

## **University and Faculty Policies and Procedure Reminders**

1. **Transportation for off-campus class activities:** If you are planning any off-campus activities for your classes, make sure you carefully familiarize yourself with PLU's Risk Management Travel Guidelines (<http://www.plu.edu/finance-admin/wp-content/uploads/sites/118/2014/10/Travel-Guidelines-FINAL-8-23-09.pdf>).
2. **University travel policy:** Please review the University's Travel and Business Expense Policy ([http://www.plu.edu/business-office/wp-content/uploads/sites/112/2016/01/plutravelpolicysummary\\_jan16.pdf](http://www.plu.edu/business-office/wp-content/uploads/sites/112/2016/01/plutravelpolicysummary_jan16.pdf)). Please note policies on airfare reimbursement, alcoholic beverages, and deadlines for submitting pre-travel form (2 weeks ahead) and expense vouchers/reimbursement requests (within 20 days of return). Pre-travel authorization forms must be submitted before departure (for insurance purposes, even if you are not expecting reimbursement). Please save all receipts.
3. **Office Hours:** All faculty are expected to hold office hours at least five hours during the week, with at least 3 being "fixed in-person" hours (see *Faculty Handbook*, III.VII.3.B.2).
4. **Suggested Language for Syllabi:** The Provost's Office has a handout detailing language for University policies on academic integrity, civil conversation, and special accommodations: (<https://www.plu.edu/faculty-resources/suggested-syllabi-statements/>)
5. **A useful addition to that document:** Clarify to students that it is *their* responsibility that they are turning in the correct and intended paper, and you will grade what you receive (whether handed in on paper or electronically).
6. **Student Care Network:** If you have academic *or* personal concerns about a student, please report it at <https://www.plu.edu/srr/student-care-network/>.
7. **Fair Use & Copyright:** See the library's resources assisting faculty in obeying the law and respecting intellectual property (<http://findit.library.plu.edu/fair-use>).
8. **FERPA:** Remember to observe Family Educational Rights and Privacy Act (FERPA) regulations, especially when returning student papers. (<http://www.plu.edu/srr-policy/code-of-conduct/ferpa/>). Cynthia and Tracy maintain secure files of student papers and exams in Admin 22
9. **TITLE IX Reporting Responsibilities:** Note that all Humanities staff are designated "Mandatory Reporters" for Title IX purposes. If you become aware of a potential incident of sexual assault, sexual harassment, stalking or dating violence on this campus involving a PLU student, you must report it to Teri Philips (<http://www.plu.edu/title-ix/mandatory-reporting/>).
10. **Pandemic preparedness:** Please have two solid graded assignments for your students before midterm.
11. **Other emergency information.** Please review the University's handout on evacuation and lockdown procedures (we have copies for you); you should receive emergency rosters for your classes, to be submitted to emergency building coordinators during an emergency.
12. **Office Security:** Please be aware of security in office suites, and lock your office when you step away.