee students, faculty, staff, and visitors to the University a safe and healthy environment to facilitate learning, living, service, and research.
- C. To protect the rights of all individuals involved in judicial affairs while upholding the highest possible standards of honesty and mutual respect.

## 1.0 The Policy

### 1.1 Introduction

Living and working in a university community dedicated to quality, excellence, and academic and personal integrity can be an extraordinary educational experience. At Tubman University, students, faculty, and staff are committed to the Code of Student Conduct standards. When it has been alleged that a student has violated the Code of Student Conduct, students, faculty, and staff must also share a commitment to the system used to adjudicate the alleged violation. Such allegations are extremely serious matters and must be dealt with in the fairest and even-handed manner possible. This policy establishes the elements, processes, and procedures of the Student Judicial Administration System that become effective when an

alleged violation of the Code of Student Conduct or other University policies applicable to students occurs.

## **1.2 Jurisdiction**

Student Judicial Affairs (SJA) has jurisdiction over various types of violations by students and student organizations and over on- and off-campus incidents, as described in 1.1 of the Code of Student Conduct.

## **2.0 Definitions**

As used in this policy,

- A. The term “University” means William V. S. Tubman University.
- B. “Student” includes any individual who has paid fees, registered for classes or otherwise entered into any other contractual relationship with the university to take instruction.
  - i. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the university, including, but not limited to, those individuals admitted part-time or full-time, degree-seeking and non-degree seeking, those who withdrew after allegedly violating the Code of Student Conduct, who have leave of absence from the University or who are not officially registered or enrolled for a particular semester but have a continuing relationship with the University, and those who are attending access or orientation programs.
  - ii. Student status lasts until an individual graduate is dismissed or is not in attendance for two (2) complete, consecutive semesters.
  - iii. “Student” also includes registered student organizations.
- C. “Members of the university community” include, but are not limited to, students, faculty, staff, and visitors to the campus.
- D. The term “faculty member” refers to university members with academic appointments and those with emeritus status.
- E. The term “staff member” is defined as anyone hired by the University, apart from a faculty member, with administrative or professional responsibilities.
- F. “University premises” includes all lands, buildings, facilities, and resources owned, leased, managed, or operated by the university, including adjacent streets and sidewalks.
- G. The term “victim” is defined as any person alleging that they were adversely affected by a student who participated in a violation of the Code of Student Conduct. Special procedures exist for victims of crimes of violence.
- H. “Crime of violence” includes the offenses stated in Penal Law, Title 26 of the Liberian Code of Laws Revised.
- I. “Complaint” includes a written statement alleging a violation of the Code of Student Conduct or other published rules, regulations, or policies applicable to students at the university provided to an authorized university official. Information submitted by other means will be reviewed and may be acted upon at the university’s discretion but will not be treated as a formal complaint.
- J. The term “accused student” is defined as a student who allegedly violated the Code.
- K. The term “witness” is defined as individuals who have had direct involvement in an incident and/or were provided with information regarding the incident directly from the accused student, alleged victim, or both. This also includes individuals who, in their professional capacity, have contributed information that led to University charges.

- L. The term “advisor” is defined as any University community member selected by the accused student or victim to assist them through the University discipline process. The University community member must be a regular staff member, faculty member, or student of the University.
- M. The term “witness” is defined as individuals who have had direct involvement in an incident and/or were provided with information regarding the incident directly from the accused student, alleged victim, or both. This also includes individuals who, in their professional capacity, have contributed information that led to University charges.

### **3.0 Composition of the Student Judicial Administration System**

The Student Judicial Administration System shall comprise the President of the University, the Vice President for Student Affairs or designees, an Administrator and Case Manager, a Student Judicial Affairs Committee, the Appeals Panel, and Advisors.

#### **A. The President**

In cases in which the sanction of Expulsion is to be imposed on or assigned to a student, it shall be the prerogative of the President of the University to review and reverse or approve the decision of the SJA Committee.

#### **B. The Vice President for Student Affairs**

- i. The President of the University explicitly authorizes the Vice President for Student Affairs and his/her designees to have the responsibility and authority to develop, interpret, carry out, and direct the Student Judicial Administration System of the University.
- ii. All complaints of violation of the Code of Student Conduct and other University policies applicable to students are sent directly to the Vice President for Student Affairs. The VPSA then forwards all formal complaints to the Administrator/Case Manager.
- iii. The Vice President for Student Affairs may review and reverse any resolution or sanctions imposed or assigned by the Student Judicial Affairs Committee.
- iv. The Vice President has the authority to implement sanctions requiring notation on students’ transcripts. S/he also has the authority to place holds on students’ records to prevent further registration, with the appropriate legal and procedural safeguards for students’ rights for failure to comply with sanctions or to comply with the judicial administration system.
- v. The Vice President has the authority to delay a student’s graduation and/or hold degrees until a pending discipline matter has been resolved.
- vi. The Vice President reserves the right to convene a Disciplinary Conference and/or a Hearing before re-enrollment for pending University charges. This will normally take place after criminal proceedings.

#### **C. The Administrator/Case Manager**

- i. The Administrator/Case Manager is responsible for the first instance of the Student Judicial Administration System. The case manager receives all official complaints of alleged violations of the Code and other University policies applicable to students.
- ii. The Case Manager shall review allegations and all evidence against the Code and all applicable University policies and conduct a pre-hearing with the accused student to determine whether a violation has occurred.

- iii. She/he shall formally charge the accused of a violation that was determined to have occurred or dismiss the case if no violation was determined to have happened. The Case Manager may decide to employ conflict mediation to resolve the case.
- iv. The Case Manager is authorized to assign or impose a sanction if the accused pleads guilty to the charges or forward the case to the Student Judicial Affairs Committee if the accused pleads not guilty.
- v. The Case Manager shall hear appeals from the Residence Hall Conduct process.
- vi. As Administrator, s/he shall handle all administrative matters of the SJA Committee, including, but limited to, preparing communications, recording proceedings and deliberations, compiling reports, and arranging hearings.
- vii. The Administrator shall not have the right to vote in any SJA deliberations except to break a tie.

**D. The Student Judicial Affairs Committee**

- i. All cases that the Case Manager does not resolve are forwarded to the SJA Committee. The Committee shall hear all cases to determine the facts, render findings, and impose or assign appropriate sanctions if a violation is determined or drop charges if no violation is determined.
- ii. The SJA Committee shall comprise of:
  - a. The Administrator/Case Manager
  - b. Two (2) members of the Division of Student Affairs (one serving as Chair) nominated by the Associate Vice President for Student Affairs or designee;
  - c. Two (2) members of the Faculty nominated by the Faculty Senate; and
  - d. Two students nominated by the Student Government.

**E. The Appeal Panel**

If there is an appeal against the decision of the SJA Committee, a seven-member Appeal Panel shall be instituted by the Associate Vice President for Student Affairs or designee to hear the appeal.

**Responsible Division:**

The Division of Student Affairs

**Related Policies**

Code of Student Conduct  
 Student Handbook  
 Student Governance Policy  
 Student Government Constitution

**Forms**

**Approved Date:** March 30, 2015

**Effective Date:** March 30, 2015

## **Student Development & Learning Support Services**

**Policy Number:** SA-09-001

### **Policy statement:**

Tubman University strives to create a vibrant and intellectually stimulating community in which students are not only free, healthy, safe, and respected but also creates an environment where the whole individual is transformed for clear and effective communication, to become ethical and resourceful, and more importantly, to practice professionalism and teamwork. To this end, the University provides holistic development and learning support services that empower students to succeed.

### **Reason for the Policy**

The policy aims to provide an environment where students are assisted in developing their competencies, which are critical for academic success and beyond undergraduate studies.

### **The Policy:**

#### **3.0 The Students**

**1.1** All students, irrespective of their status or college, benefit from the services provided at Student Development and Learning Support Services because individual students have diverse needs requiring different attention or services. While it is true that students will receive academic support from the department, specific attention will be given to students having challenges in meeting the required benchmark(s) or Grade Point Average (GPA) during their academic sojourn at the university.

#### **4.0 Student Learning Support Services.**

##### **2.1 Tutorial Services**

Tutorial Services are provided specifically for probation and academically suspended students to ensure that the university maintains its standard of providing quality education to underperforming students. Services shall range from new students' assessment surveys to writing skills, time management, speed reading, note-taking, study skills, exam taking, and reading comprehension.

##### **2.2 Academic Advising**

The department shall provide academic guidance or advice (assistance in selecting a major or change in major) regardless of the major and the college. Academic advising will include career planning goals and course planning, especially for freshman students who will find it difficult to adapt to the new educational environment.

##### **2.3 Freshman Seminar Program**

The freshmen seminar program will be conducted throughout the academic year to enhance students' success in college. The seminars will serve as evaluation instruments for the University to assess every aspect of student development and the learning support services at the university.

##### **2.4 Skills Learning Center Programs**

The skills learning programs will strive to prepare incoming students for undergraduate studies at Tubman University adequately. These programs will be primarily executed in the **Reading and Writing Laboratory and the Mathematics, Science, and Technology Center(s)**

**Responsible Division:**

Division of Student Affairs through the Department of Student Development & Learning Support Services

**Related Policies:**

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

## International Students

**Policy number: SA-10-001**

### **Policy Statement:**

The Division of Student Affairs provides cross-cultural advisement and programming to all students of the University Community and specialized immigration support services to foreign students. Specific services are provided in pre-arrival, arrival, ongoing, and reentry orientation and guidance to assist international students. Assistance regarding academic, social-cultural, or personal matters of a cross-cultural nature is also available.

### **Reason for the Policy**

This Policy is for the provision of a framework for the guidance and support of international students.

### **The Policy:**

#### **1.0 Admission**

All students are required to meet the entry requirements as written in the following admissions policy documents: 1<sup>st</sup>-time applicants, Associate Degree holders, Second Baccalaureate degrees, and transfer students.

#### **2.0 Immigration Requirements (Liberia)**

2.1 International Students must hold a valid student visa or any other approved recognized category. 2.2 The University will assist in processing student visas for International Students; however, the student is required to meet all financial obligations.

2.3 The University shall report to Immigration those students who are not fulfilling their student visa requirements.

#### **3.0 Tuition and Fees**

3.1 International Students are required to pay \$25 United States Dollars or its equivalent in Liberian Dollars for tuition per credit. This amount is subject to change based on prevailing circumstances.

3.2 International students shall pay all other fees at the same rate as Liberian students.

#### **4.0 Eligibility for Health Services**

International students are eligible for medical treatment through the University's Insurance Scheme at a particular cost. If the treatment is above the acceptable cost of the scheme, the international student will incur the additional cost.

#### **5.0 Scholarships**

The University receives merit-based scholarships every year. If an international student meets the required standards, he/she can benefit from these scholarships.

#### **6.0 New Students Induction and Orientation**

All international students must attend the New Students Induction Ceremony dubbed "The Rising" and the Orientation Program for all students.

**Responsible Division:**

The Division of Student Affairs is administered through the Department of Student Clubs and Activities.

**Related Policies:**

Admission

New Students Induction

Student Orientation

**Forms:**

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

# Disability Support Services

**Policy number: SA-11-001**

## **Policy Statement:**

Tubman University is committed to embedding inclusive education in all its campuses for students with disabilities and additional needs. That all Tubman University students, irrespective of their social or economic status, should have access to high-quality education. This will be accomplished because of an inclusive education system that contributes to positive learning, engagement, and wellbeing outcomes for all students

## **Reason for the Policy**

This policy provides a framework for the inclusion of students with disabilities and additional needs at Tubman University. It enables all students to be welcomed, accepted, and engaged so that they can participate, achieve, and thrive in their academic and community life at the University.

## **The Policy**

Tubman University through the Division of Student Affairs ensures that students with disabilities are not discriminated against and are accommodated to participate in education on the same basis as their peers.

### **1.0 Definitions as used in this Policy**

**Disability:** A physical or mental condition that limits a person's movement, senses, or activities.

**Inclusive Education:** This means different and diverse students learn side by side in the same classroom. They enjoy field trips and other non-curriculum activities together. They participate in student government together without any form of discrimination.

### **2.0 Admissions**

Tubman University accepts applicants from all walks of life. Applicants with disabilities or long-term health conditions are considered equally. Admission to the University is established on the basis that the applicants can demonstrate competence and ability in dealing with academic work.

### **3.0 Disclosure:**

Applicants and students have the prerogative to disclose their disabilities, especially if they are hidden. This will enable the University to assist the student in providing appropriate support where applicable.

### **4.0 Confidentiality**

Applicants and students can choose to keep their disabilities confidential, especially if they are hidden or complex.

### **5.0 Disability and Discrimination or Harassment or Bullying**

Harassment, discrimination, or bullying by students and or employees of the University is highly discouraged and prohibited.

## **6.0 Reasonable adjustment**

Adjustments for students will be made based on appropriate evidence of the effect of disability, provided that the university has the appropriate support services and arrangements.

### **Responsible Division:**

The Division of Student Affairs through the Department of Student Development and Learning Support Services.

### **Related Policies:**

Student Handbook

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

## **Student Outreach, Civic Engagement, and Community Service**

**Policy number: SA-12-001**

### **Policy Statement:**

Student Outreach, Civic Engagement, and Community Service seek to provide the student with an educational experience that transforms the lives of individuals for worthy service. The University recognizes the importance of Student Outreach, Civic Engagement, and Community Service as key to an individual's transformation, as demonstrated by worthy service within the University's community and beyond. Student Outreach, Civic Engagement, and Community Service, as part of the University's goal, is to integrate meaningful community service geared towards enriching students' learning experience and strengthening the learning experience of students within the University and beyond.

### **Reason for the Policy**

The policy is developed to set a conceptual framework that provides an educational experience for Tubman University students that promotes and supports academic, personal, social, and civic development within, around, and beyond the university's community.

### **The Policy:**

#### **1.0 Student**

**1.1** All Students of Tubman University shall be involved in Community Service

**1.2** All students shall complete a minimum of 40 hours of community service within four years. This may be accomplished by participating in group activities.

**1.3** The Director of Career Planning and Placement Services shall approve all activities of Community Service.

**1.4** There is no TU monetary compensation or academic credit for the community service, but students shall be duly recognized (i.e. certificated) at the annual awards and honoring ceremony of the University and/or said notation placed on their transcripts.

#### **2.0 Definition as used in this Policy**

**2.1** Student Outreach – is a type of community engagement by students that benefits the community through developing and implementing a particular service or project.

**2.2** Civic Engagement – is a type of engagement geared towards impacting the community's civic life. This engagement is concerned with enhancing the quality of life in the community.

**2.3** Community Service – is an unpaid and voluntary community engagement to impact the community educationally, socially, and developmentally. Community service will be done both on and off campus.

#### **3.0 Guidelines for Acceptable Hours 3.1**

**Tutoring provided at high schools will be considered** student outreach, civic engagement, and community service.

**3.3** Services performed for no TU financial compensation for the benefit of the community will be considered student outreach, civic engagement, and community service.

**3.4** Hours worked shall be turned in on a weekly/monthly basis and approved by the

Director of Career and Placement Services.

**3.5** Participation as Tutors / Peer Counselors to other University students will be considered community service.

**3.6** Students involved in counseling coursework with a community service component will be considered.

**4.0 Limitations on Community Service Hours**

**4.1** Service completed for payment will not be considered as community service.

**4.2** Service done by students who are not approved by the Director of Career and Placement Services will not be considered community service.

**Responsible Division:**

The Division of Student Affairs through the Department of Career Planning and Placement Services.

**Related Policies:**

Volunteers

**Forms**

Assignment Form

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

## **Tubman University Clinic**

**Policy Number:** SA-13-001

**Policy statement:**

The Tubman University Clinic seeks to provide high-quality health care primarily to the university's students, staff, and the general community.

**Reason for policy:**

The policy is meant to provide a framework to guide student health care at Tubman University.

**The Policy**

**1.0 Student Health**

Tubman University understands student wellness as vital to student learning. Therefore, The clinic is committed to providing health care to students to guarantee a good learning environment. All students are eligible for medical treatment through insurance coverage at a particular cost. If the treatment is above the acceptable cost of the coverage, the student will incur the additional cost.

**2.0 Health Fees**

Each student will pay a health fee for the semester, which will be announced at the beginning of the Academic Year.

**3.0 Emergency**

Patients with emergency signs attending the clinic are exceptionally received and registered by the medical receptionist, and they are forwarded to consultation, short stay, or treatment room for urgent medical attention. Patients whose conditions demand hospital-based medical attention are referred to the JJ Dossen Hospital following the primary intervention. Patients whose conditions occur after clinic hours and on Sundays and national holidays are advised to visit the J.J. Dossen Emergency Room; the current ambulance services number will be posted around campus.

**4.0 Referral**

Patients whose conditions cannot be managed at the clinic level are referred to the J.J. Dossen via any available means of transportation.

**5.0 Offsite Treatment**

The clinic will rarely treat patients outside of clinic hours, including students and staff. Students and Staff are required to visit the clinic during clinic hours (M-F, 9 am-5:00 pm) and the JJ. Dossen Hospital during weekends and national holidays.

**6.0 Inventory**

A periodic inventory of drugs and medical supplies will be conducted to enhance currency, safe consumption, and the effective and efficient operation of the Clinic.

**Responsible Division:**

Student Affairs

**Related Policies:**

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

## **Food Services**

**Policy number: SA-14-001**

**Policy Statement:**

The University is responsible for ensuring that the health and safety of its students are critical to a safe and comfortable living and learning environment. Therefore, in keeping with its policy on food services, the University's cafeteria is the only authorized place for providing food and beverages.

This Policy applies to all University and University-related events.

**Reason for the Policy:**

The Policy provides a framework for maintaining Tubman University students' health, safety, and well-being.

**1.0 Policy**

**1.1** The Management of the University's Cafeteria shall provide food and beverages for all University and University-related events on and off-campus.

**1.2** The management of the University's cafeteria is solely authorized to serve and sell food and beverages on campus. On the other hand, the Administration of the University shall authorize outside vendors to perform this service when necessary.

**1.3** All food and beverages are to be provided in the cafeteria. They are not allowed in the classroom, residence hall, or anywhere else on campus.

**1.4** The cafeteria shall be used exclusively for rendering services whenever University-administered funds are used.

**2.0 Non-Compliance**

Students and student groups who fail to comply with this policy may be subjected to sanctions ranging from warning to suspension. Students and student groups who are not complying shall be required to appear before the Student Judiciary Committee as a breach of the code of conduct.

**Responsible Division:**

Student Affairs

**Related Policies:**

Student Handbook

Staff handbook

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

# Student Code of Conduct

**Policy number: SA-15-001**

## **Policy Statement:**

Students at William V. S. Tubman University are expected to conduct themselves in a manner supportive of the institution's core values and principles of operation. Integrity, respect for the person and property of others and the University, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University Community.

At Tubman University, students, faculty, and staff are committed to the standards outlined in the Code of Student Conduct, hereinafter referred to as the Code. When it is alleged that a student has violated this Code, students, faculty, and staff must also share a commitment to the system used to adjudicate the alleged violation. Such allegations are extremely serious matters and must be dealt with in the fairest and even-handed manner possible.

## **Reason for the Policy:**

The Code of Student Conduct is established to promote the university's core mission, foster its students' scholarly and civic development in a safe and secure learning and living environment, and protect the people, properties, and processes that support the university and its mission.

## **1.0 The Policy**

### **1.1 Jurisdiction**

- A. The code applies to the on-campus conduct of all students and registered student organizations, including off-campus students using university computing or network resources.
- B. Students continue to be subject to city ordinances and national laws while at the university, and violations of those laws may also constitute violations of the Code. In such instances, the university may proceed with university disciplinary actions under the Code independently of any criminal proceedings involving the same conduct and may impose sanctions for violation of the Code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

## **2.0 Prohibited Conduct**

Any student found to have engaged, attempted to engage, or have assisted in any of the following conduct while within the university's jurisdiction, as set for in 2.1, will be subject to disciplinary action by the university. For this section, an attempt shall be defined as conduct that, if successful, would constitute or result in the prohibited conduct. Any student who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate a complete and voluntary renunciation of the prohibited conduct will not be subject to disciplinary action by the university.

## **2.1 Academic Misconduct**

Any activity that tends to compromise the university's academic integrity or subvert the educational process. Examples of academic misconduct include, but are not limited to:

- A. Violation of course rules as contained in the course syllabus or other information provided to the student;
- B. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
- C. Knowingly providing or using unauthorized assistance in the laboratory, on fieldwork, in scholarship, or on a course assignment;
- D. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
- E. Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement;
- F. Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments;
- G. Serving as, or enlisting the assistance of, a substitute for a student in any graded assignment;
- H. Alteration of grades or marks by the student to change the earned grade or credit;
- I. Alteration of academically related university forms or records, or unauthorized use of those forms or records;
- J. Engaging in activities that unfairly place another student at a disadvantage, such as taking, hiding, or altering resource materials or manipulating a grading system; and
- K. Violation of program regulations as established by departmental committees and made available to students.

## **2.2 Endangering health or safety:**

- A. Endangering behavior: Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creating a reasonable fear of such action. Relationship violence or intimate partner abuse may constitute endangering behavior.
- B. Stalking: Engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.

## **2.3 Sexual Misconduct**

Physical contact or other non-physical conduct of a sexual nature in the absence of a clear, knowing, and voluntary consent, including but not limited to the following are prohibited:

- A. Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.
- B. Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.
- C. Sexual exploitation is defined as taking non-consensual, unjust, or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another

student, non-consensual video or audio-recording of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.

D. Sexual harassment, as defined in applicable university policy.

E. Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or private premises when the accused may be readily observed.

For this rule, consent shall be defined as the act of knowingly and affirmatively agreeing to engage in sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of mental or physical condition; or who is coerced by the supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

#### **2.4 Unauthorized Publication and Solicitation**

The publication of any printed or electronic materials, whether they are announcements, memos, flyers, posters, leaflets, newsletters, web publication, etc., without the prior permission, review, and or approval by the Division of Student Affairs or other duly authorized University personnel are prohibited under this code. Similarly, solicitation of any form, whether in cash or in-kind of any person or entity without the prior permission and approval of the Division of Student Affairs or other duly authorized University personnel is prohibited.

#### **2.5 Destruction of property**

Actual or threatened damage to or destruction of university property or the property of others, whether done intentionally or with reckless disregard, is prohibited.

#### **2.6 Dangerous weapons or devices**

Storage or possession of dangerous weapons, devices, or substances, including, but not limited to, firearms, ammunition, or fireworks, unless authorized by an appropriate university official or permitted by university policy, even if otherwise permitted by law. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others is prohibited.

#### **2.7 Dishonest conduct**

Dishonest conduct, including, but not limited to knowingly reporting a false emergency; knowingly making a false accusation of misconduct; misuse or falsification of university-related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official is prohibited.

#### **2.8 Theft or unauthorized use of property**

Theft or the unauthorized use or possession of university property, services, resources, or the property of others is prohibited.

#### **2.9 Failure to comply with university or civil authority**

Failure to comply with legitimate directives of an authorized university official, law enforcement, or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction is prohibited.

## **2.10 Alcohol and Drug**

It is prohibited to illegally possess, use, distribute, manufacture, sell, or be under the influence of alcohol or other drugs, including the misuse of prescription and over-the-counter drugs. Use, possession, or distribution of beverages containing alcohol on University property shall comply with the laws of Liberia and city ordinances. Note: Anyone, including those under the age of 18, serving alcohol to a person under the age of 18 violates both University regulations and the laws. Excessive consumption occurs when a person is intoxicated to the degree that the person may endanger themselves, other persons, or property or annoy the person in the vicinity. It is also a violation of the residence hall contract for a student to be in the presence of alcohol and/or illegal drug and substances in any residential area.

## **2.11 Unauthorized presence**

Unauthorized entrance to or presence in or on university premises is prohibited.

## **2.12 Disorderly or disruptive conduct**

Disorderly or disruptive conduct that unreasonably interferes with university activities or with the legitimate activities of any member of the university community is prohibited.

## **2.13 Hazing**

Doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include but are not limited to the use of alcohol, the creation of excessive fatigue, and paddling, punching, or kicking in any form is prohibited.

## **2.14 Student Conducts system abuse**

Abuse of any university student conducts system, including but not limited to:

- A. Failure to obey the summons or directives of Student Judicial Affairs or other university personnel;
- B. Falsification, distortion, or misrepresentation of information before the Judicial Affairs committee or any hearing body and officials of the university;
- C. Disruption or interference with the orderly conduct of the Judicial Affairs proceeding;
- D. Knowingly instituting judicial affairs proceedings without cause;
- E. Discouraging an individual's proper participation in, or use of, the university judicial affairs system;
- F. Influencing the impartiality of a member of judicial affairs before and/or during a judicial affairs proceeding;
- G. Harassment and/or intimidation of a member of judicial affairs before, during, and/or after a judicial affairs proceeding;
- H. Failure to comply with one or more sanctions imposed under the Code of Student Conduct; and
- I. Influencing another person to commit an abuse of the university judicial administration system.

## **2.15 Violation of university rules or national laws and city ordinance**

Violation of all published university regulations, guidelines, policies, or rules, or violation of national laws/legislation or city ordinances is also prohibited under this code. These university regulations, guidelines, policies, or rules include but are not limited to, those which prohibit the misuse of computing resources, sexual harassment, student governance policy, and dormitory or residence hall rules and regulations.

## **2.16 Riotous behavior**

- A. It is prohibited to participate in a disturbance with the purpose of committing or inciting any action that presents a clear danger to others, causes physical harm to others, or damages property.
- B. Proscribed behavior in the context of a riot includes, but is not limited to:
  - 1. Knowingly engaging in conduct designed to incite another to engage in riotous behavior; and
  - 2. Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard; and
  - 3. Failure to comply with a directive to disperse by a university official, law enforcement, or emergency personnel; and
  - 4. Intimidating, impeding, hindering, insulting, or obstructing a university official, law enforcement, or emergency personnel in the performance of their duties.
- C. This rule shall not be interpreted as proscribing peaceful demonstration, peaceful picketing, a call for peaceful boycott, or other forms of peaceful dissent.

## **2.17 Recording of images or audio without knowledge**

Using electronic or other means to make a video, audio, or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking audio, video, or photographic images in shower/locker rooms, residence hall/dormitory rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

## **3.0 Sanctions**

One or more of the following sanctions may be imposed upon any student found to have violated the Code of Conduct:

### **a. Disciplinary Warning**

A disciplinary warning is a warning to a student that his/her conduct was inappropriate and that further misconduct will result in more severe disciplinary action. The warning is maintained as part of a student's disciplinary record.

### **b. Disciplinary Probation**

Disciplinary probation is assigned for a specific period and is intended to foster reflection, responsibility, and improved decision-making. Additional conditions and/or educational programs, including counseling, may be assigned as a component of the probation.

Future established misconduct, failure to comply with conditions, or failure to complete assignments may lead to more severe disciplinary action, including suspension or expulsion. Disciplinary probation may be recorded on the official University transcript due to the serious nature of the offense or when a student's disciplinary history is significant. The Vice President for Student Affairs determines a notation is merited based on a recommendation from the Student Judicial Affairs Committee.

### **c. Restitution**

Restitution requires a student to pay for damages or misappropriation of property. Restitution may be imposed separately or in addition to other sanctions.

### **d. Loss of Privilege**

Loss of Privilege involves the withdrawal of the use of service, participation in an activity, or withdrawal of privileges consistent with the offense (s). Loss of privilege may be imposed separately or in addition to other sanctions.

#### **e. Disciplinary Suspension**

Disciplinary suspension from the University is assigned for a specified period, not more than one academic semester. A suspended student is precluded from registration, class attendance or participation in activities, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Vice President for Student Affairs. During the suspension period, a notation will appear on the student's official University transcript.

#### **f. Indefinite Expulsion**

Indefinite expulsion from the university is for a period or not less than one calendar year, and the Vice President must approve re-admission for Student Affairs. During a period of indefinite expulsion, a student is precluded from registration, class attendance or participation in activities, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Vice President for Student Affairs or designee. If a student wishes to return to the University after the period of his/her indefinite expulsion, he/she must request re-admission (in writing) from the Vice President for Student Affairs or designee. During the period of the expulsion, a notation will appear on the student's official University transcript.

#### **g. Expulsion**

The expulsion of a student from the University is permanent. A student is precluded from registration, class attendance or participation in activities, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Vice President for Student Affairs or designee. Expulsion requires administrative review and approval by the President. The sanction of expulsion is permanently noted on a student's official University transcript.

#### **h. Other Sanctions**

The University reserves the right to impose alternative sanctions instead of or in addition to those listed above. For example, a student may be removed from University housing for violations of the Code or the housing contract conditions that they agreed upon when choosing to live in the residence halls.

#### **i. Educational Sanctions**

Educational sanctions are sanctions that the University reserves the right to assign to students in lieu of, or in addition to, administrative sanctions. Examples of educational sanctions may include an "F" grade and/or a repetition of a course.

#### **j. Mandatory Counseling**

All students who engage in behavior that violates this Code may be required to complete a compulsory counseling program. This may include mandatory participation in an Alcohol and Drug Education/Intervention Program. Students assigned to the mandatory counseling program will be responsible for paying all fees and costs associated with the program.

#### **Responsible Division:**

The Division of Student Affairs

#### **Related Policies**

All applicable university policies

Student Handbook

Student Judicial Administration Policy

Student Governance Policy  
Student Government Constitution  
Sexual Harassment  
Code of Law, Republic of Liberia

**Forms**

Student Code of Conduct

**Approved Date:** April 6, 2015

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## Residence Hall Policy

**Policy number:** SA-16-001

### **Policy Statement**

William V. S. Tubman University welcomes all students who desire to live at the university's residence hall. Resident life is a good thing but governed by policy; therefore, the Tubman University Residence Hall Policy seeks to create a framework for respecting the rules and regulations of University Campus Life, equal protection of residents' rights, and the use of university student housing facilities. This policy is subject to revision from time to time.

### **Reason for the Policy:**

The policy establishes an impartial plan for residents to respect others' rights, adequately know their rights and responsibilities, and respect diversity. It also provides an overview of the rules and regulations of the Tubman University Campus Life consistent with the *student handbook*.

### **The Policy**

#### **1.0 Rights of Students**

##### **1.1 Accommodations**

Residents have the right to access their living accommodations and be free of intimidation or harassment.

##### **1.2 Inalienable Rights of Students**

Residents have the right to enjoy individual freedom without regard to race, gender, national origin, disability, age, religion, sexual orientation, or political affiliation.

##### **1.3 Clean and secure environment**

Residents have the right to live in a clean and secure environment.

##### **1.4 Respect and safety of personal property**

Residents have the right to respect and be safe with personal property during their semester stay at the residence hall.

##### **1.5 Academic Environment**

Residents have the right to a student without interruption or interference and in an environment free of unreasonable noise; students who experience academic difficulties may contact the Residence Hall Manager for a referral to appropriate persons.

##### **1.6 Expression**

Residents have the right to express themselves creatively within established guidelines.

##### **1.7 Residents Support Services**

Residents have the right to direct access to staff that provides assistance, guidance, and support as needed.

##### **1.8 Conduct**

Residents have the right to equitable treatment when behavior is in question and should be willing to accept responsibility for inappropriate conduct; students who violate policy/rules and regulations will be suspended or expelled from the residence hall.

##### **1.9 Student Development Programs**

Residents have the right to participate in student governmental bodies, University Housing department committees, and individual and group educational and developmental opportunities.

## **2.0 Responsibilities of Students**

### **2.1 Rules and Regulations**

Residents are responsible for adhering to the rules and regulations of William V. S. Tubman University and complying with reasonable requests made by staff or university officials.

### **2.2 Fees Payment**

Residents are responsible for paying for the room according to established schedules.

### **2.3 Guests**

Residents are responsible for monitoring and accepting responsibility for the behavior of guests and are not allowed to entertain guests in their rooms; cohabitation is not allowed. Alcohol and illicit drugs are not allowed into the residence hall; residents who abuse substances will not be tolerated in the residence hall.

### **2.4 Safety, Security & Theft**

Residents are responsible for abiding by university safety guidelines, reporting thefts to housing staff and security, and always keeping their rooms' doors locked. Sports are not allowed in the residence halls or apartments.

### **2.5 Entry**

The residence halls are closed from 11:30 pm to 6:30 am, and students' visitors/guests are not allowed into the residence hall beyond 11:30 pm.

### **2.6 Quiet Hours**

Residents are responsible for observing Quiet Hours on each floor from 10:00 p.m. to 7:00 a.m. Sunday through Thursday and midnight to 7:00 a.m. on Friday and Saturday; Courtesy Hours are in effect 24/7. During finals week, Quiet Hours are in effect 24 hours a day.

### **2.7 Housing Meetings and Duties**

Residents are responsible for observing housing meeting schedules and participating in housing duties.

### **2.8 Required Items**

Residents are required to bring a flashlight, toiletries, bedding, window curtains, mosquito nets, etc. into the residence hall.

### **2.9 Student Reporting of Violation**

Students are responsible for reporting violations of rules and regulations to the appropriate housing staff.

### **2.10 Other Rights**

Residents are responsible to respect the rights of others, as stated above.

### **2.11 Self-Governance**

Residents are responsible for participating actively in self-governance, expressing themselves individually or by association with groups, participating in judicial proceedings to determine appropriate standards of behavior and contributing positively to the community by participating in educational and developmental activities.

## **3.0 Contractual Period**

### **3.1 Official Opening and Closing Dates of Residence Hall**

The student housing contract officially begins 3 days before the registration period and ends 3 days after the university's official closing date of a semester; students are not allowed to keep personal properties in the residence hall after their semester stay.

### **Responsible Division:**

The Division of Student Affairs

**Related Policies**

Student Handbook

**Forms**

Application Form

Residence Hall Conduct Form

**Approved Date:** April 13, 2015

**Effective Date:** August 1, 2015

## **Work-Study**

**Policy number: SA-17-001**

### **Policy Statement:**

Tubman University uses student employment as a means of financial assistance to University students. The university provides financial assistance to students to help them gain academic and work experience.

### **Reason for Policy**

This Policy guides the work-study process at Tubman University. It provides guidance to assist students financially in terms of employment while balancing their education and career opportunities.

### **The Policy**

#### **1.0 Work-Study Student**

A work-study student is an employee who is enrolled at the university on a full-time basis. A student on disciplinary probation, academic probation, or academic suspension cannot be on work-study.

#### **2.0 Work-Study Hours**

The number of hours a work-study student may work is restricted to 15 hours per week when school is in session. The student employee may work 30 hours per week when school is not in session.

#### **3.0 Types of Work-Study Positions**

##### **3.1 Resident Assistantship**

Two resident assistants (male and female) are recruited to assist the Residence Hall managers for one academic year. They shall be Junior or senior-standing students with a GPA of 2.5 or above.

##### **3.2 Volunteers**

Students perform work and receive an allotment designed as a Study award based on the availability of funds within the University. Special preference will be given to counselors, marshals, peer tutors, choristers, etc.

#### **4.0 International Students**

International students have the right to benefit from work-study as members of Tubman University in keeping with the laws of the Republic of Liberia.

#### **5.0 Vacation and Sick leave**

Work-study students do not accrue paid vacation or sick leave.

#### **6.0 Termination**

A work-study student may be lawfully released or terminated without cause at any time. A work-study student who is found in violation of the University rules or policies or who has engaged in misconduct may be terminated immediately.

**Responsible Divisions:**

Student Affairs/Administration

**Related Policies:**

Student Handbook

**Forms:**

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

## **Alumni Fee**

**Policy Number: AA-18-001**

### **Policy Statement:**

Williams V.S. Tubman University recognizes the importance of the Alumni Association in upholding its standards and giving back. As such, each prospective graduate must pay an alum fee.

### **Reason for the Policy**

The policy aims to establish and provide justification for the significant payment. The fee goes toward the association's projects, events, and activities and the Association's Financial Aid Scheme to the University.

### **1.0 Fee**

As part of the university's graduation fees, each prospective graduate shall pay an alum fee of US\$20.00. This fee is subject to change in close consultation with the university's Administration.

### **1.3 Allocation of the Fee**

The Alumni fee shall be allocated as follows:

- Eighty percent (80%) of the fee goes to the Alumni Association for its projects/events/Activities
- Twenty percent (20%) of the fee goes to the Alumni Association's Financial Aid Scheme

### **Responsible Division:**

The Department of Finance and Budget

### **Related Policies:**

Graduation

### **Forms:**

**Approved Date: May 6, 2020**

**Effective Date: September 7, 2020**

## **Student Orientation**

**Policy Number: SA-19-001**

### **Policy Statement**

The Student Orientation Program is designed for all students, especially first-year, transfer, and international students. It seeks to assist students in their transition to university life and support new students as they begin their journey at Tubman University. Through sessions of the orientation program, students are introduced to life at Tubman University, from academics and community norms to resources and support services.

### **Reason for Policy**

This policy welcomes and introduces students to university services. Additionally, it supports their educational and personal goals, promotes positive attitudes, and stimulates excitement for learning in a welcoming atmosphere.

### **The Policy**

#### **1.0 Overview**

The student orientation is organized by the Department of Student Clubs and Activities at the beginning of every academic year. New students are to attend a full-time orientation program. The program is expected to give our new students a good direction while they begin their lives at TU.

#### **2.0 Organization**

The Orientation program is organized once every academic year and consists of a series of sessions from different student support units/ departments of the University. The Director of Student Clubs & Activities shall work with the Office of Admission, Records & Registration to contact new students via announcements on all bulletin boards, TU Radio, and other community radios.

#### **3.0 Attendance**

All students are to attend and participate in the orientation program to be informed on the processes of registration, course selection, finance payment, and other services that are available to them on campus. The Office of the Director of Student Clubs and Activities shall work with other departments to ensure new students are in full attendance and an attendance sheet/record shall be initiated.

### **Responsible Division:**

Division of Student Affairs through the Department of Student Clubs & Activities

### **Related Policies:**

Student Handbook

**Approved Date:** May 6, 2020

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## Induction for New Students

**Policy Number:** SA-20-001

### **Policy statement:**

The induction of new students at Tubman University seeks primarily to follow conventional best practices at institutions of higher learning by welcoming incoming students to the institution and recognizing the achievements of continuing students in the presence of the university community. The ceremony motivates continuing students to celebrate their academic success and promote academic excellence at the university. It also serves as the rite of passage to the preparation for higher education at TU.

### **Reason for the Policy**

The policy is developed first to set the framework for implementing the provisions of the Student Handbook (Section 3.7.10, Pg. 37); guide the induction ceremony because of the exclusive nature of the program; and propagate the concept of the symbolic lighting of candles and bonfire during the ceremony, which denotes the birth of the young Phoenix, dubbed "The Rising." The Phoenix is the symbol/mascot of Tubman University.

### **The Policy:**

#### **1.0 Students**

**1.1** All students of Tubman University shall be involved in the full celebration of the Induction ceremony.

**1.2** The Induction Ceremony will involve all new students (freshmen and transfers) and prospective graduates.

**1.3** The Induction ceremony is to be coordinated by the Director for Student Development & Learning Support Services and assisted by an Organizing Committee appointed by the Associate Vice President for Student Affairs. The committee shall comprise the following:

- i. A representative from Student Affairs
- ii. A representative from The Student Government Association(SGA)
- iii. A representative from the Faculty.
- iv. Three representations of Sophomore, Junior, and Senior categories.

#### **2.0 Definitions as used in this policy**

**2.1 Induction Ceremony-** is a welcoming ceremony held at the university where new students are welcomed into the institution through a procession, a harmless but symbolic initiation by seniors and continuing students. The lighting of candles and the lighting of a Bonfire symbolize the birth of a young Phoenix.

**2.2 Bonfire-** a fire lit from bonded wood, especially at night, to serve as a pathway. In the context of this policy, the bonfire symbolizes the birth of a young Phoenix and the bonding of new students with other students and faculty.

#### **3.0 The Induction Ceremony**

**3.1** The induction ceremony shall be conducted annually and held on the 1<sup>st</sup> Friday in November of the academic year.

**3.2** The ceremony shall be celebrated two-fold- an Indoor Program and a Bonfire Night. The Indoor Program will include the procession, initiation, and lighting of the candles, and the outdoor program will involve the lighting of the bonfire and a meet and greet session.

**3.3** The official colors for the Bonfire Night of the New Induction ceremony are red and yellow.

**3.4** All activities related to the induction ceremony will take place on the university campus and are subject to the university's student code of conduct.

#### **4.0 Guidelines for the Induction Ceremony**

**4.1** All new students shall attend the program beginning with the procession and are to be attired in Black and white for the Indoor Program.

**4.2** All new students are to attend the Indoor ceremony with a stick of white candle. New students shall be duly welcomed with a pin.

**4.3** The SGA leadership will recommend to the Department of Students & Clubs Activities selected senior students who will participate in the procession. They are to be dressed in university gowns (without regalia) for the procession.

**4.4** All prospective graduates, continuing students, and members of the university community are to participate in the initiation process but are to observe section 11.0 (Student Code of Conduct) of the student handbook during the entire ceremony. There shall be no harming of any kind (i.e., beating, slapping, kicking, etc.) during this ceremony.

#### **Responsible Division**

The Division of Student Affairs through the Department of Student Development & Learning Support Services

#### **Related Policies:**

Student Clubs & Activities

**Approved Date:** May 6, 2020

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# University Chorus

**Policy Number: SA- 21 -001**

## **Policy Statement**

The University Chorus strives to provide a platform for students with musical talents to practice and showcase their true talent to the University Community and the world around them.

## **Reason for Policy**

The policy established the platform for the University Chorus to exist as an official unit under the Department of Student Clubs and Activities in the Division of Student Affairs. It also provides an overview of the Chorus's basic function and governance.

## **The Policy**

### **1.0 Function**

The Tubman University Chorus is drawn from students of various colleges who volunteer to serve the University. The chorus's main function is to sing during special events such as academic occasions, specially organized student events, and Christmas Services, as well as hold musical events at the university and community levels.

### **2.0 Membership**

Students of Tubman University are welcome to join the Chorus and volunteer their service to the University. The membership process of the University Chorus shall be supervised by the coordinator in consultation with the Director for Student Clubs & Activities. A student with interest, talent, and/or willingness to learn and who is in good standing with the University shall be considered eligible to join the TU Chorus. Be in good standing with the University.

A good-standing student is a student who:

- Maintains a minimum of 2.00 GPA
- Be enrolled as a full-time student of Tubman University
- Must adhere to the Student Code of Conduct

### **3.0 Composition**

The Tubman University Chorus shall be run by a Coordinator who the Director of Student Clubs and Activities will supervise. The Chorus Coordinator may or may not be a TU Student but with the requisite talent and qualification to coordinate the affairs of the Chorus and will be an employee of the University. He/she will be assisted by elected leaders of the Chorus (President, Vice President, Secretary, and Chaplain).

### **4.0 Rehearsal and performance**

The Chorus shall hold practices at least two times a week on the university campus. The Chorus shall plan and conduct the music performance and shall perform during university programs.

### **5.0 Attire**

The Tubman University Chorus shall wear special apparel that is acceptable and represent the University. The Chorus apparel is to be identical to a unit with a special task.

### **6.0 Audition**

The Chorus shall conduct an audition with participating musical groups/chorus when planning to hold an event. The coordinator shall work with such groups/chorus to develop a schedule for an audition and ensure program/event participating groups are up to the task.

### **7.0 Concert**

The University Chorus, as a unit that seeks to promote the culture of music in Tubman University and the community, shall organize a musical concert that will involve other musical groups and church choirs. Concerts organized by TU Chorus must be approved by the Director of Student Clubs and Activities in consultation with the Division of Student Affairs.

The Chorus shall hold concerts to promote music and fund-raising that will assist in providing resources for the Chorus, its capacity, and community outreach.

#### **Responsible Division:**

Division of Student Affairs through the Department of Student Clubs & Activities

#### **Related Policies:**

Student Handbook

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

## University Cultural Troupe

**Policy Number: SA- 22-001**

### **Policy Statement**

The Division of Student Affairs, in fulfillment of its role in campus life, is committed to promoting African and Liberian culture with an appreciation of other cultures in its students. Therefore, through the Department of Student Clubs & Activities, the Division seeks to create a framework that promotes the platform for a University Cultural Troupe.

### **Reason for Policy**

The policy establishes the Tubman University Cultural Troupe to promote cultural diversity.

### **The Policy**

#### **1.0 Overview**

The University Cultural Troupe is an expressed mission of preserving the traditional music, dances, instruments, and costumes of the ethnic groups of the Southeastern region of the Republic of Liberia. The Troupe, under the inspired leadership of the Coordinator, shall undertake applied research on Liberia's traditional art and culture, ascribed to incorporate findings into the arts/performances.

#### **2.0 Membership**

Membership of the University Cultural Troupe shall be students of Tubman University; it shall recruit its members from the student community, especially students with talent and/or interest. Be in good standing with the University.

A student in good standing must:

- Maintain a minimum of 2.00 GPA
- Be enrolled as a full-time student of Tubman University
- Must adhere to the Student Code of Conduct

#### **3.0 Composition**

The University Cultural Troupe shall be headed by a coordinator who will be assisted by other persons designated to assist in the group's affairs. He/she will report to the Director of Student Clubs and Activities.

#### **4.0 Rehearsals and performances**

The University Cultural Troupe will hold regular rehearsals with its members. The Coordinator shall develop a schedule and ensure it is communicated to all members. Rehearsals will be held on campus in consultation with the Facility Department.

The Cultural Troupe's sole responsibility is promoting cultural activities; in so doing, it organizes and conducts events that demonstrate Liberia's cultural heritage.

#### **3.0 Cultural Festival**

The University Cultural Troupe shall plan an annual open day event as a cultural festival to showcase its creative achievements. The festival shall be held once a year.

#### **4.0 Attire**

The University Cultural Troupe will wear a costume that suits the specific cultural display they are performing. All costumes used must reflect and represent the culture pertaining thereto.

#### **5.0 Audition**

The Coordinator of the Troupe shall organize an audition in which performances can be tested and tried. Audition can also be done to try new dances and art forms. Such activity can be conducted in case the unit has an important event that involves outside cultural groups.

#### **Responsible Division:**

Student Affairs through the Department of Student Clubs & Activities

#### **Related Policies:**

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

# University Marshals

**Policy Number: SA- 23 -001**

## **Policy Statement**

Tubman University Marshals is a unit comprised of students who volunteer their services to the University. The Marshals pride themselves on being a protocol unit that represents Tubman University at its formal ceremonies.

## **Reason for Policy**

The policy establishes the University Marshals as an official unit that participates and assists in ceremonies of Tubman University. The policy presents the Marshals as a traditional component of Tubman University's academic ceremonies.

## **The Policy**

### **1.0 Overview**

The Tubman University Marshals initiate and maintain protocol for all official academic and other ceremonies of the University. It shows the beauty of protocol and gives order to academic events. However, it is not a law enforcement unit but intervenes in instances of misconduct and breakdown of law and order during the program and reports the incident to the University Security and the Division of Student Affairs as need be.

### **2.0 Membership**

Students at Tubman University are encouraged to join the Marshals and volunteer their service to the University. The University Marshals' membership is limited to approximately 30 students with good standing. Be in good standing with the University.

A student in good standing must:

- Maintain a minimum of 2.00 GPA
- Be enrolled as a full-time student of Tubman University
- Must adhere to the Student Code of Conduct

### **5.0 Costume**

All members of the Marshals shall be rightfully dressed when serving duty at the University Ceremony. The designed clothing for the Marshals is black pants (male and female) and a white shirt/blouse with a bow. Members will wear a distinguished armband and or scarf to signal representation of a college or high-profile personnel.

### **4.0 Leadership**

The Tubman University Marshals shall be governed by the following: Grand Marshal, Assistant Grand Marshal, and Secretary.

**Responsible Division:**

Division of Student Affairs through the Department of Student Clubs & Activities

**Related Policies:**

Student Handbook

**Approved Date: May 6, 2020**

**Effective Date: September 7, 2020**

## Honors and Awards

**Policy number:** SA-24-001

### **Policy Statement:**

The Williams V.S. Tubman University recognizes the importance of upholding Academic excellence amongst its students who have distinguished themselves in the classroom, community, and beyond.

### **Reason for the Policy.**

The University promotes cultural excellence by duly recognizing individuals who have distinguished themselves through academic performances and community services as a way of:

2. Promoting a culture of academic excellence amongst its students.
3. Promoting a culture of belonging through community service amongst its students.

### **The Policy**

#### **1.0 Academic Honors**

Tubman University recognizes the outstanding academic achievement of its students at its annual Honors and Awards Convocation as a means of demonstrating a high level of support for scholarship. This scholastic recognition is divided into two, namely, Honors at the end of the semester and special honors at Graduation. The Honors recognitions are Honor Roll (Honors) 3.00 -3.49, Dean's List (High Honor) 3.50-3.99, President's List (Highest Honors) m 4.00. The Special honors are for graduates who fall into one of the following categories:

<b>Cum Laude</b>	<b>3.250 - 3.499</b>
<b>Magna Cum Laude</b>	<b>3.500 - 3.749</b>
<b>Summa Cum Laude</b>	<b>3.750 - 4.000</b>

#### **2.0 Other Awards and Honors**

Other Awards and Honors in recognition of outstanding academic achievement/ performance and distinction in community service will be awarded to students of the University.

### **Responsible Division:**

The Division of Student Affairs through Honors and Awards Committee

### **Related Policies:**

Student Handbook

### **Forms:**

**Approved Date: May 6, 2020**

**Effective Date: September 7, 2020**

## Social Media

**Policy number:** SA-25-001

### **Policy Statement:**

Tubman University encourages its students to responsibly use social media platforms, resources, and applications to connect and develop personally, professionally, and academically.

### **Reason for the Policy:**

The policy establishes the conceptual framework that guides the use of social media among students.

### **The Policy**

#### **1.1 Students**

The use of social media platforms should be consistent with all rules and regulations of the student code of conduct and student handbook.

**1.2** All messages posted should not damage the reputation of the University or Individuals or bring them into public disrepute.

**1.3** All messages posted within the University community should be courteous and respectful of others.

#### **2.0 Definitions as used in this Policy**

Social media are websites, applications, and computer programs that allow people to communicate and share information on the internet or participate in social networking using a computer or mobile phone. Some popular social media sites are Facebook, WhatsApp, Twitter, LinkedIn, Snapchat, etc.

#### **3.0 Guidelines for General Conduct**

**3.1** No student shall make official statements in the name of Tubman University on social media unless that person is duly authorized to do so.

**3.2** No student shall disclose confidential information about an individual of the University or the University in keeping with the confidentiality policy of the University.

**3.3** Every student shall reflect the core values of Tubman University.

#### **4.0 Non-Compliance**

Students who fail to comply with this policy will face disciplinary action in accordance with the student code of conduct and student handbook.

**Responsible Division:** Student Affairs

**Related Policies:** Student Handbook

**Approved Date:** May 6, 2020

**Effective Date:** September 7, 2020

## Appendices

### Appendix A: Disaster Policy Guidelines

#### Assignment of Responsibility

##### Disaster Policy Manager

- The director of Security and Public Safety shall manage the Disaster policy for the University.
- He shall maintain all training and drills records pertaining to the policy in collaboration with the HR office.
- The disaster Policy Manager is responsible for scheduling routine tests of the University's Emergency Notification System with the appropriate authorities.
- The Disaster Policy Manager shall cooperate with local public resources such as the fire Department, County Health Team, emergency Medical Personnel, and National police to ensure that they are prepared to respond.

#### Disaster Plan Coordinators

The Disaster policy coordinators are responsible for constituting the procedures in this guideline in their designated in the event of an emergency. (Note: coordinators are also responsible for accounting for employees/visitors after an evacuation has occurred).

The following individuals are responsible for assisting employees who have disabilities or who do not speak English during evacuation.

1. Maintenance manager
2. Maintenance supervisor

#### Implementation

- Reporting Fire and Emergency Situations.

All fires and general emergency situations must be reported as soon as possible to Responsible Person by of the following means:

1. Verbally as soon as possible during normal work hours, by telephone or handy talkie sets by security on duty.
2. By telephone if after normal work hours or on weekends.

To eliminate confusion and the possibility of false alarms, only responsible person (s) is/are authorized to contact the appropriate community emergency personnel. Listed below are the names, location and contact information for the Maryland County/Harper City Emergency response personnel.

- Fire Department: Green Street, Harper City
- Liberia National Police: Gregory Street, Harper City
- J.J. Dossen Hospital Ambulance/EMS

Fire being the most disastrous of emergency situations is of utmost importance. Under no circumstance should any employee or student attempt to fight fire that has passed its incipient stage (that which each be put out a fire extinguisher), nor shall any employee/student attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professional who have the necessary training, equipment and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/ or those they are trying to rescue.

**A. Information University Employees/Student of emergency Situations**

In the event of fire or an emergency situation, responsible person shall ensure that all employees/students are notified as soon as possible using the emergency alarm systems (audible and visual alarm). Responsible person shall provide special instructions to all employees/students via the use of Bull Horn. In the case of emergency situation after normal work hours, responsible person (s) shall contact all employees not on shift for future work status, depending on the nature of the situation.

**Corporate Notification**

1. Responsible person (s) shall contact the vice president for Institutional Advancement/Director for medical and public Relations as soon as possible of media coverage of the situation is expected.
2. Responsible person(s) shall contact the Office of the President as soon as possible with information on employee/student injuries and/or loss of life, property damage, theft of any other losses.

**Emergency Contact Information**

Responsible person(s) shall maintain a list of all employees/students personnel emergency contact information and shall keep this list on a designated area for easy access in event of an emergency.

**Evacuation Routes**

Emergency Evacuation and Escape Routes shall be posted in designated assembly Areas (see appendix) throughout the University’s Location. In the event that a fire/emergency alarm is sounded or instructions for evacuation is given by responsible Person, all employees/students shall immediately exit the building(s) at the nearest exists as shown in the escape route plan, and meet as soon as possible at the Designated Assembly Area. Employees with offices shall close the doors (unlocked)as they exist the area. Mobility impaired employees and their assistants will gather at the Designated Assembly Area to ensure evacuation in the pre-determined fashion.

**Security Property and Equipment**

In the event that evacuation of the premises is necessary, some items may be needed to be secured to prevent future detriment/damage to the facility and personnel on hand (securing confidential/irreplaceable records, or shutting down equipment to prevent the release of hazardous materials). Only the following individuals may remain in the building for the prescribed amount of time to secure the property/equipment to which they have been assigned.

Name Time	Property/Equipment	Location	Estimated
IT Director	University’s Server	Top floor, Admin. Bldg.	Five Minutes
Fleet Director	Electricity Source	Generator Room	Ten Minutes
President’s Executive Assistant and Office	President’s Documents Important Document	Top Floor Admin. Bldg.	Five minutes

Assistant.			
Dispatcher	Ware House and petroleum Storage Room	Garage	Ten minutes
IT Personnel	Sub-Server room	Academic Complex	Five minutes

**Note:** all individuals remaining behind to shut down critical systems or utilities should be capable of recognizing when to abandon the operation or task. Once the property and /or equipment have been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet the rest of the employees at the Designated Assembly Area.

**Advance Medicare**

Under no circumstances shall an employee provide advanced medical care and treatment. These situations should be left to emergency services professionals or Designated Person(s), who have the necessary training, equipment and experience. Untrained individuals may endanger themselves and/ or those they are trying to assist.

**Accounting for Employees/Students are after Evacuation**

After an evacuation had occurred, Responsible Person(s) shall account for each employee/student assigned to them at the Designated Assembly Area. Each Employee/student is responsible for reporting to the appropriate Responsible Person so an accurate head count can be made. All employees/students count shall then be reported to the Disaster Policy Manager as soon as possible.

**Re-entry**

Once a building has been evacuated, no one shall re-enter the building for any reason except for designated and properly trained rescue personnel such as Fire Department or Emergency medical professionals. All employees/Students shall remain at the Designated Assembly Area until the fire department or other emergency response agency notifies Responsible Person that either;

1. The building is safe for re-entry, in which case personnel shall return to their workstations; or
2. The Building/assembly area is not safe, in which case personnel shall be instructed by responsible Person on how/when to evacuate the premises.

**Sheltering in Place (Civil Unrest/Prison Break & other Threats)**

In the event of a civil unrest, prison break or other threats in close proximity to Tubman University location, the disaster plan manager may determine that, it is safer to remain indoors rather than to evacuate employees/students. Based on the situation, the plan manager shall announce shelter in place status by public address system or other means of immediate notification available at the worksite.

- It is importance that the Director of Security and Public Safety who is the Disaster Policy Manager and head of Responsible persons be domicile on the main campus of the University, since indeed he is the only one who should know the sheltering in place location for the president and all VPs in the civil unrest. Based on the prevailing situation, the location may change at the discretion of the plan manager.

- It is the duty and responsibility of the University's administration to procure essential disaster supplies such as non-perishable food, bottled water, battery-powered radios, fire-aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags. They will be stored at a designated location for immediate use in the case of an emergency.
- In the case of the presence of eminent threat and danger, the Disaster policy Manager will initiate a complete lock down and inform all coordinators to do same. There will be no entry or exist from the campus or other Tubman University buildings. He shall then escort the president and VPs under heavy security to the shelter in place location designated from them.
- All employees/students shall move immediately to the shelter in place location within the building. Responsible person shall seal all windows and doors. If there is a danger of explosion, responsible person shall shut down those systems that provide for the exchanger of outside air. Responsible person will call emergency contacts and have telephones available if you need to report a life threatening situation.
- The policy Manager will liaise with National Security to ascertain when to the lock down and announce return to normalcy

### **Severe Weather**

The disaster policy manager shall announce severe weather alerts by public address system or other means of immediate notification available at the worksite. All employees/students shall immediate retreat to the designated area until the threat of severe weather has passed as communicated by the plan manager.

### **Disease Outbreak**

In the event of disease out-break; the Disaster policy Manager shall collaboration with the Department Chairperson of the College of Health Science of Tubman University, the County Health Team in ensuring that, preventive procedures/measure and best practices are strictly implemented and adhered to.

### **Employees/Students Training**

All employees/students shall receive instructions on the Disaster policy guidelines as part of a new employee/student orientation upon hire/enrolment. Additional training shall be provided;

- When there are any changes to the policy and guidelines and/or facility
- When an employee's responsibilities change; and
- Annually as refresher training.

Training includes the following;

- Proper house keeping
- Fire prevention practices
- Fire extinguisher locations usage and limitations
- Threats, Hazards, and protective Actions.
- Means of reporting fore and other emergencies
- Name of Disaster policy manager and coordinators

- Individual responsibilities
- Escape Route and Procedures
- Procedure for accounting for Employees/Students and visitors
- Closing Doors
- Sheltering in place
- Severe weather procedures
- General Emergency procedures.

Building names and Designated Assembly Area

<b>Building Name</b>	<b>Designated Assembly Area</b>
Administration Building	Front Parking Lot
Academic Complex	Front of the Building
Garage	Opposite fleet Director's office window
Cafeteria	Palaver Hut area
Academic Annex	Open square opposite the University clinic
Dioh's residence	Front entrance square
Tubman Hall/Chinese Building	Open square between booth building
President and VPs residence	Front of president's residence
Command center	Front of building
Ferguson	Front of the building
RSTI	Front of the building
Dean's Quarters	Front of the building
Residence Hall	Security both, at AC + Townsend Cycle

## **APPENDIX B: GUIDELINES FOR EVALUATION OF GRADUATING STUDENTS**

### *Meeting Credit Hour Requirements*

1. Of the 125 to 135 credit hours required for eligibility for graduation from the University, at least 52 are General Education, and 42 are upper-level courses. A candidate must have completed all upper-level courses from WVSTU. Exceptions to the policy for completing such at WVSTU must be approved by the Dean and the VPAA.
2. Some disciplines require more credit hours than the minimum. Refer to the department listings for specific requirements.
3. Credit hours indicate the number of semester credit hours earned in the course. Such credit hours may or may not be applicable to the degree.

### *Count of course credits*

1. A candidate must have earned her/his course credit at the university or other institution not more than five years prior to admission, or transfer to a degree-granting program.
2. A candidate who earned credits more than five years before admission shall only be counted for graduation with the constant of academic affairs.

### *Meeting standards for successful performance on the Qualifying and Comprehensive*

1. The candidate must have met the learning outcomes in critical thinking, written communication, quantitative literacy, and problem-solving. This is shown from the result of the qualifying examination conducted after completion of the General Education courses.
2. The candidate must have shown evidence of skills and knowledge as shown from the result of the comprehensive examination conducted by the college to assess his performance outcomes.

### *Meeting Grade Point Average*

1. A graduation candidate must have at least a "c" average grade for most major courses.
2. A candidate may not be considered to be graduating if she or he does not have an unresolved grade (INC), as no grade change should be acceptable after he/she has graduated.

### *Degree with major or concentration*

1. A student may graduate with a major or concentration by meeting the following requirements;
  - a. One major/concentration must be declared as the primary major/concentration; and
  - b. The primary major or concentration must be designated on the application for graduation
2. Successful completion of a major/concentration is designated on the University Transcript of Records (TOR) upon receipt of the Degree.

### *Determining Distinctions Honors*

1. A candidate who has done outstanding work may graduate with academic distinction upon completion of the academic requirements. To qualify for an academic distinction, a student must have completed at least 70 credit hour letter grade coursework at WVSTU;
2. A candidate must meet the cumulated grade point requirement described below:
  - a. Cum laude 3.2-3.499
  - b. Mana Cum laude 3.5-3.749
  - c. Summa Cum laude 3.8 or higher
3. The graduation honor of presidential Honors will be based on having completed all coursework at WVSTU with an overall GPA of 4.0.
4. Computation of graduation with honors and Distinction will be based on
  - a. The grade A+ through F
  - b. NC, INC are calculated
  - c. Administrative grades of W are excluded
5. Eligibilities will be calculated when all grades have been processed by the office of the Registrar;
6. In accordance with TU policy on repeating a course for grade replacement, honor points for all attempts of a course will be averaged for purposes of calculating graduation with academic distinction.

#### *Clearing University Encumbrances*

- A student must have been cleared from all financial and administrative obligations to the University

#### *Applying for graduation*

- A student must file an application for graduation at the office of the registrar during the semester prior to the semester in which he plans to complete the degree requirements for graduation (see University Academic calendar for exact application Due date).

#### *Process towards Recommendation and Verification for Graduation*

- By mid-semester, when the student is completing the final courses to meet the degree requirement, the Registrar submits to the college documentation of the student's GPA and other academic standing, providing evidence if meeting graduation requirements;
- The Department Chair or the College Committee on Graduation, comprising faculty members, reviews and verifies the student candidate information and submits recommendations to the Dean of the College, who then submits the list of recommendations to the vice President of Academic Affairs (VPAA);
- The VPAA forwards and endorses the list and relevant information of recommended candidates to the president of the University
- The president forwards the names of the candidates for the approval of the University's Board of Trustees.

## **APPENDIX C: RULES OF CONDUCT**

As a Tubman University employee, you can expect a safe, productive workplace that ensures your ability to succeed and grow in your job. The rules listed below represent the guidelines and principles that all employees work by at Tubman University.

**Attendance:**

1. Report for work on time
2. Call in when absent and when you expect to be late at least 2 hours before the start of your shift. If absent for more than 3 consecutive days, bring a note from a medical professional. Failure to comply will result in disciplinary action, from suspension without pay to termination.

Performance of work:

3. During your shift, remain in the assigned area
4. Remain at work unless you are authorized to leave early
5. Sign in and out as directed and for yourself only
6. Be sure to observe security and smoking regulations
7. Take pride in your appearance and neatness. Wear suitable clothing for work
8. Avoid damaging University property and the property of others
9. Report and damage property of defective work immediately upon discovery
10. Loafing, sleeping on the job, or intentional restriction of output is prohibited
11. Misrepresentation of facts or falsification of records is prohibited

Safety:

Work carefully. Observe posts or published regulations

12. Use safety equipment if applicable
13. Follow environmental protection Agency Guidelines if applicable
14. Report immediately to a member of management, accidents or injury sustained on the job

Personal conduct:

15. Be courteous and helpful to students, visitors, fellow employees, and the general public
16. Do not make false or slanderous statements about the University, its employees, or students
17. Conduct yourself in a morally decent manner
18. Consider the welfare of the University and your fellow employees. Perform an act is detrimental to either
19. Do not report for work while showing signs of intoxication or allow other employees to do so.
20. Horseplay, fighting, or scuffling on University premises at any time is prohibited
21. Behavior that violates the University handbook and other related policies, even if intended as a joke, is absolutely prohibited and will be grounds for severe corrective action, up to and including termination of employment. This includes, but is not limited to, threatening, intimidating, interfering with, or abusive, demeaning, or

violent behavior toward another employee, contractor, student, or vendor while either off or on duty.

## **APPENDIX D: PROCEDURAL GUIDELINES FOR HANDING HARASSMENT COMPLAINTS**

**Purpose:** the purpose of these procedure Guidelines is to ensure that discrimination complaints, including harassment, are handled promptly and effectively in a manner that is procedurally fair to all parties. The investigating body may deviate from these Guidelines as necessary to achieve the goals of prompt, thorough, and effective complaint resolution in a procedurally fair manner.

**Definitions:** In these Guidelines, all references to days mean working calendar days unless specified otherwise, and all references to complainant and Respondent mean to include one or more persons in those categories. Complainants are the persons filing a complaint, and Respondents are the persons whose conduct is the subject of concern. Investigators are individuals who investigate complaints.

**Timelines:** To file a complaint, contact a University official, such as the University counselor's office or the Human Resources Office, within 30 days following the last occurrence of behavior. A complaint form will be offered to be completed.

**Support Persons:** During the investigative process, a complaint or Respondent may have a support person present. Examples include, but are not limited to, a friend, partner, or family member. The support person may be present to support the complaint or the Respondent but may not participate in the investigative process. Individuals who are witnesses to the behavior in question may not serve as a support person.

**Advocacy:** Investigators do not function as advocates for complainants or Respondents. However, they can identify advocacy and support resources for them.

**Offices for complaints:** The Human Resource office and the University Diversity office will handle complaints of sexual harassment and complaints consistent with these Guidelines.

**Information sharing:** Information will only be shared on a need-to-know basis and as provided for by university policy. Prior to or concurrent with lodging a complaint, individuals may find it helpful to consult with the University counselor or Human Resources office. The listed offices can provide advice and or support to individuals who believe they are experiencing harassment. All information shared with these offices will remain confidential to the extent permitted by law and University policy. Discussions with representatives of these offices will not be considered a report to the University regarding the problematic behavior and will not, without additional action by the Complaint, result in intervention or corrective action.

**Filing Complaint:** Individuals may raise concerns to the University about harassment by contacting the Human Resource Office, the University diversity office unit's director. Pursuing such a complaint, the University's Policy on sexual harassment shall prevail. If the complaint is against a student, the complainant may elect to pursue a formal charge through the University Diversity Office.

**Anonymous Complainants:** The University may not be able to investigate an anonymous complaint unless sufficient information is furnished to enable the University to conduct a meaningful and fair investigation.

**Investigation Process:** The office of Human Resources and Diversity Office Director will determine the most effective method of investigating the concern raised by the complaint. In most cases, this involve conducting a thorough fact-finding investigation, which includes meeting with the complainant, Respondent, pertinent witness, and reviewing and analyzing relevant documents as they relate to each allegation of the complaint. The investigator will seek to complete the investigation within 10 days.

**Investigation Report:** When an investigation is conducted, the investigator will prepare a written report at the conclusion of the investigation. The complainant and Respondent will be given an opportunity to review a summary of the evidence gathered during the investigation, and given five (5) days to submit comments on the draft summary to the investigator. The investigator will address factual inaccuracies and misunderstandings, supported by reliable evidence provided by either party. Following the receipt of any comments submitted, or after the five (5) day comment period has lapsed without comment, the investigator will make a determination regarding the merit of the allegations. The investigator's written report will contain (1) a summary of the page of the complainant's relevant allegations, (2) a summary of the Respondent's relevant statements in response to the allegations, (3) a description of the relevant information provided by witnesses or obtained from documents including comments submitted in response to the draft report, and (4) the investigator's analysis and finding.

The investigation Report will be provided to the complainant, the Respondent, and the appropriate supervisor. A copy will also be provided to the Human Resources Office to ensure proper resolution and follow-up regarding the matter. The investigator's involvement in the matter concludes when the investigation report is issued.

**Evidentiary Standard:** the investigator's finding of fact will be made using the "preponderance of the evidence" standard. Under this standard, individuals are presumed not to have engaged in the alleged conduct unless a "Preponderance of the evidence" report supports a finding that the conduct occurred. This "Preponderance of the evidence" standard requires that the evidence supporting each finding be more convincing than the evidence in opposition.

**Corrective Action:** If the report finds that harassment occurred, the University will determine appropriate corrective action, up to and including dismissal. The university may also take corrective action if no harassment is found, but the Respondent is found to have engaged in inappropriate workplace behavior.

**Appeal:** The respondent may grieve any corrective action that is disciplinary in nature through the grievance procedure available to that faculty member, staff member, or student. The investigation Report will be made available to the body hearing the grievance.

## APPENDIX E: VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this volunteer Agreement and deliver it to the Division or unit head.

You will receive a copy of it for your records.

- a. I have received a copy of the university's Volunteer Policy
- b. I agree to support the core values and all other policies of the University
- c. I agree to treat information obtained from being a Volunteer as Strictly Confidential
- d. I understand that an enhanced Criminal Record check will be undertaken
- e. If you already have a Criminal Record Certificate, please hand it to the university, the details will be recorded and checks made with issuing body.
- f. I have been made aware of who is my designated supervisor

Name \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX F: OFF-SITE VISIT AGREEMENT (Volunteer Policy)**

Community outreach is an integral part of learning at our institution and affords many students opportunities, which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of Outreach activities.

Please read and return this appendix, and sign and return the helper's clip. This is part of our University's risk assessment planning and safeguarding arrangements.

### **Role of the Volunteer Helper**

- a. To be responsible and look after, in equal measure, all of the students in your group under the instruction of the Leader of Outreach activity;
- b. To stay with your allocated group of students, ensuring that their well-being and safety is maintained for the total duration of the event;
- c. To promote polite, respectful, and courteous behavior toward each other and members of the general public. We all go as ambassadors of our University!
- d. To ensure that your group keeps up with the body of the University visit party, be it walking, entering or exiting from transportation or following speakers for the trip;
- e. If you have an issue with first aid, safety, and/or behavior, contact your team leader or a member of staff.

### **Working alongside University Staff**

University Staff expects volunteer helpers to:

- a. Comply with all of the above whilst being under the direct supervision of University staff;
- b. Show a commitment to their ground, an interest in the focus of the visit and assist students in their learning by helping them to read; signs/labels/information, asking questions that encourage students to think about the task and help to explain the areas of interest;
- c. Follow guidance from the University staff.

### **What is not permitted:**

- a. Volunteer helpers are not allowed to bring additional person(s) e.g. siblings or children in the care of the volunteer on the Outreach trip;
- b. Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties;
- c. Volunteer helpers are not allowed to give/buy their group treats e.g. alcohol, narcotic substances – before, during or after the trip.

**First Aid**

You will be informed if any member of your group has medication or needs. If medication needs to be administered, this will be done by a member of staff unless you are the parent or career of the person who requires medicine, in which case you will be asked to administer it and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff.

**Emergencies**

You are expected to inform a member of staff as soon as possible.


If you have become separated from the rest of the outreach party, please telephone one of the staff members on your contact list or the university.

I have read the Volunteer policy

I agree to the terms and conditions as stated in the policy.

I will support all participants in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about the University as confidential and will not discuss or disclose it outside of the University.

Signed: 

Date: February 3, 2025

## **APPENDIX G: RELOCATION STIPULATIONS**

<b>1. Liberia</b>	<b>US\$ 1,000</b>
<b>2. Africa</b>	<b>US\$ 1,500</b>
<b>3. Rest of the World</b>	<b>US\$ 2,500</b>