**DIVISION OF STUDENT AFFAIRS**

**STAFF HANDBOOK**

**Updated: July 2022**



Table of Contents

[Introduction 4](#_Toc111449821)

[Mission 5](#_Toc111449824)

[Vision Statement 5](#_Toc111449825)

[Core Values 5](#_Toc111449826)

[Calendars 6](#_Toc111449827)

[Departments 6](#_Toc111449828)

[Professional Conduct 6](#_Toc111449830)

[Office Hours 6](#_Toc111449831)

[Access to Information 7](#_Toc111449832)

[Conflict of Interest 7](#_Toc111449833)

[Dress Code 8](#_Toc111449834)

[Sexual Harassment 8](#_Toc111449835)

[Social Media 8](#_Toc111449836)

[Nametags 8](#_Toc111449837)

[Keys 8](#_Toc111449838)

[University ID 8](#_Toc111449839)

[Taking Classes During Work Hours 8](#_Toc111449840)

[Representing the University 9](#_Toc111449841)

[Open Records Request 9](#_Toc111449842)

[FERPA 9](#_Toc111449843)

[Assessment 10](#_Toc111449844)

[Outcome Assessment Reports (OARs) 10](#_Toc111449845)

[Annual Report 10](#_Toc111449846)

[Accomplishment and Goals Report 10](#_Toc111449847)

[Performance Metrics 10](#_Toc111449848)

[Strategic Plan 11](#_Toc111449849)

[Budget and Finance 11](#_Toc111449850)

[Budgets 11](#_Toc111449851)

[Cash Handling 11](#_Toc111449853)

[Year End Spending 12](#_Toc111449854)

[Lapse Salary 12](#_Toc111449855)

[Purchasing 13](#_Toc111449856)

[Procurement Card (“Pro Card”) 13](#_Toc111449857)

[Agreement and Contracts 13](#_Toc111449858)

[Travel 13](#_Toc111449859)

[Purchase of Alcohol 13](#_Toc111449860)

[Cell Phones 13](#_Toc111449861)

[Entertainment and Meal Policy 13](#_Toc111449862)

[Business Meals 14](#_Toc111449863)

[Catering 14](#_Toc111449864)

[Technology Purchases 14](#_Toc111449865)

[Large Purchases 15](#_Toc111449866)

[Human Resources 15](#_Toc111449867)

[Voting 16](#_Toc111449868)

[Military 16](#_Toc111449869)

[Bereavement 16](#_Toc111449870)

[Jury Duty 16](#_Toc111449871)

[Parental 16](#_Toc111449872)

[More information on other types of leave 16](#_Toc111449873)

[Leave Request Form 16](#_Toc111449874)

[Personnel 17](#_Toc111449875)

[New Staff, Selection, and Recruitment 17](#_Toc111449876)

[General Guidelines for Staff Selection 17](#_Toc111449877)

[Provisional Employment Period 19](#_Toc111449878)

[Performance Appraisals 19](#_Toc111449879)

[Furloughs 20](#_Toc111449880)

[Separation from the University 20](#_Toc111449881)

[Work Schedule 20](#_Toc111449882)

[Meal Breaks 21](#_Toc111449883)

[Flex Time 21](#_Toc111449884)

[Overtime 23](#_Toc111449885)

[Time Sheet/Documentation of Work Time 23](#_Toc111449886)

[Tuition Remission 23](#_Toc111449887)

[New Positions, Reclassifications, and Salary Adjustments 24](#_Toc111449888)

[Graduate Assistantships 24](#_Toc111449889)

[Student Employment 24](#_Toc111449890)

[Professional Development 25](#_Toc111449891)

[Regular Meetings with Supervisor 25](#_Toc111449892)

[Divisional Committees 25](#_Toc111449893)

[Assessment Committee 25](#_Toc111449894)

[Staff Engagement Committee 25](#_Toc111449895)

[Diversity Committee 26](#_Toc111449896)

[Marketing and Social Media/Web Committee 26](#_Toc111449897)

[Divisional Meetings 26](#_Toc111449898)

[Staff Recognition 26](#_Toc111449899)

[Years of Service 26](#_Toc111449900)

[High Five Award 26](#_Toc111449901)

[Awards 27](#_Toc111449902)

[Strengths 27](#_Toc111449903)

[Professional Associations 27](#_Toc111449904)

[Conferences 27](#_Toc111449905)

[Graduate Fund for Conferences 27](#_Toc111449906)

[Diversity and Equity 28](#_Toc111449907)

[Development 30](#_Toc111449908)

[Fund Raising 30](#_Toc111449909)

[Sponsorship 30](#_Toc111449910)

[Title IX Reporting 30](#_Toc111449911)

[Technology Assistance 31](#_Toc111449912)

[Microsoft Office 31](#_Toc111449913)

[Adobe Creative Cloud 31](#_Toc111449914)

[Microsoft Teams 31](#_Toc111449915)

[Connecting Away for the Office 31](#_Toc111449916)

[Cardbox 33](#_Toc111449917)

[Telephone 33](#_Toc111449918)

[Troubleshooting 34](#_Toc111449919)

[Use of University Resources 34](#_Toc111449920)

[Communication 34](#_Toc111449921)

[Branding Guidelines 34](#_Toc111449922)

[Graphic Design 35](#_Toc111449923)

[Photography and Video 35](#_Toc111449924)

[Web pages 35](#_Toc111449925)

[Social Media 35](#_Toc111449926)

[Email 35](#_Toc111449927)

[Voice Mail 35](#_Toc111449928)

[Media Request 35](#_Toc111449929)

[Vibrations 35](#_Toc111449930)

[Monthly Update 36](#_Toc111449931)

[Student News 36](#_Toc111449932)

[Risk Management 36](#_Toc111449933)

[Emergency 36](#_Toc111449934)

[Rave Alerts 36](#_Toc111449935)

[Active Aggressor 36](#_Toc111449936)

[Fire 36](#_Toc111449937)

[Severe Weather 37](#_Toc111449938)

[Inclement Weather 37](#_Toc111449939)

[Closure of the University 37](#_Toc111449940)

[Approved Driver 38](#_Toc111449941)

[Reporting an Incident 38](#_Toc111449942)

[Demonstrations/Protests 38](#_Toc111449943)

[Student Care and Wellbeing 39](#_Toc111449944)

[Student Rights and Responsibilities 40](#_Toc111449945)

[Code of Student Conduct 40](#_Toc111449946)

# Introduction

The purpose of the Staff Manual is to aid staff members within the division of Student Affairs in successfully executing their responsibilities.

The Staff Manual contains:

* Supplemental information to clarify how University of Louisville policies and procedures are operationalized within the division of Student Affairs;
* Divisional expectations;
* Protocols; and
* Resources.

Each department may provide additional information specific to that department. Staff members are encouraged to seek clarification with the Director of their department or the Vice President for Student Affairs Office.

**NOTE: This manual is not meant to be inclusive of all information and expectations pertinent to staff. It serves as one of a variety of resources for information that staff should utilize to be well-informed and knowledgeable.**

## [Division of Student Affairs](https://louisville.edu/studentaffairs/) [Student Affairs Staff Resources](http://louisville.edu/studentaffairs/staff/staffresources)

## [Policy Library](https://louisville.edu/policies/) [University Code of Conduct](https://louisville.edu/compliance/ico/code)

# Mission

To promote student growth and leadership by providing opportunities that enrich and support students’ academic experiences, improve retention and graduation, and enhance the quality of students’ lives, while equipping them to lead in a diverse, world.

# Vision Statement

To provide outstanding service to students and to be regarded as one of the premier metropolitan Student Affairs programs.

# Core Values

**We value students.** We value their ideals, their aspirations, their differences, and their challenges as they seek to find meaning and their unique voice.

**We value learning and individual potential.** We value the process of acquiring knowledge and developing skills to reach individual potential; and we support opportunities for understanding unique talents and passions while becoming part of an educated citizenry.

**We value the spirit of community.** We value open dialogue; mutual respect and trust; commitment to long-term relationships; tradition; and a sense of belonging that inspires Cardinal pride.

**We value service to students and society.** We assist students to define, refine, and achieve their goals through programs and services designed to help them become successful, contributing members of society.

**We value professionalism.** We encourage the professional growth, development, and ethical conduct of our staff and strive for collaboration to create an environment supportive of student learning.

**We value diversity**. We foster an inclusive, welcoming environment by bringing together students with varied backgrounds, multiple perspectives, and wide-ranging interests. We encourag~~e~~ individuals and groups to respectfully learn and work within and across diverse communities.

# Calendars

[University Events Calendar](https://events.louisville.edu/)

[UofL Engage](https://louisville.campuslabs.com/engage)

[Academic Calendar](https://louisville.edu/calendars/academic)

[University Holidays](https://louisville.edu/calendars/holidays)

[Things to Do**:**](https://louisville.edu/student/uofl-things-to-do/)

[Louisville Calendar](https://www.gotolouisville.com/events-calendar/)

# Departments

Departments within Student Affairs:

Campus Recreation

Dean of Students

Disability Resource Center

International Student and Scholar Services

International Service Learning Program

Student Activities Center

Student Affairs Business Office

Student Care and Student Conduct

Student Government Association

Student Involvement

Study Abroad and International Travel

Title IX and ADA

TRIO Student Support Services

University Career Center

Counseling Center

University Housing and Resident Experience

Vice President for Student Affairs

Contact information for all departments can be found here: <http://louisville.edu/studentaffairs/departments>

## [Student Affairs Staff Directory](http://louisville.edu/studentaffairs/staff/staff-directory) [Organization Charts](https://louisville.edu/studentaffairs/vp-office/organizational-charts)

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# Professional Conduct

## Office Hours

Offices within the division of Student Affairs will be open for service Monday through Friday between the hours of 9:00 am and 5:00 pm. Additional evening or weekend hours may be established as needed. Any on-going change in the standard hours needs to be communicated to the Office of the Vice President. Departmental Hours should be posted. Divisional facilities will have operating hours to best meet the needs of the University community.

## Access to Information

Staff may be granted access to student or financial records, confidential University information, and/or passwords that grant access to University systems and information. Individuals who require access to University systems in order to perform their job requirements will be asked to complete training modules and/or sign additional documentation before access is granted.

The following relates to the confidentiality of student and University information:

* University-issued passwords and access are not to be shared with other individuals. Passwords and other access information should be secured and not available for observation by others.
* Information contained within the University of Louisville information systems shall NOT be shared with anyone not currently authorized to receive such information.
* Information should not be accessed, copied, or disseminated except to the extent necessary to fulfill assigned duties and responsibilities and then only to the extent that access is authorized.
* Appropriate action should be taken to ensure the protection and security of the University and any information contained within the information system.
* Improper access to and/or unauthorized disclosure of University information could be a violation of state and federal laws and may be subject to civil or criminal liability.
* Improper access to or unauthorized disclosure of University information could be subject to disciplinary action up to and including termination of the relationship with the University.
* The obligation to maintain security of this information continues beyond the termination of one’s relationship with the University.

## [Conflict of Interest](http://louisville.edu/conflictofinterest)

A conflict of interest (COI) is any situation that may compromise or appear to compromise the professional judgment of a covered individual (employee or researcher) in carrying out their University of Louisville activities because of an external relationship/interest of the employee or their immediate family.

External interests and activities must be reported on the [Attestation and Disclosure Form](https://iris.louisville.edu/). This includes off-campus, non-University commitments, such as lectures, speaker bureaus, or consulting activities for external entities, as well as, equity holding, board positions, and other activities or ownerships. The questions on the ADF specify what external interests to disclose and other potential COIs that are required to be disclosed. If you are unsure if you should disclose an activity/interest, it is best to disclose and provide additional information in the open text box(es). The ADF must be completed at least annually, or within 30 days of any change to your disclosure(s).

## Dress Code

Employees are expected to dress appropriately for a professional office setting at the University. Business casual is appropriate in most situations. Department Directors will set specific office expectations based on departmental duties and responsibilities as well as programmatic needs and function. Departments may participate in casual Fridays; if work obligations require standard business casual attire on a given Friday, staff may not be able to participate in casual Friday that week. Staff should consult their supervisors with questions.

## [Sexual Harassment](http://louisville.edu/hr/employeerelations/sexualharassment)

Any student or employee who feels that they have been the victim of sexual harassment or who believes they have witnessed sexual harassment is encouraged to report the incident(s) of sexual harassment and/or pursue recourse through established University procedures.

It is the responsibility of each member of the University community to know the University's Policy on Sexual Harassment and the [Complaint Resolution Procedures](http://louisville.edu/hr/employeerelations/sexualharassment/procedures), and to become familiar with their provisions. Failure to follow or utilize the procedures set forth in this policy may inhibit or prevent the University from taking appropriate remedial action or from properly investigating an incident of alleged sexual harassment.

## [Social Media](https://louisville.edu/studentaffairs/uofl-student-events)

A variety of social media accounts are maintained by departments within the division.

Staff members may maintain personal social media accounts. When posting to a personal account, staff should be clear that the views expressed do not necessarily represent those of the University. The University of Louisville strongly recommends that any personal social media pages referencing an employee’s affiliation with the university includes a disclaimer that your content is yours alone and not a direct reflection of the university’s view.

## Nametags

A nametag will be ordered by the department for each staff member. Nametags should be displayed when at work, especially when interacting with members of the University community and non-University community members.

## Keys

Each department will determine which keys should be issued for each staff member. If keys are missing for any reason, staff should notify their supervisor immediately so that security of impacted areas can be maintained. Keys are to be returned to the department upon separation from the University or the department.

## University ID

Staff members should have their University ID in their possession when working. Staff should return their University ID to their supervisor upon separation with the University.

## Taking Classes During Work Hours

The division of Student Affairs encourages staff development opportunities offered by the University, including the use of tuition remission. Requests to adjust work hours to take classes during normal work hours must be approved in advance by the Director of the department. Requests will be evaluated based on the impact on the department, including coverage and the delivery of services. The Director will work with employees to identify options that will minimize the adverse impact on the department and/or the disruption of services.

## Representing the University

If staff are contacted by elected officials (city council, state representative, congress, etc.) or the Board of Trustees requesting information, please contact the Vice President’s office prior to responding to the information request.

The University Office of Government Relations is responsible for reinforcing the University's legislative priorities in local, state, and federal governments. The unit seeks to expand the University's presence in the offices of Kentucky's congressional representatives and to help continue the unprecedented success of the University.

## [Open Records Request](http://library.louisville.edu/archives/open-records)

The Kentucky Open Records Act (KRS 61.870-61.884) allows for the request of records of the University. Any open records request should be directed to University Archives and they will provide directions to comply with the request.

Kentucky law defines public records as "all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings, and other documentary materials, regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410, Section 1).

## [FERPA](http://library.louisville.edu/archives/ferpa)

The Family Educational Rights and Privacy Act of 1974 (often referred to as FERPA or the Buckley Amendment) requires that students have the right to inspect and review most education records maintained about them by the University of Louisville, and in many cases, decide whether or not a third party may obtain information from them. No one will have access to a student's education records, nor will their contents be disclosed, without the written consent of the student, except as provided by the Act.

To avoid violations of FERPA rules:

* DO NOT post students' grades in any form or listing in public. Use Blackboard to post student grades.
* DO NOT ever link the name of a student with their social security number or student identification number in any public manner.
* DO NOT leave graded tests in public for students to pick up.
* DO NOT circulate a printed class list with students’ name and social security numbers or students’ UofL identification numbers as an attendance roster.
* DO NOT discuss the progress of any student with anyone other than the student (including parents).
* DO NOT provide anyone with lists of students enrolled in your classes for any commercial purpose.
* DO NOT provide anyone with student schedules or assist anyone in finding a student on campus. Inquiries should be directed to the Registrar's Office (502) 852-6522 or after business hours to UofL Police (502) 852-6111.

# Assessment

## Outcome Assessment Reports (OARs)

The Outcome Assessment Reports (OARs) are part of a University-mandated process of assessing divisional/departmental progress towards achieving their stated outcomes. This process is meant to be in compliance with SACSCOC standards (Comprehensive Standard 3.3.1). The physical report consists of mapping three outcomes to departmental goals; detailing how the outcomes will be assessed; establishing a standard of success; providing the results of the assessment; and detailing what action will be taken based on the results. Reports are submitted annually to the Office of Institutional Effectiveness through the Director of Planning and Assessment.

## [Annual Report](https://louisville.edu/studentaffairs/vp-office/strategicplanningassessment/assessment/annual-reports)

Each department will submit a departmental annual report on or about July 1 of each year. Directors of departments will determine how individual staff will contribute to the departmental annual report.

A divisional summary of annual reports will be published at https://louisville.edu/studentaffairs/vp-office/strategicplanningassessment/assessment/annual-reports

## Accomplishment and Goals Report

Annually, the division provides a list of accomplishments and the status of goals to the University Provost. Directors will determine how staff may contribute to providing the requested information.

## [Performance Metrics](https://louisville.edu/studentaffairs/vp-office/strategicplanningassessment/assessment/metrics)

The division maintains annual reporting data from departments across the division. Directors of departments may assign staff members to compile and submit the data as part of the process. There may be times throughout the year when a status report may be requested; offices are expected to be able to honor these requests.

**Program Reviews**

Program Reviews are an integral part of any assessment plan to ensure that functional areas are operating as expected by an outside agency, expert, or professional organization. Program reviews should be coordinated through the Director of Planning and Assessment and can take the following forms:

* External Review: A functional area expert agrees to conduct the review (in which case the expert has control over the process and timeline)
* Internal Review: A committee is established to rate the functional area based on standards provided by professional associations (in which case the Director of Planning and Assessment will determine the process and timeline in conjunction with the Director of the functional area)

At the conclusion of each review, the functional area should receive a report that details areas of improvement. Based on that report, the Director of the functional area should create an action plan to address these areas. Periodic updates on the progress made toward action plans will be required to monitor progress towards improvement.

The cycle for program reviews will be determined by each functional area to allow for sufficient time to implement changes but should not exceed 5 years.

## [Strategic Plan](http://louisville.edu/strategic-plan)

The division works to align with the University Strategic Plan. Goals and actions items are developed to work toward the goals outlined in the University plan.

# Budget and Finance

## Budgets

## The budgets assigned to each department are the responsibility of the Director of the department. The Director of Finance/Lead Fiscal Officer for Student Affairs provides oversight and support in the management of each budget. All budget expenses and revenues must comply with University, state and federal policies and regulations. Each department is assigned a Unit Business Manager (UBM) to facilitate compliance with these policies.

## Cash Handling

The University of Louisville has established policies and procedures for the use of funds, including cash funds, petty cash and cash advances.

All staff in the departments are responsible for the safekeeping of cash. Physical security is mandatory for every staff member involved in cash handling. The following general guidelines should be followed to help maintain the integrity of handling cash:

* Unauthorized persons are not allowed in areas where cash is handled.
* Doors should be always locked in areas where cash is handled. Safe doors should be kept closed during working hours and locked at times when it is not necessary to have access.
* Large sums of cash should be counted and handled out of sight of the public.
* Individuals should keep working funds to a minimum at all times. Excess funds should be securely stored (in a locked container) or deposited using the department’s regular deposit procedure.
* Cash should NEVER be left unattended. This applies to cash registers, desktops, cash drawers, and open areas.
* If an employee leaves his or her workstation for any reason, regardless of how briefly, cash must be appropriately secured in a locked location.
* For overnight storage and during other periods when it is not being used, cash should be securely stored in a safe or other locked container.
* Under no circumstances should an individual keep University cash with their own personal funds, deposit University funds in a personal bank account, or take University funds to one's home for safekeeping.

Departments may implement additional policies and procedures to ensure proper cash handling.

**Change Banks**

When change banks are issued, they must remain under the supervision of the staff member to whom the change bank was issued. The change bank is to be kept in a lock bag and/or cash box.

**Loss of Funds**

If any funds in any amount are lost, the University Police are to be contacted immediately upon determining that a loss has occurred. A full report is to be filed with the University Police. A written report is to be submitted to the unit business manager and Director explaining how the loss occurred. Staff members may be held responsible for the loss of funds if it is determined that the policy and procedure have not been followed. Depending on the circumstances, the staff member may be disciplined according to University policy.

**Deposits**

Cash receipts must be deposited, when possible, within three working days of being received. When an extended ticket sale is occurring, cash receipts must be deposited weekly. Deposits will typically be made on Wednesdays of each week. Under no circumstances are cash receipts to remain for over one week.

## Year End Spending

Information from the Student Affairs Business Service Center will be provided to Directors regrading year-end spending of funds. The division makes every effort to spend funds according to University policies and procedures as the funds were intended.

## Lapse Salary

Lapse salary accumulated due to vacant positions will revert to the Office of the Vice President for Student Affairs. If applicable, requests for exceptions to cover duties related to the vacant position may be made to the Vice President for Student Affairs.

# Purchasing

## Procurement Card (“Pro Card”)

Procurement cards are used by the University to make purchases for business supplies as well as University programs and activities. The University has specific policies and procedures in place that address which items can be purchased with these cards and how to use the cards appropriately.

The Student Affairs Business Service Center supervises the use of procurement cards maintaining a system to monitor storage, maintenance of usage log, approval for purchases, and reconciliation of associated accounts. Staff using procurement cards must attend annual procurement card training and are expected to know and adhere to University/divisional policies and procedures.

## Agreement and Contracts

Any agreement/contract committing the University to any terms must be signed by University Purchasing. The UBM for each department can provide direction and assistance to following proper procedures. Individual staff members are not authorized to sign any contract/agreement.

## [Travel](https://louisville.edu/policies/policies-and-procedures/pageholder/pol-travel-policy)

All travel must be approved in advance by the Director of the department and should follow established University policy and procedures. All travel arrangements must be made through approved University vendors. Consult with the Student Affairs Business Service Center BEFORE making any travel plans.

## Purchase of Alcohol

The purchase of alcohol for use at University programs must be approved in advance by the Vice President for Student Affairs. The purchase of alcohol for an activity must be made from a gift account and cannot be made from a University general fund account. Appropriate state and University policies and procedures apply.

## Cell Phones

The University does not provide cell phone devices to staff. Cell phones may be provided for departmental use (for example on-call phone).

## Entertainment and Meal Policy

“University entertainment” is the arrangement of activities, events, or meals for the promotion and advancement of the University’s mission. While the breadth of the University’s mission may occasionally necessitate entertainment, such expenditures must be reasonable and must be managed in a fiscally responsible manner.

Meals or events that are primarily social in nature (i.e. public relations, development, etc.) and have a UofL-related business purpose may be permitted. Examples of acceptable entertainment expenses include:

* Alumni events and receptions;
* Faculty, staff, and student awards and appreciation events;
* Receptions for visiting scholars, dignitaries, award winners, etc.;
* Meals including University guests and other non-employees;
* Donor and donor prospect meals and receptions;
* Commencement-related events;
* Recruitment of prospective faculty, staff, or students; and.
* Catered events in celebration of university milestones.

## Business Meals

For a meeting to be considered "business related,” the meeting must be planned with a defined strategic business objective. ([Travel and Business Expense Policy](https://louisville.edu/policies/policies-and-procedures/pageholder/pol-travel-policy)) A pre-meeting agenda is encouraged to establish expectations of the meeting. Whenever possible, meetings should be conducted outside of normal meal periods.

Meals or refreshments that are incidental to and a continuation of the business purpose of the meeting are considered business related.

Gratuities for meals may be no more than 10% of the total expense. If a gratuity is already included in the total amount due, then an additional gratuity should not be provided.

Official departmental parties open to all employees are permitted. Non-allowable expenses include parties or meals for social functions such as employee birthdays, weddings, births, and other personal events.

## Catering

University Dining Services managed by Aramark provides catering (including alcohol for catered events) services on the University’s premises. Dining Services is the preferred caterer on both the Belknap and HSC campuses.

For events in the Student Activities Center, Dining Services has the right of first refusal to provide catering services. Third-party caterers or catering groups are not permitted to provide catering services in the Student Activities Center. In the event that Dining Services declines to cater an event in the Student Activities Center, Dining Services will notify the relevant group as soon as possible and no later than 5 business days prior to the event. If Dining Services cannot support the event, then the department may work with another food service provider.

Student groups purchasing food valued at less than $500 will not be required to use Dining Services catering for events in the Student Activities Center. Student groups that have activities where the value is $500 or more are required to use Dining Services in the Student Activities Center. This excludes donated food for student functions.

## Technology Purchases

Staff are requested to have all technology purchases (desktop computers, laptop computers, tablet computers, smart phones, scanners, televisions, printers, cameras, data projectors, network devices, software, computer accessories, etc.) reviewed by the division Tier 1 staff, currently [David Horrar](mailto:david@louisville.edu).

These reviews are designed to ensure the equipment you are purchasing functions appropriately with the University network environment, is consistent with University policies and procedures, and avoids duplication of equipment already in inventory.

The review can be requested by completing the [form](https://servicedesk.louisville.edu/portal/2/create/115) link. Responses will be provided within three business days. If you need a faster turnaround, please contact the Tier 1 staff by phone.

## Large Purchases

To make a purchase in an amount between $20,000 and $39,999, three (3) quotes must be obtained. The quote documentation should accompany the requisition as an attachment. Please review this procedure with the UBM for your department.

Any purchase over $40,000 will need to be publicly bid through an RFP. A bidding process can take up to a minimum of six weeks to complete. Please contact your UBM for your department.

# Human Resources

[**https://louisville.edu/hr/policies**](https://louisville.edu/hr/policies)

[**Leave - Annual/Vacation**](https://louisville.edu/policies/policies-and-procedures/pageholder/pol-annual-leave)

Vacation leave may be authorized at times convenient to the efficient operation of the department as determined by the Director. Staff should discuss potential conflicts or exceptions with the Director.

Staff members must submit a request electronically. The request should indicate the times and dates when the leave begins and ends. The Director of the department will provide information on how far in advance the request for leave must be submitted. All leave requests must be approved by supervisors.

[**Leave - Sick**](https://louisville.edu/policies/policies-and-procedures/pageholder/pol-sick-leave)

Sick leave may be granted:

* for the employee's personal illness, injury, or exposure to a contagious disease which would endanger others;
* for appointments with a licensed medical practitioner; or
* when the employee's absence is necessary due to the illness of a member of the immediate family (i.e., biological, foster or adoptive parent; stepparent; spouse; biological, adoptive or foster child; step child; legal ward or person whom the employee has daily responsibility and financial support; mother; father; brother; sister; son; daughter; husband; wife; mother-in-law; father-in-law; brother-in-law; sister-in-law; son-in-law; daughter-in-law; grandparents; and grandchildren of both the employee and the spouse).

Staff members must submit an electronic request to use sick time for regular appointments. The request should specify the times and dates when the leave begins and ends.

Staff are expected to contact their supervisor in advance of their scheduled arrival time whenever an illness keeps them from coming to work. Requests to leave work early due to illness should be communicated to the supervisor.

The department may require documentation for any use of sick leave. After the use of five workdays of sick leave in the preceding 12 months, the Director may require a medical certification of illness before authorizing additional sick leave.

**[Leave - Other](https://louisville.edu/policies/policies-and-procedures/pageholder/pol-other-leaves-with-pay)**

Other types of leave may be granted to staff members. Other types of leave:

Personal

### Voting

### Military

### Bereavement

### Jury Duty

### Parental

## [More information on other types of leave](https://louisville.edu/policies/policies-and-procedures/pageholder/pol-other-leaves-with-pay)

## Leave Request Form

Exempt staff paid monthly should submit leave requests through the [business ops portal](https://businessops.louisville.edu/leave/employees.)

Non-exempt staff paid biweekly should use the [form](https://louisville.edu/studentaffairs/forms/staff-leave) at the Student Affairs Staff Resources page.

[Family and Medical Leave](https://louisville.edu/policies/policies--procedures/pageholder/pol-family-and-medical-leave.)

FML is provided to eligible employees for the birth of a child and the care of the newborn; the placement of a child with an employee in connection with the adoption or state-approved foster care of the child; and the serious health condition of the employee or a child, parent, or spouse of the employee.

A request for FML must be supported by the Certification of Health Care provider. If it is determined that the leave qualifies as family and medical leave, the procedures for reporting family and medical leave must be initiated. Requests for FML must be approved by Human Resources in advance.

# Personnel

## New Staff, Selection, and Recruitment

Directors are charged with recruiting, hiring, and managing the staff within their department within guidelines provided by Human Resources and the division of Student Affairs. The appropriate Unit Business Manager within the Student Affairs Business Service Center will serve as a liaison for all departments’ searches.

* Human Resources [policies](http://louisville.edu/hr/policies) and procedures will dictate the recruitment and selection process.
* Search committees are required for underutilized positions and positions at or above grade EF but some type of committee is recommended for all searches.
* All members of the search committee must complete the [Search Committee Training](https://www.softchalkcloud.com/lesson/serve/ux8ys4zGMO1mvB/html). Search committee chairs are responsible for ensuring that each member has completed the training.
* Directors are expected to cultivate a diverse staff.
* If the Student Affairs Business Service Center did not process the search (i.e., auxiliary operations, GA’s, temps, etc.). the department needs to complete the online [staff update form](https://louisville.edu/studentaffairs/forms/staff-update). A delay in completing this form could result in a delay of the new staff’s first paycheck.

## General Guidelines for Staff Selection

The following is a general description of the staff selection processes once a position has been created or becomes vacant.

1. The department Director will secure [approval](https://louisville.edu/studentaffairs/staff/staffresources) from the Vice President for Student Affairs to proceed with the recruitment process. The Director should discuss with their supervisor expectations for the search process.

2. The appropriate Student Affairs UBM will work with the department Director (or their designee) to create a job opening in the PeopleSoft system. The Student Affairs HR representative should be notified by email once the position has been posted in the PeopleSoft system so HR can process their approval.

3. Online postings will run for 11 calendar days – unless a longer posting is requested.

4. Once the position is closed in the PeopleSoft system, the UBM will provide the department Director (or their designee) with the materials for all applicants.

5. The Director will appoint a search/selection committee. The committee should include representatives that reflect the scope of interaction of the position with the campus community.

6. The committee will review all materials and determine, based on qualifications and experience, which candidates to interview. Depending on the size of the final pool of applicants, a phone interview may be used to narrow the number of applicants who are invited to campus for an on-site interview.

7. Depending on the position, the interview itinerary may include an interview with the position’s supervisor, the Director of the department, or University leadership. The interview may also include a presentation given to members of the University community.

8. The committee will provide the department Director and/or search committee chair with feedback from all campus interviews.

9. The department Director will determine the preferred candidate and should consult with their supervisor.

10. The Director will review the salary amount to be offered with the Lead Fiscal Officer (LFO) for the division.

11. Once the preferred candidate is identified, the department Director(or their designee) will contact the candidate to seek permission to submit their name as the preferred candidate. The purpose of this call is to avoid submitting the name of a candidate who may not be willing to accept an offer.

12. If a preferred candidate cannot be identified through the process, the Director may decide, in consultation with their supervisor, to repost the position.

13. Once the preferred candidate agrees to have their name submitted, the UBM submits the candidate’s name in the PeopleSoft system.

14. HR will approve the candidate and notify the UBM that they have permission to make an offer to the candidate.

15. Once the UBM receives permission to make an offer, the department Director(or their designee)send a written offer to the candidate, which is pending successful completion of a criminal background check.

16. When the offer has been accepted (signed and returned), the UBM will enter the acceptance and start date into the PeopleSoft system and send information to the applicant to begin the criminal background check.

17. The UBM will work with the department Director, or their designee, to draft a formal offer letter, pending successful completion of a criminal background check, to the applicant, which includes position title, salary, start date, and new staff orientation information. The applicant will be asked to sign an acceptance of the offer.

18. The UBM will process the required paperwork to ensure the new staff member is placed on payroll.

A search process may be suspended at any time. If a search process is suspended, the position will not be filled unless an offer letter has been executed prior to the suspension date.

**Recruiting Diverse Candidates for Staff Positions in Student Affairs**

The UofL division of Student Affairs is committed to having a more diverse staff. The division will seek to recruit and hire candidates from diverse backgrounds and identities for all staff positions throughout the division. The division recognizes that other factors such as retaining staff, opportunities for advancement, campus climate and community environment have an impact on staff diversity and retention(?).

To hire staff from more diverse backgrounds, an evolving process has been implemented. Each hiring process will be used to learn about effective strategies and methods to attract a diverse pool of applicants.

The process of hiring diverse staff includes awareness of opportunities, applications, screening of candidates, interviewing candidates, and final selection. At any step in the process, known and unknown barriers may impact the outcome. Continual feedback, adjustment and retooling will need to take place to obtain the goal of a more diverse divisional staff.

University Human Resources (HR) provides oversight for the hiring process at UofL. Coordinating with HR, the division will adhere to University policies and procedures in the hiring process. The Student Affairs Business Services office will serve as a liaison to HR to have positions approved to be posted, post positions, provide applications to the department, complete the disposition of candidates and make final offers. The Student Affairs Business Services office is responsible for submitting all documents to HR. .

Training and tools are available to divisional staff to aid in the hiring process. Templates, sample materials and other resources will be made available to staff in the division.

## Provisional Employment Period

Newly hired employees serve in a provisional employment period for six months. The provisional employment period is designed to give the University an opportunity to determine whether the employee is suitable for and competent to perform the work for which they are hired. The decision as to the employee's suitability and competency is the sole responsibility of the University.

Each provisional status employee will receive an informal (verbal or written) progress report every two months during the provisional employment period. Each employee will receive a written performance evaluation prior to the completion of his or her provisional employment period, based upon the job performance factors established for that position. A copy of the 6-month review will be provided to the Vice President office.

An employee may be terminated at any time during the provisional employment period without cause. Employees serving in provisional status are covered by the grievance procedures involving only the application or interpretation of the University's personnel policies and procedures. Termination of employment during the provisional employment period is not subject to the appeals procedure, except in instances of alleged unlawful discrimination.

## [Performance Appraisals](http://louisville.edu/studentaffairs/staff/staffresources)

Staff should be provided with a copy of their individual job factors and expectations. These job factors are used as the basis for the annual evaluation that occurs at the end of the calendar year. Performance appraisals should accurately reflect staff performance and provide feedback for improvement. The performance review process reviews the execution of job responsibilities, professional conduct, and goals for the previous review period (typically the last 12 months) and establishes performance goals and professional conduct expectations for the upcoming review period (typically the next 12 months).

Staff will complete a self-assessment and provide it to their supervisor by a designated date. The supervisor will then complete the performance review form with ratings. PRIOR to reviewing the performance appraisals with individual staff, the appraisal form must be reviewed and signed by the second line supervisor.

Training is provided to assist supervisors with the performance appraisal process. Supervisors are encouraged to have regular discussions with staff about their performance throughout the year and not to “save up” issues for the actual performance appraisal.

Per HR regulations, a staff member receiving an overall “needs improvement” rating for their annual review will be placed on a performance improvement plan (PIP). The Vice President’s office should be contacted and Human Resources consulted before the review takes place and a PIP is implemented.

## Furloughs

A furlough is a mandatory, temporary, and unpaid leave from work. While furloughed, staff are prohibited from conducting any University business. Staff will not be paid during a furlough but may apply for unemployment benefits. All staff set to be furloughed will receive detailed instructions regarding applying for unemployment insurance.

A furlough [checklist](https://louisville.edu/studentaffairs/staff/staffresources) should be completed by the staff member being furloughed for effective transition.

## Separation from the University

Directors must notify the Vice President’s office of any resignations or terminations of staff from within their area prior to beginning the recruitment of new staff. This information should be submitted on the Student Affairs [Staff Update form](https://louisville.edu/studentaffairs/forms/staff-update) The following general expectations apply:

* Staff resignations should be sent in writing and accepted in writing by the Director.
* Staff terminations must be approved **in advance** by the Vice President for Student Affairs and Human Resources and adhere to the current University policies and procedures.

The Separation [Checklist](https://louisville.edu/studentaffairs/staff/staffresources/staff-resources/SA%20Employee%20Separation%20Checklist%202020.docx/) should be completed, including the Exit Survey.

## Work Schedule

Individual work schedules will be set for each employee by their direct supervisor. Employees may not adjust work schedules without prior approval from their direct supervisor. Approved schedules will be designed to benefit the department and the campus community and should be consistent with divisional goals and objectives. Most staff within the division are set up as 37.5 hours per week employees.

From PER 4.02

Classified Employees

Persons employed for 37-1/2 hours each week shall perform assigned duties or be on approved leave for a minimum of 37-1/2 hours each week and shall be paid on the basis of 37-1/2 hours. Persons employed for 40 hours each week shall perform assigned duties or be on approved leave for a minimum of 40 hours each week and shall be paid on the basis of 40 hours.

Classified employees shall be paid at a straight-time rate for all hours actually worked up to and including 40 hours in a workweek, and shall be paid at a time-and-a-half rate for all hours actually worked in excess of 40 in a workweek. Work in excess of the normally scheduled workweek must receive prior authorization.

Professional/Administrative Employees

Professional/administrative employees are employed to perform a service or services to the university and may be expected to devote whatever reasonable time is necessary to accomplish that service. Department heads will, however, expect professional/administrative employees to observe reasonable working hours that are best suited to the needs of the department and the university.

Under these policies, the Provost/Vice Presidents/Deans are permitted to use their judgment in deciding when an employee's absence should be chargeable to annual leave, sick leave, or other appropriate leave. This is allowed in recognition of the fact that professional/ administrative employees sometimes devote more time to their responsibilities than the typical workweek calls for and do not earn compensatory time or extra pay.

## Meal Breaks

Most employees receive a daily one-hour meal break. Changes in meal scheduling should be discussed with the direct supervisor.

## Flex Time

Decisions regarding flex time for staff are made by the direct supervisor in conjunction with the Director of each department. Changes in approved schedules will be designed to benefit the department and/or the campus community and should be consistent with divisional goals and objectives as well as established policies and procedures. Requests for flex time should be made to the Director in writing. Copies of written approvals should be forwarded to the Office of the Vice President.

[**Remote Work**](https://louisville.edu/policies/policies-and-procedures/pageholder/pol-remote-work)

It may be necessary as determined by the VPSA and/or Director to execute work remotely. In general, employees whose job duties are portable and can be performed at home may be able to work remotely. Employees must also have access to the Internet and a computer. UofL issued computers are recommended when available over personal devices, however personal devices may be used. The VPSA and /or Director will determine if there is meaningful work that can be done without the use of a computer.

Employees that you have determined are eligible to work remotely must abide by the following expectations:

* Requests for extended/consecutive days of remote work will continue to be submitted and approved via the *Remote Work Agreement and Equipment Maintenance Agreement*.
* Staff members will continue to work 37.5 hours per week. Professional / Administrative (exempt) staff will be expected to continue to devote whatever reasonable time is necessary to accomplish their responsibilities. Classified (non-exempt hourly) staff will perform their work in 37.5 hours (40 hours) (30 hours for part-time) per week (PER 4.02 <https://louisville.edu/policies/policies-and-procedures/pageholder/pol-hours-of-work-and-flexible-scheduling-guidelines>).
* Supervisors and Directors are responsible for ensuring that any flex or other schedule changes for non-exempt staff follow University, state, and federal guidelines and laws regarding pay periods, work shifts and required breaks.
* The University business day is 9 am to 5 pm, Monday – Friday. (Divisional facilities will have operating hours to best meet the needs of the University community.) Directors will determine the appropriate work schedule for staff in their departments. Department hours of operation will be shared with the VPSA office.
* For offices with student traffic and/or walk in services, phones/front desk must be staffed in-person when the office is open.
* The division and/or directors may establish dates when there are high student needs when remote work will not be permitted (e.g. Welcome Week, first week of classes of the semester, peak time for departmental initiatives)Full-time staff member(s) must be present each workday and student staff may assist with office coverage; a professional staff member must be present in the office when student staff are working.
* Directors may decide to rotate staff members to make sure that all operations and office functions are maintained during 9 am to 5 pm Monday – Friday office hours, ensuring that offices are open to the community. Facilities with different hours of operation must remain open for their regular hours—Directors will ensure that the facility has sufficient coverage when open.
* A staff member working remotely must be accessible and responsive via email, phone, MS Teams, or other communication channels during the typical workday. It is expected that calls to a staff members direct phone line are responded to promptly.
* If a meeting is scheduled to be in-person, staff members are expected to attend in-person even if the meeting is held is on a day the staff member planned to be remote. Staff may decide whether to work in-person for the entire day.
* In the event of a situation in which staff coverage is needed, the Director may ask staff working remotely to come into the office. In these cases, the Director will make every effort to provide reasonable notice to the staff member that they will need to report to work in-person.
* If a staff member is using leave during their regular remote day (or the University is closed), staff will not be able to “bank” the remote day and use it later.
* Staff cannot switch their remote day from one week to the next, e.g., Monday one week and Wednesday the next, however, directors can agree to change a staff member’s regular remote day if department needs allow*.*
* Directors should be prepared to require staff to return to in-office work should student service, deadlines, or deliverables suffer, or coverage issues arise.
* Directors will consider whether remote work, flexible scheduling or leave time is the best way to support staff needs on a case-by-case basis.

## Overtime

There may be occasions when staff must work beyond their regularly scheduled hours, becoming eligible for overtime pay. Non-exempt (hourly) staff are eligible for overtime for hours worked beyond 40 hours in the particular pay week and will be paid at rates set by payroll. All overtime hours must be recorded accurately.

Exempt staff are not eligible for overtime and may be expected to devote whatever reasonable time is necessary to accomplish their work responsibilities. Department heads will, however, expect professional/administrative employees to observe reasonable working hours that are best suited to the needs of the department and the university.

All overtime hours must be recorded accurately. Overtime must be approved in advance by the Director of the department. Unapproved overtime may result in disciplinary action.

## Time Sheet/Documentation of Work Time

Non-exempt (hourly) staff are expected to submit bi-weekly timesheets through the [business ops portal](https://businessops.louisville.edu/timekeeping/) that accurately reflect the actual hours worked. Absences should be reported with the approved leave type noted. Hours worked must be reported in the pay period that they occurred.

Exempt staff are expected to submit monthly time reports through the [business ops portal](https://businessops.louisville.edu/login?next=%2Fleave%2Femployees) that include full or partial days off. Accurate records must be maintained which will show all significant absences, indicating whether chargeable or non-chargeable. The decision on what is chargeable and reportable to payroll as leave is at the discretion of the Director of the department

Staff should document and submit all absences or leave that depart from their regular work schedule. The University does not use “comp time” for staff to accumulate.. Hours worked must be reported in the pay period that they occurred.

## [Tuition Remission](https://louisville.edu/policies/policies-and-procedures/pageholder/pol-tuition-remission)

The University’s tuition remission covers the cost of standard tuition for up to six hours per semester. Any other fees or charges, including distance education fees, will be the responsibility of the employee.

While it is not UofL’s role to act as a tax advisor, we feel it is important that you understand how current tax law impacts your tuition remission benefits.

Graduate and professional tuition remissionis a limited taxable benefit. Section 127 of the Internal Revenue Code presently exempts only $5,250 per calendar year. For those employees who exceed this allocation during the spring semester, the respective social security, Medicare, state, and Louisville Metro taxes will be collected through the January, February, March, and April payrolls. Taxes applicable to the summer term will be collected through the May, June, July, and August payrolls. Fall semester taxes will be collected through the September, October, November, and December payrolls. In all instances, the taxable value will be added to federal taxable income; however, no federal taxes will be withheld throughout the calendar tax year.

In practical terms, this means that staff who are taking master’s or professional level classes will be taxed on the value of their tuition remission over $5,250 per calendar year. This can be misleading because a staff member who starts in August will not reach this threshold until roughly two or three semesters of tuition benefits have been paid. Staff members should plan accordingly to avoid paycheck shock. Please contact the Student Affairs Business Office for assistance if needed.

## [New Positions, Reclassifications, and Salary Adjustments](https://louisville.edu/studentaffairs/staff/staffresources)

The creation of new positions and requests for staff reclassification reviews or salary adjustments must be approved in advance by the Vice President for Student Affairs. A request to fill a position and an up to date JDF associated with the new position, reclassification requests, or salary adjustments should be submitted to the Office of the Vice President for review and submission to Human Resources.

## Graduate Assistantships

Departments within the division of Student Affairs will be allocated Graduate Assistantship positions each fiscal year based on available funds as well as the goals and priorities of division.

Compensation will include a standard stipend, tuition remission, and graduate health insurance. Any fees or charges over the standard tuition remission coverage, including distance education fees, will be the responsibility of the student. Directors may choose to cover additional educationally related expenses from departmental budgets, after receiving a written request from the student in advance of the charges being due. Directors will need to work with the Student Affairs Business Service Center before processing additional payments.

The School of Interdisciplinary and Graduate Studies is the University department responsible for developing campus-wide policies and procedures related to graduate assistantships.

## Student Employment

Departments hire students to fulfill a variety of responsibilities. Each department should provide clear expectations for student employees. Student employees may be hired and terminated “at will” by the department.

Departments should post student positions in [Cards Career Connection](https://louisville.edu/career/jobs-internships) powered by Handshake through the University Career Center.

# Professional Development

## Regular Meetings with Supervisor

Employees and supervisors are encouraged to schedule regular meetings in order to touch base to debrief current projects, tasks, students, or other job duties.

## Divisional Committees

Staff members are encouraged to participate in divisional and University-wide committees as a form of professional development and community service. The Director of the department will approve all participation in advance to ensure that all staff have opportunities to get involved and that departmental services and programs are not negatively impacted. Staff representing the department on divisional committees should regularly report back to their department. Staff who represent the division on University committees should meet with their Director periodically to provide updates and ensure divisional priorities are being addressed. Staff participation on divisional and campus-wide committees is contingent on staff remaining in good standing within their department. Below are committee currently in the division.

### Assessment Committee

The Student Affairs Assessment Committee:

* develops assessment plans specific to each department.
* monitors progress and adjusting assessment plans as warranted.
* communicates with the assessment chair, as well as other members of Student Affairs, regarding any difficulties encountered in the course of implementing an assessment plan.
* coordinates and submits Student Affairs Annual Reports as well as Outcome Assessment Reports (OARs).
* serves as points of contact for assessment-related matters, including but not limited to: collaborations, data collection, report submission, report revision, and general inquiries

The committee is chaired by the Director of Planning and Assessment and consists of one representative from each department in Student Affairs. The committee meets monthly to monitor progress and discuss assessment-related materials.

### Staff Engagement Committee

The Staff Engagement Committee (SEC) works to empower and inspire Student Affairs professionals to know themselves, their positions, their field, and their community. To this end, the SEC:

* introduces new staff to the philosophical orientation of Student Affairs
* builds a sense of team;
* recognizes the exemplary accomplishments of staff members;
* Past SEC programs have included lunch-and-learns, classified staff lunch, new staff orientations, social gatherings, and staff recognition

### Diversity Committee

The Student Affairs Diversity Committee strives to support the division of Student Affairs in its efforts to promote inclusiveness, embrace diversity, and foster an environment for student success. The Diversity Committee:

* collaborates with our institutional partners in planning and implementing programs and activities related to diversity and inclusion;
* identifies strategies to enhance the diversity of the divisional staff;
* provides and supports opportunities to enhance cultural awareness for the division

Marketing and Social Media/Web Committee  
The Marketing and Social Media/Web Committee works to strengthen the marketing, social media, and web presence for the division of Student Affairs. The committee:

* shares marketing ideas and research data;
* updates and expands on Student Affairs marketing plan;
* upholds brand standards for Student Affairs and the University;
* maximizes usage of social media and websites

## Divisional Meetings

Divisional all-staff meetings are held throughout the year, typically once during both fall and spring semesters. All Student Affairs staff are strongly encouraged to attend, if possible. The meeting is typically a combination of divisional updates by the Vice President, updates about the University, and professional development programming.

## Staff Recognition

### [Years of Service](https://louisville.edu/policies/policies-and-procedures/pageholder/pol-employee-recognition-program)

The University recognizes the years of service to the University at 10, 15, 20, 25, 30, 35, 40, and 45 years of service. In addition, Student Affairs recognizes staff at 1 and 3 and 5 years of service.

## [High Five Award](https://louisville.edu/studentaffairs/forms/student-affairs-high-five)

The High Five program recognizes staff members in Student Affairs departments for their personal, academic, and professional accomplishments. A High Five may be given by anyone to any staff member who works in a Student Affairs department. Recipients will be recognized at Student Affairs meetings and events and in the Vibrations newsletter.

### [Awards](https://louisville.edu/studentaffairs/vp-office/recognition/)

The division seeks to recognize Student Affairs staff who exemplify the values of the division, serve as examples of outstanding performance, and contribute to the enhancement of the profession. A call for nominations and presentation of awards will be sent out to members of the division in the fall semester.

## Strengths

The division uses StrengthsFinder as a tool to provide a common language to aid in the development of staff members. Each staff member is encouraged to take the strengths assessment and discuss the results with their supervisor. Codes for the assessment can be obtained from the Vice President’s office.

The Clifton StrengthsFinder is a powerful online assessment that helps individuals identify, understand, and maximize their strengths. The accompanying book, StrengthsFinder 2.0, is a Wall Street Journal, BusinessWeek, and USA Today bestseller. Since debuting in 2007, the book was named an Amazon bestseller.

All people have a unique combination of talents, knowledge and skills – strengths – that they use in their daily lives to do their work, achieve their goals, and interact with others. Gallup has found that when people understand and apply their strengths, the effect on their lives and work is transformational. People who use their strengths every day are **six times more likely to be engaged in their work** and **three times more likely to say they have an excellent quality of life.**

## Professional Associations

The division of Student Affairs holds an institutional membership in the National Association of Student Personnel Administrators (NASPA). Departments in the division maintain institutional memberships for professional associations connected to the purpose of the respective departments.

Staff members are encouraged to be a part of professional associations, including holding leadership roles. Staff members should consult with the Director of their department and seek their approval before committing to take on a leadership role in a professional association.

## Conferences

Attendance at professional meetings and conferences must be approved in advance by the Director of the department and should follow established University policies and procedures. Consult with your department UBM or the Student Affairs Business Services Center BEFORE making any travel plans.

## Graduate Fund for Conferences

The Dr. Michael J. Cuyjet fund provides support for current UofL graduate students with a career goal in Student Affairs to attend professional organization conferences.

To apply for funding:

1. Students may request funds to cover the cost of conference registration. If the student has already covered registration costs, other conference-related expenses up to the amount of the conference registration may be requested.
2. Submit all requests through this [form](https://louisville.campuslabs.com/engage/submitter/form/start/266730).
3. All students receiving funds are strongly encouraged to submit a program proposal, participate in case study competitions during the conference, and/or volunteer for a committee affiliated with the professional organization hosting the conference.
4. A brief report detailing the activity and benefits of the professional development experience is to be submitted to the Vice President of Student Affairs Office to the attention of Director of Development, VPSA. The report is required for future access to PD funds and may be shared with the Cuyjet family.
5. These funds can only be received once during a calendar year.

These funds may impact student loan amounts and/or eligibility. Students can check with Financial Aid before receiving the funds to determine if there will be any impact on their school loans.

Departments can contact their UBM to request registration payment and/or with additional questions.

The Graduate Student Council has funding to support conference travel. Contact the [Graduate Student Council](https://louisville.edu/graduate/gsc/travel-grants) early because funds are limited.

# Diversity and Equity

The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias. We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences-including race, ethnicity, gender, socio-economic status, national origin, sexual orientation, disability, religion, diversity of thought and political ideology-that enrich a vibrant metropolitan research university. We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining, and supporting students, faculty, and staff who reflect the diversity of our larger society.

The Office of Diversity and Equity has made a wealth of information and resources available to our university community. Information for both the Belknap and Health Sciences Campus can be found [HERE.](https://louisville.edu/diversity)

The Commission on Diversity and Racial Equity (CODRE) was established in 1998 by University of Louisville President John Shumaker, to promote a campus culture of inclusion and engagement. The Commission’s role in diversity related activities includes:

* To serve as the president’s policy advisor on issues of diversity at the University of Louisville.
* To make recommendations to the president for the development or revision of initiatives to make the University a more inclusive community, and to report the progress of these initiatives.
* To develop strategic and tactical actions in cooperation with the Commission on the Status of Women (COSW) to improve the learning and working environments at the University of Louisville.
* To support crucial dialog and efforts to promote cultural values and diverse perspectives that characterize the United States that must be reflected in our university.
* To serve as a resource to members of the president’s staff, executive cabinet, and individual units that seek assistance and advice with diversity and inclusion initiatives.
* To recognize and support staff and faculty who have made outstanding contributions in advancing diversity.
* To develop and support programming to augment student learning and research.

The information on CODRE included above was developed by the Executive Committee of the Commission on Diversity and Racial Equity April 4, 2017. More information can be found [HERE.](https://louisville.edu/codre)

In 1993. the Task Force on the Status of Women was appointed to assess and improve the status of women working as faculty and staff at the university. Out of this came the Commission on the Status of Women (COSW). This group focuses on promoting gender equity, advising the university President on the status of women, femmes, and gender non-binary individuals at the university. More information on COSW including a background as well as ways to get involved can be found on their webpage [HERE](https://louisville.edu/cosw).

The university is committed to the personal growth and professional development of its faculty, students, and staff. There are a number of employee resource groups (ERGs) designed to promote a climate of inclusion and provide a place where employees can come together to network, create a strong sense of community, and share their concerns with others. Below you will find a list of current Employee Resource Groups with links to their webpages. Additional information can be found [HERE](https://louisville.edu/employeesuccess/erg) at the Employee Success Center Homepage.

[Asian, Asian American, and Pacific Islander Faculty and Staff Association](https://louisville.app.box.com/file/995703577553#:~:text=Asian%2C,Faculty%20%26%20Staff%20Appreciation)

[Black Faculty/Staff Association](https://louisville.edu/bfsa)

[Hispanic Latino Faculty and Staff Association](https://louisville.edu/hlfsa)

[LGBTQ+ Faculty and Staff Association](https://louisville.edu/lgbtqfsa)

[Parenting Network](https://louisville.edu/employeesuccess/parentingnetwork)

[UofL Women’s Network](https://louisville.edu/womenscenter/faculty-staff/uofl-womens-network)

[Young and Emerging Professionals (YEP)](https://louisville.edu/yep)

Office of Diversity and Equity <https://louisville.edu/diversity>

# Development

## Fund Raising

All fund-raising efforts should be coordinated with Director of Development for Student Affairs. The Director of Development ensures that efforts are aligned with University and divisional priorities.

## Sponsorship

If a department identifies a potential sponsor, the department Director will contact OCM (Kim Butterweck) prior to any discussions with the potential sponsor. The potential sponsorship will then be reviewed by OCM. This review will include the avoidance of conflicts with other sponsorship requests and with existing sponsorship agreements, ensuring that the University’s assets are properly valued for the sponsorship. (A list of potential conflicting sponsorships will be made available.)

OCM will determine if an exception to standard protocols will be granted and will notify the department if an exception can be made. The department will then proceed with finalizing a sponsorship agreement in writing (e.g., amount of sponsorship, University assets to be utilized, expectations of sponsor and University, etc.).

The department will notify their UBM in the Student Affairs Business Office. The financial contribution will be made to the department before the activity takes place, and the funds will be delivered to the Student Affairs Business Office for proper accounting.

In situations where Learfield and OCM are not involved in obtaining the sponsorship, full revenue for the sponsorship will be given to the department. (No commission will be given to Learfield or OCM.) On agreements that are negotiated by Learfield, the percentage allocation will be the same as it has been in the past, with a percentage going to OCM and Learfield.

# Title IX Reporting

As a staff member in the division of Student Affairs, you are considered a Title IX Mandatory Reporter. Counseling Center staff are considered a confidential resource and are not mandated to report to the Title IX office. As to Title IX, when you become aware of an alleged act of sexual harassment, sexual assault, or gender discrimination you must:

1. Provide the student with [resource brochure](file:///C:\Users\tpmoor01\Documents\Student%20Affairs\Handbook\louisville.edu\titleix\sexual_misconduct_resource_guide.pdf).
2. Immediately [contact](file:///C:\Users\tpmoor01\Documents\Student%20Affairs\Handbook\louisville.edu\hr\itemsofinterest\title-ix-and-clery-act-mandatory-reporting-guidelines-1) a Title IX Coordinator or Deputy Title IX Coordinator and share the name of the student(s) as well as any information they shared with you regarding the situation;

If a student shares Title IX information with you, you can say:

*Here at UofL we take sexual misconduct, violence, harassment, and sex discrimination seriously and are very concerned if this happens to someone in our community.*

*As a staff member, I have an obligation to inform others (a Title IX Coordinator or Deputy Coordinator) about an incident like this; however, there are campus resources that can provide confidential support and discuss options with you. Those resources include PEACC, the Counseling Center, and Campus Health Services.*

# Technology Assistance

## [Microsoft Office](https://office365.com/)

Microsoft Office suite and related applications are available to University staff.

Login in at office365.com with your “real” email address, e.g., tpmoor01@louisville.edu not tim.moore@louisville.edu

Staff may also download and install the Office 365 suite of software onto their personal computer. Login to Office365 as above and use the button marked Install Office --> Office 365 Apps on the upper right of the screen.

**Microsoft One Drive**

Microsoft OneDrive part of Microsoft Office lets you share and and collorbrate on files, backed up files , protected, synced, and accessible on all your devices. The OneDrive app lets you view and share OneDrive files with other at UofL.

## Adobe Creative Cloud

Adobe Creative cloud applications are available to University staff.

Login in at adobe.com with your “real” email address, e.g., tpmoor01@louisville.edu not tim.moore@louisville.edu

## Microsoft Teams

Microsoft Teams (MS Teams) is the online conference software to be used for University business activities. MS Teams is integrated with other Microsoft applications such as Outlook calendar. MS Teams [tutorials](https://support.microsoft.com/en-us/teams?ui=en-us&rs=en-us&ad=us) are available.

## Connecting Away for the Office

Instructions on creating and using our Virtual Private Network (VPN) <https://louisville.edu/its/security/vpn>

To access your I: drive download, save and run this program: [https://louisville.box.com/s/b2jathbry3bc8bowds33d4oo8fto50u1](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Flouisville.box.com%2Fs%2Fb2jathbry3bc8bowds33d4oo8fto50u1&data=02%7C01%7Ctim.moore%40louisville.edu%7C20a8c76dec2f4417122508d7c45f929c%7Cdd246e4a54344e158ae391ad9797b209%7C0%7C0%7C637193787074605860&sdata=KHr2oizM3RA%2B8K860g6PDxI8GGiEPHj7iqnxoU5nHGw%3D&reserved=0)

You may see a warning box pop up that says "Windows protected your PC." If you do, click on "More Info" then click on "Run anyway." You will need to have an active VPN connection for this to work.

To access your H: drive, do the above, but with this link: [https://louisville.box.com/s/3xegg1rvz229kylytepju004andyobfg](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Flouisville.box.com%2Fs%2F3xegg1rvz229kylytepju004andyobfg&data=02%7C01%7Ctim.moore%40louisville.edu%7C20a8c76dec2f4417122508d7c45f929c%7Cdd246e4a54344e158ae391ad9797b209%7C0%7C0%7C637193787074610839&sdata=KfUdCesnyyCz89Qr9HvSOI24Ax2BOnkuGDYHWhtOiSc%3D&reserved=0)

**Remote Desktop**

How to use Remote Desktop to connect to your office computer from home

1. Set up the PC you want to connect to so it allows remote connections:

* On the device you want to connect to, select Start Windows logo Start button > Settings Gear-shaped Settings icon > System > Remote Desktop, and turn on Enable Remote Desktop.
* Make note of the name of this PC under How to connect to this PC. You'll need this later.
* Select Start Windows logo Start button > Settings Gear-shaped Settings icon > System > Power & Sleep, under Sleep or "When plugged in, PC goes to sleep after" select the drop down and choose Never.

(If Remote Desktop is not listed as an option under the System menu, press the Windows Start button and type “control.” Select the Control Panel application. In the upper right corner, click on View by: and select small icons. Select System and click on Remote Settings. Under Remote Desktop click on Allow remote connections to this computer and then click OK.)

2. Use Remote Desktop to connect to the PC you set up:

* Connect to our VPN.
* In the search box on the taskbar, type Remote Desktop Connection, and then select Remote Desktop Connection. In Remote Desktop Connection, type the name of the PC you want to connect to (from Step 1), and then select Connect.
* Log in to the remote computer using your ulink user name and password.
* When finished, close the Remote Desktop Connection. Do not shut down the remote computer as this will prevent you from accessing it further.

If Remote Desktop is not listed as an option under the System menu, press the Windows Start button and type “control.” Select the Control Panel application. In the upper right corner, click on View by: and select Small icons. Select System and click on Remote Settings. Under Remote Desktop click on Allow remote connections to this computer and then click OK.

username: Your username is the name assigned by IT and not your nickname or other customize name. For example, username is tpmoor01 not tim.moore

Remote desktop: you need to connect first through the VPN connection and then open the remote desktop application. For those on a Mac (Apple), go to the app store and download Microsoft Remote Desktop 10 and install it (it is free). When installing you will need to grant permission for an extension to run.

For Mac Users:

Office desktop:

Configure Windows to run remote desktop (see information above)

On  Mac:

Download VPN from UofL ITS

Click on installer box for VPN and install (depending on Mac setup you may need to supply password for your mac (not UofL password))

Go to Apple App Store

Search for remote desktop

Select Microsoft Remote Desktop 10

select install (it is free)  (will need to enter your apple account information)

Open Remote Desktop

Insert Windows computer name and save

Open VPN and connect (Most likely in your menu bar) (UofL user id and password)

Click on Remote Desktop (enter UofL id and password)

Windows desktop will show up

To close session

 click on red button in upper left corner

disconnect VPN

Tip: Update Mac OS to latest version

## [Cardbox](https://louisville.box.com)

Cardbox allows for the sharing of files between users and the backup of information from your desktop computer. Cardbox may be accessed from home by either navigating to box.com You may also install [Box Drive](https://www.box.com/drive) which will add your Cardbox as an additional harddrive like object in Windows Explorer.

## Telephone

The Self Care Port provides self-service access to set up telephone features such as Call Forwarding.

**Connect to VPN required if off-campus**

go to:<https://ipphone.louisville.edu/ucmuser>

Username is your ULink userID

default Password is your 7digit phone number (XXXXXXX)

Most users are set up automatically for access to the portal.  If you cannot log in, please submit a [work order](https://uofl.atlassian.net/servicedesk/customer/portal/2/group/6/create/63) < > requesting access to the Self Care Portal.  You will need to provide your name, userID, and telephone number.  When access is set up you will receive an email verifying your login information.

**Call Forwarding**

If you are away from your phone working remotely, you can set call forwarding using the Self Care Portal.  To access the portal, login as described above.

To set up your phone to forward all incoming calls to another number:

**1:** Click the **Phones** tab.

**2:** In the left navigation pane, click **Call Forwarding**.

**3:** Click the phone number on which you want to set up call forwarding.

**4:** Check the **Forward calls to**: check box.

**5:** From the Forward calls to drop-down list box, enter the phone number to which you want to forward all calls.

**6:** Click **Save**.

Note: Please do not alter any other settings through this portal due to functionality restrictions.

## Troubleshooting

Student Affairs staff can request assistance with technology issues by completing a [tech ticket](https://servicedesk.louisville.edu/portal/2/create/115).

**IT Help Desk 852-HELP**

## [Use of University Resources](https://louisville.edu/policies/policies-and-procedures/pageholder/pol-work-outside-the-university)

Staff members may use university resources (facilities, supplies, equipment, computing, etc.) in the execution of their job responsibilities. It is not appropriate to use University resources for external activities unless approved by the Director of the department. Each staff member is expected to exercise good stewardship in the use of University resources.

An inventory of equipment and furnishings is maintained by the University. Equipment and furnishings should not be removed from the University’s campus, though equipment such as laptops can be used to work remotely in a secure, pre-approved location. Proper procedures must be followed when transferring or moving equipment from one area to another and when disposing of items.

# Communication

## 

## [Branding Guidelines](http://louisville.edu/brand)

The coordination of the UofL brand to consumers plays a significant role in their impression of the brand. Consistency is paramount to the success of the identity system. Consistent use of the mark and supporting elements will build brand equity and resonance. The end result will be an increased understanding of the UofL brand by the public.

Graphic DesignGraphic design should follow UofL branding standards. Any graphic design requests can be made to the Publications and Marketing Coordinator for Student Affairs. Examples include brochures, flyers, posters, yard signs, infographics, etc. Any piece placed on the web must be ADA compliant.

Photography and Video  
Photos and videos should be taken at all events for future use in marketing pieces. The Publications and Marketing Coordinator can help get coverage for these events. Photos are then loaded to the [Student Affairs Flickr](https://www.flickr.com/photos/studentaffairs/albums) page for access: and videos are uploaded to [YouTube](https://www.youtube.com/user/SAatUofL/videos).

## Web pages

Web pages provide important information to the University community and beyond. Departments should make every effort to keep web pages up-to-date with the most current information. All web pages must be ADA compliant. Contact David Horrar

## Social Media

The division maintains a [number of sites](https://louisville.edu/studentaffairs/uofl-student-events). Each department is responsible for posting and monitoring their sites, complying with divisional guidelines, and reporting analytics quarterly to the Social Media, Marketing, and Web Committee Chair.

## Email

Email is the primary communications tool used at UofL. Staff should consistently check and reply to email requests in a timely manner. When staff are out of the office or will be unable to respond in a timely manner, it is appropriate to post an automatic response to inform others of when they can expect a response and how to receive immediate assistance.

## Voice Mail

Each direct phone line is equipped with a voice message application. Some staff may have their direct phone line transferred to a main office number. Should staff activate the voicemail on their direct lines, they should create a personalized voice message. Voice messages should be checked, and calls returned in a timely manner. When staff are out of the office for extended periods of time, they may wish to change the voice message to indicate when they will be able to return calls.

## Media Request

From time to time, staff may receive requests for information from the media. All media inquiries should be directed to the Office of Communications and Marketing. OCM will determine the appropriate person to respond to the inquiry.

## Vibrations

Vibrations is a quarterly newsletter focused on the division of Student Affairs. This newsletter provides an update on happenings in the division, including events, new hires, farewells, and other general information. It also provides the information that goes into Vibes, a quarterly newsletter for Alumni.

Monthly Update  
The Monthly Update is a one-page briefing that covers what each department in Student Affairs has been working on and it goes out around the first of each month.

## Student News

The [Student News and Events](https://louisville.edu/student/news) email is sent weekly to all students and is scheduled to arrive on Monday before noon. The deadline for submissions is Thursday at 12 noon. To submit an item to the newsletter, go to: <https://louisville.edu/student/news>. To To read or subscribe to the email, go to: <https://louisville.edu/student/studentnews/>

# Risk Management

## Emergency

The safety of the campus community is one of the highest priorities at UofL. It takes a collective effort and collective action to maintain safety and security on campus. All threats to the safety and security of campus are taken seriously. The University has an emergency plan to respond to a variety of situations should they arise. Depending on the situation, you may be asked to assist in helping members of the community take action.

**University Police - 852-6111 or 911**

## [Rave Alerts](https://louisville.edu/student/promo/rave.html)

All UofL students, faculty, and staff should sign up for UofL Rave Alerts, which sends a text message in case of an emergency on campus. This is also the fastest way to hear about snow days and other weather cancellations. (All members of the UofL family receive [UofL Alerts emails](https://www.getrave.com/login/louisville), but you must sign up for the text service.)

## Active Aggressor

Reports of active aggressor incidents, violent attacks on the public, and workplace violence have become more prominent in the news and in the minds of most people throughout the world. The chances of any of these incidents occurring at the University of Louisville are remote but remain a possibility. We strive to lessen the possibility of the occurrence of any incidents through the efforts of the ULPD and other members of the UofL Community.

Critical incident and active shooter training is available through the ULPD for any group upon request. In addition to the live training/presentation, the University of Louisville has produced a video that will provide our community with the necessary information and tools to ensure survival if an incident were to occur. Contact ULPD for more information.

## Fire

If a fire alarm is activated in a building in which you are located, you must evacuate. Any fire alarm should be treated as a real fire**.**

## Severe Weather

Flash flooding, tornados, severe thunderstorms, and other types of severe weather can happen at UofL. If a severe weather alert is issued, please be prepared to respond in an appropriate manner.

## Inclement Weather

The University may adjust classes due to inclement weather. The university may cancel or delay classes, or may move all classes to online-only. The University will also announce whether offices will be open or if staff should work remotely.

It is the staff member’s responsibility to check for information prior to coming to campus. The official source for information on classes and office operations are the following:

UofL Alerts text message

A notice on the university home page, <https://louisville.edu>.

A recorded message at 502-852-5555

Postings on the university’s official Facebook and Twitter sites

These are the only official methods by which the University will communicate with the campus community. Information posted on traditional or social media should be verified through one of the official channels. If no announcement is sent, the university is open and operating on its regular schedule.

Whenever possible, decisions for daytime operations will be announced no later than 6 a.m. Decisions for evening operations will be made no later than 3:30 p.m.

When weather conditions are such that certain roads are impassable or extremely dangerous, staff are expected to use their judgment on reporting for work on campus. Staff who are unable to get to work should notify their Director as soon as feasible and determine remote work options. All absences should be noted on bi-weekly or monthly timesheets. Staff members who have approved leave when the University adjust operations will be charged for the approved leave. In other words, a staff member cannot cancel their leave because of University adjusted operations due to weather.

## Closure of the University

Situations/circumstances may arise that necessitate the University to close. An announcement will be sent out through the alert system and posted on the [University website](http://louisville.edu/).

If the University closes, there may be a need for some staff to be present and available on campus. Department Directors will communicate with staff if they need to be on campus when the University is closed.

## Approved Driver

A University employee, student, or volunteer who drives a University owned, leased, or rented vehicle, or drives their own vehicle on University business as part of their normal job duties, should have a copy of the [Motor Vehicle Record Check Release Form (MVR)](https://louisville.app.box.com/v/Motor-Vehicle-Records-Form) on file with Risk Management. The form is sent to the University's insurance carrier, where a Motor Vehicle Record (MVR) check for the last three (3) years is conducted. The MVR is used with the following Driver's Guidelines to help determine a driver's eligibility under the University's auto insurance policy. Anyone driving a University owned, leased, or rented vehicle MUST have a valid driver’s license. A learners’ permit will not suffice.

## Reporting an Incident

Any person injured/hurt at a University activity or on University grounds should notify the University of Louisville Police Department. The ULPD will complete an incident form and file it with the department of Risk Management.

## Demonstrations/Protests

The division of Student Affairs works to maintain an awareness of activity on campus and nationally that may result in student protests or demonstrations.

If the University becomes aware of a planned protest/demonstration, the following University action steps will be taken:

* If student or student organization:
  + A Student Affairs representative will attempt to meet with the identified student leaders. During the meeting, the following items will be addressed:
    - review of University policies and procedures including the [Code of Student Conduct](http://louisville.edu/dos/students/codeofconduct) and [Use of Grounds Policy](https://louisville.edu/sac/resources/building-policies/#grounds) , and [Code of Student Rights and Responsibilities](https://louisville.edu/dos/students/studentrightsandresponsibilities); reservation of space will be requested
    - review of safe protest routes and locations, how to avoid causing a disruption on campus, and how one might handle confrontation
  + After meeting with student leaders, the Student Affairs representative will notify the Dean of Students, University Police, and Office of Student Involvement to update them on the protest/demonstration. These offices may inform other departments depending on the nature of the protest/demonstration.
* Other key University officials may be notified depending on the nature and/or plans of the protest/demonstration.
* If off campus group:
  + Group will be required to comply with the [Speech and Distribution of Literature Policy](https://louisville.edu/dos/communitypolicies/speech-and-distribution-of-literature) .
* At the actual protest/demonstration:
  + Student Affairs representatives will be on site to monitor the situation. ULPD may be present depending on the nature of the protest/demonstration
  + Student Affairs representatives will intervene if others try to disrupt the protest or inhibit the free exercise of speech.
  + Student Affairs representatives will take the lead on responding to or addressing situations during the event and will request ULPD assistance if needed.
  + Student Affairs representative will communicate with Dr. Michael Mardis, Dean of Student, as needed.
  + The Dean of Students Office staff could discuss Code of Student Conduct violations with students if necessary or warranted.
  + If requested by Dr. Mardis, a written summary of the details of the actual protest/demonstration will be provided.

If the University has no advance knowledge of a planned protest/demonstration or cannot get the student or student organization to meet, a Student Affairs representative will follow the procedures list above at the actual protest/demonstration once they become of aware of the event.

Section 7 of the [Code of Student Rights and Responsibilities](file:///C:\Users\tpmoor01\Documents\Student%20Affairs\Handbook\louisville.edu\dos\students\studentrightsandresponsibilities) outlines campus expression.

The University of Louisville’s interest is to allow for a university education and business functions that are not disrupted. Within the [Code of Student Conduct](http://louisville.edu/dos/students/codeofconduct), students are prohibited from interfering with the freedom of expression of others and are prohibited from disrupting normal University functions.

For individuals unaffiliated with the University (not students or not invited by recognized student organizations, faculty, staff, students and/or departments to campus), the [Speech and Distribution of Literature Policy](file:///C:\Users\tpmoor01\Documents\Student%20Affairs\Handbook\louisville.edu\dos\communitypolicies\speech-and-distribution-of-literature) applies.

If a staff member becomes aware of a possible demonstration/protest, they should contact the Dean of Students office. Please provide as much information as possible so follow-up can occur.

# Student Care and Wellbeing

Staff, Faculty, students, and families are encouraged to share concerns about the well-being of a student with the Student Care Team to provide as much useful information as possible about the student of concern and their situation. The Student Care Team responds to students and their families, faculty, and staff when concerns for a student's health, welfare, and safety are identified. Phone calls to the Dean of Students Office are still welcomed and encouraged. As always, emergency situations should be immediately directed to the University of Louisville Police Department at (502) 852-6111 or 911.

Concerns about students can be shared through the [Student Care Report Form](https://cm.maxient.com/reportingform.php?UnivofLouisville&layout_id=9).

Any member of the University of Louisville community, or a campus visitor, may report an alleged violation of non-academic misconduct against a student or student organization. The Dean of Students Office may also independently investigate information concerning alleged student misconduct from any source, such as police and/or press reports, even where no formal complaint has been filed.

## [Student Rights and Responsibilities](https://louisville.edu/dos/students/studentrightsandresponsibilities)

The Code of Student Rights and Responsibilities is set forth in writing to provide students with general notice of their rights and responsibilities at the University of Louisville. Further rights and responsibilities are set forth in other University rules and policies, including the Code of Student Conduct, Student Handbook, Residence Hall contracts, graduate and undergraduate catalogs, and academic unit websites. It is the students' responsibility to be aware of all University rules and policies; students should check with the Dean of Students Office and with their academic units if they have any questions about the purposes or intent of these policies.

## [Code of Student Conduct](https://louisville.edu/dos/students/codeofconduct)

The Code of Student Conduct ("The Code") is the University's policy regarding non-academic misconduct of students and student organizations. Academic dishonesty is not covered by this Code, but rather falls within the authority of the individual academic units of the University. Students have the responsibility to follow all regulations outlined in this policy.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Code applies to incidents that take place on University premises or during University-sponsored activities and events.