## Public Safety - Collective Bargaining Agreement

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - PERSONNEL
BOT 4.1.1
Date of Last Update:
June 25, 2021
Approved By:
-Board of Trustees
Responsible Office:
Office of General Counsel
policy statement

 Human Resources office is the responsibility and advisory authority to determine that the philosophy and policies of the personnel program are effectively applied.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - EQUAL OPPORTUNITY
BOT 4.1.2
Date of Last Update:
June 25, 2021
Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

### 4.1.2 Equal_Opportunity


 maintained by the Affirmative_Action_Officer

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - UNIVERSITY RESPONSIBILITIES
BOT 4.1.3
Date of Last Update:
June 25, 2021
Approved By:
-Board of Trustees
Responsible Office:
Office of General Counsel
POLICY STATEMENT
4.1.3 University Responsibilities

The President and other officers to whom the President designates authority are responsible for administering the university and its property, supervising its operations, assigning and directing its faculty and
 which may be needed from time to time. For purposes of this Section 4.1, "faculty and staff" shall mean an employee covered by Section 4 of the Board of Trustees' Policies.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - DISCIPLINARY PROCEDURE
BOT 4.1.4
Date of Last Update:
June 25, 2021
Approved By:
-Board of Trustees
Responsible Office:
Office of General Counsel

POLICY STATEMENT
4.1.4 Disciplinary Procedure

The President and other administrators to whom the President designates authority are responsible for discipline which normally shall be corrective rather than punitive in nature. A typical procedure for
 appropriate grievance procedure.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - PERSONNEL INFORMATION
BOT 4.1.5
Date of Last Update:
June 25, 2021
Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel
 department within which a faculty or staff member works. Faculty and staff members can expect that a right to a reasonable degree of privacy will be honored and that the confidential character of certain
 released for public purposes shall be in a form which will protect the anonymity of the individual; however, as of October 1979, Michigan law does require that salary information be available to the public. All personnel information collected shall be pertinent to the needs of the University. Access to personnel files is limited to those persons responsible for personnel and the faculty or staff member's supervisor. Letters of recommendation are the confidential property of the provider. A faculty or staff member will not be given access to letters of recommendation concerning themselves unless the provider of such




 member. Recommendations by individual supervisors may be made at their own discretion and at their own risk, recognizing that the University may be responsible for the information given.
Personnel files may include, but are not limited to, payroll information and documentation, records of employment actions and documentation, records required by federal, state and local law, employment applications, vitae and resumes, recommendations, interview comments, fringe benefit information, merit and performance evaluation, records and documentation of disciplinary actions, official transcripts of baccalaureate or post baccalaureate degrees and such other information as may be needed from time to time. Other files maintained in accordance with the faculty appointment and evaluation policy and covered by the limitations expressed in that policy may be housed elsewhere.

## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - CONFLICT OF INTEREST

BOT 4.1.6
Date of Last Update:
June 25, 2021

## Approved By:

- Board of Trustees


## Responsible Office:

Office of General Counsel

## Policy statemen

### 4.1.6 Conflict of Interest

4.1.6.1 Employment. Appointment of any relative of a faculty or staff member must be approved by the President in advance of the appointment in order to ensure that no conflicts of interest exist. Each Appointing_Officer must ensure that no conflicts of interest exist in matters of appointment, retention, promotion, termination, assignment or other conditions of employment for relatives of faculty or staff members within his or her unit.
4.1.6.2 Financial. It shall be the responsibility of the President (or designee) to ensure that conflicts of financial interest do not occur, and to take such steps to protect the University as seem to be required. The University respects the rights of its faculty and staff members in their activities outside their employment which are private in nature and which in no way conflict with or reflect upon the University.
4.1.6.3 Political Candidates or Office Holder. The University affirms the rights of its faculty and staff members as citizens to be active in political affairs which do not conflict with the professional standards and ethics of their employment. It shall be the responsibility of the President (or designee) to ensure that conflicts involving professional standards and ethics do not occur with University faculty and staff members who are political candidates or office holders, and to take such steps to protect the University as may be required

## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - EMERITUS APPOINTMENT

BOT 4.1.7
Date of Last Update:
June 25, 2021

## Approved By:

- Board of Trustees


## Responsible Office:

Office of General Counsel

## POLICY STATEMENT

### 4.1.7 Emeritus Appointment



 compensation

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - HONORARY TITLES
BOT 4.1.8
Date of Last Update:
June 25, 2021

## Approved By:

-Board of Trustees

## Responsible Office:

Office of General Counsel

## POLICY STATEMENT

### 4.1.8 Honorary Titles


 compensation. The duration of an honorary appointment shall coincide with the period of service rendered.

## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - VERIFICATION OF CREDENTIALS

BOT 4.1.9
Date of Last Update:
June 25, 2021

## Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

## POLICY STATEMENT

### 4.1.9 Verification of Credentials

All advanced degrees recognized by the University must be earned from institutions approved by recognized accrediting bodies. In the case of foreign degrees, a formal evaluation will be made by the Anpointing_Officer to determine equivalency with degrees awarded in the United States.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - OBLIGATIONS OF APPOINTEES
BOT 4.1.10
Date of Last Update:
June 25, 2021

## Approved By:

-Board of Trustees
Responsible Office:
Office of General Counsel

## POLICY STATEMENT


 the appointment. Among such policies are the following:
4.1.10.1 Outside employment. Since faculty and staff members are required to fulfill their responsibilities completely and effectively, any outside employment which a faculty or staff member wishes to undertake must be approved in advance by the Appointing_Officer.
4.1.10.2 Rights in published material, inventions and secret processes. The University seeks to promote the public good through excellence in teaching, active scholarship, and service. In the course of these activities, faculty, staff, and students create Intellectual Property that may be eligible for copyright, patent, and other forms of legal protection. In order to reinforce the fairness of mutual commitment and in the spirit of academic freedom, the University recognizes the rich and varied products of individual scholarship, in all its manifestations, are rightly the property of the Creator except as otherwise defined by this Section 4.1.10.2. The University also recognizes that Intellectual Property should remain available for the benefit of the entire University community and that the Creators shall not use Intellectual Property in conflict or competition with the University. Therefore, the University community seeks to establish an environment in which the creation of Intellectual Property is suitably recognized as an academic achievement and in which the benefits of intellectual property to the creators, the University community, and the general public are optimized.
A. Ownership. All Intellectual Property shall be owned by its Creators when such Intellectual Property is not considered 1) work made for hire; 2) expressly assigned or commissioned by the University; 3) grant or contract funded through the University; or 4) to require more than nominal use of University resources. Irrespective of ownership, Creators shall disclose promptly and with full disclosure, in the manner prescribed by the University in order to protect confidentiality of the Intellectual Property, to the Finance and Administration Office any Intellectual Property discovered or created as a result of 1) work made for hire; 2) expressly assigned or commissioned by the University; 3) grant or contract funded through the University; or 4) more than nominal use of University resources. The President or designee by written agreement is authorized to make exceptions to this paragraph.
B. Right to use. In the event the Intellectual Property is owned by the Creator but involved University resources in the discovery or creation of the Intellectual Property, the University will retain a non-exclusive license to use the Intellectual Property within the University provided attribution is given to the Creator(s) of the Intellectual Property. In the event the Creator leaves the employ of the University, the University shall be able to modify the Intellectual Property for use within the University.
C. Commercial Application. Three options for the commercialization of a technology are noted below. The option will be chosen by Creator(s) and the Finance and Administration Office jointly, prior to the expenditure of substantial University resources. The option chosen should be that which best serves the mission of the University, including the objectives of this policy, and which is consistent with the available technology transfer resources of the University. The following three options for commercialization are available:

1. Licensing Third Parties. The University may license or assign Intellectual Property to external entities for further development and commercialization in exchange for a return on resulting revenues. The University and Creator shall divide the return on resulting revenues using one of the two formulas as follows:
i. The University and the Creator divide the gross revenue $70 \%$ to the University and $30 \%$ to the Creator but the University assumes the expenses related to legal protection, marketing and commercialization and licensing and other transactional expenses related to the Intellectual Property; or,
ii. The University and the Creator divide the net revenue $50 \%$ to the University and $50 \%$ to the Creator but the University first recovers its expenses related to legal protection, marketing and commercialization and licensing and other transactional expenses related to the Intellectual Property.
If the University decides not to protect or license the Intellectual Property, or subsequently decides to not pursue commercialization of the Intellectual Property it may be reassigned to the Creator(s), upon request, in accordance with option 3 below.
2. Licensing Business Entities in which a Creator holds an ownership or management interest. The University or an affiliated entity may enter into license agreements with business entities in which the Creator holds an ownership interest. The terms may include royalty payment, equity interest, or a combination thereof.
3. Reassignment of ownership to Creator. The University may reassign ownership of Intellectual Property to Creator(s) who elects to market and protect the Intellectual Property. The return to
the University for a reassignment of ownership will be ten percent ( $10 \%$ ) of the net revenue generated by the Intellectual Property.

## D. Definitions.

1. "Creator" shall mean a faculty or staff member who invents, discovers or creates Intellectual Property using University resources.
2. "Intellectual Property" shall mean Academic Works and Technical Works.
3. "Academic Works" shall mean Intellectual Properties that are artistic, scholarly, instructional or entertainment in nature and are not Technical Works. Academic Works include instructional materials, books, journal articles, written reports of research to the extent that they do not contain Technical Works, creative writings, manuscripts, music and art work
4. "Technical Works" shall mean Intellectual Properties that are generally of a scientific, engineering or technical nature such as patentable or unpatentable inventions, devices, machines, processes, methods, invented or manufactured substances, and computer software.
5. "Nominal Use of University Resources" shall mean use that is customary or usual within the faculty, staff and student's appointment and assignment such as the use of an assigned office, computer, computing network, photocopier or similar reproduction device, telephone or similar telecommunication device, and office supplies in the ordinary support of his or her teaching, scholarly activities and service.
4.1.10.3 Oath of Teachers. Before serving in a teaching position, an appointee will have taken and subscribed the following oath or affirmation as required by Act 23 of the Public Acts of 1935 : "I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my position according to the best of my ability."
4.1.10.4 Research_Integrity Research, scholarship and creative activities are central to fulfilling the mission of the University. It is policy of the University that all employees, students, partners and affiliates always perform their roles related to research, scholarship and creative activity with ethical integrity. This requirement reflects a culture publicly committed to developing and fostering the highest standards of professional ethics. Research integrity is demonstrated in the decisions and actions that exemplify our core ethical values. The core ethical values in research related activities, including scholarship and creative performance, include: 1) truthfulness and honesty; 2) non-maleficence and beneficence; 3) trustworthiness, reliability, confidentiality, respect, and collegiality; and 4) accountability.
6. Truthfulness and Honesty. Intellectual and creative activities require thoroughgoing truthfulness and honesty in proposing, conducting and reporting research related activities, scholarship and
artistic performance.
7. Non-maleficence and Beneficence. Endeavors involving human or animal subjects require balancing non-maleficence with beneficence in minimizing burdens to research subjects in relation to the
potential benefits to those subjects and others.
8. Trustworthiness, Reliability, Confidentiality, Respect, and Collegiality. Research integrity requires trustworthiness and reliability in recognizing and building on the prior work of others, confidentiality in peer review and assessment, and respect and collegiality in interactions with colleagues and students.
9. Accountability. The broader community's welfare depends upon explicit researcher accountability for all research, scholarship and creative performance related activities, and for reporting misconduct about which one has direct knowledge.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - PARKING
BOT 4.1.11
Date of Last Update:
June 25, 2021
Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT
4.1.11 Parking

The university provides free open reserved parking as near to the faculty or staff member's work station or office as possible.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - KEYS
BOT 4.1.12
Date of Last Update:
June 25, 2021
Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

### 4.1.12 Keys

All faculty and staff members are issued keys and other equipment needed in the performance of their duties. All keys and such equipment must be used only as authorized and must be returned to the University upon termination of employment.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - IDENTIFICATION CARDS
BOT 4.1.13
Date of Last Update:
June 25, 2021
Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT
4.1.13 Identification Cards

Each faculty or staff member will be issued an identification card which must be surrendered upon termination. This card can be used for any purpose, at the University, requiring identification.

PERSONNEL POLICIES FOR PUBLIC SAFETY STAFF
BOT 4.8
Date of Last Update:
June 25, 2021
Approved By:
-Board of Trustees
Responsible Office:
Office of General Counsel

POLICY STATEMENT
4.8

All policies for public safety staff will be governed by the provisions of the collective_bargaining_agreement as ratified by the Board Policy 7.10 .

## HONORARY NAMING OF A PORTION OF A GVSU FACILITY POLICY

SLT 2.1
Date of Last Update:
June 30, 2014

## Approved By:

- Senior Leadership Team

Responsible Office:
Office of the President
POLICY STATEMENT
 such a person. A portion of a facility may be a classroom, laboratory, conference room or similar space.

- Nominations must be made in writing to the appropriate Vice President. With the support of the Vice President, the nomination will be forwarded to the Executive Associate to the President. The Executive Associate to the President will bring the nomination to the Senior Leadership Team who will review and give input to the President of the University. The President of the University will make the final determination on the naming of portions of facilities.
A nominee will typically have been employed by Grand Valley State University for a minimum of 20 years. In special circumstances the 20 -year minimum may be waived.
- The nominee must not be employed by the University at the time of the nomination. Nominations will be accepted only after a one-year waiting period following the end of the person's service
- The nomination must include specific examples of the nominee's contributions to the University.
- The names of portions of facilities honoring former members of the University community shall be considered permanent as long as that portion of the facility exists or its purpose has not changed or the President subsequently determines otherwise
- It is generally understood that entire University buildings or facilities will not be named in honor of a former member of the University community. (Please see Grand Valley State University Board of Trustees' Policies BOT 6.13.3, Naming of Buildings.
- Consideration for the naming of academic programs, centers, etc. will follow the same procedure as outlined above
 of the University. The Executive Associate to the President will communicate the President's decision to the requesting party and the appropriate Vice President.

POLICY ON POLICIES
SLT 2.2
Date of Last Update:
January 11, 2021

## Approved By:

-Senior Leadership Team

## Responsible Office:

Office of the Presiden

## POLICY STATEMENT

 policies will be:

- Formally approved and kept current
- Accessible to all parties in a centralized Grand Valley State University Policies website

Communicated to operating units in a timely manner
PROCEDURES
A Policy is characterized by the following criteria:

- It is a governing principle that provides specific rules and provisions for implementing Board policies and setting expectations for the administrative operation of the University.
- It has institution-wide application.
- It enhances the University's mission and connects it to individual conduct.

It helps ensure compliance with applicable laws and regulations and Grand Valley State University Board of Trustees policies, promotes operational efficiencies and reduces institutional risk.

- It may change infrequently and sets a course for the foreseeable future.
- It is approved by the President and/or the Senior Leadership Team.
 Trustees' Policies, and are not governed by this document. However, these policies may not conflict with the Board of Trustees' Policies or Senior Leadership Team (SLT) Policies.

The Grand Valley State University Board of Trustees' Policies will not include: curricular requirements for degrees, the basic terms and conditions of employment subject to collective bargaining, Academic \& Student Affairs Policies as published in the Faculty Handbook and Student Code, Catalog, or division-wide policies (approved by a Vice President in consultation with the President).

## Additional Policy Criteria for Vice Presidential Review

 Policy:
I. People

> -a. Does it impact inclusion or equity?
-b. Who will be affected; how many will be affected?
-i. Students
ii. Faculty
-iii. Staff
-iv. External or internal audience
-v. More than one department/division
vi. More than one campus
II. Money
-a. Is there a source of funding?
-b. Does it involve an expense or provide revenue?
-i. One-time expense
ii. On-going expense
-iii. Fee or refund involved
III. Space

- a. Does it affect or commit a use of space?
-b. Does it involve the use of University communication systems?

Policy Templates - Word and PDF Versions

Download Policy Flow Chart

## Senior Leadership Team

## Policy Review Flow Chart



POLICY FLOW CHART
SLT 2.3
Date of Last Update:
January 11, 2021
Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

IMAGES

## Senior Leadership Team

Policy Review Flow Chart


## January 8, 2021

## ART COLLECTION MAINTENANCE AND CARE POLICY <br> SLT 3.1 <br> Date of Last Update: <br> December 05, 2014 <br> Approved By: <br> - Senior Leadership Team <br> Responsible Office: <br> Art Gallery Department <br> POLICY STATEMENT

The Grand Valley State University art collection is made up of paintings, drawings, prints, sculptures, ceramics, textiles, and other works of art as defined by the Art Gallery Department but does NOT include plaques, signage, degrees, awards, and other similar items. The art collection is displayed on every University campus, and in nearly every University facility and building. Faculty and staff members, contractors, students, and other people with duties/responsibilities requiring them to come into contact with the University art collection are subject to the following policies and procedures to ensure that the University's legal, ethical, and fiduciary responsibilities for the safekeeping of these assets are maintained. For more details on all other internal art procedures, see the Art Gallery Collections Policy on thatt Gallery's website or contact the University Art Gallery at (616) 331-3638.

## PROCEDURES

## Maintenance and Care

 must have written permission from the Director of Galleries and Collections, Assistant Director, or the Curator of Collections Management before handling or moving any pieces of the art collection.

Building Construction/Renovation Projects
 of identifying upcoming projects that will affect the art collection.
 Services Project Managers will be identified and included on the project lists.

The Director of Galleries and Collections, or designee, will attend the bi-monthly Facilities Project Status meetings to be kept up to date on all ongoing university construction projects and timelines.
 This includes a preferred art removal lead-time notice of no less than two weeks. This notice will be made directly by contacting the Art Gallery office.


## Use and Acces

The University art collection shall be accessible for research and study by responsible investigators, subject to procedures necessary to safeguard the objects, the space in which they are located, and to restrictions imposed by limitations of exhibition requirement, availability of study space and facilities, and availability of appropriate curatorial staff as determined by the curator/manager in charge of the collection. The entire University art collection is made digitally accessible through an online searchable database and mobile device applications. Information about both may be found online at the Art Gallery website, www.gvsuedu/artgallery

## BRIDGE FUND REQUEST POLICY

SLT 3.2
Date of Last Update:
July 31, 2008

## Approved By:

-Senior Leadership Team

## Responsible Office:

Center for Scholarly and Creative Excellence

## POLICY STATEMENT

 award is an externally sponsored agreement (grant, contract, or cooperative agreement) that is signed by the duly authorized official of both the external sponsor and Grand Valley State University. It is important to note that any expenses incurred prior to an award and without the appropriate approvals place the University at risk.

However, in some extraordinary situations, effective project management or research necessitates incurring expenses prior to the receipt of a fully executed award. In such cases, Principal Investigators may request a "bridge fund" be established in anticipation of the fully executed award. Principal Investigators should contact the Office of Sponsored Programs (OSP) to initiate a Bridge Fund Request.

## PROCEDURES



 of the Principal Investigator to obtain the required signatures of the appropriate Chair/Unit Head, Dean, University Authorizing Official, and Executive Officer (Office of the Provost).
The Bridge Fund Request will be processed in a manner similar to the Request to Add A New Fund. However, attached to the Bridge Fund Request will be

1. Written verification from the sponsor (signed by the sponsor Grants/Contracts Officer) received by OSP
2. Bridge Fund Request Agreement signed by the Chair/Unit Head, Dean, and University Authorizing Official
3. A copy of the proposal application, narrative \& budge

 fund transition into the official FOAP for the project.
 the Department Chair/Unit Head having initiated and signed the initial Bridge Fund Request form.
This policy was effective August 1, 2007 and will be revisited for any revisions, changes, or sunset within one year of its effective date.
Contact Office of Sponsored Programs
Phone: (616) 331-6826
Website: htto://avsu_edu/arants

## COLLEGIALITY POLICY

SLT 3.3
Date of Last Update:
October 12, 2021

## Approved By:

- Senior Leadership Team


## Responsible Office:

Provost Office

## POLICY STATEMENT

Grand Valley State University has a tradition of collegiality and shared governance and strives to maintain these standards as a mainstay of its institutional culture. As a value stated in the Board of Trustees' policies as adopted by the Board of Trustees BOT 1.3:

A range of thoughtful perspectives is necessary for open inquiry, liberal education, and a healthy community. Recognizing this, we seek and welcome a diverse group of students, faculty and staff. We value a
 from Michigan, the nation and the world. We also encourage participation in educational opportunities abroad

In order to foster a healthy and diverse environment, we will act with integrity, communicate respectfully, and accept responsibility for our words and actions. This University is a community whose varied
 that occur among and between colleagues, subordinates, supervisors, administrators and students. Collegial interactions are essential to support that mission in an effective, efficient, and ethical manner.

## PROCEDURES

## FACULTY AND STAFF MEMBER

 head or supervisor. If circumstances make this too difficult or if this does not resolve the matter, the faculty or staff member may seek assistance from Human Resources or confidential support from the
 listed below.
Complaint Process:
Faculty members - Chapter 4.Section_2.18_0fthe_Faculty Handbook
Executive, Administrative and Professional Staff - Board_of Trustees' Policies 4.4.7
Professional Support Staff - Section 3.2.4 of the Agreement

STUDENT
If a student believes that they has been subjected to act(s) of non-collegiality, ideally, the individual should first try to discuss the matter with the offending person. If circumstances make this too difficult or if
 other available resources. If using this process does not resolve the matter or the student so chooses, a complaint may be filed using the appropriate process in the Student Code.

NOTE: The GVSU Collegiality Policy was modeled after policy from Northern Illinois University (www.niuedu)

DEFINITIONS
"Collegiality" defined:
Collegiality represents an expectation of a professional relationship among and between faculty, staff, and students with a commitment to sustaining a positive and productive environment as critical for the



 conformity nor excessive deference to the judgments of faculty, staff, and students; these are flatly oppositional to the free and open development of ideas. Evidence of collegiality is demonstrated by the protection of academic freedom, the capacity of faculty, staff, and students to carry out their professional and learning functions without obstruction, and the ability of a community of scholars to thrive in a vigorous and collaborative intellectual climate.

Non-collegial Behavior(s):

Allegations or complaints of repeated and unreasonable activity, or a severe non-collegial act, that clearly interferes with the professional working, learning, or other University environment, if verified, will constitute a violation of this policy. Such allegations will be examined in a reasonable, objective, and expedient manner, and in accordance with applicable federal and state laws and university due process procedures. It is crucial for the University to ensure the right of all faculty, staff, and students to perform their individual and collaborative roles in a workplace, learning or other University environment that is free from incivility, misuse of authority, intimidation, humiliation, retaliation, and infringement upon personal and academic freedoms. Non-collegial behaviors constitute bullying

## CONFLICT OF INTEREST IN RESEARCH POLICY

SLT 3.4
Date of Last Update:
October 21, 2022
Approved By:

- Senior Leadership Team


## Responsible Office

Center for Scholarly and Creative Excellence

## POLICY STATEMENT

The University is committed to transparency, integrity of scholarship, and independence as it pursues its mission to create, preserve, and disseminate knowledge through teaching, research, and community service. Accordingly, Grand Valley State University allows and encourages faculty and staff to engage in outside activities and relationships that enhance the mission of the University.
External sponsors, whether public or private, regularly institute conflict of interest disclosure requirements that the University must abide by in order to accept the funds and participate in the activity. The purpose of such requirements is to promote objectivity in research and to provide a reasonable expectation that the design, conduct, and reporting of sponsored activities will be free from bias arising from conflicting interests of participating personnel.
 for Scholarly and Creative Excellence (CSCE) are required to submit a conflict of interest and commitment disclosure to the Office of Research Compliance and Integrity. An "Investigator" is defined as any person, regardless of title or position, who has independent responsibility for some aspect of the design, conduct, or reporting of the research, scholarly, or educational activity. Investigators include Principal
 development or execution of a project in a substantive, measurable way, whether or not they receive compensation.

The required disclosure by Investigators must be submitted prior to entering into an agreement or submitting a proposal for award to an external sponsor, and at least annually while the agreement/award is
 Office of Research Compliance and Integrity (ORCI) shall be responsible for reviewing the disclosures and, in conjunction with the Research Integrity Officer (RIO), developing and instituting an adequate mitigation plan for the management of any potential conflicts related to sponsored research and agreements administered by the CSCE. The RIO serves as the designated institutional official and has the final authority to approve and oversee mitigation plans.
 Care and Use Committee (IACUC). Additionally, University personnel working on research funded by the Public Health Service (PHS) and/or other agencies that abide by PHS COI regulations, are subject to additional requirements in accordance with 42 C.F.R. Part 50.601 and 45 C.F.R. Part 94.5 . Additional reporting requirements may be required under these other policies and regulations.

The table below provides references to the applicable procedures to follow based upon the type of research/sponsored activity submission.
 contact the ORCI at 616-331-3197 or rci@gvsuedu

## TABLES

Procedures for conflicts of interest in research and sponsored activities.

|  | Submission Type | Policy/Procedures | Responsible Office/Committee |
| :---: | :---: | :---: | :---: |
| External funding applications and agreements administered by CSCE (i.e., sponsored program submissions, service agreements, testing agreements, material transfer agreements, data use agreements, research collaboration agreements, educational affiliation agreements, non-disclosure agreements) |  | C-n1. Procedures | Office of Research Compliance and Integrity |
|  |  | for Reporting Conflicts of Interest |  |
|  |  | and_Commitment in-Research_and |  |
|  |  | Sponsored |  |
| Institutional Review Board Protocol |  | IRB Prolicy 320. | Institutional Review Board |
|  |  | Researcher |  |

## COPYRIGHT POLICY

SLT 3.5
Date of Last Update:
May 06, 2015

## Approved By:

- Senior Leadership Team


## Responsible Office:

University Libraries

## POLICY STATEMENT

 copyright, but also supporting the rights of users of copyrighted material, including fair use and other exemptions from copyright. This policy outlines the role of the University Libraries in providing education, information, and support regarding copyright, in order to fulfill our mission of advancing intellectual growth and discovery at GVSU.

## PROCEDURES

The University Libraries work to educate and support our students, faculty, and staff by serving as an information resource on copyright law as well as the rights of creators, owners, and users of copyrighted materials. We provide detailed resources for understanding and working with copyright through our copyright guide:http://www_gvsuedu/library/copyright.
 please contact a librarianhttps://www.gvsu.edu/library/librarians
The University Libraries offer education and information, but we do not enforce others' compliance with copyright law, nor do we provide legal advice. We can help faculty, students, and staff understand how
 technology provided by the Libraries, such as scanners and photocopiers.
 decisions accordingly. However, we cannot make decisions for other users; we can only provide information and education. For legal advice pertaining to copyright and other intellectual property issues, we recommend that you contact the Division of Legal, Compliance \& Risk Management.

## EXPORT CONTROL POLICY

SLT 3.6
Date of Last Update:
April 24, 2019

## Approved By:

-Senior Leadership Team

## Responsible Office:

Center for Scholarly and Creative Excellence

## POLICY STATEMENT



 export laws/regulations. Similarly, GVSU Personnel may not transfer any controlled item, including technology and technical data, to any foreign nationals inside or outside the United States territory without approved documentation.
 high-technology devices or software, or traveling internationally. GVSU Personnel are responsible for the following:
(i) Ensuring their educational, research, and other University activities are conducted properly and in compliance with exportcontro_realations_all_reairements_of this_policy_and_any technolog_contral nlan on which they are included;

(iii) Notifying the Office of Research Compliance and Integrity at least 30 days prior to traveling on behalf of the University to any of the following locations:
(1) Embargoed_and/or_targeted_sanctioned_countries_identified_by the_Export_Administration_Begulations_and/or the_Office_of Foreign_Assets_Control and
(2) Prohibited_countries_identified_by the_International_Traffic_in_Arms_Beaulations
(iv) Obtaining pre-approval from the Office of Research Compliance and Integrity to take or ship any University property to an embargoed_targeted_sanctioned_and/or_nrohibited_country as defined in (iii) above; and
(v) Ensuring University business is not conducted with any individual or entity on a prohibited_narty_list_published_hy_the_Denartments_of_Commerce_State_or the_Treasury

It is essential that all GVSU Personnel keep current with information and training provided by the University. The Vice Provost for Research Administration (VPRA), or designee, is the University's Empowered Official who is responsible for overseeing the University's export compliance program

The University's Empowered Official or designee, is legally empowered to sign license applications or other requests for approval on behalf of the University and has authority to
(i) Enquire into any aspect of a proposed export or temporary import by the University,
(ii) Verify the legality of the transaction and the accuracy of the information to be submitted, and
(iii) Refuse to sign any license application or other request for approval without prejudice or other adverse recourse

For more information about export controls, please contact the Office of Research Compliance and Integrity at 616-331-3197 (htps://www ovsu_edu/export)

## NON-AFFILIATE/GUEST USE OF LIBRARY RESOURCES AND COMPUTERS

SLT 3.9
Date of Last Update:
October 02, 2023
Approved By:

- Senior Leadership Team


## Responsible Office

## POLICY STATEMEN

Grand Valley has developed this policy in cooperation with its libraries and library staff to outline the policy guest usage of written materials, books and documents housed within the library as well as library computer resources.

Tours
 be restricted during mid-term and final exam study periods

General building tours may be requested by calling 616.331.3500.
 limited to fifteen per session. Inquire at the Service Desk upon arrival. Self-guided tour brochures are available at the Service Desk

GVSU course specific tours of any of the University Libraries locations may be requested, please contact your subject librarian
 and building tour by contacting University Libraries Administration at 616.331.2606

## Library Resources

Borrowing of GVSU library items requires a valid GVSU ID, or GVSU Alumni Card.

## Computer Access


 need of accessing our government depository collections.

## Room Reservations

The University Libraries is oriented toward the students, faculty and staff of Grand Valley State University. Room reservations are limited to GVSU affiliated individuals and require authentication.

## Minor Guests

In accordance with section V of the Minors on Campus Policy (SIT.9.8), the Libraries are not considered a venue appropriate for unescorted or unsupervised minors. Authorized representatives may check out items for minors, and in doing so, assumes responsibility for the material.

In accordance with the Minors on Campus Policy section IV, minors who are enrolled in GVSU courses, have all privileges and responsibilities of students using the Libraries.

EXTERNALLY SPONSORED PROJECTS POLICY
SLT 3.11
Date of Last Update:
September 04, 2019

## Approved By:

- Senior Leadership Team

Responsible Office:
Center for Scholarly and Creative Excellence

## POLICY

 Sponsored Projects do not include Purchasing Agreements or Philanthropic Gifts

The purpose of this policy is to help ensure that all proposals and awards for externally sponsored projects conform to federal regulations, including the Office of Management and Budget 2 CFR 200 -Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (a.k.a., the Uniform Guidance)—and are consistent with GVSU's academic and business policies and sound fiscal practices

## POLICY STATEMENT

Only an Authorized Organizational Representative of the University may submit proposals to fund and/or otherwise support externally sponsored projects on behalf of the University
 The University will not normally accept awards received from outside sources without prior proposal approval as provided in this policy.

## DEFINITIONS

 agency must have legal authority to award assistance agreements for this purpose. Grants or cooperative agreements are used to award assistance funds.
Authorized Organizational Representative: An Authorized Organizational Representative is the Vice Provost for Research Administration and any University employee(s) to whom the Vice Provost for
 the authority to submit proposals, accept awards, and sign contracts and agreements for Externally Sponsored Projects on behalf of the University.

Externally Sponsored Project: Externally Sponsored Projects include all projects supported by way of grants and cooperative agreements (direct Assistance Actions); incoming or outgoing sub-recipient agreements or subawards (pass-through Assistance Actions); certain incoming or outgoing contracts (i.e., externally sponsored Procurement Actions), including direct contracts, service_agreements_and ansulting_agreements: pass-through subcontracts and service agreements; and certain other agreements, including master collaboration agreements, material transfer agreements, and data-use agreements-whether funded or unfunded. Externally sponsored projects do not include Purchasing Agreements or Philanthropic Gifts.

 the charitable nature of this type of giving.

Procurement Action: The main purpose of a procurement action is to acquire property or services by purchase, lease, or barter for the use or direct benefit of the purchaser (whether the purchaser is the university purchasing from an outside entity or an outside entity purchasing services from the university). An agreement or contract is used as the legal instrument to award a Procurement Action
 purchasing agreements include software licenses, pricing agreements, equipment maintenance agreements, custodial and facilities services, landscaping services, and office supply-vendor agreements.

For more information about this policy and the procedures established to ensure compliance with it, please contact the Office of Sponsored Programs at 616-331-6826 or 0 asp@gsuedu

ALLOWABLE COST POLICY
SLT 3.11.1
Date of Last Update:
September 04, 2019
Approved By:

- Senior Leadership Team

Responsible Office:
Office of Sponsored Programs

POLICY
 Federal cost principles prescribed in 2 CFR 200 Subpart E, $\S 200.400$; the policies of the sponsoring agency; the specific funding solicitation for which the cost is proposed; and all applicable policies of the University.

Specifically, in order to be deemed an allowable cost on such a project, the cost of any particular item must:
 under the circumstances prevailing at the time the decision was made to propose or incur the cost (§200.403-404).
2. Be fully allocable to the particular awarded project or be proportionally allocable to it and another cost objective according to the relative benefit derived (§200.405)
3. Be treated consistently. A cost may not be assigned to a sponsored project as a Direct Cost if any other cost incurred for the same purpose in like circumstances has been allocated to the awarded project as an Indirect Cost. University policies governing the treatment of costs must apply uniformly to both sponsored-and non-sponsored activities. Like expenses must be treated the same in like circumstances (§200.400(e)),

Such costs much also meet one of the following two criteria:

1. Be an item or category of cost that is not expressly disallowed by the federal government (guidance available at §200.420-475, General Provisions for Selected Items of Cost); the sponsor (as documented in sponsor policy statements and in the applicable sponsor funding solicitation); or the University (as defined below under Unallowable Costs and documented in the Business_and Finance. Procedures and the Hniversity-Wide_Policies); OR
 executed by an Authorized Organizational Representative of the University. If an expense does not meet the above criteria, it must not be charged to an externally sponsored project at the University.

## DEFINITIONS

Direct Costs are expenses that are specifically associated with a particular externally sponsored project that can be directly assigned to such activities with a high degree of accuracy.
Indirect Costs (also referred to as Facilities \& Administration [F\&A] or overhead costs) are expenses that cannot be identified specifically with a particular project or activity. Indirect costs benefit multiple
 The indirect costs included in this rate are made up of two broad categories: Facilities and Administration

Facilities costs include:

- Custodial and Maintenance
-Utilities
-Grounds Services
- Parking Operations, less parking fines and fees
-Property and Liability Insurance
- Facility Planning and Management
- Engineering Planning and Management
-Depreciation
Administration costs include all the expenses incurred in providing the following university services:
- Central Administration
- Business \& Finance, including financial audit
-Human Resources
- Legal Services
- Inclusion \& Equity
-Library Operations
- Administrative Computer Operations
- Grants and Research Administration
- Department Administration, as defined by the federal government to be $20 \%$ of Dean and Dean's assistant compensation
- Mail Services

Public Safety
-University Communications
Federal Cost Principles are the Federal regulations that govern expenditures on federal awards and which also apply to non-federal awards to GVSU because of the University's required federal compliance under 2 CFR 200 Subpart F: Audit Reporting.

Prior Written Approval is a formal permission the University must document before it proposes or incurs a special or unusual cost that may be deemed unallowable under the federal cost principles under normal circumstances.

Requests for prior written approval must be rationalized in writing as allowable under an "unlike circumstances" justification by the University personnel who wish to propose the special or unusual costs. The
 EXTERNA LY SPONSOBED PROJECTS POUCY).

In accordance with the Uniform Guidance at 2 CFR 200, prior written approval from the sponsor is explicitly required (either in the awarded proposal budget, during award negotiation, or prior to incurrence of costs in the event that the expense is to be proposed post-award) for a number of items, including the following:

1. Administrative expenses ( $\$ 200.413$ (c))
2. Change of scope ( $\$ 200.308$ (c)(1))
3. Cost sharing or matching (§200.308 (c)(7))
4. Entertainment costs (§200.438)
5. Equipment and other capital expenditures (§200.313, 439)
6. Exchange rates ( $\$ 200.440$ )
7. Fines, penalties, damages and other settlements ( $\$ 200.441$ )
8. Fixed amount subawards ( $\$ 200.332$ )
9. Fund raising and investment management expenses ( $\S 200.442$
10. Memberships in any civic or community organization (§200.457 (c))
11. Organization costs (§200.455)
12. Participant support costs, any transfer of budget (§200.308 (c)(5)) and (§200.456)
13. Rearrangement and reconversion expenses (Renovations) (§200.462)
14. Selling and marketing costs (§200.467)
15. Subawards, any changes or transfers (§200.308) (c)(6))
16. Supplemental compensation for incidental activities ( $\$ 200.430$ (h) (ii))
17. Use of program income ( $\$ 200.307$ )
 the federal cost principles, are not allowable on any sponsored program. Exceptions are possible with a strong justification for unlike circumstances and with prior written approval (as defined above) from the Authorized Organizational Representative of the University and the sponsor

Unallowable costs include:

1. Advertising and public relations
2. Advisory councils
3. Alcoholic beverages
4. Alumni/ae activities
5. Bad debt expense
6. Collections of improper payments
7. Commencement and convocation costs
8. Contributions and donations
9. Entertainment costs
10. Fines, penalties, damages and other settlements
11. Fund raising and investment management costs
12. Lobbying
13. Intra-Institution of Higher Education (IHE) Consulting
14. Losses on other awards or contracts
15. Club, social, dining club or lobbying organization memberships
16. Proposal costs
17. Meals and travel associated with lobbying, fund raising, alumni activities
18. Student activities
19. Passports and immigration visas

For more information about this policy and the procedures established to ensure compliance with it, please contact the Office of Sponsored Programs at 616-331-6826 or 0 esp@gsuedu

## COST SHARING POLICY FOR EXTERNALLY SPONSORED PROJECTS

SLT 3.11.2
Date of Last Update:
September 04, 2019

## Approved By:

- Senior Leadership Team

Responsible Office:
Office of Sponsored Programs

POLICY
Grand Valley State University (the University) shall minimize cost sharing on all externally sponsored projects (as defined at SLT 3.11: EXTERNALLY SPONSORED PROJECTS POLICY).
The University will allow cost sharing on such projects under the following conditions:

1. When it is required by the sponsoring agency (Mandatory Cost Sharing) as documented in a proposal solicitation, program description, sponsor policy, Catalog of Federal Domestic Assistance record, broad agency announcement or other official sponsor document.
2. When a reasonable justification is made that provision of Voluntary Cost-Sharing (whether Committed or Uncommitted) will improve the competitiveness of a proposal.

Further, in cases under which the University will allow cost sharing:

1. The proposed cost sharing must be thoroughly and accurately quantified;
2. The proposed cost sharing must represent an allowable cost (as defined in SLIT.11.1ALLOWABLECOSTPROLC ;
3. The proposed cost sharing must be limited to what is required by the sponsor (Mandatory Cost Sharing) or to what is deemed reasonable by the Appointing Officer (as defined in BOT 4.1.1: GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - PERSONNEL ADMINISTRATION) who has authority over the resources proposed to be committed (Voluntary Cost Sharing);
4. The approval to subsidize all proposed cost sharing must be documented by the Appointing Officer who has authority over the resources proposed to be committed;
5. The quantification and approval of cost-sharing subsidies must be documented and approved by the Authorized Organizational Representative of the University (as defined at SLI 3.11. EXIERNALIY SPONSOREDPROJECTSPOUCY) using the standard systems and processes of the Office of Sponsored Programs; AND
 requirements.

## DEFINITIONS

 resources that would generally otherwise be devoted to other University purposes.

There are three forms of cost sharing:

1. Mandatory Cost Sharing, which is required by the sponsor as an award condition and becomes an obligation once an award is made;
2. Voluntary Committed Cost Sharing, which is voluntarily offered and documented in a proposal submission and therefore becomes an obligation once an award is made; and
3. Voluntary Uncommitted Cost Sharing, in which voluntary cost sharing is intended, but not explicitly committed (documented) in a proposal, and therefore not a binding commitment that must be tracked and reported.

For more information about this policy and the procedures established to ensure compliance with it, please contact the Office of Sponsored Programs at 616-331-6826 or osp@gvsu.edu.

## SUPPLEMENTAL COMPENSATION ON EXTERNALLY SPONSORED PROJECTS POLICY

SLT 3.11.3
Date of Last Update:
September 04, 2019

## Approved By:

- Senior Leadership Team


## Responsible Office:

Office of Sponsored Programs
POLICY
 EXTERNALYSPONSORED PROJFCTSPOUCY). In most cases, funding from such projects must supplant, not supplement Institutional Base Salary during the Base-funded Appointment Period.
 policy, faculty member compensation for sponsored-project work at the University must offset Institutional Base Salary through:

1. The use of Significant Focus Time (as defined in SG301.FACUITY RESPONSIRIUTIES);
2. The application of Reassigned Time (as defined in SG3.03: REASSIGNED TIME); or
3. Some combination of Significant Focus Time and Reassigned Time.

 Officer and Executive Officer.

In order to charge Supplemental Compensation to federally funded Externally Sponsored Project accounts at the University, the work performed must be justifiable as Intra-Institution of Higher Education Consulting as defined at 2 CER $200.430-C O M P E N S A T I O N: P F R S O N N E L$ SERVICES, which limits such charges according to their adherence to specific criteria. Such consulting must be:

1. Across departmental lines or involve a separate or remote location that is at least 30 miles away from the employee's University campus office;
2. Outside the scope of the employee's regular appointment as documented in the employee's appointment letter;
3. Short term in nature; and
4. Provided for in the sponsored agreement, or approved in writing by the sponsoring agency prior to the incurrence of applicable expenses.
 as the sponsoring agency

## DEFINITIONS

## Base Appointment Period at the University generally falls into one of two categories:

1. An Academic Year Appointment is comprised of the nine-month span from August 6 of a given calendar year to May 5 of the following calendar year.
2. A 12-month Appointment is comprised of the twelve-month span from August 6 of a given calendar year to August 5 of the following calendar year.

Institutional Base Salary is the annual salary the University pays for an employee's appointment, regardless of appointment category and whether the employee's time is spent on research, teaching,
 their University responsibilities such as Private Consulting

Private Consulting refers to works for hire performed by a University employee outside of their University responsibilities. To be deemed private consulting, work must be performed without the use of any

 ANDCONSUUTING AGBEFMENTS PRY
 payments for services outside the normal scope of employment.
For more information about this policy and the procedures established to ensure compliance with it, please contact the Office of Sponsored Programs at 616-331-6826 or 0 esp@gsuedu

FACILITIES AND ADMINISTRATIVE COST POLICY
SLT 3.11.4
Date of Last Update:
July 13, 2016

## Approved By:

-Senior Leadership Team
Responsible Office:
Center for Scholarly and Creative Excellence

## POLICY STATEMENT

Grand Valley State University's Facilities and Administrative (F\&A) rate (also known as the indirect-cost rate) is established in accordance with the Federal Office of Management and Budget under 2 CFR 200 Uniform Guidance (previously A-21). The rate is negotiated between the University and the U.S. Department of Health and Human Services, the cognizant federal agency that oversees the administration of sponsored agreements at the University. The University's F\&A rate reflects the cost of real, auditable expenses incurred in the conduct of sponsored research and programs. Included among these costs are depreciation costs of buildings and equipment, maintenance and repairs, janitorial services, utilities, hazardous waste disposal, libraries, and general administrative costs such as sponsored programs administration, departmental administration, and general administration (accounting, purchasing, legal services, personnel, and compliance). These costs are "indirect" because they are not easily identified
 and therefore must be applied to all sponsored projects. For reasons of sound management and equitable stewardship of resources used in support of all sponsored activities, it is expected that all sponsored projects recover full F\&A costs.

## PROCEDURES

## Facilities \& Administrative (F\&A) Cost Recovery Policy

It is the University's policy that all proposals and agreements for sponsored research, including subawards and industry contracts, are subject to the recovery of facilities and administrative costs (F\&A) at the University's approved and published rate. In some cases, the sponsor has a written policy, uniformly applied, prohibiting F\&A costs or restricting the payment of such costs to a lower rate. An exception to the

 F\&A when funding a sponsored project. Designation of a sponsored award as a gift will not preclude the recovery of indirect costs if such costs are allowed by the donor.

## Facilities \& Administrative (F\&A) Cost Return and Use Policy:

 based upon the F\&A costs recovered on sponsored projects during the preceding fiscal year (July 1 - June 30). For sponsored awards originating within academic units with a tenure stream Faculty Principal Investigator, recovered funds are distributed as follows.

- Faculty Principal Investigator - 12.5\%*
- Faculty Home Department - 7.5\%
- Appointing Officer of unit generating the recovered funds $-20 \%$
-Provost - 20\%
- General Fund (Facilities Infrastructure) - 40\%

For all other proposals, recovered funds are distributed as follows

- Appointing Officer of unit generating the recovered funds $-40 \%$

Provost - 20\%

- General Fund (Facilities Infrastructure) - 40\%
 support for research projects. Indirect cost recovery funds cannot be used to increase the principal investigator's annual compensation. Indirect cost revenue recovered on Financial Aid expenditures will not be allocated and all proceeds will be returned to the General Fund.
Charter Schools are not considered a sponsored program and therefore not affected by this policy.
*Note: if the recovered funds allocated to the Faculty PI are less than $\$ 500$, funds will be deposited into departmental FOAPs rather than individual Faculty PI FOAPS


## GENERAL RESPONSIBILITIES OF PRINCIPAL INVESTIGATORS/PROJECT DIRECTORS POLICY

SLT 3.11.5
Date of Last Update:
April 03, 2013
Approved By:

- Senior Leadership Team


## Responsible Office:

Center for Scholarly and Creative Excellence

## policy statemen

The Principal Investigator/Project Director is responsible for a variety of general responsibilities, which are outlined in the following section

## PROCEDURES

## Responsibilities

The following General Responsibilities form shall be provided by OSP to each Principal Investigator at the time of award. The Principal Investigator is responsible for signing and returning the original to OSP
 for:

- Compliance with the award terms and conditions. Notifying OSP of potential scope, budget or schedule shifts, and requesting/obtaining Authorizing Official review and approval of such, if required
 documents must be attached to the RANF form. The RANF will not be processed without these attachments
- Ensuring that the Salary Request is prepared and signed by the Unit Head/Dean and other appropriate individuals. Salary Request letters accompany the signed RANF form.
- Management of the grant, contract/subcontract, or cooperative agreement and conducting the project to meet project goals and objectives while adhering to agency guidelines and GVSU policies and procedures.
- Ensuring that all individuals involved in the administrative and financial aspects of the award receive BANNER training

The Office of Grants Accounting will assist with the invoicing and accounting process. The PI is also responsible for ensuring that all grant expenditures are reviewed on a monthly basis (at a minimum) and ensuring that those expenses incurred are approved in the BANNER system.

- Ensuring that for those items acquired or purchased under the terms of the award and with grant funds that sponsor requirements and GVSU Purchasing Procedures are followed.
- Ensuring that all project expenditures are directly related to the project and necessary to meet project goals and objectives. Knowing the cost sharing requirements that were committed in the budget approved by the agency and GVSU and insuring that these obligations are met.
- Certifying the time/effort of personnel paid by the grant, contract/subcontract, or cooperative agreement, or cost sharing/matching time on the project.
- Completing a Conflict of Interest Financial Disclosure form, and having no conflict of interest that could affect the conduct of the project. Any such possible conflict of interest must be reported to OSP as soon as it is apparent.
- Ensuring that the PI as well as all undergraduate, graduate, or post-doctoral students receive Responsible Conduct of Research training, if required by the sponsor. Pls and students are required to sign a Completion of Training form confirming the date, receipt, and satisfactory completion of this training. The form must be returned to OSP for the record file.
 Use_Policy for the use of animals in research.
- Ensuring compliance with the GVSU policy on Political Activity, as well as ensuring compliance with the terms and conditions of an award governing such activity.
- Submitting required reports and/or documentation in a timely manner.
- Certifying that the PI, and any subcontractor or sub-recipient on this project, is not debarred, suspended or proposed for debarment by any federal entity. The PI agrees to notify the University (both OSP and Purchasing Dept.) of any change in this status, should one occur, until such time as an award is made under a procurement action. See www.sam.gov


## SERVICE AND CONSULTING AGREEMENTS POLICY

SLT 3.11.6

## Date of Last Update:

October 15, 2018

## Approved By:

- Senior Leadership Team


## Responsible Office:

Center for Scholarly and Creative Excellence

## POLICY STATEMENT

This document establishes Grand Valley State University's (University) official policy governing the approval and management of service or consulting agreements that employees through the University, meaning cases in which the University would be the contracting party. These are agreements under which Principal Investigator (PI)-Eligible faculty and/or Administrative/Professional (A/P) staff members are

 agreements could have other labels or titles.


 resources.


 the activity in question meets the General Criteria of this policy.

By way of illustration, but without limitation, services that PI-Eligible faculty and A/P staff members may seek to provide through this policy may include:

- Performing an evaluation or assessment of an external program, such as an educational program or public-health initiative;
- Establishing rating criteria, such as standards for measuring health or safety outcomes;
- Providing technical assistance to a foreign government in areas such as social, health or economic services;
- Delivering professional-development services;
- Partnering with industry to engage students in technical projects the delivery of which will contribute to the educational goals of the students involved; and/or
- Assisting a city government in its urban planning.


## PROCEDURES

 efficiency, proper oversight of compliance and financial management, and ensure the success of externally sponsored projects at the University.

## DEFINITIONS

 University and to accept on behalf of the University any awards, contracts, or agreements resulting from such proposal submissions or other solicitation processes.

PI-Eligible: University faculty and AP staff members who are documented as eligible to serve as a Principal Investigator as defined in the University's Principal Investigator Eligibility Policy.

## Benefits and Risks

Often, participating in service agreements involves high-profile and challenging projects that may benefit members of the university community by, for example:

- Adding significantly to faculty, staff, and student expertise;
-Demonstrable connections to curricular and co-curricular development, new teaching cases, program development in executive education, and professional development;
- Engaging faculty in domestic and international matters that are highly relevant to their teaching and scholarship, or employees in their administrative responsibilities; and/or
- Initiating or reinforcing strong institutional relationships that can serve long-term University interests.
 risks that need to be managed. Service and Consulting Agreements are more complicated for the University to manage than routine sponsored-project agreements because of the expectations of the external entities, who perceive themselves as clients or customers rather than sponsors.

The following potential risk factors will be considered in the evaluation of Service and Consulting Agreements:
-The University, as the contracting party in these agreements, bears the risk of liability or reputational harm for non-performance or poor performance of agreed-upon tasks and for unsatisfactory contract "deliverables." Potential risks reach beyond the payments to the University and could include monetary damages from the downstream effects of contested performance.

Unlike in sponsored-project arrangements (i.e., assistance awards, such as grants or cooperative agreements), in which the sponsor may be presumed to be committed to the principles of objective science or the enhancement of the public welfare, "clients" or "customers" in service arrangements may be more focused on obtaining specific results and will likely be more involved in directing performance of the services. Institutional integrity and impartiality may be called into question if expectations are not properly managed at the outset.
-The use of the University's students and staff to assist in these projects also raises unique policy issues. The University has a duty to students in particular. They should not be made to work on projects unless the work advances their educational goals. The interests of employees, students, and the institution must be safeguarded in the negotiation of such arrangements to assure them that they may generate and publish works of scholarship, receive proper credit for their work, obtain appropriate intellectual property or other proprietary rights in the work product, and avoid confidentiality or other obligations that may compromise transparency and injure reputations.

- Special attention must be paid to assure that these arrangements comply with the university's obligations as a tax-exempt organization (e.g., IRS regulations regarding Unrelated Business Income).


## General Criteria

The proposed Service and Consulting Agreement must:

1. Advance the core mission of the academic or non-academic organizational units that will carry it out;
2. Provide a significant institutional and/or public benefit; and,
3. If students are to participate in the activity, provide both a learning experience that advances student educational goals and that students will be free to use and disclose details of the experience in their academic and career pursuits, unless a Non-disclosure Agreement has been approved by the Office of the Vice Provost for Research Administration.
 using University procedures for sponsored activity.
In addition, the proposed Service and Consulting Agreement must:
4. Present manageable and limited risks;
5. Be accurately budgeted to generate sufficient revenue to pay for full performance that includes both the direct charges associated with the activity and the university's full federal negotiated facilities \& administrative cost rate;
6. Be properly accounted for from a tax perspective;
7. Be reviewed and processed by the Technology Commercialization Office and the Office of Sponsored Programs (which may include the execution of a non-disclosure agreement to protect the intellectua property of the parties to the agreement; and
8. Receive approval from the employee's Appointing Officer.
9. Be approved and submitted by the Vice Provost of Research Administration and/or designee.
 complies with:
10. The contracted scope of work, timeline, and all agreed deliverables;
11. All applicable federal and state laws and regulations (e.g., export controls, use of human or animal subjects, intellectual property rights, disclosure and mitigation of financial and other conflicts of interest); and
12. All relevant University policies, such as invoicing for payment via the central accounting office of the University, and the use of the University's name, facilities, equipment, supplies, and other resources.

## PRINCIPAL INVESTIGATOR ELIGIBILITY POLICY

## SLT 3.11.7

Date of Last Update:
October 15, 2018

## Approved By:

- Senior Leadership Team


## Responsible Office:

Center for Scholarly and Creative Excellence

POLICY
This policy establishes the eligibility requirements for and the duties and responsibilities of all Principal Investigators (PI) at Grand Valley State University (University). The policy also provides for the establishment of formal processes to request and approve exceptions to the PI eligibility requirements.

## POLICY STATEMENT

 compliance matters relating to the project. It is the policy of Grand Valley State University that only eligible University faculty, staff, and trainees and appointees (when appropriate) may serve as the PI on externally sponsored projects to be carried out on behalf of the University.

PI eligibility is conferred in one of two ways: (1) automatically, by position, and (2) via special request, both subject to training as required by this policy.

1. Automatic Eligibility: PI eligibility is automatically conferred upon tenured and tenure track faculty at the rank of Professor, Associate Professor, or Assistant Professor.

Special-Request Eligibility: If PI eligibility is not conferred automatically, it may be conferred by Special Request of the employee's authorizing official (dean, provost, vice president) or their designee(s)).
 associate director, and other Administrative/Professionals (regular, full-time employees), as they deem appropriate. These personnel are all subject to standard Compliance and Training requirements for PI Eligibility.

## 1. Fellowships and Training Opportunities

 funding opportunity announcement and a Pl-eligible faculty or staff member is identified and documented as their sponsor/mentor. In this circumstance, a trainee's PI eligibility is conferred and verified by the applicable Department/Unit Head's approval during the internal proposal-routing process. It is not necessary to document approval of trainee PI eligibility via Special Request.

Trainee PI status is consistent with the treatment of all Special Requests for PI eligibility, in that it is conferred on a case-by-case basis; it does not confer blanket PI eligibility status for any other externally sponsored projects

## Compliance and Training Requirements


 Controller.

## PROCEDURES

 operational efficiency, proper oversight of compliance and administration, and the success of externally sponsored projects at the University
It is the responsibility of the Office of Sponsored Programs to review all proposals to fund externally sponsored projects to determine and document PI eligibility prior to proposal submission. Proposals put
 the standard approval process will generally not be accepted by the University

## Responsibilities of All Principal Investigators

 of the project. This includes managing the project within funding limitations and all of the terms of the award, assuring that the sponsor is notified when significant conditions related to project status change,
 sponsor and University requirements. While responsibility for the day-to-day management of project finances may be delegated to administrative or other staff, accountability for compliance with federal requirements, University policies, and sponsor requirements ultimately rests with the PI. The full cooperation and vigilance of the PI, along with the University, is necessary to maintain the stewardship role.

1. Preparation of Proposals

Principal Investigators have primary responsibility for planning and carrying out the preparation and submission of proposals for external support. Although Pls may have administrative staff to assist with the proposal-development process, they are ultimately responsible for the quality and scientific integrity of the proposal, and for understanding and complying with all University policies for managing external support.
a. Technical Proposal

The Principal Investigator is responsible for preparing the technical proposal.
b. Proposal Budget

The Principal Investigator prepares, or directly supervises the preparation of, all aspects of the proposed budget and budget justification. This responsibility includes coordination with Procurement Services and compliance with all procurement policies and procedures. It also includes identifying any requests and sufficient resources for cost sharing (including matching funds); the need for space or space modifications (including any accommodations for large and/or unusual equipment); and the need for outside collaborators (sub-recipients, contractors, consultants). The PI ensures all costs are allowable, allocable, and reasonable for the project in accordance with the federal cost principals set out in OMB 2 CFR 200, and that all proposals include full recovery of all anticipated project costs. Full recovery includes recovery of indirect costs at GVSU's negotiated federal rate or (in the case of non-federal sponsors or federal training grants) the maximum rate allowed under published sponsor policy.
c. Regulatory Requirements

The PI is responsible for anticipating whether the research will involve human subjects, live animals as subjects, recombinant DNA, infectious agents, narcotics or biological toxins, human blood or body fluids, radioactive materials, hazardous materials, export controls, conflicts of interest, or other regulated activities requiring University review or clearance. The PI is responsible for preparing information and forms required for review by the University's Office of Research Compliance \& Integrity
d. Project Approvals

The Principal Investigator prepares, or directly supervises the preparation of, and electronically signs internal proposal-approval forms, and requests required approvals in a timely fashion.
2. Acceptance of the Award
 award.
 managing the award in accordance therewith.
3. Conduct and Management of Award
 and conditions, including the performance of all sub-recipients. The Principal Investigator is also responsible for the management of the award budget and expenditures in accordance with federal, GVSU, and sponsor requirements. This responsibility includes attesting to the allowability, allocability, and reasonableness of all expenditures. Principal investigators are responsible for routine monitoring of the status of grant accounts to prevent overdrafts and incorrect charges and to ensure that unallowable costs are not charged to an award.
The Principal Investigator is responsible for the timely submission of all required programmatic reports, interim and final. The information contained in such reports must be supported by adequate documentation. The Principal Investigator will provide copies of all required programmatic and progress reports to the OSP and the Grants Accounting office.

## DEFINITIONS



 purchasing agreements or philanthropic gifts.

Principal Investigator (PI): An individual with a formal affiliation with the University, normally an employee, who is or becomes eligible under this policy to submit a proposal for extramural support for a research, training, public-service, or other externally sponsored project, who personally participates in the project to a significant degree, and who has primary responsibility for the scientific, technical, programmatic, and administrative conduct and reporting of the project, including compliance and financial matters. A Principal Investigator who is the head of a training or other sponsored project may be known as a Project Director. For the purposes of this policy, the terms shall be considered equivalent. The University only recognizes one individual as the Principal Investigator and this individual must personally participate in the project to a significant degree.



 and other types of "team science" projects that are not optimally served by the single Principal Investigator model. Such models typically require a single "Contact PI" and special justification in the form of a Multi-PI Plan that documents processes for project governance and resolution of conflicts.

## TEXTBOOKS AND COURSE MATERIALS POLICY

SLT 3.12
Date of Last Update:
October 10, 2016

## Approved By:

- Senior Leadership Team


## Responsible Office:

Provost Office

## POLICY STATEMENT

Textbooks and related course materials continue to be essential to the delivery of knowledge. For various reasons, the cost of those materials has continued to rise. The goal of the University is to provide the
 freedom.

PROCEDURES
 overseeing the practices of the GVSU Laker Store.
Responsibilities of the Faculty:

- Faculty members shall submit lists of required textbooks, recommended textbooks and supplemental course materials to the GVSU Laker Store by the specified deadlines

Faculty are expected to compare various textbook options and to make the selection by taking into account pedagogical value, price, and availability. If all other considerations are about the same, the less expensive option should be selected. When there are multiple sections of a course taught by different instructors, it is preferable (but not required) that departments order the same textbook for all sections, in order to benefit students who may be adjusting their schedule during drop/add week and to support inventory management for the GVSU Laker Store.

When faculty wish to require the purchase of any published textbooks or materials for which they have or will receive royalties or revenue, this decision shall be reviewed by the Unit Head, who shall determine whether the selection is appropriate, taking into account the criteria above. The purpose of the review is to disclose and to manage any actual or potential conflict of interest. The Unit Head may authorize that the review be conducted by a designee if certain disciplinary expertise is needed or if the Unit Head cannot provide a neutral review. If the Unit Head cannot identify a designee, then the review shall be conducted by the Dean or designee

Responsibilities of the GVSU Laker Store:

- The GVSU Laker Store will continue to reduce textbook prices whenever possible
-The GVSU Laker Store will buy back used textbooks, and the following semester make the used copies available at reduced price and display them next to the new ones.

When filling departmental textbook orders, the GVSU Laker Store shall acquire as many used but still up to date copies as possible, make them available at reduced price, and place them next to the new ones.

- The GVSU Laker Store will display the required texts and materials with the course instructors' names and course section numbers. This will help students make informed decisions when finalizing course schedules.

TRAINING OF PERSONNEL INVOLVED IN ANIMAL RESEARCH
SLT 3.13
Date of Last Update:
July 31, 2008
Approved By:

- Senior Leadership Team


## Responsible Office:

Center for Scholarly and Creative Excellence

## POLICY STATEMENT

 as described below.

## PROCEDURES

The Animal Welfare Act (AWA) Sec. 2.32 (a), (b), and (c) specify
(a) It shall be the responsibility of the research facility to ensure that all scientists, research technicians, animal technicians, and other personnel involved in animal care, treatment, and use are qualified to perform their duties. This responsibility shall be fulfilled in part through the provision of training and instruction to those personnel.
(b) Training and instruction shall be made available, and the qualifications of personnel reviewed, with sufficient frequency to fulfill the research facility's responsibilities under this section and $\S 2.31$
(c) Training and instruction of personnel must include guidance in at least the following areas:
(1) Humane methods of animal maintenance and experimentation, including:
(i) The basic needs of each species of animal;
(ii) Proper handling and care for the various species of animals used by the facility;
(iii) Proper pre-procedural and post-procedural care of animals; and (iv) Aseptic surgical methods and procedures;
(2) The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress;
(3) Proper use of anesthetics, analgesics, and tranquilizers for any species of animals used by the facility;
(4) Methods whereby deficiencies in animal care and treatment are reported, including deficiencies in animal care and treatment reported by any employee of the facility. No facility employee, Committee member, or laboratory personnel shall be discriminated against or be subject to any reprisal for reporting violations of any regulation or standards under the Act;
(5) Utilization of services (e.g., National Agricultural Library, National Library of Medicine) available to provide information:
(i) On appropriate methods of animal care and use;
(ii) On alternatives to the use of live animals in research;
(iii) They could prevent unintended and unnecessary duplication of research involving animals; and
(iv) Regarding the intent and requirements of the Act.

The PHS Policy, Section IV.C.1.f. places the responsibility specifically with the IACUC to ensure that personnel conducting procedures on research animals are appropriately qualified and trained in those procedures. The Institutional Animal Care and Use Committee may require additional training for each individual, depending on their prior training and experience with animals.

## UNITED STATES GOVERNMENT DOCUMENTS INTERNET USE

SLT 3.14
Date of Last Update:
July 31, 2008

## Approved By:

-Senior Leadership Team

## Responsible Office:

University Libraries

POLICY STATEMENT
Grand Valley State University Libraries will provide the public with free and unrestricted access to online government information provided through the Federal Depository Library Program in accordance with

## PROCEDURES


 university's policies regarding the use of electronic resources

SPACE ASSIGNMENT POLICY
SLT 3.15
Date of Last Update:
July 16, 2012
Approved By:
-Senior Leadership Team
Responsible Office:
Provost and Facility Planning Offices

## POLICY STATEMENT

Space is an institutional resource of Grand Valley State University. As such, it does not belong to an individual, a program, a unit or a college and may be reassigned in the best interests of the University. The goal of the University's allocation and reallocation of space is to achieve the highest and best use of University resources

The Provost's Office is responsible for assigning and overseeing space used for academic purposes, including classrooms, laboratories, academic secretarial spaces, and faculty offices. It discharges that
 and to explain allocation and reallocation decisions
 existing space; to allocate and reallocate that space; to help plan, schedule, and coordinate moves; to plan new space; and to explain allocation and reallocation decisions.
At least annually, Facilities Planning will conduct a physical review of space to investigate identified issues or potential space issues that need attention.
Periodically, the Provost's Office and the Facilities Planning Office will meet with appropriate representatives of the University's organizational units to discuss upcoming moves and longer term plans for expansion and/or contraction.

This policy is applicable to all departments, offices, University employees and other members of the University community occupying space owned or leased by the University.

## ADOPTION LEAVE POLICY

SLT 4.1
Date of Last Update:
December 14, 2021

## Approved By:

-Senior Leadership Team

## Responsible Office

Human Resources

POLICY STATEMENT
The University recognizes the need for family and medical related leave. The following policy complies with the Family and Medical Leave Act (FMLA) and provides guidelines for procedures regarding paid or unpaid leave. By enacting this policy Grand Valley aims to allow necessary time away from the university for individuals to cope with and adapt to various family and medical related situations as described in this policy.

PROCEDURES
Adoption Leave
Grand Valley State University provides paid time off for bonding for all GVSU employees who are eligible for salary continuation/short term disability policies holding parental relationships for adoption. Please refer to the Parental Leave Policy regarding paid leave time.

## Qualifying Expenses

Qualifying adoption expenses will be reimbursed up to a maximum of $\$ 3,000$ per child. Qualifying expenses are defined as those that are reasonable and necessary adoption fees, court costs, attorney fees traveling expenses while away from home, and other expenses related to, and whose principal purpose is for, the legal adoption of a child.

## Process for Applying for Benefits

 will determine eligible expenses, the amount payable for reimbursement and will submit a request to the Payroll Office for payment. The reimbursement will be processed with the next payroll.

## Taxation of Benefits

 payment of reimbursement on behalf of each employee is eligible for the exclusion. However, GVSU will withhold taxes only for Social Security and Medicare.

## Adding Dependent to Insurance



## exercise release time policy

SLT 4.2
Date of Last Update:
February 04, 2022
Approved By:

- Senior Leadership Team


## Responsible Office:

Human Resources

POLICY STATEMENT
Faculty and staff well being is valued at GVSU. Physical activity is a vital component to wellbeing and GVSU strives to increase the ability for faculty and staff to take time to fit physical activity into their day.
 specifically sustainability and effective teaching. The concept of sustainability includes modeling a lifestyle of healthy living through active living, which this policy supports.
 biochemical functions such as blood pressure and glucose levels. A healthier faculty and staff population with fewer health risks can increase the number of positive interactions between faculty, staff and students through improved attentiveness, reduced stress and more.

Upon supervisor approval, GVSU staff may utilize up to two (2) 30 minute time periods a week to allow time to freshen up from, or to prepare for, a fitness class or individual workout. Pending schedules and
 time if needed (i.e. to the Field house or YMCA for a class). Days and times to utilize this policy may be determined with the help of a written agreement between the supervisor and staff member (see HR website for this optional written agreement form). The release time may be divided into time prior to or after the indicated workout period. For further information contact Human Resources at $331-2215$.

## FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

SLT 4.3
Date of Last Update:
February 04, 2022
Approved By:

- Senior Leadership Team


## Responsible Office:

Human Resources
POLICY STATEMENT
 of up to 12 work weeks in a 12-month period because of the birth of a child or the placement of a child for adoption or foster care, because the faculty or staff member is needed to care for a family member

 for a covered servicemember with a serious injury or illness if the staff member is the spouse, child, parent, or next of kin of servicemember. Leave taken for one or more of these reasons, when combined together, may not exceed 12 weeks during the rolling backward 12-month period. Under certain circumstances, this leave may be taken on an intermittent basis rather than all at once, or the faculty or staff member may work a part-time schedule.

## PROCEDURES

 would continue to pay their share of any applicable premiums during the leave period
A faculty of staff member generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working condition at the conclusion of the leave.
Grand Valley State University also requires notification, as explained in this policy, from faculty and staff members who wish to take a leave under the parameters of the FMLA

## A. Who is eligible for FMLA?

1. All full-time and part-time faculty or staff members who meet all of the following criteria
a. Have worked at Grand Valley State University for at least 12 months.
b. Have worked at least 1,250 hours of service during the 12-month period before the leave.
 the date the funding or contract expires.

## B. Notification Requirements

1. In order to receive leave under the FMLA, the faculty or staff member must notify their supervisor and Human Resources of the need for leave. When possible, this should be a minimum of 30 calendar days prior to the date the leave will begin

2. Failure to provide advance notice (when determined it was possible to do so) may result in delaying approval of the FMLA leave.
C. Faculty/Staff Job Rights
3. Subject to the specific limitations contained in this Policy, eligible faculty or staff members may take a total of up to 12 weeks of FMLA leave during a 12 - month period
4. The faculty or staff member will be returned to their position or equivalent position at the end of the FMLA leave, provided: the grant/contract/term of employment did not expire during the leave, or the
 eliminated due to a business or economic reason.
5. If a faculty or staff member is requesting an intermittent or reduced schedule leave, the University has the right to transfer the faculty or staff to another position during the time period of such leave. However, such a temporary transfer would be to a similarly situated and similarly classified position. The faculty or staff member's salary, benefits, etc. would not be negatively affected.
6. If a faculty or staff member does not return to work after the FMLA leave is over and they do not apply for and receive approval for another University leave, they will be considered to have voluntarily resigned employment with the University
7. The University will not discharge or discriminate against, or otherwise interfere with, restrain or deny a faculty or staff member from exercising rights under the FMLA.
D. Time Period
8. For purposes of the FMLA, the 12-month period will be a "rolling" 12 -month "look back" period based on the faculty or staff member's use of the FMLA leave during the previous 12 months. Therefore, an employee will not be entitled to more than 12 weeks of FMLA leave during any 12-month period
9. A faculty or staff member requesting a FMLA leave may be required to use available accrued vacation for all or part of the leave. If they do not have enough accrued vacation to cover the leave period they may use a combination of vacation and unpaid leave.
10. University policies on leaves of absences, sick leave, salary continuation etc., will run concurrently with the provisions of the FMLA when applicable. Additional paid or unpaid leave may be considered, consistent with other University approved leave of absence policies.

## E. Faculty/Staff Member Benefits

1. The faculty or staff member on FMLA leave will continue to receive University provided medical and dental insurance as though they were working. Such benefits will continue whether the leave is paid or

 elects to advance moneys to keep the coverage in affect. If the leave is paid, any required premium will continue to be deducted from the faculty or staff member's paycheck, as is the customary manner.
2. If a faculty or staff member does not return from the FMLA leave, they may be required to repay the University for the cost of benefits received while they were on leave.
3. If the faculty or staff member does not return from leave, they may continue their medical and dental coverage by paying all required premiums under the COBRA provisions.

## F. Intermittent and/or Reduced Schedule Leaves

 birth of a child, adoption or foster care in collaboration with approval of the supervisor, and if the leave needs can be best accommodated through such a leave.
2. Intermittent/reduced schedule leave must be scheduled whenever possible at least ten (10) days in advance.
3. Intermittent/reduced schedule leave must be taken in 15-minute increments.
4. Intermittent/reduced schedule leave is counted toward the 12 week maximum FMLA leave which can be used during a 12 -month period
5. Intermittent/reduced schedule leaves, unless otherwise noted, are subject to the appropriate general provisions of this policy.
6. The faculty or staff member is required to schedule intermittent leave, when possible, so not to unduly interfere with the department's operations.
 end the leave and return to their former position or an equivalent position.

## G. Conditions and Procedures for Birth and Adoption (Family Leave)

 a child. The following conditions apply:

1. The 12 weeks of leave is typically taken consecutively and must be within the first 12 months after the birth or adoption. Intermittent or reduced schedule leaves may be considered and will be done in collaboration and with the approval of the supervisor and Human Resources.
 exceed 12. This does not include the personal medical recovery period for a birth parent. Leave time must be taken concurrently, unless otherwise approved by the University
 the baby's birth. The bonding period will also be counted toward the 12 weeks of FMLA.

 to cover the leave, they will go on an unpaid leave.
2. Verification of adoption, birth of a child of foster placement may be requested

## H. Procedures on Serious Health Condition of Family Member

An eligible faculty or staff member is entitled to take up to 12 weeks off from work to care for a spouse, parent or child with a serious health condition.

1. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider
2. The "need to care for" a family member includes both physical and psychological care when the family member is unable to care for their own basic medical hygienic or nutritional needs or safety, or is unable to transport themselves to the doctor, etc. It also includes time needed to make arrangements for changes in care, such as transfer to a nursing home,
 mental of physical disability. The term "spouse" means husband or wife. "Parent" is the person who acted as a parent when the faculty or staff member was a child but does not include mother-in-law or father-in-law.
3. The leave may be taken intermittently or on a reduced schedule but the total amount of time off cannot exceed 12 weeks of the faculty or staff member's normal hours worked.

Example: Full-time faculty or staff member: 40 hours/week X 12 weeks $=480$ hours
Part-time faculty or staff member: 20 hours/week X 12 weeks $=240$ hours
 parent to stay with the child, can each parent take 12 weeks off

## I. Procedures on Faculty/Staff Member's Own Serious Health Condition

An eligible faculty or staff member is entitled to take up to 12 weeks off from work due to their own serious health condition, which prevents them from being able to perform the functions of their position.

1. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

## J. Military Family Leave

1. An eligible faculty or staff member is entitled to take up to 12 weeks off from work because of any qualifying exigency arising out of the fact that the staff member's spouse, son, daughter, or parent is a covered military member on active duty (or notified of impending call or order to active duty) in support of a contingency operation.
2. Qualifying exigencies may include attending certain military events, arranging for an alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
3. The University will provide eligible employees up to 26 weeks of leave during a single (one time only) 12-month period to care for a covered service member (spouse, son, daughter, parent, or next of kin). Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period
a. A "covered servicemember" means:
i. A member of the Armed Forces (including the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness
 veteran, and who is undergoing medical treatment, recuperation, or therapy of a serious injury or illness.
b. The term "serious injury or illness" means:
 or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.
ii. In the case of a veteran who was a member of the Armed Forces at any time during a period when the person was a covered servicemember, means a qualifying injury or illness that was incurred (or aggravated) by the member in the line of duty and that manifested itself before or after the member became a veteran.

## K. Certification of Need for FMLA Leave

 family member, or the faculty or staff member is not able to perform their job duties. The University reserves the right to ask for a second opinion by a health care provider chosen by the University. Such an

 the University's request, if practical. The third opinion will be final and binding.
 of FMLA leave.

4. When the faculty or staff member is ready to return from their leave, they may be required to submit medical verification (if applicable) of their ability to return to work

## L. Questions and Policy Interpretation

1. The Human Resources Office is responsible for implementing and coordinating the provisions of the FMLA for the campus. Questions may be directed to the Human Resources Office, extension X12215
 contracts provide benefits greater than the act. The Federal Act and the Federal regulations will be used to resolve issues that arise.
For additional information and documents for next steps visit the Jime_Off\&_ _eaves website

## IDENTIFICATION CARD POLICY

SLT 4.4
Date of Last Update:
June 30, 2022
Approved By:

- Senior Leadership Team


## Responsible Office

## POLICY STATEMENT

Grand Valley State University issues a photo identification card to all active faculty and staff members who have a full-time, part-time or temporary appointment. This card is to be used for purposes of identification at all Grand Valley campuses. Lost or stolen ID cards should be reported to Human Resources. In the event of a name change, a new card will be issued
ID cards for faculty and staff members can be obtained by visiting the Allendale Student Assistance Center at 150 STU on the Allendale campus, or the Student Assistance Center in the DeVos Center in downtown Grand Rapids. Retirees may also obtain an ID card at these locations.
 anyone other than the person to whom it was issued.

## MILITARY LEAVE OF ABSENCE POLICY FOR FACULTY STAFF

SLT 4.5
Date of Last Update:
February 04, 2022

## Approved By:

- Senior Leadership Team


## Responsible Office:

Human Resources

## POLICY STATEMENT

 and reinstatement privileges as prescribed by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA),
"Uniformed services" includes: active duty, active duty for training, active duty for special work, weekend or weekday drill, funeral honors, or fitness for duty examination (whether voluntary or involuntary).

## PROCEDURES

Military leave is available to all full and part-time faculty and staff of the University, including probationary staff members.

## A. Military Duty Pay

A regular faculty or staff member who loses time from work during their regular schedule of hours because of military training as a reservist or National Guardsman or due to a civil disturbance, not exceeding four (4) weeks per year, shall be paid the difference between their base military pay and their regular pay. Adjunct faculty and temporary staff members are not eligible for military duty pay.

## B. Benefits

The University will continue to provide health insurance for benefit eligible faculty and staff members, as well as their enrolled dependents, who are on duty less than thirty ( 30 ) days. Faculty and staff members serving for more than thirty 30 days may elect to continue health insurance coverage for themselves and any enrolled dependents through COBRA

## C. Leave Period

Faculty and staff members are entitled to an unpaid military leave of absence, with reemployment rights, for a period up to five years. The five years is a cumulative total and includes both past and present military service. Military leave for adjunct faculty and temporary staff will not extend beyond the appointment end date.

## D. Reinstatement Requirements

Regular faculty and staff members have the right to be reemployed at the University following a military leave of absence as long they meet the following reinstatement requirements.

1. The faculty or staff member ensures that Human Resources or the applicable appointing officer receives advance written or verbal notice of your service
2. The faculty or staff member has five (5) years or less of cumulative service in the uniformed services while employed at the University.
3. The faculty or staff member returns to work or applies for reemployment in a timely manner after conclusion of service, and
4. The faculty or staff member has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Military leaves of absences for temporary staff and adjunct faculty will not extend beyond the appointment end date.
If eligible to be reemployed, a faculty or staff member has the right to be restored to the job and benefits they would have attained if they had not been absent due to military service or, in some cases, a comparable job. The faculty or staff member's seniority would also be restored to the level they would have attained if they have been on duty at the University continuously.

## Questions and Policy Interpretation

 at (616) 331-2215.
 bargaining agreements provide benefits greater than the act. The Federal Act and the Federal regulations will be used to resolve issues that arise

## SMOKING (AND VAPING) POLICY

SLT 4.6
Date of Last Update:
February 04, 2022

## Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

## POLICY STATEMENT


 death in individuals who do not smoke. Reducing and eliminating opportunities for exposure to second hand smoke protects the overall health of non-smokers. By enacting this policy, Grand Valley State
 can be concluded, for purposes of this policy, the use of electronic cigarettes (vaping) shall follow this policy to the same extent as smoking a tobacco product.

PROCEDURES
All buildings at all GVSU owned or controlled locations are designated as smoke free. Smoking is prohibited in all indoor spaces; including, but not limited to, educational, housing and dining locations.
 campus.

Smoking is prohibited in all University owned, leased or rented vehicles.
At all Intercollegiate Athletic facilities and at The Meadows Golf Club smoking is permitted in designated outdoor smoking areas only.
Smokers must cease smoking prior to entering any prohibited smoking area; twenty-five feet from any building, bus stop and bridge.
 contact with second-hand smoke.
 the provided ash receptacles

If University facilities are rented by non-University individuals or groups, they shall be notified of and required to comply with this policy
 all new facilities
 should contact the Campus Recreation Fitness and Wellness Office and faculty and staff members should contact Human Resources at 331-2215.

## Policy Enforcement

 action to take is to:

- Politely ask the person who is smoking either to stop smoking or to move to a designated smoking area, outside of the twenty-five foot perimeter of the building, bus stop or bridge.
- Should the problem persist, request the person's name and status at Grand Valley (student, faculty, staff member or visitor). If the person refuses to identify themself, on the Allendale campus contact the Department of Public Safety Services at (616) 331-3255 or on the Pew Campus or other campuses contact Pew Campus Security at (616) 331-6677 for assistance,
If the person violating this policy is a student, a complaint may be filed with the Dean of Students' Office, (616) 331-3585, which shall take appropriate action.
- If the person is a faculty or staff member, a complaint may be filed with that person's dean, unit head or supervisor who shall act pursuant to the appropriate personnel policies.
- If the person is a visitor, a complaint may be filed with the Department of Public Safety on the Allendale campus or with Pew Campus Security for the Pew Campus and regional campuses who will take appropriate action.


## ALCOHOL AND OTHER DRUGS POLICY

SLT 5.1
Date of Last Update:
October 30, 2018

## Approved By:

- Senior Leadership Team


## Responsible Office

Alcohol and Other Drugs Campus Education and Services Office (ACES)
POLICY
 to students, faculty, and staff is evidenced by the:

- Publication of standards of conduct and University policies
- Provision of alcohol and other drug abuse prevention programs
- Availability of counseling, treatment, and rehabilitation resources
- Enforcement of applicable University policies
- Enforcement of federal and state laws and local ordinances that govern alcohol and other drug use (including underage drinking, hosting, and furnishing laws)
- Promotion of an environment that supports healthy choices

The unlawful manufacture, possession, use, distribution or dispensation of illicit or prescription drugs and the unlawful possession, use, or distribution of alcohol by faculty, staff, and students on University-controlled property or as part of University activities is prohibited. This prohibition includes Marijuana as federal law bans it from University owned and controlled property and workplaces. All
 state, and local laws related to alcohol and other drugs.

The Alcoho_and_Other_Druas_Podicy_Handbook (www_gvsu_edw/aces) includes information about University drug and alcohol abuse prevention programs; health risks; counseling, treatment and rehabilitation resources; legal sanctions and summary of laws; University employee and student sanctions for violations of alcohol and other drug policies; employee notification obligations; requirements for Federal grant recipients; and links to additional University policies, procedures, and resources.

## POLICY STATEMENT

 Services) Office will conduct the required review, no less than biennially, in even-numbered years

## ANIMALS ON PROPERTY OWNED OR CONTROLLED BY THE UNIVERSITY

SLT 6.1
Date of Last Update:
August 28, 2023

## Approved By:

- Senior Leadership Team


## Responsible Office:

Public Safety
POLICY
This Policy applies to all faculty, students, staff, contractors, vendors and visitors.

## POLICY STATEMENT

This policy is intended to enhance the safety and health of students, faculty, staff, contractors, vendors and other visitors, and to supplement the existing GVSU policies, by providing rules and regulations regarding the presence of animals in GVSU facilities.

No person shall bring any animal(s) onto University owned or controlled property unless otherwise permitted by this or other University policy as listed below. Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact the Office of Disability Support Resources.httos://www.avsuedu/dsr

## PROCEDURES

## A. Animals Permitted on Property Owned or Controlled by the University *:

1. Service Animals are permitted within all University facilities subject to the additional requirements of this policy. Individuals who wish to bring a service animal into a University housing facility may do so

 animals are permitted to accompany the resident to all areas of housing where residents are normally permitted to go. Please note that service animals are required to be at least 12 months of age unless an exception to this requirement has been approved by DSR.
2. Employees with a disability who wish to utilize a service animal as a reasonable accommodation in a University office or other areas of campus buildings not open to the general public, must submit the request to the Office of Disability Support Services at least 30 days before the animal is needed

 offices, or other areas of campus buildings not open to the general public. Facilities generally considered off limits unless an exception is granted:
 harmful to service animals.
b. Areas Where Protective Clothing is Necessary: Any room where protective clothing is required or necessary. Examples include chemistry laboratories, research/medical laboratories, wood shops, metal or machine shop, electrical shops, etc.
 material on the floor e.g. molten metal or glass; where there is a high level of dust; or where there is moving machinery. Where the threat of injury is to the health of the dog, the student will be permitted to make the decision.
3. A student or employee with a disability who wishes to utilize a service dog in training in University housing, classrooms, offices, or other areas of campus buildings not open to the general public must seek approval through the reasonable accommodation process.
4. Animals under the control of a law enforcement officer acting in the course of his or her duties.
 Support Resources prior to entering University housing, in accordance with this policy: https://www_ovsu_edu/cms4/asset/C7BE326A-0990-A17D-F66456C52989A6FA/assistance_animals_policy_pdf.
5. Service animals are permitted to accompany the resident to all areas of housing where residents are normally permitted to go.
6. Animals approved by the University for use in research or for instructional purposes. httn•//wwow
7. Animals brought on campus for a special event sponsored by the University or a student organization provided that the event has been pre-approved in writing by the Dean for the sponsoring college or department or by the Office of Student Life.
8. Animals accompanied by members of the University community and visitors, as long as they remain on sidewalks and University walkways
9. Any animal brought into a University owned or controlled property pursuant to this Policy must be properly licensed, vaccinated and tagged as required by applicable law. All animals must be under the
 its duties. In that case, the owner must be able to control the service animal by other effective means such as voice controls or signals.
10. Animals may not be cleaned or groomed in rest rooms, locker rooms, or other University facilities.
*For purposes of this Policy, "University Facility or Facilities" means any building, facility, structure or improvement, open or enclosed, that is owned, licensed, leased by, or under the control of the University.

## B. General Requirements :

Persons bringing animals onto University owned or controlled property as permitted by this Policy are solely responsible for:
a. the full control, supervision and care of the animal
b. ensuring that animal droppings or other waste are picked up, thoroughly cleaned up and properly disposed of;
c. reimbursing the University for the costs associated with the repair of any real and/or personal property and/or University facility damaged directly or indirectly by the animal or the animal's presence in the facility
d. assuming full responsibility for any harm caused to others by their animal including medical expenses.
e. animals must not be cleaned or groomed in rest rooms, locker rooms, or other University facilities.

In addition, individuals bringing animals on campus must comply with all other applicable University ordinances, policies, practices and procedures and any applicable local, state or federal ordinance, statute and/or regulation.

## C. Areas Requiring Pre-Approval for Service Animals:

1. The University may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research. Restricted locations may include, but are not limited to: teaching laboratories, classrooms, medical and surgical areas, and research areas.

 employee who wants their animal to be granted admission to an off-limits area should contact DSR. Visitors should also contact DSR.

## D. Clarifying Animal Status:

1. Service animals are permitted in all public facilities on campus in accordance with this Policy. University employees should refrain from questioning any individual about an accompanying service animal, including persons with non visible disabilities, unless there is a genuine question about the animal based upon its behavior.
2. In the unusual circumstance when an inquiry must be made to determine whether an animal is a service animal, a University employee may only ask two questions:

Is the animal a service animal required because of a disability?
-What work or task has the animal been trained to perform?
You may not ask these questions if the need for the service animal is obvious. You may not ask the owner to make the animal perform the task.
3. A University employee may not ask about a person's disability, require medical documentation, require a special identification card or training documentation for the service animal or ask that the service animal demonstrate its ability to perform the work or task. Although a service animal may sometimes be identified by an identification card, harness, cape, or backpack, such identifiers are not required and should not be requested or demanded for any service animal on campus.
4. Allergies and fear of animals are not valid reasons for denying access or refusing service to people using service animals,

## E. Removal of Service Animals:

1. A service animal may be removed from University facilities or grounds if it disruptive (e.g., barking, wandering, posing a direct threat to the health or safety of others; is not housebroken; or displays
 an animal may be required to remove the animal. A service animal may also be removed if the animal is out of control and the owner does not take effective action to keep the animal under control. If the
 behavior.
2. When an animal has been properly removed pursuant to this policy, the University will work with the handler/owner to determine reasonable alternative opportunities to participate in the University's services, programs, and activities without having the animal on the premises.

 at httns-//gvsutix-gme-advocate_symplicity_com/public_renort/index_phn/nid234800
F. Enforcement of Complaints :
 supervisor to make them aware of the problem. If that is not successful and/or you are not comfortable approaching the person violating the policy or their supervisor, then the Department of Public Safety
 the animal will be responsible for any associated fees.


3. Service animal: "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental

 tasks for the purposes of this definition.
 hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors
a. The University may permit the use of a miniature horse on the same basis as a service animal if the horse has been trained to do work or perform tasks for the benefit of the individual with a disability and

 35.136)
4. Service animal in training: Dogs twelve months of age and older being individually trained to do work or perform tasks for people with disabilities that are at all times accompanied by a certified trainer. Puppies (dogs less than twelve months old) in training are not permitted in any University facilities.
5. Emotional Support, Assistance, or Therapy Animals: Please see the documentation section on the Registering with Disability Support Resources
page:https.//www gvsu_edu/dsr/registering-with-disahility-support-resources-85 htm_

## FOOTNOTES

References and Resources

1. State of Michigan Service Animal Frequently Asked Questions (FAQs)
httos://www-michigan_gov/documents/mdcr/FAOs-4-15-16-Final_521982_7.odf
2. U.S. Department of Justice Civil Rights Division "Frequently Asked Questions about Service Animals and the ADA"
httns•//www-ada gov/regs2010/service animal aa html
3. The Fair Housing of West Michigan
htto://www.fhawm_org/

## CANCELLATION/CLOSURE/REMOTE POLICY

SLT 6.3
Date of Last Update:
January 12, 2023

## Approved By:

-Senior Leadership Team

## Responsible Office:

Finance and Administration

## POLICY STATEMENT

Grand Valley State University has four operating status: Open, Classes Canceled, Closed, or Remote. The operating status of the university could change for a variety of reasons including emergency, utility disruptions, or weather

## TYPES OF OPERATIONAL CHANGE:

 or similar directives may require temporary modifications to University operations without changing the University Operating Status.

- Remote: The most common reason to shift to remote status would be for weather related reasons. Classes will shift to remote delivery whenever feasible. Classes that cannot be delivered remotely will not be held. Staff will shift to remote/work from home whenever possible. Essential staff are to report to work. Athletic contests may be held as previously planned subject to approval by the Vice President of Finance and Administration. Other campus events may be held as previously planned subject to approval by the President or Vice President whose division is sponsoring the event.
- Classes Cancelled: Only classes are cancelled. The remainder of the University is open as normal. All staff are to report to work at their regular time. Rare instances of cancelling classes might include unusual student activities or student related crises.
 unrest in the surrounding community. It is not anticipated the university would close for weather related events.
When GVSU is closed or shifts to remote, only essential staff are to report. Designated personnel in the following departments are deemed essential and are expected to report:


## -Department of Public Safety <br> - Facilities Services <br> - Athletic \& Recreation Facilities <br> -Food Service <br> - Housing <br> - Information Technology <br> -Library <br> Facility Services Grand Rapids and Regional Campuses <br> - WGVU Television and Radio <br> - Office of Student Life Administrative Professional Staff

Appointing officers have discretion to call in non-essential staff as circumstances may require

 time to enable the shift to remote class delivery and work from home preparation for employees.

Guidelines for course delivery in the event of University cancellation, closure or remote status are available here:www-avsuedu/provost/guidelines-for-course-delivery-in-the-event-of-253.htm

## University Criteria for Weather-related Shifts to Remote


 of the storm and other conditions, and 4) the anticipated length of time of the weather impacts campus operations

 no circumstances does GVSU ask students, faculty or staff to assume undue risk in traveling to the University in inclement weather.

When GVSU Allendale shifts to remote because of weather-related conditions, the Pew Grand Rapids Campus, Health Campus and the Meijer Holland Campus will also shift to remote.
GVSU's classes in Muskegon and the Stevenson Center for Higher Education will follow the operating status of Muskegon Community College.
GVSU's classes in Traverse City and the office in the NMC University Center will follow the operating status of Northwestern Michigan College
 not necessarily affiliated with university operations.

## ENDOWMENT SPENDING

SLT 6.4
Date of Last Update:
September 26, 2022

## Approved By:

- Senior Leadership Team

Responsible Office:
Business and Finance

## POLICY STATEMENT

Each year the University Board of Trustees approves spending rates for true and quasi-endowments. These rates are used to calculate the amount that can be distributed from each endowment. Only
 rolling three-year period net of the endowment administration fee. Effective July 1, 2024, the payout will occur annually, during the first quarter of the fiscal year.

An endowment requires a minimum balance of $\$ 50,000$ in principal before spending can begin.

## PROCEDURES

 designated fund for quasi-endowments. Documentation that supports how the funds are expended must be maintained for five years. Specifically, for true endowments established to fund scholarships, the selection committee must ensure that documentation regarding the criteria utilized for candidate selection and award is maintained for a five-year period.

## EQUIPMENT ACQUISITION AND DISPOSAL POLICY

SLT 6.5
Date of Last Update:
January 04, 2013

## Approved By:

- Senior Leadership Team

Responsible Office:
Business and Finance

POLICY STATEMENT
The GVSU Purchasing Office (331-2280) is responsible for the acquisition and disposal of University-owned equipment, as outlined below.

PROCEDURES

## 1. ACQUISITIONS

A. New Equipment with a Value Greater Than $\$ \mathbf{5 , 0 0 0 . 0 0}$

If your department has received new equipment and its cost is greater than $\$ 5,000.00$, it needs to be tagged for inventory purposes. This process involves the placement of an inventory tag on the equipment plus recording of pertinent information - serial number, model number, location of equipment and the department, which purchased the equipment.

## B. New Equipment with a Value Less Than/Equal to \$5,000.00

If your department has received new equipment and its cost is less than or equal; to $\$ 5,000.00$, tagging is optional. To have equipment tagged contact the Accounting Office at $331-2233$.

## 2. DISPOSAL

 tags, and settlement of proceeds. Contact 331-2280 for requests to dispose of property and for appropriate disposal advice

## EVENT SIGNS AND BANNERS POLICY - ALLENDALE CAMPUS

## SLT 6.7

Date of Last Update:
November 05, 2013

## Approved By:

- Senior Leadership Team


## Responsible Office:

Facilities Services

## POLICY STATEMENT

 distributing this information will be based on consistent design and standards. Implementation and maintenance of the event sign system will be the responsibility of the GVSU Facilities Services Department.

## PROCEDURES

Event signs are made by Facilities Services. Banners are provided by the customer. When making a request, please follow the steps listed below:

1. Call Facilities Customer Service at $331-3000$ to place your sign or banner request approximately two weeks prior to the event
2. All banners are to be provided by the customer. There are two (2) locations on campus where they can be hung. One is in front of Lake Huron Hall in the Academic Mall area. The other is at the Northwest side of the Student Services Building facing Campus Dr. The banner(s) will be tied to metal posts that are secured into the ground. Banners may not hang from sculptures, the roof or inside any building, or be placed in the ground at a different location other than the two indicated unless approval has been given by the Associate Vice-President of Facilities Services. Also, approval must be given for any light pole banners. Light pole banner design must conform to Facilities size and construction standards and will be provided upon request.
3. Facilities Services will make and install three (3) real estate style signs for any GVSU sanctioned event on campus. They are $18^{\prime \prime} \times 24^{\prime \prime}$, white with navy blue lettering. Any additional signs ordered will be at a cost of $\$ 15.00$ each and you must provide a FOAP number. There is a maximum of 15 signs that may be ordered.
4. If you are ordering a real estate sign then please indicate the event name, the location and which parking lot to use. We are able to place quotes or statements on the signs but it is a good idea to keep the letters to a minimum so they can be made large enough to read. Please give a date/time to have these installed and a date/time for removal.
5. Facilities Services will install the real estate signs at the locations the customer indicates. Usually this is at the campus entrances or along Campus Drive. No signs may be installed in front of the arch at
the north main entrance or in front of any welcome sign at the campus entrances.
6. Handwritten signage is not allowed and any professional signage brought on campus must have approval by the Associate Vice-President of Facilities Services.

If you have any questions about your signage or need approval please call 331-3000.

## HEATING AND COOLING SET POINTS

SLT 6.8
Date of Last Update:
July 31, 2008

## Approved By:

- Senior Leadership Team


## Responsible Office:

Facilities Services

## POLICY STATEMENT

The University established standard set-points for heating and cooling on all campuses in order to conserve resources and control energy costs. These standards are described below.

## PROCEDURES

 that systems are running properly, but will not adjust the temperatures to levels outside of the standards.


## IDENTITY THEFT DETECTION POLICY

SLT 6.9
Date of Last Update:
May 05, 2009

## Approved By:

- Senior Leadership Team


## Responsible Office:

Business and Finance

## POLICY STATEMENT


 response to specific activities ("Red Flag") that could be related to identity theft.

Grand Valley State University is required to adopt policies and procedures to mitigate identity theft. Activities that cause GVSU to be considered a "creditor" under the Red Flags Rule include:

1. Participating in the Federal Perkins Loan program
2. Participating in alternative or private educational loans
3. Offering institutional loans to students, faculty, or staff.
4. Offering a plan for payment of tuition throughout the semester rather than requiring full payment at the beginning of the semester.
5. Stored Value Cards

## PROCEDURES

## Identification of Red Flags

In order to identify relevant Red Flags, GVSU considers the type of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experience with identity theft. GVSU identifies the following Red Flags in each of the listed categories:

## 1. Notification and Warnings from Credit Reporting Agencies

a. Report of fraud accompanying a credit report
b. Notice or report from a credit agency of a credit freeze on an applicant
c. Notice or report from a credit agency of an active duty alert for an applicant
d. Receipt of a notice of address discrepancy in response to a credit report request
e. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity

## 2. Suspicious Documents

a. Identification document or card that appears to be forged, altered or inauthentic
b. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document
c. Other document with information that is not consistent with existing student information
d. Application for services that appears to have been altered or forged

## 3. Suspicious Personal Identifying Information

a. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates)
b. Identifying information presented that is inconsistent with other sources of information (example: an address not matching an address on a loan application)
c. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent
d. Identifying information presented that is consistent with fraudulent activity (example: an invalid phone number or fictitious billing address)
e. Social security number presented identical to one given by another student
f. Address or phone number presented that is the same as that of another person
g. A person fails to provide complete personal identifying information on an application when reminded to do so
h. A person's identifying information is not consistent with the information that is on file for the student
4. Suspicious Covered Account Activity or Unusual Use of Account
a. Change of address for an account followed by a request to change the student's name
b. Payments stop on an otherwise consistently up-to-date account
c. Account used in a way that is not consistent with prior use
d. Mail sent to the student is repeatedly returned as undeliverable
e. Notice to University that a student is not receiving mail sent by the University
f. Notice to GVSU that an account has unauthorized activity
g. Breach in GVSU's computer system security
h. Unauthorized access to or use of student account information

## 5. Alerts from Others

Notice to GVSU from a student, identity theft victim, law enforcement or other person that the University has opened or is maintaining a fraudulent account for a person engaged in identity theft

## Red Flag Detections

Student Enrollment
To detect any of the Red Flags identified above associated with the enrollment of a student, GVSU personnel will take the following steps to obtain and verify the identity of the person opening the account:
a. Require certain identifying information such as name, date of birth, academic records, home address or other identification
b. Verify the student's identity at time of issuance of student identification card (review driver's license or other government-issued photo identification)

## Existing Accounts

To detect any of the Red Flags identified about for an existing covered account, GVSU personnel will take the following steps to monitor transactions on accounts:
a. Verify the identification of students if they request information (in person, via telephone, facsimile or email)
b. Verify the validity of requests to change billing address by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes
c. Verify changes in banking information given for billing and payment purposes

## Consumer ("Credit") Report Requests

To detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, GVSU personnel will take the following steps to assist in identifying address discrepancies.
a. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report was made to consumer reporting agency
b. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that GVSU has reasonably confirmed is accurate
Preventing and Mitigating Identity Theft
In the event that GVSU personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:
a. Continue to monitor a covered account for evidence of identity theft
b. Contact the student or applicant for which the credit report was requested
c. Change any passwords or other security devices that permit access to covered accounts
d. Not open a new covered account
e. Provide the student with a new student identification number
f. Notify the Program Administrator for determination of the appropriate step(s) to take
g. Notify law enforcement
h. Determine that no response is warranted under the particular circumstances
i. Take appropriate steps to modify the applicable process to prevent similar activity in the future

## Protecting Student Identifying Information

To further prevent the likelihood of identity theft occurring with respect to covered accounts, GVSU will take the following steps as they relate to internal operating procedures:
a. Ensure that the GVSU website is secure or provide clear notice that the website is not secure
b. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information c. Ensure that office computers with access to covered account information are password protected.
d. Avoid use of social security numbers
e. Ensure computer virus protection is up to date
f. Require and keep only the kinds of student information that are necessary for GVSU purposes

## Oversight

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee (Committee) for GVSU. This Committee is headed by a Program Administrator appointed by the President. Two or more individuals appointed by the Program Administrator comprise the remainder of the committee.
 determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

## Staff Training and Reports


 of identity theft or of GVSU's failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, GVSU staff responsible for development, implementation, and
 risk of identity theft in connection with the opening and maintenance of covered accounts, service provider arrangements, and significant incidents involving identity theft and management response, and recommendations for changes to the Program.

## Service Provider Arrangements

When the GVSU engages a service provider to perform an activity in connection with one or more covered accounts, GVSU will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft:
a. Require, by contract, that service providers have such policies and procedures in place
b. Require, by contract, that service providers review GVSU's Program and report any Red Flags to the Program Administrator or GVSU employee with primary oversight of the service provider relationship

## Program Updates

 Committee will consider GVSU's experience with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in GVSU's business
 Committee will update the Program, subject to approval by the Senior Leadership Team.

## DEFINITIONS

Account- a continuing relationship established by a person with a financial institution or creditor to obtain a product or service for personal, family, household or business purpose.
Account includes:
a. an extension of credit, such as the purchase of property or services involving a deferred payment; and
b. a deposit account

Card Issuer- a financial institution or creditor that issues a debit or credit card.
 reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for:
a.Credit or insurance to be used primarily for personal, family, or household purposes;
b. Employment purposes; or
c. Any other purpose authorized under U.S. Code: Title 13k, 1681b

Covered Accounts- an account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or
 or creditor offers or maintains for which there is a reasonable foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation, or litigation. This includes all student accounts or loans that are administered by GVSU.
 money between accounts or obtaining money.
Identifying Information- is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including:
a. Name
b. Date of birth
c. Address
d. Government issued driver's license
e. Telephone number
f. Alien registration number
g. Social security number
h. Government passport number
i. Employer or taxpayer ID number
j. Student identification number
k. Computer Internet address
I. Routing code

Identity Theft- a fraud committed or attempted using the identifying information of another person without authority.
Program Administrator- the individual designated by the President with primary responsibility for oversight of the Program.
Red Flag- a pattern, practice, or specific activity that indicates the possible existence of identity theft.
Service Provider- a person that provides a service directly to the financial institution or creditor.

INTERIOR SIGNAGE STANDARDS POLICY
SLT 6.10
Date of Last Update:
July 31, 2008

## Approved By:

- Senior Leadership Team

Responsible Office:
Facilities Planning
POLICY STATEMENT
 on the Eacilities_Planning_Weh_site

## PROCEDURES

Requests for additional signage, revisions in existing signage and/or removal of signage should be handled by submitting a work order through the Eacilities Services Web site or by contacting the Facilities Planning office at 331-2962.

## INVOICE PAYMENT POLICY

SLT 6.11
Date of Last Update:
July 31, 2008

## Approved By:

-Senior Leadership Team

## Responsible Office:

Business and Finance

## POLICY STATEMENT

 below.

## PROCEDURES

1. Vendors are to mail invoices to:

Grand Valley State University
Accounts Payable
2015 Zumberge Hall
Allendale, Michigan 49401
2. The University requires each new vendor to submit a W-9. Accounts Payable will either retain a file copy if the first invoice has an EIN included, or solicit a W-9 from the vendor
3. Accounts Payable maintains original invoices. Departments will receive a copy of each invoice that will then require an approved signature based on the Banner approval queue information for the department. If the invoice references a valid purchase order, receipt of goods/services may be confirmed by any member of the requesting department via signature. If the invoice does not have a corresponding purchase order, the only requesting department staff members who may approve the invoice for payment are those authorized in the Banner approval queue. Departments must provide complete FOAPs on each invoice.
4. Department should then return invoice copies to Accounts Payable as soon as possible. The University desires to pay its obligations within the negotiated vendor terms. If these terms include discounts, they will only be given to a department if the approved invoice is returned in time for the vendor terms to be met. Please allow up to three (3) days for processing within Accounts Payable.
5. When you use a hotel that direct bills for university guests lodging you are required to provide the guest's name and the business purpose of the stay.
6. Departments disputing an invoice must follow up with the vendor and inform Accounts Payable about reasons delaying authorization and return of disputed invoices.
7. If your department receives an invoice that is not yours, please return invoice to Accounts Payable for forwarding to the correct department. If available, please note correct destination on the invoice.
8. Invoices are processed daily. Checks are processed daily and cut based on the vendors terms. All checks are mailed or funds electronically transferred to vendors. Only those checks being presented to a guest in person will be held for pickup. The goal of the Accounts Payable department is to process authorized-for-payment invoices within five business days of receipt at 2015 James H . Zumberge Hall.
9. Payments to non-employees and international guests for services rendered require a purchase order. Payments are processed in accordance with contract terms.
10. Payments to employees for services, honoraria, stipends, prizes and awards are paid via the payroll system in accordance with IRS regulations.

Any questions should be directed to Accounts Payable at 616-331-2202.

Date of Last Update:
September 10, 2020

## Approved By:

- Senior Leadership Team


## Responsible Office:

Facilities Services

## POLICY STATEMENT

 for security and accountability purposes. Issuance and usage of keys and access cards is to be in accordance with principles of reasonable security.

## PROCEDURES

## FACILITIES SERVICES RESPONSIBILITIES

- Identification codes on keys
-Issuing and maintaining records of keys and cards
- Maintenance, repair, and replacement of keys and lock hardware
- Duplication of keys
-Replacement of access cards
APPOINTING OFFICERS AND SUPERVISOR RESPONSIBILITIES
- Approving keys and access cards for faculty and/or staff members in their unit.

EMPLOYEE RESPONSIBILITIES
-The employee is responsible for the security of keys and access cards assigned. Lost or stolen keys must be reported immediately to department administration, Facilities Services Allendale, Public Safety and Facilities Services Grand Rapids and Regional Centers.

- A replacement charge of $\$ 20$ will be charged to the employee for each lost or stolen key or access card before a replacement can be issued. The employee will also be responsible for costs to rekey an office due to lost or stolen key.
-The replacement fee for a lost or stolen sub-master, master, lock box key or grand master will be $\$ 100$ and must be paid by the employee before a duplicate is made. The employee's department will be responsible for the costs to rekey due to lost or stolen sub-master, master, lock box key or grand master key.
-Disciplinary action if needed will be left to the supervisor.
- No refunds will be issued.
- No charges to the employee who cannot return keys due to severe injury, illness or death.
- Employees who change offices will be issued new keys at the time the old keys are returned. A key request needs to be completed for the new keys. Employees must not transfer keys to the employee replacing them.
- Employees must return keys to the Facilities Services Key Department or the Facilities Services Grand Rapids office.
- Broken or damaged keys or access cards should be returned at the time the new key is issued to avoid a replacement fee.
- Under no circumstances are university keys to be duplicated or given to other employees. The person who signed for the key will be held responsible. Any requests for additional access are to be made through the normal request procedures. Appropriate disciplinary action will be pursued for unauthorized duplication.
- All keys and access cards are to be turned into Facilities Services Allendale or Facilities Services Grand Rapids and Regional Centers office at the time of termination of employment. Employees must not transfer keys to the employee replacing them. All terminated or retiring employees are encouraged to check with the Facilities Services Allendale Key department or Facilities Services Grand Rapids and Regional Centers office well in advance of their last day to determine what keys have been issued to them.
- The employee's department will be responsible for any keys not returned.


## Levels of Keys and Issuance

 where card access is available.


 and some university personnel may be approved, but only after administrative, and executive officer authorization.
Due to the level of access granted by a GM key, all GM keys will be issued on a tamper proof key ring, and require a tracking device be added to any key ring containing this level of key. The initial tracking

 disable the tracking device or key ring which the GM key was issued. The employee will be responsible for costs associated with replacing a tracking device due to loss or theft. Replacement due to damaged,
 returned.

Master Keys operate all keyways except mechanical rooms and designated restricted areas. These keys are issued to Deans or Administrative Assistants with responsibility for all building and department activities. Custodial Staff will also be issued appropriate keys for the building to which they are assigned. Issuance of these keys must be approved by the Associate Vice President for Facilities Services.
 Facilities Services.

Operator Keys allow entry to individual offices or rooms. These are the primary keys issued to faculty and staff. Approval is from the Associate Vice President for Facilities Services.
Entrance Keys operate entrance doors to buildings, departments, or suites. Approval is from the Associate Vice President for Facilities Services.
File Keys are issued as requested to allow access to department files or personal office files, desks or cabinets.

## Key Records

 also lists the date the key is issued, the key code, access location, room numbers, employee's signature, and dates of key/access card return.

## Key Request Procedures

- Access to locked areas of the University is based upon need.
- Whenever possible, employees will be issued the minimum number of keys and access cards at the lowest level allowing access to their areas of assignment only.
- Students, Grad Assistants, and temporary employees will not be issued brass keys to academic buildings. Employees signing out keys for these individuals will be held responsible for the keys
- Access cards may be issued if a student is enrolled in a program that requires card access i.e: Engineering, Health Campus Programs, CLAS.
- Grad Assistants may be issued access cards for the duration of their employment to buildings or spaces where they work.
- All key requests must be submitted in the KEYSYSTEM, which is available on the Facilities Services website.
- Information in the KEY SYSTEM must be complete with proper supervisor or department approval. Incomplete requests will be denied. Proper justification must be provided for anything other than keys to specific doors


## Upon approval

 password to login to the electronic key system to verify receipt and responsibility of the keys/cards.


verify receipt and responsibility of the keys/cards.
Regional Centers: Keys/cards requested for regional center buildings will be delivered. The employee responsible for the keys/cards will use their university username and password to log in to the electronic key system to verify receipt and responsibility of the keys/cards.

## Return of Keys

When a key or access card is returned from an employee because the need no longer exists, the key record system will be updated with a return date. Upon termination of university employment, Facilities Services Allendale and Facilities Services Grand Rapids and Regional Centers will be notified by Human Resources.
 key records and the file is closed.

## Under no circumstances are keys to be retained by the department and given to a new employee.

Contractors and Vendors - Special Key Issuance and Lost keys
Vendors are issued temporary keys and access cards through the Facilities Services Allendale office or the Facilities Services Grand Rapids and Regional Centers office. Such keys and access cards are to be returned immediately upon completion of the contracted service or by 5:00 p.m. each day. Keys may be kept overnight with university manager approval.
 may reach $\$ 10,000.00$ or more depending on the size of the building and number of cores to replace. We urge all of our contractors/vendors to maintain custody of your keys and access cards at all times.

## Students and Temporary Job Assignments

Students and temporary employees may have keys or access cards temporarily assigned to them for the duration of their shift and must return them daily. These are to be checked out through the Facilities Services Allendale office or the Facilities Services Grand Rapids and Regional Centers office and require supervisor's permission. A driver's license must also be presented and information will be recorded.
 the assigned area. (Example: custodians or maintenance personnel temporarily assigned to a different routine). These keys may be held for the duration of the temporary assignment and do not have to be returned daily

## Key Check Out Procedures

Lock Box Keys are issued to Facilities Services Allendale, Facilities Services Grand Rapids, Public Safety, Technology Services, and designated contractors only. This key allows access to key boxes that are located in designated buildings and contain a master key for that building. Lock Box keys are issued to designated individuals within these departments based on proof of need. These key requests must be approved by the Associate Vice President for Facilities Services
 of need will be necessary.
 access cards. Key and access cards for the Health Campus can be signed out from the main desk at the Cook-DeVos Center for Health Sciences. Identification of the individual checking out the key as well as verification of need will be necessary. Keys and access cards are to be returned daily by 5 pm .

## LIGHTNING/SEVERE WEATHER POLICY - ATHLETICS

SLT 6.14
Date of Last Update:
August 22, 2014
Approved By:

- Senior Leadership Team


## Responsible Office:

Athletics

POLICY STATEMENT
 both athletes and onlookers in the case of severe weather during an athletic event.

## PROCEDURES

## Chain of Command

 During outdoor activities, a primary responsibility of the athletic trainer(s) is to have the ability to make sound decisions on environmental factors effecting the safety and well being of the athletes as well as others involved with the activity.
 all activities stop or be suspended

If the head coach is not present, the senior most member of the coaching staff will assume responsibility.
If an athlete proceeds with their outside activity against the recommendation of the individual in charge to seek a safe shelter, the athlete assumes all personal liability with regard to their safety and health.
If a coach and/or game official(s)/umpires(s) make the decision to continue to practice and/or continue with a game or other activity despite a Telvent weather warning, the cancellation of classes, and/or the
 any and all injuries.

## Severe Weather

In the event of severe weather, the following measures will be taken by Grand Valley:
The athletic training staff will check the weather daily prior to the practice or competition. Up-to-date weather reports will be obtained by using Telvent services.
During outdoor practices and games, an early warning text message system from Telvent may be used to help determine the occurrence of and/or distance of lightning in the area. The weather reports and systems will be monitored for storms that may develop during practices and games.

When an early warning text message system from Telvent has detected lightning or thunder has been heard, the athletic trainer in charge will monitor the distance on the early warning system. When the lightning is within an 8 -mile radius of the venue, the activity will be ceased and a warning message with recommended safe structure will be given.

Anytime the Meadows sirens are used to close the golf course, all athletic outdoor activities will be suspended.
The certified athletic trainer will be responsible for notifying the head coach, official(s)/umpire(s) and game administrator (if present) of the lightning or severe weather. The certified athletic trainer wil recommend play to be suspended at this time and shelter should be taken.

Any person who feels they are in danger of any lightning activity will have the right to leave the field or event site to seek safe shelter without fear of penalty or repercussion.
If play is suspended due to severe weather, everyone (including observers) should seek shelter in the designated "safe structures" (listed in Table A). A "safe structure" is defined as "any building normally occupied or frequently used by people, i.e. a building with plumbing and/or electrical wiring that acts to electrically ground the structure." This structure does not include: shower facilities, baseball/softball
 plumbing.
In the absence of a "sturdy, frequently inhabited building," one may seek shelter in fully enclosed hardtop vehicles but should not touch the sides of the vehicle.
If no "safe structure" is available within reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch and assume a lightning safe position. A lightning safe position is one in
 or objects (i.e. light poles or flag poles), metal objects (i.e. fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field.

Any person who feels his/her hairs stands on end or skin tingle should immediately assume a lightning safe position.
Avoid using a landline telephone. Cellular phones may be used in an emergency situation.
Resumption of Activity
Play will resume thirty minutes following the last flash of lightning per the Telvent warning system. The certified athletic trainer will make this recommendation to the official(s) during an official game
Blue skies and absence of rain are not protection from lightning. Lightning can strike up to ten miles from the rain shaft and it does not have to be raining for lightning to strike
Care of a Lightning-Strike Victim
 personnel should consider their own personal safety before venturing into a dangerous situation to render care.
 for the survival of victims of lightning strikes.

Victims should be assessed and treated for apnea, asystole, hypothermia, shock, fractures and burns.
Refer to the Safe Structures_table

## References

NCAA Guideline 1D: Lightning Safety. NCAA Sports Medicine Handbook (2004).
Walsh, K.M.; et al. (2000). National Athletic Trainers' Association Position Statement: Lightning Safety for Athletics and Recreation. Journal of Athletic Training; 35(4): 471-7.
TABLES
Safe Structures

| Activity Location | Primary <br> Safe <br> Locations | Secondary Safe <br> Locations |
| :---: | :---: | :---: |
| Lubbers Stadium/FB Practice Fields | Football <br> Athletic <br> Building <br> or Kelly <br> Family <br> Sports <br> Center | Odie Weight Room/personal vehicles |
| Tennis Courts | Fieldhouse | Personal vehicles/team bus or Kelly Family Sports Center |
| Softball Field | Kelly <br> Family Sports Center | Personal vehicles/team bus |
| Baseball Field | Kelly <br> Family <br> Sports <br> Center | Personal vehicles/team bus |
| Outdoor Track/Lax Stadium | Stadium <br> Restrooms | Personal vehicles/team bus |
| Soccer Field | Stadium <br> Restrooms | Personal vehicles/team bus |
| Cross Country Ski Hill | Dorms nearest to Parking Lot D | Personal vehicles/team bus |
| Meadows Golf Course | Meadows <br> Clubhouse or <br> weather shelter on course | Personal vehicles/team bus |

SPACE HEATERS AND PERSONAL APPLIANCE POLICY
SLT 6.16
Date of Last Update:
January 12, 2015

## Approved By:

- Senior Leadership Team


## Responsible Office:

Pew Campus Operations/ Allendale Facilities Services

POLICY STATEMENT
The following policy language is intended to promote the safety of the campus community, improve the comfort of faculty/staff, prevent physical damage to university facilities and conserve energy at Grand Valley State University.

## PROCEDURES

## Space Heaters

The use of electric space heaters (or those fueled by other means) is strictly prohibited in any GVSU facility. Electric space heaters pose a safety risk and fire hazard by overloading building electrical circuits.
They are also a very inefficient means of providing heat and often result in the discomfort of occupants in nearby offices or work areas.
 order may also be submitted online at webtma_plant gvsuedu to request that their space be evaluated for temperature adjustments.

## Other Personal Appliances:

The following appliances are also prohibited from being used in offices or other non-designated common areas at GVSU:

- Air conditioners
- Grills
- Coffee makers
- Crock-Pots
- Toaster ovens
- Toasters
- Mini Refrigerators
- Other small kitchen appliances
- Microwaves
- Other appliances that do not meet the intent of this policy

Many of these appliances are available to faculty/staff in designated break kitchens and lounge areas. If your department wishes to add an additional shared item to a break/lounge area, please contact the Operations Manager or Facilities Supervisor for your designated building to discuss its placement.

## Exceptions:

Operations and Facilities Services will work to accommodate medical necessities, departmental events or other special conditions that may warrant an exception to this policy

## Responsibility:

 work. The supervisor, chair, dean or director that is responsible for the area will be notified.

TIMECARD / TIMEKEEPING POLICY
SLT 6.17
Date of Last Update:
February 04, 2022

## Approved By:

- Senior Leadership Team

Responsible Office:
Business and Finance

## POLICY STATEMENT

Timekeeping must accurately reflect all hours worked and should be recorded on a daily basis. Misrepresentation of hours worked or forgery is a violation of the law. Misrepresenting hours worked, forging a timecard, and swiping, or inputting hours for someone else may lead to immediate termination of employment

## PROCEDURES

## Electronic Timekeeping

It is the responsibility of the staff member to accurately record all hours worked in the University's timekeeping software and inform their supervisor that the hours are ready to be confirmed, or it is the

 hours from a previous time pay period the supervisor will need to contact the Payroll office directly.

## TRAVEL POLICY

SLT 6.18
Date of Last Update:
July 01, 2021

## Approved By:

- Senior Leadership Team

Responsible Office:
Business and Finance

## POLICY STATEMENT

 For questions regarding policies, procedures or travel arrangements, call Procurement Services at 616-331-2280. For questions regarding travel and expense reimbursement, call the Accounting Office at 616-331-2203.

## Policy Statement for Travel and Expense Reimbursement

University travel is defined as traveling to conduct business on behalf of the University. The following individuals are eligible for reimbursement of reasonable expenses while traveling on University business

- University Board of Trustees, faculty and staff employees.
-Students in appropriate/approved circumstances and sponsored by a department.
Guests invited for lectures, consulting, interviews, recruiting, and other special occasions, or those requested to travel for the University as specified in a contractual arrangement. For these circumstances, the sponsoring Division or Department will use Concur to submit the reimbursement for travel expenses.


## Authorization

Travel approval and reimbursement authority may be delegated by Executive Officers to supervisory individuals within their Division. Delegation authority shall be in writing and updated annually. It is the
 for travel associated with grant funding and international travel.

Supervisors, if designated, will have the authority to approve travel and expense reports for their direct reports up to $\$ 5,000$.
Additional approval from an Appointing or Executive Officer may be required for exceptions to travel policies
See the Iravel_and Expense_Procedures for authorization details.
Travel Arrangements and Booking
 and international travel.
 Expense-Procedures for details.

## Charging Expenses


 will only be allowed when all other forms of payment have been explored and been found unfeasible. See the Iraveland_Expense_Procedures_for details.

## Meals

 will be responsible for reimbursing the University for the difference.
For authorized individuals only, alcohol may be purchased on the University P-card. See the Iravel_and_Expense_Procedures for further details regarding alcohol purchases
If dining with a University guest along with a group of GVSU employees as part of a valid business purpose, group meals shall be paid using the University P-card and will be reimbursed at the GSA rate, by
 meal reimbursement.

## Expense Reimbursement/Reconciliation of P-Card


 cash advance abilities.

## Miscellaneous

 and booking arrangements with a personal method of payment when the University P-Card can be used.

## UNIVERSITY DESIGNATED AND PLANT RESERVE FUNDS POLICY

SLT 6.19
Date of Last Update:
April 12, 2022

## Approved By:

- Senior Leadership Team


## Responsible Office:

University Budgets

## POLICY STATEMENT

 shall prepare a summary reserve report for the SLT-B annually after the close of each fiscal year.

Reserve funds are separate and distinct from operating funds. Reserve funds provide the University a measure of protection and flexibility during periods of fiscal distress or when needed for high-priority
 funds, reserve use should be judicious and seek to always maintain compliance with minimum threshold levels unless dire fiscal circumstance warrant. Reserve fund levels are an important factor in the University's credit rating and as such, expending reserve levels beyond the policy floors should only be undertaken in rare, emergent circumstances.

- Designated Divisional Reserve Funds are for the use of that respective division.
- Designated Institutional Reserve Funds are for the specific purpose of that named fund.
- Plant Reserve Funds are either purpose specific or are unrestricted and serve as a resource to either solely fund, or partially fund, planned or emergent projects outside of budgeted resources.


## DESIGNATED DIVISIONAL RESERVE FUNDS

 fiscal circumstances warrant, the Senior Leadership Team-Budget (SLT-B) may elect to retain divisional budget surpluses for institutional needs.

The target range for designated divisional reserve balances is $10-20 \%$ of the General Fund budget for the respective division.
The floor for a designated divisional reserve is $5 \%$ of the General Fund budget for the respective division.

The Business \& Finance office will monitor the balance of the divisional reserves with respect to these targets after the close of each fiscal year.
 the divisional reserve.
If a division's designated reserve balance falls below the floor, the Executive Officer shall submit to the Vice President for Finance and Administration a corrective plan for restoring the reserve balance to the target range. In this case, additional expenditures from a divisional designated reserve are not authorized unless approved by the Vice President for Finance and Administration.
 institutional use(s). Under special circumstances, e.g., planning for special projects or expecting significant market adjustments, balances in excess of this range shall be permitted.

## EXPENDITURES AGAINST DESIGNATED DIVISIONAL RESERVES

 charged against designated reserve funds:

- Permanent base positions
- Position contracts for periods exceeding one year and position contract renewals funded by the designated reserve. Position contracts for periods exceeding one year may be approved by the Business and Finance Office for pilot program purposes. Continuation of position contracts beyond approved exceptions must be funded by existing divisional base budget resources.
 - Covering recurring deficits in General Fund operating budgets
 Finance Office.
 Vice President for Finance and Administration for approval before contractual obligations are made. This may include expenditures that span multiple fiscal years.

Each Executive Officer may elect to have one or more divisional reserves for its General Fund budget surpluses, but for policy application, the target balances will be considered in relationship to the entire General Fund budget for each division.

## DESIGNATED INSTITUTIONAL RESERVE FUNDS

 and Administration and will be monitored by the Business and Finance office with respect to the specific nature of related expenditures.

## PLANT RESERVE FUNDS

In general, Plant reserve funds cover anticipated future capital expenditures on infrastructure (or emergency maintenance in excess of budgeted amounts), equipment, and debt payment.
The Strategic Capital Reserve is a Plant Reserve and the primary source for anticipated (or emergency) capital expenditures and shall have a floor of $\$ 25 \mathrm{M}$. This floor may be breached if recommended by the Vice President for Finance and Administration and approved by the SLT-B.
 Finance and Administration. Scheduled debt service payments over $\$ 500,000$ that are based on maturity schedules or other invoicing do not require separate approval or reporting

Approval for capital projects is governed under BOT policy 7.5.1 Finance and Administration - Facilities - Capital Projects. Approval of capital projects of $\$ 3,000,000$ or less are reviewed and approved by the President or designee. The Board of Trustees has approval authority for each capital project over $\$ 3,000,000$

## DEFINITIONS

Funds held outside the normal General Fund operating budgets that reside in the Designated and Plant Reserve funds as identified by the appropriate Executive Officer or the Vice President for Finance and Administration. Expenditures that are governed by this policy are those that are charged against funds that begin with " 15 " or " 94 ".

## UNCREWED/AIRCRAFT SYSTEM / DRONE POLICY

SLT 6.20
Date of Last Update:
August 26, 2019

## Approved By:

- Senior Leadership Team

Responsible Office:
Public Safety

## POLICY STATEMENT

Operation of an Uncrewed Aircraft System (UAS) or Model Aircraft (MA) is prohibited over University Property by students, employees, vendors, contractors and other members of the public except with prio written approval from the Vice President for Finance and Administration of the University
Permission to operate a UAS/MA over University Property will only be granted to University departments needing to operate a UAS/MA for educational or research purposes that benefit the University.
Purchasing of UAS or MA, also requires prior written approval from the Vice President for Finance and Administration. Potential purchasers may be employees, students or departments using University funds being disbursed through a University account, including grant funds.

## PROCEDURES

Consideration will only be given for purchasing and/or operating a UAS/MA if the written request to the Department of Public Safety includes all of the following:

1. exact dates and times of intended operation;
2. campus location and intended flight path;
3. the University purpose for the use of the UAS/MA;
4. for UAS, a current 333 exemption or Certificate of Waiver or Authorization (COA) or a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA) or documentation verifying that the individual operating the UAS is fully authorized by the FAA to do so;
5. for UAS, a photograph of the UAS with registration numbers attached or provision of FAA paperwork that identifies the registration numbers of the UAS being operated on the campus;
6. The Vice President for Finance and Administration will submit written approval for the purchase and/or operation of a UAS/MA to the Department of Public Safety.
 property with the exception of prohibited external load and transportation of property for compensation or hire. Only the Vice President for Finance and Administration may waive any of the part 107 rules.

In operating a UAS/MA for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid intrusions into areas normally considered private
All uses of UAS/MA must comply with the following:

1. UAS/MA must not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual living center rooms, changing or dressing rooms, health treatment rooms, daycare facilities and classrooms during periods of instruction. UAS/MA may not fly closer than thirty ( 30 ) feet outside a window of any university building.
2. UAS/MA may not be used to monitor or record institutional or personal information, which may be found in an individual's workspace, on computers or on other electronic devices.
3. UAS/MA may not be used inside of any University building without prior permission given by an Executive Officer of the University.
4. The following operational rules apply to the use of all UAS and MA

- UAS/MA must be in visual line of sight of the remote pilot in command
- UAS/MA must be visible to the operator with no assistance other than corrective lenses
- UAS/MA may not fly over people
- UAS/MA may be operated in daylight only
- UAS/MA must yield right of way to other aircraft
-UAS/MA maximum speed $100 \mathrm{mph} / 87$ knots
- UAS/MA maximum height of 400 feet
-UAS/MA minimum visibility 3 miles from point of contro
- A remote pilot in command may not command more than one UAS/MA
- A remote pilot in command may not operate a UAS/MA from a moving aircraft
- A remote pilot in command may operate a UAS/MA from a moving vehicle only in sparsely populated area
- Reckless operation of a UAS/MA is prohibited
- A UAS/MA may have no hazardous material on board
- The remote pilot in command must inspect UAS/MA prior to operation to ensure safe working order
-The remote pilot in command may not operate a UAS/MA if physical or mental condition prevents safe operation
A UASMA may carry an object if it does not affect flight operations and the entire UAS/MA with they object weighs less than 55 pounds.


## Enforcement of Complaints

Any violations of this policy will be dealt with in accordance with applicable University procedures which may include disciplinary actions and where appropriate, legal action. All complaints concerning the operation of UAS/MA over University Property should be referred to the Department of Public Safety. Users will also be subject to applicable Federal and State laws

Any FAA fines incurred by individuals or departments will be the responsibility of the individuals involved.

## dEFINITIONS

For purposes of this Policy, these terms should have the following meaning:
Model Aircraft - is an aircraft weighing less than 55 pounds
University Property - Buildings, grounds and land owned or controlled by the University

Uncrewed Aircraft Systems (UAS) - UAS are also known as or may be characterized as uncrewed aircraft systems or Drones

 the FAA as UAS and have different regulations

COA - Certificate of Authorization or Waiver. The COA is an authorization issued by the FAA to a public operator for a specific UAS activity. After a complete application is submitted, FAA conducts a
 will provide a formal response within 60 days from the time a completed application is submitted.

333 Exemption - FAA exemption based on Section 333 of the FAA Modernization and Reform Act of 2012 (FMRA) which grants the Secretary of Transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the National Airspace System.
Remote Pilot Certificate- Certificate of authorization issued by the FAA to public operator for commercial operation of UAS activity of a craft under 55 lbs. in weight.

## GVSU LAKER STORE POLICY

SLT 6.21
Date of Last Update:
August 11, 2023

## Approved By:

-Senior Leadership Team

## Responsible Office:

GVSU Laker Store

POLICY STATEMENT
GVSU Laker Store is dedicated to serving the students of Grand Valley State University with resources, which enhance the University's mission and image.

PROCEDURES
Textbook Locations
GVSU Laker Store - Allendale carries the textbooks and supplies required for classes taught on both the Allendale \& Robert C. Pew campuses and for those taught at other locations across the state. These are available online at http:/llakerstoregvsuedu.
 http:/llakerstoregvsu_edu.

## GVSU SAVE

GVSU SAVE is the Laker Store's digital course materials initiative aimed at making books more convenient and affordable. Visit the GVSU SAVE website for more information:
https://lakerstore.gvsuedu/GVSUSAVE
Other Merchandise
GVSU Laker Store - Allendale offers GVSU imprinted clothing and gifts, school and art supplies, and a full line of computers and accessories, including Apple products. GVSU Laker Store - Robert C. Pew Grand Rapids Campus offers an assortment of apparel, gifts and supplies

Discounts, Sales and Promotions
 in advance on the GVSU Laker Store website and on social media. All GVSU constituents are invited to sign up for Laker Store Rewards.

## Merchandise Returns Policies

Textbooks may be returned for a full refund through the first week of classes with a valid receipt. Check here for complete refund policies:httos://lakerstoreagvsuedu/SiteText?id=89206

## Book Sell Back

Since GVSU is cashless, Book Sell Back is only offered in-person during finals week after Fall \& Winter semesters, however, students can use the Laker Store online portal to sell back books any time: httos://onlinebuyback mbshooks.com.

## Textbook Orders

Faculty \& academic department textbook orders need to be submitted by October 25 for winter semester, February 25 for spring-summer semester, and March 25 for fall semester. Requisitions may be submitted on-line in the faculty access section of the bookstore's website at http://lakerstoregrasuedu
 that the correct book is ordered. GVSU Laker Store staff also appreciate notification that "no books are required" for a class when appropriate.
Desk Copy Loans
 their publisher representative for additional information.

## CONFERENCE AND EVENT PLANNING POLICY

SLT 6.22
Date of Last Update:
February 19, 2020

## Approved By:

- Senior Leadership Team

Responsible Office:
Conference Planning \& Hospitality Services

## POLICY STATEMENT


 the Conference and Event Planning Department website

WEAPONS POLICY
SLT 6.27
Date of Last Update:
October 04, 2023

## Approved By:

- Senior Leadership Team

Responsible Office:
Public Safety

## POLICY STATEMENT

The University is committed to maintaining a safe environment in which students, faculty, staff, and visitors are free to learn, live, work and visit the University campus or a facility without fear of violence. To carry out this mission, the University prohibits the use or possession of firearms, weapons, electrical devices, and explosives on its property, except as provided in this policy.
A person shall not possess any firearm or weapon anywhere upon property governed by the University, except:
-University Police Officers, those authorized to assist University Police Officers with training and other legally established law enforcement officers acting in the course of and scope of employment
-University Police Academy Director or their authorized designee with weapons specifically owned and used for educational training by the University.
-Authorized University construction-related activities.
A "weapon" shall include but is not limited to:

1. any firearm,
2. any device from which an electrical current, impulse, wave, or beam may be directed that is designed to incapacitate temporarily, injure or kill,
3. any other instrument or device of any kind that operates based on spring, gas or air, contains explosive materials, or
4. any instrument or device, such as a knife, that has a sharp blade greater than three inches.

A person shall not use any firearm, gun, weapon, chemical, biological, radioactive, or other dangerous substance or compound to injure, molest, or coerce another, anywhere upon property governed by the University, except for a self-defense spray or foam for protection of a person or property under the circumstances that would justify the person's use of physical force.
 chemicals or materials are prohibited anywhere upon property governed by the University.
Questions about weapons should be directed to the University Department of Public_Safety

CRISIS COMMUNICATION PLAN
SLT 7.1
Date of Last Update:
February 18, 2021
Approved By:

- Senior Leadership Team

Responsible Office:
University Communications
POLICY
The audience for this plan includes all students, faculty, staff, alumni, parents, trustees, the Grand Valley Foundation, and the general public.

POLICY STATEMENT
 and non-emergency communications. The plan is coordinated with the Comprehensive Emergency Management Plan (CEMP) administered by the Emergency Management team

## Executive Summary

 will be the Vice President of Finance and Administration. In a public relations issue, the second executive officer will be determined by the issue.

- The Associate Vice President for University Communications, Chief of Police, Associate Vice President for Facilities, and Dean of Students shall be the crisis communication coordinators.
- Whenever a situation affecting the campus reaches proportions that cannot be handled by routine measures, the crisis communication coordinators shall notify the Vice President for University Relations.
-The crisis communication director communicates with the other executive officers and Board of Trustees.
- Each university administrator, upon being notified, is to provide applicable information to those persons under his/her direction as per the crisis notification system.
- Main and field crisis communication posts shall be established as required by the situation and shall be equipped with communications systems required to utilize resources

Following the crisis, the crisis communication coordinators will gather all appropriate individuals for debriefing and review. Appropriate action will be determined.

## PROCEDURES

## TYPES OF COMMUNICATION

Emergency Notification:
 serious injury to persons, extensive property damage, loss of life, or disruption of university operations.
NOTE: The Comprehensive Emergency Management Plancan be found at htip://gvsuedu/s/ope
 crisis communication coordinators will determine who else needs to be notified and the appropriate action and follow-up messages as it relates to each campus
 Communications will be responsible for distributing the alert using RAVE. University Communications will post messages on the university home page, GVNext and/or use the university's social media outlets.
NOTE: Evacuation of Building procedures should follow instructions found in the Annual Security and Fire Safety Report (www.gvsuedw/gvpd/securityreport).
If a Timely Warning should be considered, GVPD will notify the crisis communication director and/or crisis communication coordinator(s). A Timely Warning is required if GVPD receives a report that a Clery crime has been committed on GVSU Clery geography and considers there to be a serious or continuing threat to students and employees. The content of a Timely Warning needs to include information that
 for University Communications, or their designees, will write the message(s). A designated representative from University Communications will be responsible for distributing the alert using RAVE. University Communications may post messages on the university home page, GVNext and the university's social media outlets.

## SAFETY NOTICE FOR OFF-CAMPUS INCIDENTS

 Safety determines that there may be a serious continuing or ongoing threat to the health or safety of off-campus students. When deemed necessary, the Department of Public Safety will notify the Vice President for University Relations or Associate Vice President for University Communications for dissemination

## PUBLIC WEATHER INFORMATION

If the weather poses an immediate threat to the campus community the Comprehensive Emergency Management Plan (CEMP) will be followed and communications made accordingly.
When there is inclement weather that requires cancellation or closure, the GVSU Cancellation/Closure Policy shall be followed.
REPORTING TO UNIVERSITY COMMUNICATIONS POTENTIAL REPUTATIONAL INCIDENTS OR CRISES
 has responsibility in the situation.

The unit head should immediately communicate all available information to the appropriate appointing officer/dean and/or executive officer, and the Associate Vice President for University Communications University Communications should be notified regardless of the availability of the appointing officer/dean and/or executive officer.

DEFINITIONS
Crisis Communication Director:
The Vice President for University Relations or designee will be responsible for supervising communications being released during and surrounding a crisis.
Crisis Communication Coordinators:
 of these individuals to communicate with one another about the nature of the incident and then share the information with the appropriate personnel.

## IDENTITY STANDARDS POLICY

SLT 7.2
Date of Last Update:
December 18, 2012
Approved By:

- Senior Leadership Team


## Responsible Office

Institutional Marketing

## POLICY STATEMEN

 correctly. Institutional Marketing has created a standards guide to assist with consistency.

## PROCEDURES

 about GVSU's marketing messages, and get help with publication, website, and advertising guidelines. Please contact 331-2525 for more information

## MOTION PICTURE/VIDEO/FILM/DIGITAL IMAGING PRODUCTION ON THE CAMPUS

SLT 7.3
Date of Last Update:
January 04, 2013

## Approved By:

- Senior Leadership Team


## Responsible Office:

University Communications

## POLICY STATEMENT


 the appropriate procedures and requirements have been met. Use of any location can only be approved with the consent of the impacted University units or buildings and consideration of the impact on surrounding areas and activities. Scheduled University events, regardless of size, take precedence over film shoots in determining location availability.

## PROCEDURES

## Requests for Permits

 application and script will be forwarded to a core committee that will include a representation of affected units or buildings for review and project approval.

## Fees \& Costs

 total operational costs. In certain limited instances fees and costs may be waived for uses such as public service announcements. Other forms of media may be subject to this fee and will be handled on a case-by-case basis.

## Alterations to Premises


 production. Production companies will be responsible for paying for any expenses to restore the University's Premises to its original condition.

## Code of Conduct

 cast, crew and all others associated with the project are expected to comply fully with University Policies. They will be expected to adhere to the Filmmaker's Code of Professional Responsibility which is Attachment A to the Guidelines and Procedures for this policy.

## University Identification and Appropriate Use of Campus Images

 deemed to be in the University's best interests.
Identification includes but is not limited to trademarks, icons, recognizable University landmarks, and the use of merchandise containing trademarked images/logos (i.e. flags, apparel, posters, miscellaneous items containing logo, etc.). Identification also includes verbal references on film.

## Filming and Athletics

 in a commercial production that identifies them as university intercollegiate athletes will jeopardize their NCAA eligibility

## Cancellation

If written notice of cancellation for an approved location permit is received before the production begins, then the production is liable for any actual costs incurred by the University as of the receipt of the
 having received written notice from the University to do so.

## Exceptions to Policy

 projects, or personal use. This filming requires no special services and does not in any way disrupt the normal functioning of the University. This filming cannot be used for commercial purposes after the fact without written permission from Grand Valley State University

## PUBLICATIONS AND ADVERTISING

SLT 7.4
Date of Last Update:
October 18, 2012

## Approved By:

- Senior Leadership Team

Responsible Office:
Institutional Marketing

## POLICY STATEMEN

 invitations. Advertising is also designed and produced in the Office of Institutional Marketing for the purposes of university image/awareness and recruitment. If not produced by Institutional Marketing, all publications and ads should be approved by Institutional Marketing before publication. Logo, design, and copy standards can be found at http://www.avsu_edu/identity

## PROCEDURES

Because of the high demand for print pieces, the following priorities have been set for pieces to be produced by Institutional Marketing

1. The Office of the President
2. Publications used by academic services in student recruiting
3. Materials used off campus for development purposes
4. Major publications of the university dealing with the general public or special external audiences
5. Advertising production support for development and student recruiting
6. Other university publications

Requests for forms, applications, etc. are not handled by Institutional Marketing and should be ordered through Procurement Services.
All publications and advertising should be sent to Institutional Marketing for review before they are printed or posted. Please contact $331-2525$ for more information.

## WEB POLICIES FOR ACADEMIC AND ADMINISTRATIVE UNITS

SLT 7.5
Date of Last Update:
December 18, 2012

## Approved By :

-Senior Leadership Team

## Responsible Office

Institutional Marketing

## POLICY STATEMENT

All GVSU units are required to maintain their webpages on the university's domain wwwavsuedu and use the university's content management system unless authorized by Institutional Marketing. All GVSU organizations, whether on the gvsu.edu domain or authorized to maintain their own servers and publish pages under domains other than www ovsi_edu are equally responsible for adhering to GVSU Web standards.
The purpose of website design standards is to

- Reinforce GVSU's identity
- Meet the needs of the constituencies Grand Valley serves
- Provide continuity in website appearance
- Protect and regulate the use of proprietary GVSU names, logo marks, word marks, and graphic devices
-Keep content current
- Faithfully represent GVSU to the public

Web standards can be found at htpe://www_gvsuedu/identity

## ALUMNI HOUSE POLICY FOR FACULTY/STAFF

SLT 8.1
Date of Last Update:
January 03, 2013
Approved By:

- Senior Leadership Team

Responsible Office:
Alumni Relations
POLICY
 personal event may do so; all room rentals and additional charges will apply.

## POLICY STATEMENT

General

The applicant undertakes to observe all rules and directions, which are imposed by GVSU and the Alumni Relations Office generally, or specifically, in respect to the space which is being used. The room rental
 distinguished or special guests attending the event

## Reservations

Reservations for University events must be made by a University employee. All reservations are to be arranged with the Event Coordinator at (616) 331-3590
 necessary setup and/or cleanup you may require; contact the Event Coordinator if you require more time.

## Food and Beverage

For events that involve the service of prepared food and drink, you must use the University's catering service (Classic Fare Catering).

If you will use the University catering service for your event, please arrange your menu selections with the Event Coordinator by the deadlines described on the event confirmation.

 the deadline.
 will consider the last communicated guest count to be the final guest count. The final bill will be based on the final guest count given or actual number served, whichever is higher.

Please contact the Event Coordinator at (616) 331-3590 for information on hosting a non-University sponsored event.

Minimum charges may be applicable for food and bar service

Outside food and drink are not allowed in the Alumni House.

Food and drink from the Alumni House, partial or whole, are not to leave the premises by state law.

No event may exceed 12:00 midnight, and alcohol service will be discontinued at 11:30 pm

## Set-up and Special Requests

The Perry Dining Room has a standard furniture set-up; additional furnishings or the rearrangement of existing furnishing may result in additional expenses. Set-up requests must be made in advance with the Event Coordinator and must be finalized five (5) business days before the event date. Changes to the set-up after this deadline may incur an additional charge

Contact the Event Coordinator to order additional equipment, audiovisual equipment, and any other special requests at least five (5) business days before the event.

## Cancellation

The Event Coordinator encourages a five (5) business day notice for event cancellations. Special cases will be handled on a case-by-case basis
 to $100 \%$ of the total bill.

Late charges will occur when catered events are planned less than three (3) business days in advance. These charges will be $10 \%$ of the total cost of the event with a minimum of $\$ 10.00$.

## Release of Alumni Contact Information

We do not release contact information to the general public from our alumni database. At this time, individuals searching for alumni do so by filling out a form online that is forwarded to University alum via postal mail.

## ENDOWMENT MATCH POLICY

SLT 8.2
Date of Last Update:
November 01, 2019

## Approved By:

- Senior Leadership Team


## Responsible Office:

University Development

POLICY STATEMENT
 sustainer payments. Gifts are matched the same year upon actual receipt of cash or similar monetary instruments.

## PROCEDURES

The following criteria are to be followed:
Only contributions to named endowments will qualify for matching funds.
Current and retired faculty and staff and their spouse's contributions will be eligible for match. This definition excludes adjunct faculty and staff.
 contributions eligible for match exceed available funding, the match will need to be reduced by an appropriate percentage for all gifts.
 Finance and Audit Committee in consultation with the Vice President for Finance and Administration regarding funding availability.

The eligible contributions that are received during the calendar year will be matched in the following February. Any eligible gifts received after December 31st will be matched the following February

## FUNDRAISING POLICY

SLT 8.3
Date of Last Update:
December 08, 2014

## Approved By:

-Senior Leadership Team

## Responsible Office:

University Development

POLICY STATEMENT
University Development helps Grand Valley State University fulfill its mission and realize its aspirations in three ways: (1) securing, stewarding and increasing financial support; (2) building meaningful partnerships with external and internal constituents; and (3) communicating the university's character, quality, priorities and goals.

Accordingly, University Development must strive at all times to ensure that its policies and procedures and those of the university are in compliance with local, state and federal regulations in regard to the solicitation and acceptance of gifts. Any deviation from the Internal Revenue Code could result in fines, public embarrassment and/or the loss of the University's tax-exempt status.

For these and many other reasons, all fundraising requests made in the name of the University must be approved in advance by the Vice President for Development. In addition, only the Vice President for Development or their designee is empowered to issue the University's official receipt that qualifies a donor's charitable contribution as deductible for tax purposes.
 In the area of "sponsored research", University Development may work with the Office of Sponsored Research to determine the most appropriate fit for the project.
 University Development. In all decisions related to funding, the priorities of the University, as approved by the Board of Trustees, shall guide the decision making process.

University Development will not share lists of donors or other constituents with individuals and organizations not affiliated with approved university fundraising activities.

 explicitly stated that their fundraising activities are unrelated to the university.

Today's donors have more outlets for their philanthropic desires than ever before. As competition for the philanthropic dollar has increased, donors now receive numerous appeals from multiple non-profit organizations. Consequently they are likely to become annoyed by multiple requests from the same organization. To ignore this is to risk reduced support, an outright refusal, or perhaps even permanent discontinuation of support.
 university-wide fundraising activities is imperative.

## Prohibited Activities

Members of the University community are prohibited from engaging in the following tactics and activities for purposes of fundraising:
-Use of home addresses from the university telephone directory to compile calling or mailing lists.

- Use of the Grand Valley State University Alumni Directory to compile calling or mailing lists.
- Using one's status as a Grand Valley State University employee or student to secure a gift commitment unless specifically authorized to do so
- Using "mass e-mails" on the campus intranet system to solicit gifts unless specifically authorized to do so by University Development.
- Conducting lotteries or similar games of chance, which the State of Michigan defines as gambling. Raffles may be conducted with prior approval from the Office of Student life For procedures and protocols implementing this policy please contact the Developmentoffice


## GIFT ACCEPTANCE AND DISPOSITION POLICY

SLT 8.4
Date of Last Update:
July 31, 2008

## Approved By:

-Senior Leadership Team

## Responsible Office:

University Development

## POLICY STATEMENT

 publicly traded equities traded on national exchanges. The Vice President for Development in advance of acceptance must approve all such gifts, which fall under this policy
Gifts subject to this policy will be considered in four categories:

1. Tangible personal property
2. Real property
3. Life insurance
4. Other assets

The latter category includes, but is not limited to: promissory notes, assignments of promissory notes, partnership interests, and restricted or non-publicly traded securities. The criteria for acceptance, the acceptance/approval process, and the disposition policy (where relevant) for each category are set forth below

## PROCEDURES

## 1. Tangible personal property

A. Criteria for acceptance

Gifts of tangible personal property, including but not limited to works of art, manuscripts, literary works, boats, motor vehicles, and computer hardware, may be accepted only after thorough review indicates that the property is (1) readily marketable or (2) needed by the University for use in a manner that is related to one of the purposes for which tax-exempt status of the University was granted; that is, for education, research, or a combination of both.

## B. Approval/acceptance process

A Development Officer or other appropriate gift officer will prepare a written summary of the gift proposal and submit that summary to the Assistant Vice President for Development Services. At a minimum, the summary shall include the following information:
Description of the asset
The purpose of the gift (e.g. to fund an endowed chair, a deferred gift, an unrestricted gift) and the department(s), program(s), or endowment(s) to benefit from the gift

- An estimate or appraisal of the gift's fair market value and marketability
- Any potential University use and, if so, written review by the department to benefit from the asset
- Any special arrangements requested by the donor concerning disposition (e.g., price considerations, time durations prior to disposition, potential buyers, etc.)

The Vice President for Development and the Vice President for Business and Finance will review the material presented by the Development Officer and make a determination as of whether to accept or reject the proposed gift (or, of necessary, to postpone a decision pending the receipt of additional information.) The Vice President for Development or the Vice President for Business and Finance shall communicate the final determination to the Development Officer, and the Development Officer shall communicate the University's decision to the donor in writing, including any conditions imposed by the Vice President for Development or the Vice President for Business and Finance, prior to acceptance.

If the Vice President for Development and the Vice President for Business and Finance approve a proposed gift of tangible personal property, the Development Officer will acknowledge receipt of the gift on behalf of the University. The University will not appraise or assign a value to the gift property. It is the donor's responsibility to establish a value for the gift and provide, at the donor's expense, a qualified appraisal required by the IRS in the case of gifts of tangible personal property valued in excess of $\$ 1,500$.

The gift will be completed by the execution and delivery of a deed of gift or other appropriate conveyance acceptable to the University, and the delivery of the property, as applicable. The donor will pay all costs associated with the conveyance of the gift. In addition, the filing of Form 8283 by the donor is required by the IRS for gifts of tangible personal property valued at more than $\$ 500$. The donor should send this form to the Gift Assistant for execution.

## C. Disposition

Upon approval of a proposed gift of tangible personal property, the Vice President for Development will assign a University office the responsibility for disposing of the gift, unless the gift is intended for a specific University purpose, in which case no immediate disposition is necessary. Any guidelines on disposition, including minimum sales price and approval or rejection of any special arrangements with the donor, will be put in writing to the university office responsible for disposing of the gift.

Upon approval of a proposed gift, the Vice President for Business and Finance or designees will identify a Fund and Organization Code for charging expenses associated with the gift pending disposition. In the absence of a known beneficiary for the gift, a development code will be used as a holding account.

Until the property is sold or otherwise disposed of, the university office responsible for disposing of the gift will prepare quarterly status reports and distribute them to the Vice President for Development and
to the designated representative of the department to benefit from the gift.
The Vice President for Development must be consulted before a gift of tangible personal property may be sold for less than appraised value, estimated fair market value, or guidelines imposed by University Development in approving the gift, as the case may be. If in the judgment of the person responsible for disposing of the gift, a current appraisal of the property would assist in disposing of the property, the person responsible for disposing of the gift may request permission to have the appraisal performed.

Upon sale of the property, the office responsible for disposing of the gift will prepare a final report on the property, including a financial summary of net proceeds to the extent known, and distribute it to the Vice President for Development, the Vice President does Business and Finance or designee, and the designated representative of the department to benefit from the gift.

## 2. Real Property

The University will consider gifts of real property, both improved and unimproved (e.g., detached single-family residences, condominiums, apartment buildings, rental property, commercial property, farms,
 Finance or designee. All gifts of real property shall be subject to terms and conditions as set forth in the Grand Valley State University Policy for Accepting Gifts of Real Estate.

## A. Criteria for Acceptance

i. Market Value and Marketability: The Vice President for Business and Finance or designee must receive a reasonably current appraisal of the fair market value of the property and interest in the property the University would receive if the proposed gift is approved. Development Officers must understand and communicate to donors that it is the University's policy to dispose of all gifts of real estate (other than property which the University wishes to retain) as expeditiously as possible. Thus, regardless of the value placed on the property by the donor's appraisal, the University will attempt to sell at a reasonable price in light of current market conditions, and the donor needs to be informed that any such sale occurring within two years of the date of gift will be reported to the IRS on Form 8283.
ii. Potential Environmental Risks: All proposed gifts of real property, including gifts from estates, must be accompanied by a Phase I environmental audit performed at the donor's expense. The only permitted exception to this requirement is for residential property, which has been used solely for residential purposes for a significant (at least twenty year) period of time. In cases where this exception applies and no environmental audit is undertaken, the donor/executor must have an outside party complete an Environmental Checklist prepared by the Vice President for Business and Finance or designee and may be required to execute an environmental indemnity agreement. Even in cases where a Phase I audit is submitted, the Vice President for Business and Finance or designee may require that the donor sign an environmental indemnity agreement.
iii. Limitations and Encumbrance: The existence of any and all mortgages, deeds of trust, restrictions, reservations, easements, mechanic liens and other limitations of record must be disclosed. No gift of an interest in real estate will be accepted until all mortgages, deeds of trust, liens and other encumbrances have been discharged, except in very unusual cases where the fair market value of the University's interest in the property net of all encumbrances is substantial or where a separate agreement to pay such encumbrances which might be charges to the University has been executed by a financially responsible party.

Carrying Costs: The existence and amount of any carrying costs, including but not limited to property owners' association dues, country club membership dues and transfer charges, taxes and insurance, must be disclosed.
iv. Title Information: A copy of any title information in the possession of the donor, such as the most recent survey of the property, a title insurance policy, and/or and attorney's title opinion, must be furnished.

## B. Approval/Acceptance Process

The Development Office, with the assistance of the Vice President for Business and Finance or designee, will prepare a written summary of the gift proposal and submit that summary to the Vice President for Development. At a minimum, the summary shall include the following information:

Description of real property
-The purpose of the gift (e.g., to fund an endowed chair, a deferred gift, an unrestricted gift) and the department(s), program(s), or endowment(s) to benefit from the gift

- An appraisal of the properties and, if different, the University's interest in the property's fair market value and marketability

The result of a title search

- Any potential for income and expenses, encumbrances, and carry costs prior to disposition

Any environmental risks or problems revealed by audit or survey

- Any potential University use
- Any special arrangements requested by the donor concerning disposition (e.g., price consideration, time durations prior to disposition, potential buyers, realtors or brokers with whom the donor would like the University to list the property, etc.)
The Vice President for Development and the Vice President for Business and Finance will review the material present by the Development Officer and make a determination as of whether to accept or reject the proposed gift (or, if necessary, to postpone a decision pending the receipt of additional information.) The Vice President for Development or the Vice President for Business and Finance shall communicate the final determination to the Development Officer, and the Development Officer shall communicate the University's decision to the donor in writing, including any conditions imposed by the Vice President for Development or the Vice President for Business and Finance, prior to acceptance.

If the Vice President for Development and the Vice President for Business and Finance approve a proposed gift of real property, the Development Officer will acknowledge receipt of the gift on behalf of the University upon notice by the Vice President for Business and Finance or designee that the property has been properly recorded in the local Registry of Deeds. The University will not appraise or assign a value to the gift property. It is the donor's responsibility to establish a value for the gift and to provide, at the donor's expense, a qualified appraisal required by the IRS.
The gift will be completed by the execution and delivery of a deed of gift or other appropriate conveyance. The costs associated with the conveyance and delivery of the gift, including but not limited to recording fees and, if deemed necessary by the Vice President for Business and Finance or designee, a current survey, title insurance and/or attorney's title opinion, will be either paid by the donor or charged to the fund code of the department(s), program(s), or endowment(s) to benefit by the donation. In addition, the IRS for gifts of real property requires the filing of Form 8283 by the donor. The donor should send this form to the Vice President for Business and Finance or designee for execution.

## C. Disposition

It is the responsibility of the Vice President for Business and Finance or designee to dispose of all gifts of real property Any guidelines the Vice President for Business and Finance or designee wishes to impose on disposition, including minimum sales price and approval or rejection of any special arrangements with the donor, will be put in writing to the Vice President for Development.

If the Vice President for Business and Finance or designee determines that it is in the best interests of the University to retain for its own use a gift of real property, it will be recommended to the appropriate officers of the University and to the Board of Trustees that the University purchase the property and that, in all other cases they authorize liquidation of such funds for the benefit of the designated gift purpose.
Upon acceptance of a gift, the Vice President for Business and Finance or designee will designate a code for charging expenses associated with the gift pending disposition. In the absence of a known beneficiary for the gift, the code will be used as a holding account. Until the property is sold or otherwise disposed of, the Vice President for Business and Finance or designee will prepare quarterly status reports and distribute them to the Vice President for Development and to the designated representative of the department to benefit from the gift.
Upon sale of the property, the Vice President for Business and Finance or designee will prepare a final report on the property, including a financial summary of net proceeds, and distribute it to the Vice President for Development and the designated representative of the department to benefit from the gift. The Vice President for Business and Finance or designee of responsible for filing Form 8283 for gifts of real property sold by the University within two years of the date of gift.

The Vice President for Business and Finance or designee of responsible for filing Form 8283 for gifts of real property sold by the University within two years of the date of gift.

## 3. Life Insurance

## A. Criteria for Acceptance

With approval of the Vice President for Development, the University will accept gifts of life insurance policies that meet the following two criteria:
The policy is a life insurance policy which is either paid-up or, if not paid-up as of the date of gift:

- Has a minimum face value of $\$ 10,000$
-Has a payment schedule not to exceed ten years and which assumes an interest rate not to exceed two percent below prime interest rate as of the effective date of the policy
- Requires charitable contributions from the donor to the University in the amount of any premiums, including unscheduled premiums, which may become due.

Grand Valley State University is designated as the owner and beneficiary of the policy. If intended for endowment purposes, the face value of the policy meets the minimum funding standards for endowments established by the Board of Trustees.

## B. Approval/Acceptance Process

The Development Officer will prepare a written summary of any proposed gift of a life insurance policy, which fails to meet all of the criteria specified in the section above and submit that summary through the University's Director of Planned \& Endowed Giving or designee. At a minimum, the summary shall include the following information:

- Description of the type of life insurance policy, face value, premium payment schedule, interest rate, age of insured(s), and other relevant policy information
- The purpose of the gift (e.g., to fund an endowed chair, a deferred gift, an unrestricted gift) and the department(s), program(s), or endowment(s) to benefit from the gift

The Vice President for Development and the Vice President for Business and Finance will review the material presented by the Development Officer and make a determination as of whether to accept or reject the proposed gift (or, if necessary, to postpone a decision pending the receipt of additional information.) The Vice President for Development or the Vice President for Business and Finance shal communicate the final determination to the Development Officer, and the Development Officer shall communicate the University's decision to the donor in writing, including any conditions imposed by the Vice President for Development or the Vice President for Business and Finance, prior to acceptance.
If the Vice President for Development and the Vice President for Business and Finance approve a proposed gift of a life insurance policy, the assigned Development Officer will acknowledge receipt of the gift on behalf of the University.
The gift will be completed upon the execution and delivery of the life insurance policy to the University or an assignment of the policy in the event that the University is not the original owner of the policy.

## C. Administration

The Office of University Development shall administer all gifts of life insurance policies and shall maintain records of all donor policies, contribution schedules, donor designations of death benefits, and the like. The University's Director of Planned \& Endowed Giving or designee shall be responsible for pledge reminders and monitoring payments of premiums.

The Vice President for Business and Finance or designee shall be responsible for confirming the existence and cash value of all policies in force at least annually and for collecting and distributing death benefits. Upon receipt of death benefits, the Vice President for Business and Finance or designee shall provide notice to the department(s), program(s), or endowment(s) to benefit from the gift.

## 4. Other Assets

Other assets include but are not limited to: promissory notes, assignments of promissory notes, partnership interests, and restricted or non-publicly traded securities.

## A. Criteria for Acceptance

The University will consider gifts of other assets, including but not limited to promissory notes, assignment of promissory notes, partnership interests and restricted or non-publicly traded securities, only after a thorough review of the criteria set forth below.
i. Market Value and Marketability: The University must receive a reasonably current appraisal of the fair market value of the property and interest in the property the University would receive if the proposed gift is approved. Development Officers will inform the donor that, if the gift is completed, the IRS will require an appraisal made within sixty days of the date of gift. The appraisal and other information must indicate clearly and convincingly that there is in fact a market for the asset under consideration and that the asset can be sold within a reasonable period of time.
ii. Potential Environmental Risks: All proposed gifts in which the University would acquire an interest in real property must be accompanied by a Phase I environmental audit performed at the donor's expense. The only permitted exception to this requirement is for residential property, which has been used solely for residential purposes for a significant (at least twenty-year) period of time. In cases where this exception applies and no environmental audit is undertaken, the donor must have an agent complete an Environmental Checklist prepared by the Vice President for Business and Finance or designee and may be required to execute an environmental indemnity agreement.
iii. Limitations and Encumbrances: The existence of any and all mortgages, deeds of trust, restrictions, reservations, easements, mechanic liens and other limitations of record must be disclosed. No gift of an interest in real estate will be accepted until all mortgages, deeds of trust, liens and other encumbrances have been discharged, except in very unusual cases where the fair market value of the University's interest in the property net of all encumbrances which might be charged to the University had been executed by a financially responsible party.
iv. Carrying Costs: The existence and amount of any carrying costs, including but not limited to property owners' association dues, country club membership dues and transfer charges, taxes and insurance, must be disclosed.
v. Title Information: A copy of any title information in the possession of the donor, such as the most recent survey of the property, a title insurance policy, and/or an attorney's title opinion, must be furnished.

## B. Approval/Acceptance Process

The Development Officer will prepare a written summary of the gift proposal and submit that summary to the Vice President for Development and the Vice President for Business and Finance. At a minimum, the summary shall include the following information:
-Description of the asset

- The purpose of the gift (e.g. to fund an endowed chair, a deferred gift, and unrestricted gift) and the department(s), program(s), or endowment(s) to benefit from the gift
- An estimate or appraisal of the asset's fair market value and marketability
- Potential for income and expenses, encumbrances, and carry costs prior to disposition
- Any environmental risks or problems revealed by audit or survey
- Credit history or financial statement of financially responsible party, if applicable
- Any special arrangements requested by the donor concerning disposition (e.g., price considerations, time durations prior to disposition, potential buyers, realtors or brokers with whom the donor would like the University to list the property, etc.)

The Vice President for Development and the Vice President for Business and Finance will review the material presented by the Development Officer and make a determination as of whether to accept or reject the proposed gift (or, if necessary, to postpone a decision pending the receipt of additional information.) The Vice President for Development or the Vice President for Business and Finance shall communicate the final determination to the Development Officer, and the Development Officer shall communicate the university's decision to the donor in writing, including any conditions imposed by the Vice President for Development or the Vice President for Business and Finance, prior to acceptance.
 on behalf of the university. The university will not appraise or assign a value to the gift property. It is the donor's responsibility to establish a value for the gift and to provide, at the donor's expense, a qualified appraisal required by the IRS in the case of assets valued in excess of $\$ 1,500$.
The gift will be completed by the execution and delivery of a deed of gift or other appropriate conveyance, and the delivery of the property, as applicable. The cost associated with the conveyance will be paid by the donor upon delivery of the gift. In addition, the filing of Form 8283 by the donor is required by the IRS for gifts of assets valued at more than $\$ 1,500$. The donor should send this form to the Office of University Development for execution.

## C. Disposition

It is the responsibility of the Vice President for Business and Finance or designee to dispose of all gifts of assets in this Category 4. If the asset involves an interest in real estate, it is generally expected that the Vice President for Business and Finance or designee will assist in disposing of the asset. If the asset is a security, it is generally expected that the Vice President for Business and Finance or designee will follow policies for disposing the asset. Any guidelines the Vice President of Business and Finance or designee wish to impose on disposition, including minimum sales price and approval or rejection of any special arrangements with the donor, will be put in writing to the Vice President for Development at this time.

Upon acceptance of a gift, the Vice President for Business and Finance or designee will designate a code for charging expenses associated with the gift pending disposition. In the absence of a known beneficiary for the gift, the Vice President for Business and Finance or designee will determine how the gift will be disposed.

Until the property is sold or otherwise disposed of, the Vice President for Business and Finance or designee will prepare quarterly status reports and distribute them to the Vice President for Development and to the designated representative of the department to benefit from the gift.

Upon sale of the property, the Vice President for Business and Finance or designee will prepare a final report on the property, including a financial summary of net proceeds, and distribute it to the Vice President for Development and the designated representative of the department to benefit from the gift.
The Vice President for Business and Finance or designee is responsible for filing Form 8283 for asserts valued at more than $\$ 5,000$ sold by the university within two years of the date of gift.

## 5. Acceptance and Disposition of Deferred Gifts

## A. Deferred Giving

Development Services is asked to record various types of deferred gifts; the office is often asked to provide a description of the nature of such a gift, or explain how various types of deferred gifts should be recorded by us and/or handled for tax purposes. Ultimately, the Gift Assistant should refer related inquiries to the university's Director of Major \& Deferred Gifts. This does not, however, remove the need for the Gift Assistant to be familiar with this type of gift. For this reason, below are the general explanations of certain types of deferred gifts with commonly accepted rules. Information concerning specific treatment of these gifts at Grand Valley State University should be procured from the Office of University Development.

## B. Bequests

The most common and simplest form of deferred giving: a bequest is a gift of property that is made through a donor's will.
Benefits to Donors: Donors do not have to part with any money until they die, and do not owe any estate tax on the amount of the bequest.

## 6. Charitable Remainder Trusts

Two basic types of charitable remainder trusts qualify for federal tax benefits. In both arrangements, a donor gives stock, cash, or other assets to a trust. Those assets are invested; producing income for the
 the donor dies, the charity keeps all remaining assets. There are two types of remainder trusts:

## A. Unitrusts

Under a basic unitrust, the donor receives one or more yearly payments equaling a fixed percentage of the value of the asset. The value is assessed each year. Under a net-income unitrust, the donor receives only the income earned by the trust, even if the trust earns less than the payout rate. However, the trust can be set up to include a "make-up provision," which allows donors to make up the los income, provided the trust earns more than the payout rate in future years.
B. Annuity Trusts The donor receives a yearly fixed payment equaling at least five percent of the value of the asset at the time the deferred-giving agreement was signed. Donors who give real estate commonly use charitable remainder trusts. Real estate is not usually given through gift annuities and cannot be given to pooled-income funds.
Benefits to Donors: Donors can get income-tax deductions and escape capital-gains taxes by making such gifts. Many donors find the trusts an appealing way to prepare for retirement. The assets can be invested to earn a lower rate of return when the donor is younger and then shifted to earn a higher rate of return, and thus provide more income, during a donor's later years.
C. Gift Annuities

Donors contribute cash, securities, or other assets to a charity. In exchange, they receive annual payments for a fixed amount of time. With a deferred gift annuity, the annual payments do not start when the gift is made; they begin at a time specified by the donor when the gift is made.
Benefits to Donors: Gift annuities are attractive to donors who want to receive income from assets that have risen sharply in value, such as cash or stocks. In return for gifts of such assets, the charity guarantees the donors a fixed annual income for the rest of their lives and helps the donor avoid capital-gains tax. The donor also gets an income-tax break on a portion of the earnings from an annuity; the exact amount depends on the donor's age.

## D. Pooled-Income Fund

The donor gives cash, securities, or other assets to a non-profit organization, which then invests those assets in a large, diversified portfolio. The donor receives income from the fund proportionate to the value of his or her contribution, as well as an income-tax deduction based on the estimated principal that will be left to the charity. Obtaining a "unit" in a pooled-income fund is similar to buying a share of a mutual fund.
Benefits to Donors: Life gift annuities, pooled-income funds appeal to donors who want to earn income on stock and other assets and escape capital-gains taxes. Unlike annuities, a donor's income from a pooled-income fund is tied to fluctuating interest rates. That means that in the long run, donors may receive larger earnings than they do from annuities, but they can also do less well in the short term. As a result, the funds tend to appeal to younger people who are more often willing to take risks with their investments
E. Charitable Lead Trusts

A charity receives the income from the donor's assets for a specified time, after, which the asset is transferred back to the donor or to the donor's heirs.
Benefits to Donors: A lead trust can reduce gift and estate taxes or provide a charitable deduction for the donor. Charitable lead trusts are most appealing to donors who want to pass appreciated assets to their heirs without paying a substantial amount in taxes. The donor pays a gift tax on the asset when it is placed in to the trust; after that it can grow tax-free. At the end of the specified period, the asset is returned to the donor's heir or heirs, who do not have to pay any additional taxes.
7. Deferred Gifts Policy of Grand Valley State University

In an effort to maintain continuity and consistency with deferred gifts to Grand Valley State University, the following policy has been established:
Gifts governed by this policy: All deferred gifts to the University, which are managed by Grand Valley State University or its agents, including but not limited to the following:

- Gifts establishing charitable remainder trusts
- Gifts to the pooled income funds
- Gifts purchasing charitable gift annuities
- Gifts funding charitable lead trusts

Gifts not governed by this policy: Deferred gifts that do not require management; for example, gifts of personal residences or farms with retained life estate in donor and deferred gifts with are managed by trustees other than Grand Valley State University.
Trustee: Grand Valley State University has the option to serve as trustee of any deferred gift in which the University's interest equals at least fifty-one percent of the total charitable interests. Usually the University prefers the use of a commercial trustee.
Payout rates: The payout rates offered to donors shall be competitive and determined in consultation with a Development Officer.
Value of Remainder: No deferred gift (except for deferred gift annuities) shall be accepted in which the value of the University's remainder interest is less than twenty-five percent of the value of the assets transferred.
Minimum gift amounts: Grand Valley State University has the following minimums for acceptance of deferred gifts
-Charitable remainder trusts: Initial gift - \$100,000
-Pooled income fund gifts: Initial gift - \$5,000 Additional gifts - \$1,000

- Charitable gift annuities: Initial gift - \$10,000

Note: Gift annuities may not be offered to residents of states in which such contracts are considered to be insurance products or securities. Currently almost one-half of the states (including Florida, New York and California) classify these contracts as either insurance or securities. Because this list is constantly changing, approval should be obtained from the Development Office before discussions for this gift type are initiated.

Acceptable gift assets: The University will accept the following assets:

- Cash
- Publicly traded securities
-Real estate (subject to approval of the Vice President for Development)
- Other assets, such as closely held stock and partnership interested (subject to approval of the Vice President for Development.)

Valuation of gift assets: The University will follow applicable federal tax law.
Final approval, acceptance, and execution by the University: The Vice President for Development, in collaboration with the Vice President for Business and Finance or designee must approve all documents.
All documents must be sent first to the donor for signature and then to the University's Vice President of Business and Finance or designee.
The Vice President of Business and Finance or designee shall execute the documents on behalf of the University; and the documents shall be executed in duplicate and the originals distributed as follows:

- One original to donor
- One original to Vice President of Business and Finance or designee
- Copies to the appropriate Development Officer


## PRIVACY POLICY

SLT 8.5
Date of Last Update:
July 31, 2008

## Approved By:

- Senior Leadership Team


## Responsible Office:

University Development

## POLICY STATEMENT

Grand Valley State University maintains a database (Millennium) of biographical and gift/pledge information about alumni and friends in accordance with the general needs and expectation of the university community. The information contained in this database is intended exclusively for purposes related to Grand Valley State University programs.

 us by our constituents, the following policies have been developed. These policies were approved in 2007 by the Vice President for Development and now apply to every request for information and to direct access to the Millennium System.

## PROCEDURES

## Organizations that may request informatio

The following organizations and individuals may request information from the Millennium database:
Grand Valley State University affiliated organizations and constituent groups, in support of approved activities, including

- Office of Alumni Relations

Constituent groups approved by the Office of Alumni Relations
University Development
Other administrative units
Academic units

- Athletic programs

Office of Career Planning
 Vice President's designee.

- Other colleges and universities seeking the location of alumni with degrees from both Grand Valley State University and the requesting institution

Law enforcement agencies and student loan agencies

- Agencies that assist Development Services in locating Grand Valley State University's alumn

Any other requests will be forwarded to that person whose information is sought so that they can decide whether or not to contact the requestor. No information will be released for those records coded "No Contact" indicating the alumnus or alumna has requested no university contact. The same rule will apply to records coded Confidential.

All requests for information from members of the media must be referred to University Communications.

## Information that may be released

The following information may be released from the Millennium database:
-"Public information," which is limited to:
-Full name

- Degree(s) and date of degree(s) awarded by Grand Valley State University

Major field of study

- Class year
"Public information" will be provided only to those requestors identified above.
 information on current students should be forwarded to the Registrar's Office.

Information provided to volunteer alumni constituent groups would be limited to those alumni who are affiliated with the requesting group
In addition to public information, request from the University Development, Alumni Relations, administrative, academic, or athletic units of Grand Valley State University and central administration may be provided the following information:
-Employment
-Student activities

- Alumni activities

Family members

- Degrees obtained from other institutions
-Miscellaneous comments, awards and text
- Gift and pledge data
- Selected biographical attributes

Acceptable use of information
The following statements specify the acceptable internal uses of information from the alumni database:

1. Development Services will make available information from its database for the support of approved, university-related activities
2. Approved activities include:
a. Alumni Relations
b. Fundraising
c. Public Relations
d. Governmental relations
e. School/department communications to alumni/constituent
f. University-sanctioned research
g. Grand Forum
h. Student recruitment
3. Information maintained in Millennium is not available for release for nonrelated commercial or political purposes.
4. If the information provided will result in the preparation of lists or directories that are to be published in book, magazine, newsletter, electronic media or other forms for general distribution among alumn groups, prior to publication each individual who might be included must be provided the opportunity to indicate in writing the wish to be excluded.
5. Requestors of data from Millennium may contract to services of outside vendors (e.g. data processing consultants, direct mail firms, marketing and merchandise firms, etc.) to process and/or distribute information obtained from Millennium. In these cases:
a. The vendor must agree to use the information only for the purpose intended by the university client. The sale or transfer of the information by the vendor is strictly prohibited.
b. If the project in question results in the publication of directories or lists as identified above, the procedures outlined must be followed prior to publication.
c. The vendor must ensure the prompt return of and university-owned computer tapes or electronic software provided in fulfillment of the contract.
d. The university client or the vendor agrees to pay any costs associated with systems programming or special data processing that might be required beyond the normal capabilities of the Millennium computer system.
e. In all cases involving the use of outside vendors or contractors, the absolute confidentiality of the information provided from the Millennium database is the responsibility of the requestor.
6. Formats available for distribution of information: Information may be obtained in the form of lists, labels, computer tapes, diskettes, and downloads by authorized university representatives in support of approved activities as noted above. It is the responsibility of the unit requesting information to maintain the absolute confidentiality of that information as specified in this policy statement.

 provided is the responsibility of the requestor.
 to access to this information must be approved by the Vice President for Development or a designee and must include written assurance of future compliance with these policies.

In cases of dispute about what constitutes an approved activity, the final decision will rest with the Vice President for Development or the Director of Development Services as the Vice President's designee. Statement of database access policies

Direct access to Millennium is restricted by the Millennium Security policies and procedures as well as the university's Conditions of Use Information Technology Services Policy

## Date of Last Update:

August 19, 2022

## Approved By:

- Senior Leadership Team


## Responsible Office:

Office for Title IX and Institutional Equity

## POLICY STATEMENT

## I. Policy Statement

Grand Valley State University (GVSU or "University") strives to maintain a university community characterized by respect for each other. This includes, but is not limited to, a commitment to providing an

 have serious effects on the well-being of all members of the university community and therefore does not tolerate such behavior.
Upon receiving a report of an alleged violation of this Policy, the University will take prompt and appropriate action in response, including a review of the allegations and, if appropriate, an investigation and
 and/or are involved in an investigation of conduct prohibited by this Policy

## II. Jurisdiction

This Policy applies to Harassment by or against any member of the University community including faculty, staff, and students that occurs:

1. In the context of any GVSU education program or activity;
2. On campus or on property owned or controlled by GVSU;
3. At GVSU-sponsored events;
4. In buildings owned or controlled by GVSU's recognized student organizations; and/or
5. Off-campus where:
A. The effects of the Harassment effectively deprive someone of equal access to GVSU's educational programs or activities;
B. The Harassment has continuing effects on campus or in an off-campus GVSU-sponsored program or activity; and/or
C. The alleged harasser poses an immediate threat to the physical health or safety of any individual.

Nothing in this Policy prohibits GVSU's right to address and take appropriate action with respect to conduct that, while not prohibited by this Policy, is nevertheless inconsistent with GVSU's values, including respect for others.

## III. Freedom of Expression and Academic Freedom


 or state law, including the First Amendment, or any conduct which arises for legitimate academic and pedagogical purposes, including intellectual inquiry, debate, and dialogue.
More information about freedom of expression at the University is available at https://www-gvsuedu/dso/expressive-activity-at-gvsu-32htm and about Academic Freedom at BOT 4.2 .2
IV. Responsible Party

GVSU's Director and Title IX Coordinator ("Title IX Coordinator"), Office for Institutional Equity and Title IX, is responsible for implementing and monitoring compliance with this Policy on behalf of GVSU. This
 alleged violations of this Policy. The Vice President for Inclusion and Equity maintains the authority to designate an alternate responsible party.
Any questions regarding this Policy or conduct prohibited by it may be directed to the Title IX Coordinator:
Kevin Carmody
4015 James H. Zumberge Hall
(616) 331-9530
carmodke@gvsu.edu
Some types of Harassment may be criminal in nature and may be reported to GVSU's Police Department, at (616) 331-3255. In the case of an emergency, the matter should be reported to 911 .

## V. Definitions

## 1. Complainant

Any person who is alleged to be the victim of conduct that constitutes Harassment under this Policy.

## 2. Consent

Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during a sexual act. Consent is active, not passive. Silence, or lack of resistance, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity
A. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
B. Consent may be withdrawn at any time as long as the withdrawal is reasonably and clearly communicated by word or action. If consent is withdrawn, that sexual activity should stop.
C. Previous relationships or prior consent cannot imply consent to future sexual acts.
D. Consent cannot be given by an individual who one knows to be - or based on the circumstances should reasonably have known to be - incapacitated.
i. A person is incapacitated when they cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).
ii. Incapacitation may result from the consumption of alcohol or other drugs, sleep or unconsciousness, a physical or mental health condition, or involuntary physical restraint.
E. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.
F. An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a Supervisory or disciplinary authority.
G. Consent may not be given by a person who has not reached the legal age of consent under applicable law.
H. Being impaired by alcohol or drugs will never function as a defense for any behavior that violates this Policy.
3. Discriminatory Harassment

Discriminatory Harassment may include unwelcome conduct based on an individual's or group's, race, color, national origin, age, disability, familial status, height, weight, marital status, political affiliation, veteran status, military status, genetic information, or any other legally protected characteristic that interferes with performance, limits participation in University activities, or creates an intimidating, hostile, or objectively offensive environment when viewed from the perspective of both the individual and a reasonable person in the same situation.
A. Discriminatory harassment includes, but is not limited to, the following types of conduct when such conduct is based an individual's or group's protected characteristic:
i. Verbal abuse, slurs, derogatory comments or insults about, directed at or made in the presence of an individual or group.
ii. Display or circulation of documents or pictures that are objectively offensive or degrading
iii. Physical contact or threatening language or behavior.
iv. Damage to, trespass on, or theft of property.
4. Respondent

An individual who is alleged to have violated this Policy.

## 5. Retaliation

Any adverse action taken against a person because of their participation in a protected activity. That includes, without limitation, intimidating, threatening, coercing, or discriminating against any individua for the purpose of interference because that person has made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under this policy.

## 6. Sexual Misconduct

Sexual Misconduct is unwelcome conduct based on sex, sexual orientation, gender identity, and/or pregnancy that does not fall within the purview of Title IX Sexual Harassment because it does not meet the definition of Title IX Sexual Harassment and/or because the reported behavior falls outside the jurisdiction under Title IX.
Examples of Sexual Misconduct include, but are not limited to, the following
A. Unwelcome conduct based on sex, sexual orientation, gender identity, and/or pregnancy based on the circumstances and evaluated subjectively and objectively, that is determined by a reasonable person to be so severe, or pervasive that it effectively denies or limits a person equal access to participate in or benefit from the University's education program or activity.
B. Conduct that meets the definition of Title IX Sexual Harassment but occurs off campus.
C. Conduct that meets the definition of Title IX Sexual Harassment but occurs in a GVSU educational program or activity outside the United States such as in a GVSU study abroad program.

## 7. Title IX Sexual Harassment

Title IX Sexual Harassment is unwelcome conduct on the basis of sex, sexual orientation, gender identity and/or pregnancy that satisfies one or more of the following
A. Quid Pro Quo Harassment: An employee or agent of GVSU conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program
or activity.
C. Sexual assault: Any forcible or non-forcible sex act proscribed by law. "Forcible sexual assault" includes sexual intercourse and fondling without consent. "Non-forcible sexual assault" includes incest and statutory rape
i. "Sexual intercourse" includes oral, anal, and vaginal intercourse or penetration, to any degree, with any part of the body or other object.
ii. "Fondling" is defined as touching of the genitals, buttocks, and/or breasts of another person for the purpose of sexual gratification, without consent.
iii. "Incest" is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
iv. "Statutory rape" is nonforcible sexual intercourse with a person who is under the statutory age of consent according to Michigan law.
D. Dating violence: Physical violence or the threat of physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with an individual, and the existence of such a relationship shall be determined based on factors such as the length and type of relationship, and frequency of interaction between the persons involved.
E. Domestic violence: Physical violence or the threat of physical violence committed by a current or former spouse or intimate partner of an individual, by a person with whom the individual shares a child in common, by a person who is cohabitating with or has cohabitated with the individual as a spouse or intimate party, by a person similarly situated to a spouse of the individual under applicable domestic or family violence laws.
F. Stalking: Knowingly or intentionally engaging in a course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to fear for safety or the safety of others or suffer substantial emotional distress.
G. Only conduct that meets the definition of Title IX Sexual Harassment, that occurs in a University education program or activity, and that occurs against a person in the United States constitutes Title IX Sexual Harassment. An "education program or activity" includes locations, events, or circumstances over which the University exercised substantial control over both the Respondent and the context in which the alleged sexual harassment occurs, including on campus or on property owned or controlled by the University, at University-sponsored events, or in buildings owned or controlled by a student organization that is officially recognized by the University
VI. Reporting and Response Procedures

Any person may report Sexual Harassment/Sexual Misconduct to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours

Individuals who have experienced Sexual Harassment/Sexual Misconduct have the option to report the matter to law enforcement, to the University, to both, or to neither, as the individual may choose Individuals who do not wish to report or file a Formal Complaint and pursue an investigation under these procedures may contact confidential counseling or medical resources.

## 1. Employees

A. In the interest of ensuring that anyone experiencing potential Sexual Harassment are provided with support, resources, and options, unless identified as a confidential resource, all university
employees are obligated to promptly report to the Title IX Coordinator or Deputy Coordinator incidents of sexual harassment, sexual violence, sexual misconduct, stalking, and relationship violence that:

## i. Are observed or learned about in their professional capacity

ii. Involve a member of the university community or
iii. Occurred at a university-sponsored event or on university property
B. Employees are only required to report Sexual Harassment/Sexual Misconduct of which they become aware in their capacity as a university employee, not in a personal capacity.
C. While student employees and third-party contractors are not included in this list, Graduate Assistants and Resident Assistants are obligated to report.
2. Confidential Resources
A. Certain University employees and volunteers provide important counseling, health, advocacy, and other support services to members of the University community. These employees must be able to assist individuals in receiving medical care, counseling, and support services without the requirement to report conduct to the University.
Therefore, employees and volunteers who work in the programs and roles designated below are exempt from this Reporting Protocol with regard to incidents disclosed to them during provision of services.

## Exempt Programs and Roles

- University Counseling Center
- GVSU Campus Health Center
- GVSU Family Health Center
- Gayle R. Davis Center for Women and Gender Equity
- Employee Ombuds
- Student Ombuds
B. Employees and volunteers in exempt service programs and roles are not otherwise exempt from reporting incidents they witness or learn of in the workplace. For example, if an employee of an exempt service program witnesses sexual harassment or assault of a co-worker by another University employee or in the context of a University program or activity, the employee must report the incident.
C. Reporting Options and Resources: Exempt service programs are required to provide individuals with information regarding reporting options and available resources whenever possible, including (i) the right to file a complaint with Title IX and Institutional Equity and/or law enforcement; (ii) the University's prohibition of retaliation; and (iii) supportive resources, including counseling, medical, and academic.
D. Victim/Survivors of sexual offenses, including sexual assault, stalking, and dating/domestic violence, may also seek help from off-campus organizations that have trained professionals able to provide assistance to victims of sexual violence. These organizations are not associated with the University and therefore disclosure will not trigger a University response. Victim/Survivors may contact the following organizations for assistance:
- YWCA of West Central Michigan: 616-454-9922
-Resilience: Advocates for Ending Violence: 1-800-848-5991
-Safe Haven Ministries (Christian-affiliated): 616-452-1168
- Michigan Sexual Assault Help Line: 1-855-VOICES4

3. Third-Party \& Anonymous Reporting

Any individual may make a report of an act of Sexual Harassment. The report may be made without disclosing the identities of the parties involved. However, the University's ability to respond to the third-party report of Sexual Harassment may be limited by the amount of information provided.

## 4.Procedures

 Policy. Anyone wishing to report a violation of this Policy should refer to those Procedures.

## CONSENSUAL RELATIONSHIP POLICY

SLT 9.2
Date of Last Update:
November 19, 2012

## Approved By:

- Senior Leadership Team

Responsible Office:
Inclusion and Equity/Office of Affirmative Action

## POLICY STATEMENT


 We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our University constituents.

## Article I. Purpose


 issues of sexual harassment that may occur in consensual relationships. Specifically, the parties to a consensual relationship must be aware that such relationships can create in co-workers and students
 outlines expectations for institutional and individual conduct that apply to all University faculty and staff members and students.

## Article II. Consensual Relationships



 is subsequently filed, the argument that the relationship was consensual will be evaluated in light of the power differential in determining whether the University's Anti-Harassment Policy has been violated. Under these circumstances, it will be extremely difficult to use mutual consent as a defense.

Consensual Romantic or Sexual Relationships between Faculty/Staff and Students. A faculty or staff member who has educational, supervisory, evaluation, advising, coaching, or counseling responsibilities for students shall not assume or maintain those responsibilities for a student with whom the faculty or staff member has engaged in romantic or sexual relations, even if such relations were consensual. Whether such romantic or sexual relationships predate the assumption of educational, supervisory, evaluation, advising, coaching, or counseling responsibility for the student, or arise out of the educational relationship, the faculty or staff member shall immediately disclose the romantic or sexual relationship to his or her Unit Head or supervisor, who shall promptly arrange alternate oversight of the student.
 employee for whom they have professional responsibility, the individuals involved in the relationship must promptly consult the next highest level of supervision (e.g., a supervisor, department head, Vice
 supervisor, manager, or administrator, they must be documented, and ensure that the supervisor does not hire, supervise, advise, evaluate, or otherwise directly influence the subordinate's employment.
 employed by the University who supervise other student employees are covered by this section.

Consensual romantic or sexual relationships between students. Complaints concerning relationships between students are governed by the GVSU Student Code.

Article III. Disciplinary Actions
Disciplinary action will be taken against faculty or staff members who violate this Policy, either by entering into or engaging in a sexual relationship with a student or subordinate for whom they have educational, supervisory, evaluation, advisory, coaching, or counseling responsibilities or by failing to report such relationship or failing to cooperate in making alternative arrangements.
Article IV. Confidentiality
 the interests of the University.

## DISABILITY ACCOMMODATION POLICY FOR FACULTY AND STAFF

SLT 9.5
Date of Last Update:
September 16, 2013

## Approved By:

- Senior Leadership Team


## Responsible Office:

Inclusion and Equity

## POLICY STATEMENT



 about his/her disability and his/her need for an accommodation. A faculty or staff member seeking an accommodation must request it by submitting their request to the Disability Support Resources Office following its procedures.

## PROCEDURES

## The Disability Support Resources Accommodation Process

To request an accommodation, a University faculty or staff member must:
A. Self-identify as a person with a disability by application to the Disability Support Resources office (DSR). It should be noted that The University conducts a survey of faculty and staff for statistical purposes and this does not constitute a method of self identification consistent with this policy. If a faculty or staff member requests an accommodation, the supervisor/unit administrator should refer the faculty or staff member to the DSR or its web site at http://www_ovsuedu/dsr/
B. Provide documentation of the disability; and
C. Indicate in the application to the Disability Support Resources office, his/her need for accommodation and provide supporting medical documentation from an appropriate professional, if requested by the Disability Support Resources office. The medical professional must have first-hand knowledge of the condition and a familiarity with the physical, emotional and cognitive demands of the disability.
Once an application has been submitted to the DSR, a DSR advisor will review the application and may contact the faculty or staff member who submitted the application. The advisor will contact the
 perform his/her job including the following:
A. The essential job functions of the position. The essential functions are the fundamental job duties of the employment position at issue. To be qualified for a position, an individual must be able to perform the essential functions of the job, with or without a reasonable accommodation.
B. The faculty or staff member's ability to perform essential job functions with or without a reasonable accommodation; and,
C. Possible types of reasonable accommodations, if any are needed.

Reasonable accommodations vary depending on the circumstances of each case. In evaluating alternatives for accommodation, the preferences of the individual are considered, but the ultimate decision regarding what type of accommodation, if any, will be provided is made by the University. Nothing in this document shall be construed to waive the University's right to contest whether a faculty or staff member is disabled or is entitled to an accommodation.

Medical documentation, as well as other related materials, will be maintained at DSR. Such documentation is kept confidential, except as necessary to administer the accommodation process or otherwise permitted by law. Such documentation may be shared only with those individuals involved in the accommodation process on an as needed basis.

## During the accommodation request process, DSR may:

A. Request additional documentation;
B. Consult with Human Resource Office;
C. Evaluate whether any accommodation is needed and, if it is, whether an accommodation is reasonable and should be made (this evaluation may include preparing cost estimates);
D. Assess various accommodations;
E. Identify alternative accommodations or solutions;
F. Provide information from resources about the capabilities of persons with similar disabilities and the tools/techniques they use;
G. Determine a reasonable accommodation, if appropriate;
H. Provide a written determination to the department/unit and faculty or staff member;
I. Explain the department/unit's responsibility to fund an accepted accommodation or seek alternative funding, if needed;

DSR makes a determination regarding implementation of accommodations. DSR will consider each request for reasonable accommodation and determine: (1) whether the accommodation is needed, (2) if needed, whether the accommodation would be effective, and (3) if effective, whether providing the reasonable accommodation would impose an undue hardship.

## Appeals

If a faculty or staff member or supervisor/unit administrator disagrees with the DSR determination, the decision may be appealed to the Vice President of Inclusion and Equity, in writing to:
Vice President of Inclusion and Equity
4035 James H. Zumberge Hall
Allendale, MI 49401
Office number: (616) 331-3296

## Retaliation

Retaliation against a faculty or staff member who requests an accommodation is prohibited. Individuals who feel that they have experienced retaliation may contact the Division_oflaclusion_and_Eaity

## Refer Questions to:

Disability Support Resources
4015 James H. Zumberge Hall
Allendale, MI 49401
616/331-2490
616/355-3270 (TDD)
616/331-3880 (Fax)
Website: www avsuedu/dsr

## RELIGIOUS INCLUSION POLICY

SLT 9.6
Date of Last Update:
November 19, 2012

## Approved By:

- Senior Leadership Team


## Responsible Office:

Inclusion and Equity/Office of Affirmative Action

## POLICY STATEMENT


 We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our University constituents.

## Purpose

Many University students, staff, and faculty observe religious traditions from a variety of religions. This Religious Inclusion Policy ("Policy") acknowledges the right of students, staff, and faculty to engage in religious observances. The University is committed to accommodate the exercise of that right.
The University acknowledges that conflicts in scheduling mandatory academic requirements and employment obligations with religious observances are inevitable. Although the University does not observe religious holidays, it recognizes that there are a number of religious holidays that affect significant numbers of our students, staff, and faculty. This Policy is intended to provide clarity to students, staff, and faculty who seek accommodation to practice their faith.

## PROCEDURES

## Accommodations

Grand Valley State University will make a reasonable effort to allow its students, staff, or faculty to be away from work or a class to observe their religious beliefs, except where accommodating the request
 A list of these quiet areas may be found on the Inclusion and Equity webpage.
 website. Please note that this list is meant to be inclusive of most major religious traditions (although certainly not comprehensive), and that religious holidays have no official status at the University.
 holiday. Consequently, faculty should avoid scheduling late afternoon exams on these days.
Faculty shall not penalize any student who has properly notified the faculty member by complying with the Request Accommodation Procedure for his/her absence in classes, examination, or assignments.
 be counted as an absence.
 has properly notified the faculty member by submitting a Request Accommodation Form. Faculty must give the student the opportunity to do appropriate make-up work that is no more difficult or time-consuming than the original exam or assignment.
 the make-up assignment or examination.

the Inclusion and Equity website before selecting the date and time to ensure inclusiveness.

## Religious Accommodation Procedure

All requests for accommodation for religious observance should be made in the following manner:
Students: Faculty should inform students of all examination dates and assignment deadlines at the start of each semester in the class syllabus. If a conflict with a religious observance exists, students must
 assignment so that alternative arrangements can be made for any class, examinations, or assignments missed. If an accommodation is needed within the first two weeks of the semester, the student must provide the faculty member with reasonable advance notice of the need for accommodation. Requests for accommodation must be made through a Religious Accommodation Form, which may be found at the
 the timing of the notice may be taken into account in determining whether granting the request would create an undue hardship.


 the Dean, who will make a final binding decision.
Where a student has obligations to a placement site (e.g. internships), that student must also work out arrangements with the placement site to make up for missed responsibilities or duties
Staff: The use of vacation and personal leave is governed by the staff member's respective Board of Trustees' Policies, Staff Handbook, or Collective Bargaining Agreement. Vacation days requested for the express purpose of religious observance will not be unreasonably denied by the staff member's supervisor if the staff member has accrued vacation leave or is eligible for personal leave and the granting o leave or vacation time will not result in undue hardship for GVSU.
 faculty member has made arrangements for any missed classes and the granting of the leave will not result in undue hardship for GVSU. Faculty that miss class time due to a religious observance must make alternate arrangements for that time with his or her Unit Head. If the Unit Head denies the request, the faculty member may appeal to the Dean, who will have final decision authority over the request

Nothing in this Policy exempts a GVSU faculty or staff member from fulfilling their job responsibilities

## Confidentiality

 Information about the request for religious accommodation will be revealed only as the deliberation process requires. Discretion will be observed to the extent permitted by law and that is consistent with protecting the welfare of the students, staff, and faculty and the interests of the University.

## Retaliation

Any attempt to retaliate against an individual who files a religious accommodation request or otherwise utilizes this Policy is prohibited

## WEB ACCESSIBILITY POLICY

SLT 9.7
Date of Last Update:
November 12, 2018

## Approved By:

-Senior Leadership Team

## Responsible Office

Equity, Planning, and Compliance Unit

## POLICY STATEMENT

Grand Valley State University is committed to the fundamental academic principles of equity and accessibility by providing all students and staff with equitable access to the University's programs, services, events and staff development activities. The aim of this policy is to support an inclusive academic environment by incorporating design concepts that reduce or remove barriers to our websites or to provide equally effective alternative access.
This policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the University's goals and ensure compliance with applicable law. The University has assigned web accessibility responsibilities to its Americans with Disabilities Act Coordinator and Web Manager, or their designees.
This policy applies to all official web pages and associated web-based services developed by or for a college, school, department, program, or unit of the University
The University will ensure that new online content and functionality developed, procured, or used will be fully accessible to individuals with disabilities. This action will include any staff training that may be necessary to ensure full implementation.
 and this policy.
 how to request that the University provide access to online information or functionality; prominently posted this notice on its home page and throughout its website; and developed a process to ensure that, upon request, inaccessible content and functionality will be made accessible in an expedient manner

Each website must contain a link to report accessibility issues, or to request an accessible version, should users have trouble accessing content within the site. This would usually be the site administrator or content author.

## PROCEDURES

## Training

Accessibility training will be provided and required of all faculty, staff and other authorized representatives prior to being given access to manage any online content through the Content Management System (CMS) or through remote access to a web server (FTP, SFTP, SSH, etc.).
 annual basis as long as they manage online content.

## Enforcement

If necessary, at the discretion of the Web Accessibility Coordinators or their designees, some or all non-compliant portions of the web pages and resources may be taken offline, or brought into compliance by designated staff or contractors.

## Purchasing of Outside Content


 of the product, prior to purchase.

 the service can be made accessible.

## Contact Information

Any concerns with the accessibility of online content should be directed to the Americans with Disabilities Act Coordinator, 4035 James H . Zumberge Hall, 616-331-3296 and/or Web Manager, 2090 James H . Zumberge Hall, 616-331-2525 or their designees who serve as the University's Web Accessibility Coordinators. You may also utilize the Section 504 and Title II grievance procedures found at
htto://www.gvsuedu/accessibility

## MINORS ON CAMPUS POLICY

SLT 9.8
Date of Last Update:
August 20, 2018

## Approved By:

- Senior Leadership Team


## Responsible Office

Human Resources

POLICY
"Grand Valley is committed to strengthening our living, learning, and working environment by recognizing and removing the barriers to full participation and providing a safe, inclusive, vibrant community for all." -- Inclusiveness core value section of the_University's_Strategic_Plan
Grand Valley State University is committed to being a safe and healthy environment for all. This includes students, faculty, staff, and campus visitors, especially those who are minors. As a public university open to everyone, the University welcomes children and teenagers on our campuses for a variety of programs and activities planned by the University or by outside organizations. In all situations, adults are expected to be positive role models for minors, acting in a respectful and responsible manner consistent with the mission and values of the University. To promote this vision, the University publishes and enforces policies, procedures, and guidelines that have the goal of promoting health, safety, and security for minors_on_ourcampuses
"Minors" are persons under the age of eighteen (18), and the term "Minor," "Minors," "Child," and "Children" are used interchangeably in this policy. Further definitions may be found below. This policy addresses the following situations:

- A Minor will be physically present and participating in a University-sponsored program or activity, either taking place on University property or under the authority and/or direction of the University at other locations (this includes academic and sports camps);
- A Minor child will be physically present and participating in a program or activity at the University that is sponsored by a third party (this includes programs for K-12 students sponsored by a school system);
- A Minor is enrolled in one or more courses on campus, either as a matriculated student, a guest student from another institution of higher education, or a dual-enrolled student; or,
- Other events where Minors are physically present at the University, such as situations when parents/legal guardians are expected to accompany and provide supervision to Minors in their care (this includes Admissions activities and events and performances open to the public).


## POLICY STATEMENT

## I. Requirements of Programs that Involve Minors

Programs are typically workshops, sports camps, academic camps, conferences, and similar activities. Some activities that are exempt from Section I can be found in Sections III-V.
A Sponsoring Unit offering or approving a Program_that involves Minors or provides University housing for Minors participating in a Program, whether utilizing University housing or not, shall abide by the following:
 program, medical treatment authorization, and use of photographs and other media by the University. This can be one form or several, and all forms must be signed by a Parent__egal_Guardian._م_Faster. Parent prior to their participation in a Program
2. Behavior of Minors on Campus. Minors are to be held to the same standards of behavior expected of enrolled students, as described in لniversity nolicies
3. Information maintained by Programs. All Programs shall maintain an up-to-date list of all Program times and dates, locations, attendance information (names, ages and emergency contacts for Program Participants); list of all Authorized Adults, documentation of their training (item \#5 below) and background check (item \#6 below) for the Program; and a Program contact, so that in the event of an emergency, appropriate measures may be taken. All Programs must establish a procedure for the notification of a Program Participant's Parent/Legal Guardian/Foster Parent in the case of an emergency, which might include medical or behavioral issues involving the Minor, or changes in the Program due to unforeseen and significant disruptions. Parents/Legal Guardians/Foster Parents must also be given contact information in a manner in which the Program Participant can be contacted while the Program is in session. All information, including release forms, shall be retained by the Sponsoring Unit for five years after the Program ends
4. Supervision of Minors. All Programs must provide adequate supervision of Minors while they are on Campus. One-on-One Contact with Minors is discouraged, unless in public spaces. In general, it is required that two or more Authorized Adult will be involved in activities where Minors are present. Parents/Legal Guardians/Foster Parents may sign a waiver giving consent for their Child to be alone with an Authorized Adult. (For example, if music lessons are being provided by an adult instructor.) Exceptions in rare circumstances may also be granted (see below).
5. Training of Authorized Adults. Each Authorized_Adult who is not the Minor's Parent, Legal Guardian, Foster Parent or an adult designated by the Parent or Legal Guardian, who will be participating with
 president, dean, unit head, or area director may enhance and/or supplement the required training Program to meet specific needs of the particular Program involved. Documentation that the Authorized Adults have been trained should be maintained by a designated and identified member of the Program's Sponsoring Unit for five years.
6. Background checks of Authorized Adults. All Authorized Adults in the Program must complete and submit the Authorization for Release of Information for Background Check form to Human Resources. Background checks must be completed every five years. (See also PC _ 10.7 Volunteers Policy for Authorized Adults who are not University employees.)
 and drop-off of Program Participants shall remain at the specified location until all Minors have been released. If a minor is not picked up, the Authorized Adult(s) will contact the parent or guardian, the program director and finally, Grand Valley Department of Public Safety if needed.

In rare circumstances, strict adherence to this policy's requirements may not always be feasible or be the best practice for managing risk. If a Program can justify an exception in consultation with and with approval from Human Resources, or, when appropriate, obtain written consent by the Parent/Legal Guardian/Foster Parent for the parameters applicable to the Program, certain requirements under this policy may be waived. Such waivers will be considered on a case-by-case basis.

## II. Conduct Requirements of Authorized Adults

 with all applicable laws and University policy. In addition, at all times, they shall:

1. In general, avoid One-on-One Contact with Minors, unless in public spaces. Two or more Authorized Adults must be involved in Programs where Minors are present unless a waiver has been signed or an exception has been granted
 attendance.
2. Not take photographs or digital images of Minors other than specified in the waiver for photography (see Section I.1).
3. Not engage in private communication not pertaining to Program matters with a Minor by email, telephone, text message, social media, or any other method at any time, except when there is a clear educational purpose and the communication is consistent with the mission of the University.
 from the Program.
4. In the presence of a Minor or during any University Program, not engage in any sexual activity or romantic conversations, or sexually explicit comments.
5. Not possess, have within reach and/or share sexually-oriented printed or computerized or portable materials (magazines, cards, videos, films, clothing, smartphones, etc.) in any form available to Minors participating in Programs or activities covered by this policy or assist them in any way in gaining access to such materials. The one exception would be legitimate sexual education Programs in which the Minor's Parent/Legal Guardian/Foster Parent have given prior written consent.
6. Not engage in abusive conduct of any kind toward, or in the presence of, a Minor. For example, no Authorized Adult shall strike, hit, administer corporal punishment or touch in an abusive or illegal manner any Minor. If necessary, touching should only be in the open, in response to the Minor's immediate physical needs, for a purpose that is consistent with the Program's mission and culture, or for a clear educational, development, safety, or health-related purpose (i.e., treatment of an injury).
7. Not possess fireworks, firearms, knives, or other weapons, unless being used for an officially sanctioned and approved instructional Program. (See also the Weapons policy [ PC 6.27])
8. Not transport Minors, except as specifically authorized in writing by the Minor's Parent/Legal Guardian/Foster Parent, or in the case of an emergency.
9. Not engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs, during such Programs or activities. (See also the Alcohol and Other Drugs policy [ $\mathrm{PC} 5 \mathrm{~F} \mathbf{1}$ ].)
10. Respect and adhere to any resistance from the Minor unless it is a life-threatening emergency.
11. Not continue to participate in Programs or activities if an allegation of prohibited or illegal conduct has been made against an Authorized Adult covered by this Policy until such allegation has been satisfactorily resolved and future participation in Programs is permitted by the University.
12. Not engage in any activity that violates the policies of the University (wwwavsu_edw/policies). This includes the harassment policies [PC.9.1], the Sexual Misconduct policy [PC.9.1], and the Religious Inclusion policy [ PC.9.6]

Those who do not meet the prescribed standards of behavior may be asked to leave the Campus and/or Program and may be subject to expulsion from the Program, suspension of attendance, being issued a "no-trespass" order by Public Safety, or disciplinary action up to and including termination of employment. (See also Section VII of this policy.)
The behavioral requirements in this policy are not meant to preclude enrolled University students from developing appropriate friendships with Minors who are close in age to the enrolled student; rather, the requirements are meant to protect Minors from abusive or illegal contact and inappropriate relationships.

## III. Third Party Programs Held on University Property

Third Parties using University facilities for events that involve Minors shall operate within all policies and requirements to use University facilities. In addition, adults who interact with Minors in these activities shall conform to the conduct requirements in Section II of this policy.

## IV. Minors Enrolled in Courses




## V. Minors at the University Who Are Not Participating in a Program

1. Minors brought to Campus by an employee, student, or visitor, and who are not participating in a Program by a Sponsoring Unit, are the sole responsibility of the employee, student, or visitor. The person bringing the child to Campus is responsible for all aspects of the Minor's behavior including the Minor's safety and is financially responsible for any damages caused by the Minor
2. Minors are permitted at events and venues open to the public. However, the University reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised Minors.
3. In the event a Minor is on Campus and 1) is unsupervised by an adult, 2) they are not a Participant in a University Program, and 3) they are not a Participant in a Third Party Program (Section III), they may be required to leave the Campus.

Activities for which this Section V of the policy is relevant include:

- Events or performances on Campus that are open to the general public (e.g., athletic competitions, plays, concerts);
- Pre-enrollment visits such as admission, recruiting, and orientation events;
- Services provided by the Campus Health Center or other similar On-Campus clinical services during which a Minor is under the supervision of a Parent/Guardian/Foster Parent or a clinical provider: - Non-residential field trips to Campus supervised by a Minor's school or organization;
-Private, personal events (e.g., birthday parties, weddings) for which the user has a separate, signed agreement with the University to use space on Campus.
 Minors as part of the experience and (2) are supervised by a third party. This also includes Off-Campus events in which registered student organizations participate with third-party organizations.


## VI. Reporting Requirements

Reporting requirements of suspected child abuse or other illegal conduct towards a Minor shall be in accordance with applicable federal, state and local laws. In particular, see
-State_of Michigan_Denartment_of Health_and_Human_Services_ules_on_reporting_abuse_and_neglect (This page includes indicators of child abuse and/or neglect and the State of Michigan's definition of "Mandatory Reporters".)
 investigation and render evidence inadmissible.
In addition, the University's Police Department/Public Safety site provides up-to-date definitions of unlawful behavior: httns-//www_gusu_edu/gund/title-ix-and-camnus-security-authority-renort-141_htm

## VII. Additional Considerations

1. When an Authorized Adult or other person has been alleged to engage in inappropriate conduct with a Minor, that individual must discontinue any further participation in Programs covered by this policy until such allegation has been satisfactorily resolved and the individual has been given written permission by the University to participate again in Programs. Resolution of the allegation will involve appropriate investigatory steps, and any written permission to continue participation (or participate in the future) in a Program covered by this policy must be coordinated with Human Resources.
2. Any person that requires accommodations due to a disability, while visiting campus must inform the Sponsoring Unit of their needs.
VIII. Interaction with Other Standards, Practices, and Requirements

Nothing in this policy is meant to supersede or replace the standards of practice of other entities in responding to child abuse, suspected incidents of child abuse or threats of child abuse. Satisfying the
 impose safety measures beyond those required by this policy on University Programs they sponsor or oversee. Additionally, all state and federal requirements must be followed.

## PROCEDURES

 this policy.

## DEFINITIONS

## Definitions




 Adults but are still expected to conform to the conduct requirements in Section II of this policy.
2. "Campus" includes all domestic real property owned or leased by the University and can include any of its campuses.

 and management of the minor child.
 being present. Unless in public spaces, such contact is to be avoided by all adults on Campus, whether considered an Authorized Adult under this policy or not.
 Program Participants. This includes but is not limited to workshops, sports camps, academic camps, conferences, and similar activities.
6. "Program Participants" are Minors who are involved in University-sponsored Programs both on and off Campus.
7. "Sponsoring Unit" is the academic or administrative unit of the University that offers a Program or gives approval for housing or other use of facilities.

## CONFLICT OF INTEREST POLICY

SLT 10.1
Date of Last Update:
February 14, 2022

## Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

## POLICY STATEMENT

In the pursuit of its mission, Grand Valley State University through its Board of Trustees, Senior Leadership Team, faculty, staff and other representatives operates with the highest level of ethical behavior

 State University Board of Trustees' Policy BOT 7.9: Economic Development.

PROCEDURES
 Interest table

TABLES
Procedures for Conflicts of Interest

| Topic | Policy/Procedures | Responsible Office |
| :---: | :---: | :---: |
| Procurement of Goods and Services | $\begin{aligned} & \frac{\text { Procurement }}{\text { Services - Faculty }} \\ & \text { \&_Staff } \end{aligned}$ | Business \& Finance Office |
| Conflicts of Interest and Commitment in Research and Sponsored Activities | C-01. Procedures for Reporting Conflicts of Interest and_Commitment in Research_and Snonsored Activities | Office of Research Compliance and Integrity |
| Human Subjects Research | IRB Policy 140:IRB Member Conflict of Interest <br> IRB Policy 320: <br> Researcher Conflict of Interest <br> IRB Pمolicy 321. <br> Besearcher <br> Conflict_of Interest <br> When Enrolling <br> GVSUStudents <br> and Employees | Institutional Review Board |
| Institutional Animal Care and Use | IACUC Policy 230. IACUC Member Conflict of IACUC Policy 3.30: IACUC Protocol Personnel Conflict of Interest | Institutional <br> Animal Care and Use Committee |

LEGAL SERVICES POLICY
SLT 10.2
Date of Last Update:
March 03, 2015

## Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

## POLICY STATEMENT

Pursuant to Grand Valley State University Board of Trustees' Policies BOT 10.2 approved by the Board of Trustees, the President has designated that legal services be coordinated through one administrative

 provides legal counsel and assistance exclusively to Grand Valley State University representatives regarding University matters.

Personal legal advice or representation with regard to a personal matter should be privately retained and paid for by other than University funds.

## FREEDOM OF INFORMATION ACT POLICY

SLT 10.3
Date of Last Update:
June 03, 2019

## Approved By:

- Senior Leadership Team


## Responsible Office

Office of General Counsel
POLICY STATEMENT
Section 1 of the Michigan Freedom of Information Act ("FOIA" or "the statute") provides, "It is the public policy of this state that all persons, except those persons incarcerated in state or local correctiona

 "University"). A requester must simply file a request in writing with the University's FOIA Coordinator, and the University will begin processing his or her request.(2) Each request must include the requesting person's complete name, address (in compliance with United States Postal Service addressing standards), and either a telephone number or email address.

The University, in its initial response, will do one of the following within the timeframe permitted by the statute: grant the request, partially grant the request, deny the request, inform the requester that additional time is needed, require a fee deposit prior to further processing, or inform the requester that the requested record has not been sufficiently described

If a request is denied or partially denied, the University will explain why the documents have not been released and inform the requester of his or her challenge and appeal options.
A fee deposit will be required when processing a request that will require significant University employee time and resources. The University will notify the requester of the estimated cost and provide a non-binding, best efforts estimate of the time it will take to complete the processing of the request. It is possible that after further processing of the request, the University will determine that the cost of
processing the request is significantly less or greater than the estimated cost. If that is the case, the University will notify the requester to allow the requester to determine whether and how they want to proceed with the request.

After the University receives a required deposit, it will make every effort to provide the requested documents within the time estimate provided. Requesters must understand, however, that at any given time, the University is processing multiple requests and cannot devote all of its time to one particular request.

 FOIA Coordinator at 616-331-2067 or foia@gvsu.edu with any questions about the processing of their requests. Detailed Procedures and Guidelines follow.

## PROCEDURES

## 1. How to submit a FOIA request to the University

a. A FOIA request must be submitted in writing to the FOIA Coordinator in the Office of General Counsel. The request may be transmitted in hard copy, by email, or by facsimile.
b. The University's FOIA Coordinator address 4068 James H. Zumberge Hall, Grand Valley State University, Allendale, MI 49401. The email address is foia@gvsu.edu. The fax number is (616) 331-3950.
c. A request should describe the record(s) sought sufficiently to enable the University to find the record(s) and should provide the requester's contact information.
d. Requests should state that they are submitted pursuant to the Michigan Freedom of Information Act.
e. Requests received electronically are deemed received the next business day. A business day is defined as Monday through Friday, exclusive of holidays and institutional closure days.
f. If a request is delivered to the FOIA Coordinator's junk mail folder, the request will be deemed received one business day after the FOIA Coordinator becomes aware of the request. The FOIA Coordinator will check the junk mail folder at least once per week.

## 2. Responses to FOIA requests to the University

a. The University will respond to a FOIA request within five (5) business days of the FOIA Coordinator receiving the request.
b. A response will consist of one or more of the following:

## i. A granting of the request

ii. A partial granting of the request, and a partial denial because some or a portion of the records do not exist, are not in the possession of the University, and/or are exempt from disclosure
iii. A complete denial of the request because all of the records do not exist, are not in the possession of the University, and/or are exempt from disclosure
iv. A notice that more time is needed to process the request

1. If more time is needed, the University will send out a follow up response within 10 business days of the initial response.
v. A notice that a fee deposit is required prior to further processing
2. If a fee deposit is required, the University will include in its response a non-binding, best efforts estimate regarding the time it will take to provide the records to the requester.
vi. A notice that the record(s) sought has (have) not been sufficiently described to enable the University to locate the record(s).
c. The response will state the FOIA exemptions under which any information and/or documents are withheld, if applicable.
d. If any part of a request for records is denied for any reason, the response will set forth the procedures for appealing the denial.

## 3. Deposit Requirements

a. A fee deposit will be required when the processing of a request will result in fees equal to or greater than $\$ 50.00$.
b. The required deposit will equal up to $50 \%$ of the estimated cost of fulfilling the request as calculated at the time of the initial response.
c. If the University requires a deposit, it will not process the FOIA request further until the deposit is paid.
d. If a deposit is not received by the FOIA Coordinator within 45 days of the initial notice, the request will be considered withdrawn. Notice of a deposit requirement is considered received three days after it is sent, regardless of the means of transmission.
e. If, after receipt of the deposit and further processing of the request, the University learns that the processing costs will be significantly different from the estimated costs, the University will so notify the requester. Where the actual effort to search for, review and separate exempt material significantly exceeds the original estimate, the University will notify the requester. The requester may choose to receive a revised fee deposit notice, or limit his/her original request to those records, which may be processed within the time stated in the original fee estimate.
f. A person who makes a FOIA request for which a deposit is required may withdraw that FOIA request without charge instead of paying the required deposit. Failure to pay the deposit will be deemed a withdrawal of the FOIA request.
g. The University will treat multiple concurrent FOIA requests on the same topic(s) and/or regarding the same record keeper(s) and from the same person as one FOIA request for purposes of determining whether the fee is below $\$ 50.00$.
h. Where a requester who has not paid the final fee for the processing of an earlier request files a new FOIA request, the University may require a deposit of all (100\%) of the estimated fees for processing the subsequent request prior to processing the subsequent request.

## 4. Calculation and Payment of Fees

a. Fees are calculated by adding together the following costs:
i. The labor costs for searching for, locating, and examining responsive records
ii. The labor costs for review, separation, and deletion of exempt information from non-exempt information
iii. The cost of non-paper physical media, if used
iv. The cost per copy of paper copies, not to exceed $\$ .05 /$ page for standard $81 / 2 \times 11$ inch paper v. The labor costs directly associated with duplication or publication, which may include copying to
non-paper media
vi. The cost of mailing
b. Final fees for responding to a FOIA request will be billed when the University responds to the FOIA request. A detailed FOIA fee itemization form will be provided by the University with the response. The amount invoiced must be paid within ninety (90) days. The University reserves the right to require payment in full of all fees incurred in processing a FOIA request before delivering the final, responsive documents.
c. The University's decision to deny access to public records sought by a FOIA request because those records are, in whole or in part, exempt from disclosure does not excuse the person who files that FOIA request from payment of fees for the work undertaken by the University in response to that request.
d. The University may waive or reduce the fees it is authorized to charge if it determines that a waiver or reduction of the fee is in the public interest because responding to the FOIA request can be considered as primarily benefiting the general public.
e. Fee reductions or waivers are required in certain instances involving proven indigence or non-profit organizations. The University will apply these reductions or waivers in accordance with the statute.

## 5. Procedures for Challenge and Appea

a. If the University denies a request in whole or in part, the requester may:
i. Submit an appeal to the Head of the Public Body, which for the purpose of these Procedures and Guidelines is the Vice President and General Counsel, in writing, via the FOIA Coordinator, using the contact information listed in Item 1, above. The appeal must specifically use the word "appeal" and identify the reason(s) the requester seeks reversal of the denial. The Head of the Public Body must respond to the appeal within ten (10) business days by doing one of the following:

1. Reversing the FOIA Coordinator's decision
2. Upholding the FOIA Coordinator's decision
3. Reversing in part and upholding in part the FOIA Coordinator's decision
4. Issuing a notice of extension for not more than ten (10) additional business days
ii. Commence a civil action in the Court of Claims within one hundred eighty (180) days after the University's final determination to deny a request.
b. If a requester believes that the University has required payment of a fee that exceeds the amount permitted under these Procedures and Guidelines, they may commence an action in the Court of Claims for a fee reduction within forty five (45) days after receiving the notice of the required fee.
c. If a requester has questions regarding any FOIA response, including estimated fees or actual fees assessed, the requester should not hesitate to contact the FOIA Coordinator by email foia@gvsuedu or telephone 616-331-2067.

FOOTNOTES
(1) M.C.L.A. 15.231
 is available on the University's website, the employee, where practicable, will inform the requester about the University's website address

(4) A copy of the standard form that the University uses for fee itemization, with additional explanatory information, is attached to these Procedures and Guidelines.

 statute.

## GROUNDS AND FACILITY USE POLICY

SLT 10.4
Date of Last Update:
August 23, 2021

## Approved By:

- Senior Leadership Team


## Responsible Office:

Office of General Counsel

## POLICY STATEMENT

I. Pursuant to Article VIII of the Michigan Constitution of 1963, Grand Valley State University ("the University") has the responsibility to serve as a public institution of higher education. To carry out this
 actualized, while allowing for the exchange of ideas.
This policy applies to all buildings, grounds, and other spaces owned or controlled by the University.
For purposes of this policy, the term "Expressive Activity" includes:

1. Meetings and other group activities of students and student organizations,
2. Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
3. Distributions of literature, such as leafleting and pamphleting; and
4. Any other expression protected by the First Amendment to the U.S. Constitution.

 distribution of literature, as provided by this policy

The University shall not consider the content or viewpoint of the Expressive Activity or the possible reaction to that Expressive Activity in applying this policy. The University shall not impose restrictions on students, student organizations, or university employees due to the content or viewpoint of their Expressive Activity or the possible reaction to that Expressive Activity. In the event that other persons react
 steps to ensure public safety while allowing the Expressive Activity to continue, unless the University's operations are materially and substantially disrupted.
No Expressive Activity shall be permitted to violate or hinder the rights of others within the campus community.
The University does not assume any obligation or responsibility for the content of the materials distributed.

## PROCEDURES

II.
A. General Rules.

Subject to the additional rules set forth herein, students and student organizations shall be allowed to conduct Expressive Activities on University property within the following parameters:

1. The Expressive Activity does not block access to campus buildings and does not impede ingress or egress to the University, any University property, parking lot, building, facility, or event (generally a minimum of 25 feet).
2. The Expressive Activity takes place at least 50 feet from academic buildings.
3. The Expressive Activity does not obstruct vehicular or pedestrian traffic.
4. The Expressive Activity does not constitute unlawful activity.
5. The Expressive Activity does not create a clear and present threat to public safety.
6. The Expressive Activity does not take place in a location that has already been reserved by the University, a registered student organization, or an outside organization
7. The Expressive Activity may use an amplification device so long as the sound does not create a material and substantial disruption to the University's operations.
8. The Expressive Activity does not include posting materials on University property, except as provided by the University Posting Guidelines (http•//www-
9. The Expressive Activity does not include soliciting or accepting donations, except as provided in this policy.
10. The Expressive Activity takes place between the hours of 8 a.m. and 5 p.m., except as otherwise provided in this policy. Gatherings at the Carillon Tower or the Transformational Link may take place until 11 p.m.
11. Distribution of printed materials must be done in person.
12. Individuals and/or groups engaged in Expressive Activity are responsible for picking up any printed materials dropped on the ground around the areas of distribution. The University may charge such individuals and/or groups a reasonable clean up fee if they fail to do so
13. Parking lots, ramps, and garages are not designated or suitable for Expressive Activities, and windshield flyers are not permitted.
14. Individuals and/or groups engaging in Expressive Activity agree to pay for any damage they cause to University property.
15. For University employees, the Expressive Activity addresses a matter of public concern.
16. The Expressive Activity does not violate the Michigan Campaign Finance Act.

This policy shall not apply to any person or organizations desiring to sell merchandise or services on campus. Any person or organization desiring to sell merchandise or services on campus should contact the Event Services Office at 616-331-2350

## B. Outdoor Locations.

For outdoor University areas, students, registered student organizations, and employees may freely engage in spontaneous Expressive Activities provided that such activities are in compliance with all othe provisions of this policy.
Students and registered student organizations may reserve outdoor University facilities to solicit and accept donations for charitable causes or to engage in other Expressive Activities
C. Indoor Locations.

For indoor University facilities and areas, students, registered student organizations, and University employees may freely engage in spontaneous Expressive Activities subject to the following conditions:

1. Distribution of written or printed materials, such as leafleting or pamphleting, and petitioning for signatures may be conducted at all outdoor locations and the indoor locations specified in this policy.
2. Guests may speak at indoor locations as long as they are invited by a student or a registered student organization.
3. The Expressive Activities are in compliance with all other provisions of this policy.

Students and registered student organizations may use the Kirkhof Center for the following activities:
 or to solicit and accept donations for charitable causes.
2. Distribution of written or printed materials, such as leafleting or pamphleting, and petitioning for signatures may be conducted inside the Kirkhof Center, as long as the student or registered student organization reserves the space pursuant to this policy.

## D. Reserving Campus Facilities:

1. If students, registered student organizations, or University employees wish to reserve indoor or outdoor campus facilities, they shall submit their application for reservation to Event Services at least two business days prior to the reservation date. The University will respond to the reservation application within one business day.
 campus, they may use either the area surrounding the Carillon Tower or the plaza surrounding the Transformational Link Use of this space is free of charge and may be reserved by contacting Event Services at 616-331-2350. A reservation for use of the space will take precedence over a spontaneous Expressive Activity. Expressive Activities must stay within 50 feet of each of these landmarks and are to follow the General Rules provided herein.
2. Students, registered student organizations, University employees, and non University members may reserve facilities for Expressive Activities to take place after 5 p.m., subject to the facility's hours and availability.
3. Reservation requests will be processed and granted on a first-come, first-served basis. These requests may be denied for the following reasons only:
a. The requested venue is an indoor facility and the request conflicts with any other provision of this policy;
b. The venue is already reserved for another event(1) ;
c. The activity will attract a crowd larger than the venue can safely contain;
d. The activity is a clear and present threat to public safety, according to the university's police or security department;
e. The activity will occur during college examination periods; or
f. The activity is unlawful.
4. During an event, the student, student organization, or University employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.

## FOOTNOTES

 organization activities and events; (3) student activities and events; and (4) all other activities and events.

## COMMERCIAL ACTIVITY POLICY

SLT 10.4.1
Date of Last Update:
November 17, 2020

## Approved By:

- Senior Leadership Team


## Responsible Office:

Office of General Counsel

## POLICY STATEMENT

Pursuant to Article VIII of the Michigan Constitution of 1963, Grand Valley State University ("the University") has the responsibility to serve as a public institution of higher education. To carry out this
 certain Commercial Activities on University property.
 is subject to the terms and conditions of the housing agreement. The use of University property for government functions is not subject to this policy.

## Definitions

For the purposes of this policy, the term "Commercial Activities" includes:

1. The lawful selling, promotion, or offering of products, goods, or services;
2. The dissemination or collection of information for the purpose of facilitating the sale of goods or services;
3. Any activity that attempts to raise funds, whether through the sale of goods and services or via donations for any entity; or,
4. The distribution or offering of free gifts, incentives, or promotions.

## PROCEDURES

## 1. University Departments

University departments and its service providers whose function includes the sale of food or merchandise or the use of outside vendors and/or advertisers are exempt from this policy. This includes, but is not limited to, all campus dining facilities, the Laker Store, University Athletics, and University Development.

## 2. Registered Student Organizations

Registered Student Organizations (RSOs) may engage in Commercial Activities on University grounds subject to the provisions in the Grounds_and Eacility Use_Policy and the conditions below.

1. When an RSO is using University property for Commercial Activities, $100 \%$ of the proceeds must either return to the RSO or be donated to a specified charitable organization.
2. RSOs may not sponsor or partner with outside solicitors as part of a Commercial Activity.
3. RSOs must have at least one of their organization's members present at all times during the Commercial Activity period, and all sales must be made on a person-to-person basis.
4. Any literature distribution must include the name of the RSO responsible for the publication.

## 3. Students, Employees, and Non-University Solicitors

 agreement, or when reserving outdoor space limited to the Cook Carillon Tower plaza. Outdoor reservations must be submitted to the Event Services Office at least five business days prior to the intended solicitation period. Due to high demand for space use, reservations must be canceled at least 72 hours prior to the scheduled event to receive a full refund or have previous payment applied to a new date. Reservations are subject to the provisions in the Grounds and Eacility Ulle Policy

1. When using a designated outdoor space for Commercial Activities, students, employees, and non-University solicitors are required to pay $\$ 250$ per calendar day to the University
2. There shall be no more than three separate Commercial Activities using outdoor locations at any one time.
3. Each individual or organization is entitled to use outdoor University property as provided in this policy for a maximum of five days per semester for purposes of Commercial Activities.

## POLITICAL ACTIVITY POLICY

SLT 10.5
Date of Last Update:

September 10, 2012

## Approved By:

- Senior Leadership Team


## Responsible Office

Office of General Counsel

## POLICY STATEMEN

 affirms the rights of its faculty and staff members as citizens to be active in political affairs which do not conflict with the professional standards and ethics in employment."
Further, the Board of Trustees address the subject of Academic Freedom of faculty in the Grand Valley State University Board of Trustees' Policies BOL 4.2.2 specifically sections 2 \& 3:
 (The words faculty member as used in this document are understood to include the investigator who is attached to an academic institution without teaching duties.)
3. University or university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times act in a professional and responsible manner, and should make every effort to indicate that they are not institutional spokespersons.

In addition to University policy, state law, specifically the Michigan Campaign Finance Act, regulates political activities of public bodies, such as state universities, and its employees

## PROCEDURES

In light of University Board of Trustees' policies and state law, the following guidelines are intended to help faculty and staff with compliance:

1. Faculty and staff members may engage themselves, as private citizens, in political activities including support or opposition to candidates for office or ballot questions on their own time. If you are working for the University and charging your time to a federal grant, any activity to support a political candidate or ballot question must be conducted on personal time. For questions about federal grants, contact the Office_of_Sponsored Programs for more information.
2. University departments or programs may sponsor presentations and discussion groups about an upcoming election provided that the purpose is to provide factual information on a political subject or issue if the communication does not support or oppose a ballot question or candidate by name or clear inference.
3. Classroom discussions of candidates and ballot questions must be related to course content as described in the catalog and course syllabus. A reminder to students to register to vote and to vote is permissible.
4. Faculty and staff members may express their support or opposition to candidates or ballot questions by wearing buttons
5. Faculty and staff members, as private citizens, may elect to lend their names to support one or more candidates for office or in support of or opposition to a ballot question. However, care must be exercised to assure that the faculty or staff member does not use their University title in relation to such advocacy.
6. Faculty and staff members shall not use University resources for political activity to support or oppose candidates for office or ballot questions. "University resources" includes, but is not limited to:
a. University funds or money administered through a University budget;
b. University facilities including office space or meeting rooms (except speech in open forum areas) or use of University office address;
c. University equipment including office or cellular telephones, computer hardware or software, printers, copiers and facsimile machines;
d. University-provided email addresses or use of the University email system;
e. University supplies including stationary, paper, postage, pens, pencils, and other office supplies;
f. University identifying marks including trademarks, logos, University letterhead, and University titles; and
g. University time including when the faculty or staff member is working or the use of clerical or student worker time.

## SOCIAL SECURITY NUMBER PRIVACY POLICY

SLT 10.6
Date of Last Update:
July 31, 2008

## Approved By:

Senior Leadership Team
Responsible Office:
Office of General Counsel

## POLICY STATEMENT

1. Applicability This policy applies to all members of the GVSU community including faculty, staff and students.
2. Access to Social Security Numbers. GVSU restricts access to information or documents containing social security numbers to members of the GVSU community who have a legitimate university business reason to access such information or documents. The heads of departments having access to records containing social security numbers shall determine which other personnel within their departments have a legitimate reason in the University's ordinary course of business to have access to such social security numbers. Personnel using such records containing Social Security Numbers must take appropriate steps to secure such records when not in immediate use.
3. Confidentiality of Social Security Numbers. Members of the GVSU community shall maintain the confidentiality of university information or documents containing social security numbers consistent with the law and this policy. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of social security numbers except in accordance with the law and this policy.
 and policy.
 a public manner. This includes open view on a computer screen or device
4. Account Numbers. As of the effective date of this policy, GVSU has undertaken a systematic process to eliminate social security numbers as identification numbers for all current members of the GVSU community. Once assigned an alternative identification number, neither the University nor the individual may return to the use of a social security number as an identification number for that person.
5. Mailed Documents. Documents containing more than four sequential digits of a social security number shall only be sent by mail in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document, the document is sent as part of an application or enrollment process initiated by the individual, at the request of or with the permission of the individual, their parent or guardian, or with regard to an employee or heath insurance benefit. Documents containing more than four sequential digits of a social security number, that are properly sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from the outside of the envelope or package. Mail includes delivery by regular US mail, campus mail, or any other delivery service that does not require the signature of the recipient indicating actual receipt.
 social security number shall be redacted or otherwise rendered unreadable before the document or copy of the document is disclosed. Any request for disclosure of documents under the Freedom of Information Act shall be first referred to the Division of Legal, Compliance and Risk Management.
6. Storage of Documents. All documents containing social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.
7. Disposal of Documents. Documents containing social security numbers will be retained in accordance with the requirements of state and federal law and consistent with the legitimate business needs of GVSU. At such time as documents containing social security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as by shredding.
 Anyone who knowingly obtains, uses or discloses social security numbers for unlawful purposes or contrary to the requirements of this policy, state or federal law, shall be subject to discipline up to and including discharge for employees or expulsion for students consistent with existing disciplinary policies. Additionally, certain violations of the Act carry criminal and/or civil sanctions. GVSU will cooperate with the appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes.
8. Lawful and Required Use. Nothing in this policy is designed to prohibit the collection, retention or transmission of documents or records containing Social Security numbers as required or permitted by state or federal law, rule or regulation, at the request of or with permission of the individual, for administrative use in the ordinary course of business to verify identity, to pursue legal rights of GVSU, or to provide or administer employee benefits such as health or retirement benefits.

## VOLUNTEERS POLICY

SLT 10.7
Date of Last Update:
April 25, 2013
Approved By:

- Senior Leadership Team


## Responsible Office:

Office of General Counsel

## POLICY STATEMENT




 Committee

## PROCEDURES

## Relationship

 or for any reason and are not covered by the Fair Labor Standards Act, Michigan wage laws, or the Youth Employment Standards Act, and are not eligible for any University benefit, including Worker's
 therefore responsible for any accident or medical expenses that may be incurred as a result of the volunteer assignment.

 be linked to the volunteer's productivity.
 Leadership Team member.

## Protection of Volunteer

According to the Board Policy BOT 10.3, Indemnification:
 when performing services on behalf of or under the direction of the university."
 are properly covered.

## Eligibility

To be eligible to become a volunteer, one must:

1. Be willing to provide services according to this policy, complete and sign a Grand Valley State University Volunteer Profile, Disclosure, and Consent Form as well as other associated forms if deemed appropriate,
2. Have parental consent if under the age of 18 ,
 employees, students, health, financial data, etc., and
3. Be authorized through the Department of Public Safety if the volunteer assignment requires operating a vehicle owned or leased by the University.

## Responsibilities of the University Department Engaging Volunteers

Departments must keep records of volunteer names, dates of service(s), and services performed for a period of one year following the end of the volunteer assignment.

 appropriate credentials including licensure and/or certification.
 Policies, all legal services must be provided through the Office of General Counsel.

If the volunteer assignment requires operating a vehicle, the volunteer must have a valid driver's license, and have a good driving record as determined by the Department of Public Safety.

## Responsibilities and Rights of the University Volunteer

Volunteers are responsible for complying with all University policies and all relevant laws including but not limited to: personal conduct, sexual assault, unlawful discrimination and harassment, compliance,
 authority has been expressly delegated to them by an authorized University official. Volunteers are also expected to comply with any rules and regulations specific to the department for which they are volunteering.

## Risk Management

Volunteers cannot replace employee positions. Volunteer services are generally limited to humanitarian, charitable, or public services. University volunteers are also prohibited from performing the following activities:

1. Working in any capacity in which the volunteer is employed by the University, or which is essentially similar to the individual's regular work at the University, or under circumstances that suggest the decision to volunteer is not made freely,
2. Operating heavy equipment e.g. forklift, hi-lo, backhoe, etc.,
3. Working with highly hazardous or toxic chemicals or agents and/or dangerous equipment or environments i.e.: anything that could cause severe injury or death,
4. Any activity considered inappropriate for an employee,
5. Entering into any contract on behalf of the University,
6. Rendering professional services without possessing the required credentials,
7. Any actions beyond the scope of the volunteer assignment, and
8. Provide legal advice or assistance without prior written approval from the University General Counsel.
 This will assure that information about the risks associated with the volunteer assignment are clearly communicated to the individuals who are engaged as university volunteers. Examples of services that require risk disclosure include but are not limited to:
9. Laboratory activities,
10. Services with potential exposure to bloodborne pathogens,

11. Travel of any kind,
12. Activities in any environment which requires orientation or training, and
13. Activities with patients and/or subjects of experiments.

## Use of Volunteer Procedures

The procedures and forms to implement this policy can be found on the Bisk Management Website

## DEFINITIONS

A volunteer is defined as an uncompensated individual who performs services directly related to the operations of the University for its benefit, to the mission of the University, or for the volunteer to gain
 services for an entity that is not directly related to the business of the University (e.g., a government or public agency), is not considered to be a University Volunteer for the purposes of this policy.

## EMAIL POLICY

SLT 11.2
Date of Last Update:
October 09, 2015

## Approved By:

- Senior Leadership Team


## Responsible Office:

Information Technology

## POLICY STATEMENT


 community and the wider local, national, and world communities.

 other conditions specified in this Policy, the University may deny access to its electronic mail services and may in exceptional circumstances inspect, monitor, or disclose electronic mail.

## PROCEDURES

## Applicability

This Policy applies to:

- All electronic mail systems and services provided or owned by the University
- All users, holders, and uses of University e-mail services
- All University e-mail records in the possession of University faculty, staff or students or other e-mail users of electronic mail services provided by the University

This Policy applies only to electronic mail in its electronic form. The Policy does not apply to printed copies of electronic mail.
This Policy applies equally to transactional information (such as e-mail headers, summaries, and addresses) associated with e-mail records as it does to the contents of those records.
All users of University electronic mail are subject to:

- Comply with all federal, Michigan, and other applicable laws and regulations; all generally applicable University rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Flectronic_Communications_Privacy_Act and the Computer Fraud_and_Abuse Act, which prohibit unauthorized use or entry into another's account; the University's_Student_Code: the University's Anti-Harassment policy; and all applicable software licenses.
- Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
- Act within the normal standards of professional and personal courtesy and conduct. Access to University electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the University without prior notice and without the consent of the e-mail users when required by and consistent with violations of University polices, regulations and law.
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.
- Respect the finite capacity of the resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth limit or CPU time, uses of University electronic mail may be required to limit resources in accordance with this principle.
- Inspection, monitoring or disclosure of University e-mail records will be at the e-mail holders consent wherever possible. However, if consent cannot be obtained either voluntarily or involuntarily, the request shall be brought before University Counsel.


## Specific Provisions

## A. Users


 as part of the benefit package. Students retain access to an e-mail account as long as they are registered for courses or completed graduation. GVSU retains the right to remove email services at any time.

## B. Account Usage

GVSU has the right to restrict the amount of storage space available on the network. If an individual wishes to backup and store e-mail for extended purposes, it is the individual's responsibility to do so.
Users are granted access to services only for so long as they abide by the Computing Conditions of Use policy. No person shall gain use of the University's computer system without proper authorization. Any attempt by a user to gain access to another person's network account, private network drive, or restricted areas on the GVSU computer system is prohibited.

University e-mail services shall not be used to send unsolicited commercial emails and such use may result in your account being disabled.


 one or more recipients to interfere with the recipient's use of e-mail.

## C. Representation

Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing the University. An appropriate disclaimer is: "These statements are my own, not those of the Grand Valley State University."

Policy Violations
 including dismissal, may be applicable under other University policies, guidelines, implementing procedures, or collective bargaining agreements.
 completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies

Refer to Appendix A. for detail on additional polices and guidelines

## Security and Privacy



 or less privacy protection.

 activities that are necessary for the rendition of service.
The University reserves the right to monitor e-mail records, without notice, when
a. The user has voluntarily made them accessible to the public
b. It reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability
c. There is reasonable cause to believe that the user has violated, or is violating, this Policy
d. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns
e. It is otherwise required or permitted by law

Any such individual monitoring, other than that specified in "a" above, required by law, or necessary to respond to perceived emergency and/or time-sensitive situations, must be authorized in advance by University Counsel and an Executive Officer
 enforcement agencies and may use those results in appropriate University disciplinary proceedings.

Normal examination of e-mail headers by the e-mail administrator is standard procedure to resolve problems and redirect incorrect addressed e-mail.

## Posting and Authority to Change

 Authority to change this list rests with the Vice Provost of Academic Services and Information Technology acting, where policies affecting faculty are concerned, with the advice of the Academic Senate, where policies affecting students are concerned, with the advice of the Dean of Students, where policies concerning legal matters, with the advice of University Counsel.

## APPENDIX A - REFERENCES

The following list identifies additional policies and procedures, which support this Policy: These and other laws both provide privacy protection for e-mail and require the disclosure of e-mail under some circumstances.

- University Policies and Guidelines
-Human Resources
- Faculty Handbook
- Executive_Administrative. Professional_Staff Handbook
- Anti-Harassment Policy
- Refer to the Human_Resources web_site for further policies and guidelines
- Information Technology
- Computing Conditions of Use
-Student Computing Account Agreement
-Student_Code
-State of Michigan
- Michigan_Freedom_of Information_Act
- Merit Acceptable_Use_Policy
-Federal Statutes
- Eederal Eamily Educational Bights_and Privacy_Act of 1974

Eederal Privacy Act of 1974
Electronic_Communications_Privacy_Act_ مf 1986

EMAIL SIGNATURE BLOCK POLICY
SLT 11.2.1
Date of Last Update:
August 08, 2020

## Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

POLICY STATEMENT
All faculty/staff communications from University email accounts should reflect the University's brand. To keep our brand identity strong and consistent, and to enhance credibility for our faculty and staff who communicate via email, all emails created by University employees and delivered via the University's email system should feature email signature blocks consistent with this policy.
 credibility for our faculty and staff by clearly identifying them and their roles at the University. The official signature block provides contact information for the employee and points email recipients to the University website, a key source of information about the University.

All emails using a University account should have signature blocks consistent with the University brand. The following items are permissible but not required:
Employee's name
Employee's official University title(s)
Employee's department or office name

- Gender pronouns
- Grand Valley State University

University's website address, www_gusu_edu
Department or Program website
University or departmental trademarks or logos
the University's general address or employee's University address
Employee's department and/or office telephone number, and fax number

- Employee's mobile phone number
- Employee's campus email address

Social media account addresses used solely for advancing scholarly or professional pursuits
Other University related information may be added such as departmental mission statement, and a link to University created social media account(s)

- A confidentiality statement is permitted for use below the email signature on all outgoing emails, such as:

The content of this email is confidential and intended only for the recipient(s) specified. If you received this message by mistake, please reply so the sender can correct the error, and then delete this email immediately. Do NOT forward it to a third party without the written consent of the sender.

 may be misunderstood as representing the University's official positions, values or views.
 to this policy, the individual's supervisor and/or vice president will enforce compliance through appropriate means.

## COMPUTER VIRUS AND MALWARE POLICY

SLT 11.3
Date of Last Update:
September 06, 2016

## Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology
POLICY STATEMENT
 of sensitive information. To preserve the health of the network and the devices connected to it, the infected device must IMMEDIATELY be disconnected and removed or the account blocked from the campus network until Information Technology personnel verify it is no longer compromised. Despite the disruption this may cause to the individual user, the user is required to produce any infected device to Information Technology immediately upon request in order to prevent information disclosure, data file destruction, or exploitation of the compromised account.

Information Technology personnel shall provide their identification and authorization to the device user that authorizes them to remove the afflicted device prior to its removal. For additional verification, you may call the IT Service Desk at 331-2101 and ask for a Level 2 staff member to verify the authorization to pick up a computer. To minimize interruption, Information Technology will take reasonable steps to


## VOICEMAIL POLICY

SLT 11.4
Date of Last Update:
April 29, 2016

## Approved By:

- Senior Leadership Team


## Responsible Office:

Information Technology

## POLICY STATEMEN

 voicemail must follow the following procedures

PROCEDURES
A department main number is never to be forwarded to a voicemail.
All greetings are to be personalized and changed when users intend to be out of the office for more than one day, especially if they do not plan to check voicemail.
An out of office greeting should provide the caller with an alternative name and telephone number to contact in case of emergency

## COMPUTING CONDITIONS OF USE (INFORMATION TECHNOLOGY)

SLT 11.5
Date of Last Update:
October 09, 2015

## Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

## POLICY STATEMENT

As members of the Grand Valley State University community, you have the responsibility to use the university's Information Technology resources in an effective, ethical, and legal manner. Ethical and lega

 of Grand Valley's Information Technology resources, including access to the Internet, for the protection of all users.

## PROCEDURES

The following guidelines will be applied to determine appropriate use of Services:

1. Accounts granted are intended solely for the use of the person the account was issued and shall not be shared.
2. To respect the privacy of other users. Users shall not intentionally seek information on, obtain copies of, or modify files, or passwords belonging to other users or the University, or represent others, unless explicitly authorized to do so by those users.
3. To respect the legal protection provided by copyright and licensing of programs, data, photographs, music, written documents and other material as provided by law.
4. To respect the intended usage of accounts and authorization for specified purposes only.
 software or data components of a system.
 of University-owned computer equipment; use of telecommunications equipment; ethical and legal use of software; and ethical and legal use of administrative data.
5. Using university technology resources for commercial use is strictly prohibited. Such resources are to be solely used in conjunction with doing business for GVSU or purposes directly related to academic work.
6. To refrain from unauthorized use of network Services which significantly hampers other GVSU constituents network access.
7. Unauthorized use of GVSU networks and/or computers for non-academic purposes is prohibited, including revenue generating advertising and promotion of business not related to GVSU.
 within the GVSU Housing Network. External requests for services destined to the GVSU Housing Network are not permitted. Information Technology reserves the right to disable network connections within the GVSU Housing Network if complaints are received and it is verified that a computer is offering an internal service.
8. The Computer Science and Engineering departments have dedicated networks that can be used for servers that need to offer services to other computers for educational purposes; in this case the department is responsible for monitoring and approving the services that are offered as well as verifying that the computers have been patched and secured against known Internet attacks.
9. All users of Grand Valley's e-mail accounts are expected to adhere to the Electronic Mail Policy
10. All users of Grand Valley's external network connections (i.e., Merit and NSFNET) shall comply with the evolving "Acceptable Use" policies established by the external networks' governing bodies.

- Merit_Acceptable_Use_Policy
- Ihe NSFNET Backbone_Services Acceptable Use Policy

The intent of this policy is to identify certain types of uses that are not appropriate. Using the guidelines given above, GVSU may at any time make a determination that a particular use is not appropriate.
GVSU will not monitor or judge the content of information transmitted via the Services, but will investigate complaints of possible inappropriate use. In the course of investigating complaints, GVSU staff will attempt to preserve the individual's privacy. GVSU is subject to the Freedom of Information Act and may be required to supply personal computing information.

## DIGITAL MEDIA POLICY

SLT 11.6
Date of Last Update:
September 18, 2023

## Approved By:

- Senior Leadership Team


## Responsible Office:

Information Technology

## POLICY STATEMENT

 intellectual property.

## PROCEDURES

Copyright law protects all material unless placed in the public domain, electronic and digital media included. Owners of copyrights hold exclusive right to the reproduction and distribution of their material. Unauthorized use and distribution of copyrighted material is illegal. Legal action against the individual as well as the university may occur, this includes all audio and video files.
 Copyright owners may contact the service provider to request that the infringing material be removed or access blocked. Grand Valley State University's designated DMCA agent is:

Luke DeMott
Assistant Vice President \& Chief Information Security Officer (CISO)
Information Technology
4490 g Kindschi Hall of Science (KHS)
1 Campus Drive, Allendale, MI 49401
Office: (616)331-2035
For More Information on the DMCA and other copyright issues see, www.convrightaov

## CONFIDENTIALITY, DATA \& SECURITY POLICY

SLT 11.7
Date of Last Update:
December 08, 2014
Approved By:

- Senior Leadership Team


## Responsible Office:

Information Technology

## POLICY STATEMENT



## PROCEDURES

## Confidentiality of Data

Each individual granted access to data and information holds a position of trust and must preserve the security and confidentiality of the information that is used. Individuals are required to abide by all applicable Federal and State guidelines and University policies regarding confidentiality of data including, but not limited to, the Family Education Rights and Privacy Act (FERPA). FERPA protects student information and may not be released without proper authorization. Requests for information/documents should be referred to the Registrar's Office or the Legal, Compliance \& Risk Management Office.
 University. Specifically, individuals should:
a. Access data solely in order to perform the employee's job responsibilities.
b. Not seek personal benefit or permit others to benefit personally from any data that has come to them through their work assignments.
c. Not release University data other than what is required in completion of job responsibilities.
d. Not exhibit or divulge the content of any record, file or information system to any person except as it is related to the completion of their job responsibilities.

Additionally, individuals are not permitted to operate or request others to operate any University data equipment for personal business, to make unauthorized copies of University software or related documentation, or use such equipment for any reason not specifically required by the individual's job description.

It is the individual's responsibility to report immediately to his/her supervisor any violation of this policy or any other action, which violates confidentiality of data.

## Security Measures and Procedures

Some individuals employed by the University are supplied with a network account to access the data necessary for the completion of their job responsibilities. Users of the University information systems are required to follow the procedures outlined below:

1. Storage of student or staff confidential data on local storage media (Laptops, Desktops, CDs, Thumb drives, etc) without proper data encryption is strictly prohibited. Please contact Information Technology to discuss secure options if confidential data must be transported outside of the secure network.
2. All transactions, processed by a user ID and password, are the responsibility of the person to whom the user ID was assigned. The user's ID and password must remain confidential and must not be shared with anyone.
3. Access to any faculty or staff account may be granted by the faculty/staff member and/or the direct supervisor for specific job requirements. You are prohibited from viewing or accessing additional information (in any format). Any access obtained without written authorization is considered unauthorized access.
4. Passwords should be changed periodically or if there is reason to believe they have been compromised or revealed inadvertently.
5. Upon termination or transfer of an individual, Information Technology will immediately remove access to GVSU data. The email account may stay active for a period of up to 30 days.

Access to University data and information is for the sole purpose of carrying out job responsibilities. Breach of confidentiality, including aiding, abetting, or acting in conspiracy with any other person to violate any part of this policy or FERPA policy, may result in sanctions, civil or criminal prosecution and penalties, loss of employment and/or University disciplinary action, and could lead to dismissal, suspension, or revocation of all access privileges.

## FACULTY/STAFF ABUSE OF TECHNOLOGY

SLT 11.8
Date of Last Update:
April 19, 2015

## Approved By:

- Senior Leadership Team


## Responsible Office:

Information Technology

## POLICY STATEMENT

Information Technology has two primary policies in place that deal with technology resources:
Conditions of Use: As members of the Grand Valley State University community, all users have the responsibility to use the university's information technology resources in an effective, ethical, and legal manner. This document outlines these responsibilities.
E-Mail Policy: This Policy clarifies the applicability of law and of other University policies to electronic mail. It also defines new policy and procedures where existing policies do not specifically address issues particular to the use of electronic mail.
The policies and procedures to deal with abuse of technology resources for faculty and staff are outlined below.
-Level I - Complaint

- Complaints may be received from an internal or external GVSU constituent
- Upon verification of abuse by an Information Technology staff member, the information is communicated to either the Vice Provost and Dean of Academic Services or the Director of Information Technology
- Upon review from the Vice Provost and Dean of Academic Services and/or the Director of Information Technology, the complaint is further acted upon or discarded
- Level II - Contact/Action for First Offenders
- The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology
- If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted.
-The individual is apprised of their abuse and asked to refrain from continuing the infringement. If email related, the individual will be required to retract the offending message.
- The individual will be sent a notification from IT via email of the abuse infraction and asked to return the email with their understanding and intent to comply via the policy.
-The email notification/compliance will be kept on file.
- Level III - Contact/Action for Second Offenders
-The individual account will be suspended immediately (disable ability to send/receive messages).
- The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology
- If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted.
- The individual Dean or manager is contacted concerning the repeated abuse.
-The individual is apprised of their abuse and asked to refrain from continuing the infringement.
-The individual account will be re-activated upon contact and compliance of the policy.
- If email abuse, the individual will be required to retract the offending message.
- The individual will be sent a notification via email of the abuse infraction and asked to return the email with their understanding and intent to comply via the policy and that they will lose account privileges completely upon the third offense.
-The individuals Dean or manager will be sent a notification via email of the abuse infraction and asked to return the email with their understanding that the individual will lose account privileges completely upon the third offense.
-The email notification/compliance will be kept on file from both the individual and the Dean or manager.
- Level IV - Contact/Action for Third Offenders
- The individual account privileges will be suspended immediately, which consist of email and network privileges.
- The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology
- If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted. The individual Dean or manager is contacted concerning the repeated abuse.
-The HRO office is contacted concerning the repeated abuse.
-The individual is apprised of their abuse and told that their privileges have been revoked.
- The individual Dean or manager must contact the Vice Provost and Dean of Academic Services or the Director of Information Technology to discuss possible reinstatement of privileges.

Upon further review with the Provost (for faculty issues) and the HRO office (for staff issues), the determination to re-instate the technology privileges will be determined.

- The decision will be kept on file
- Overriding Issues
-If at any time, the technology resources that have been abused are in jeopardy of causing mass problems for GVSU constituents or the network/files have been compromised, the Vice Provost and Dean of Academic Services or the Director of Information Technology may choose to immediately suspend the individual account to ensure the integrity and continuation of services for the rest of the constituents.
Upon a decision of this nature, the situation will be brought to the Provost, HRO, appropriate Dean or manager as quickly as possible to remedy the issue at hand.


## PROCEDURES

## PHONEMAIL POLICY

SLT 11.9
Date of Last Update:
July 31, 2008

## Approved By:

- Senior Leadership Team


## Responsible Office

Telecommunications

## POLICY STATEMENT

Department main numbers and widely published phone numbers are "must-answer" lines and are not assigned PhoneMail. Personal lines and other lines that do utilize PhoneMail must follow the procedures below.

PROCEDURES
Department main numbers and widely published phone numbers are "must-answer lines" and will not be assigned PhoneMail. These numbers should always to be answered by a person.
A department main number is never to be forwarded to a PhoneMail box as this causes callers to be put into an endless PhoneMail loop.
All greetings are to be personalized and changed when users intend to be out of the office for more than one day, especially if they do not intend to check PhoneMail.
Users are to provide the caller with an alternative person's name and telephone number to contact if they are going to be gone for any length of time.
PhoneMail users are to respond to messages within one business day unless they are on vacation.
Unit heads should monitor PhoneMail greetings when the initial installation is made and on a regular basis thereafter.
If you have any questions about PhoneMail usage or need to report a problem please call either extension 12148 or 12145 during working hours.
Vice President approval is required for PSS personnel to have PhoneMail installed.

## PUBLIC FOLDER POLICY

SLT 11.10
Date of Last Update:
April 19, 2015
Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology
POLICY STATEMENT
GVSU provide public folders to allow postings from any Outlook user on events, announcements, information of interest and a method to buy/sell articles

PROCEDURES
Guidelines for consistent and proper use

- Messages posted to the business related public folders should pertain to GVSU sponsored programs, events, or activities
- Messages intended for private business or personal profit shall not be posted
- Commercial message and advertisements for non-GVSU entities shall not be posted
- Messages posted to the Barter Board specifically may refer to personal items for sale or items wanted to buy.
- Messages intended for private business are not allowed
- Commercial messages and advertisements for items for sale or services offered are prohibited, including home businesses
- Complaints relative to purchases of items advertised should be conducted privately -
- Additionally, messages posted to these public folders board must respect the rights of other users; for example, they must comply with all University policies regarding sexual, racial, and other forms of harassment, and shall not divulge personal data concerning faculty, staff, or students without explicit authorization to do so.


## Message life span:

- Any message posted here should be deleted by the author as soon as its purpose has been resolved
- Messages will be deleted automatically after 7 days.

SECURE OFFICE PROCEDURE
SLT 11.11
Date of Last Update:
April 19, 2015

## Approved By:

- Senior Leadership Team


## Responsible Office:

Information Technology

POLICY STATEMENT
 are in place to help protect employees, customers, contractors and the university from damages related to the loss or misuse of sensitive information.

This document refers to securing sensitive data and physical hardware within an office environment or mobile environment where data may be referenced (at home or on a laptop). It is not meant to address electronic data stored on university servers.

## PROCEDURES

Goals
In order to effectively protect and secure university data, the following goals have been established:
a) Create, distribute and annually review the "Secure Office Procedure" document
b) Train all staff members whose jobs relate to sensitive data on both the "Secure Office Procedure" and Information Security Best Practices
c) Train departmental managers to be aware of the importance of the procedures and the need to enforce them

Staff Training

Employee awareness and education is an integral part of securing sensitive data for the university. The following procedures will be enforced to ensure proper training:
a) Upon hire, the Secure Office Procedure and Setting Strong Password documents are emailed to the new employee Secure Office Procedures Page 2 of 4
b) Secure Office Procedure and Setting Strong Password documents are sent annually to all employees via email
c) Internal training, specific to each area, will be provided to employees who have access to sensitive data
d) Information Technology will provide Best Practices information at IT seminars and offer to attend annual departmental meetings to cover the below topics:
i. Awareness of Social Engineering schemes
ii. Secure Office Procedures
iii. Strong Password creation
iv. Data storage
v. Data encryption
vi. Backups
vii. Anti-virus and Anti-spyware tools
viii. Non-secure technologies

GENERAL OFFICE SECURITY PRACTICES
The following procedures should be followed within office suites, individual offices or workrooms and mobile locations where data may be referenced:
a) Keys or keycards used for access to sensitive data should not be left unattended
b) Passwords should not be shared or written down and left in accessible locations
c) If you have a student that will regularly be using your machine, contact the IT Service Desk and request a staff account for that student. (Do NOT give out your password)
d) Make certain passwords aren't common information such as date of birth, names of children, pets, telephone numbers, etc.
e) When you leave your workstation, lock your computer screen
f) Lock up laptops, USB drives, external drives, etc. when unsupervised
g) Contact the IT Service Desk when a computer is to be passed to a new user. IT will clean the computer, removing previous data and place a clean image on the machine.
h) Printouts containing sensitive data should be removed from networked printers immediately and filed appropriately in secure cabinets
i) Dispose of sensitive data on hard copy by shredding immediately
j) Departmental front desk staff should confirm identity of all visitors (GVSU staff/student workers or non-GVSU employees) who are entering their area(s)
i. Employees should feel comfortable requesting what unit someone is from and the purpose of their visit
ii. Employees should feel comfortable confirming meeting prior to allowing staff member/student employee to proceed within their departmental areas
iii. Confirm with the GVSU employee they are scheduled to meet
iv. Non-GVSU employees must be escorted to/from meeting area/work area
v. Request ID if necessary
vi. Provide front office staff the ability to view your calendar or print a schedule of your meetings in advance so they will expect attendees
k) All staff should be responsible to watch for or listen to any unusual activity and to be cognizant of their surroundings.

## Sensitive Information

Sensitive data can be distributed via hard copy or electronic means within an office. When given the choice, store data electronically versus printing a hard copy. Consider scanning a document to store it electronically versus hard copy
a) "Sensitive information" includes but is not limited to the following items, whether stored in electronic or printed format:
i. All FERPA protected data*
ii. Credit card number (in part or in whole)
iii. Credit card expiration date
iv. Cardholder name
v. Cardholder address
vi. Social Security Number
vii. Business Identification Number
viii. Employer Identification Number
ix. Paychecks
x. Paystubs
xi. Benefit information
xii. Giving information/history
xiii. Health information
xiv. Content of external grants or contracts
b) Securing hard copy sensitive data
i. Lock cabinets containing sensitive data when not in use or when away for extended periods of time
ii. Storage rooms containing sensitive data should be locked at the end of the day or when unsupervised
iii. Desks, workstations, common work areas, printers, and fax machines should be cleared of all sensitive data when not in use
iv. Whiteboards, dry erase boards, writing tablets, etc. should be erased, removed or shredded when not in use
v. Documents to be shredded should be done so immediately or locked up until shredding can occur
vi. At the end of the day, all sensitive data should be in a locked drawer or cabinet
c) Securing electronic sensitive data. Please contact Information Technology if there are questions in how you are storing/sharing sensitive data electronically
i. Refrain, when possible from storing sensitive data on your personal computer hard drive or any external personal devices. Instead use the network drive space.
ii. If storing sensitive data is required on your personal computer hard drive or an external device, encryption and password protection should be applied
iii. Engage the screensaver when workspace is unoccupied
iv. Computer workstations should be shut down completely at end of work day
v. Lock laptop or external devices containing sensitive data when not in use
vi. Make certain data and/or PC work station screens are not visible to the public (e.g.- near windows, entry/exit doors, etc.)
vii. If email is used to share sensitive data, encryption and/or password protection should be used. The following statement should accompany the body of the email:
"This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."
*See information regarding FERPA data at www.gvsu_edu/registrar and click on FERPA

SLT 11.12
Date of Last Update:
April 19, 2015

## Approved By:

- Senior Leadership Team


## Responsible Office:

Information Technology
POLICY STATEMENT
Information Technology is responsible for providing software support to the campus community. IT resources are finite. Therefore, reasonable limits must be identified regarding the number and variety of software products supported by IT. This policy is intended to define those limits.

## PROCEDURES

The software industry is characterized by constant change. Therefore, it is unreasonable to establish a single, static list of supported software. It is equally unreasonable to force the campus community to change software on a frequent basis.

Information Technology will provide support for the most recent operating systems for Windows and Macintosh platforms as well as one version back.
Standard software applications issued with a university computer will be supported in the most recent version and one version back unless compatibility issues arise.
Institutional ownership of a site license does not imply IT support for all products covered by the license. Software provided in labs and classrooms outside of the standard applications listed above are not supported by Information Technology. Software assistance is required through the vendor providing the application.

## TECHNOLOGY ACQUISITION POLICY

SLT 11.14
Date of Last Update:
September 09, 2022

## Approved By:

- Senior Leadership Team


## Responsible Office:

Information Technology

POLICY
 contracting for all technical services. This policy will ensure that all Grand Valley State University purchases and leases align with strategic priorities; existing technical infrastructure, assets, and standards information security guidelines; legal and regulatory compliance; optimal use of institutional funds and resources; and must still comply with general university procurement procedures and policies.

This policy applies to all who access the institution's information technology resources and services, including administrators, faculty, employees, students, contractors, and vendors.
 limited to, the following Grand Valley State University technology resources:

- Endpoint hardware such as desktops, laptops, tablets, printers, and mobile devices.
- Devices connected to GVSU's network infrastructure, wired or wireless.
- Enterprise audio-visual equipment for offices, classrooms, and/or conference rooms.
- Applications or endpoints intended for use in labs and/or classrooms.
- Enterprise infrastructure including servers, switches, research machines, and storage devices.
- Software, services, and applications including those provided by an external party
- Systems/services that consume, create, or update University data including those that allow access using University accounts,

This policy extends to technical services, such as off-site disaster recovery solutions and Internet Service Providers (ISPs), as well as professional services, such as consultants and legal professionals hired through the Information Technology Division. These include, but are not limited to, the following

- Professionals or firms contracted for IT services
- Technical training services
- Co-location services
- Disaster recovery services
- Data network services

All hardware, software, or components purchased and/or leased with Grand Valley State University funds are the property of Grand Valley State University. This includes items purchased through grants and professional development funds.

## POLICY STATEMENT

 Information Technology Division replaces certain hardware on a regular basis and maintains a software library containing products that meet most needs. The purpose of this policy is to define the process by which additional hardware and software products are reviewed, purchased/leased, and maintained, with respect to data security, operational integrity, and long-term sustainability. The Information Technology Division will neither install nor support hardware or software that has not been approved in advance of purchase and/or lease. The Information Technology Division can assist in determining if the University already owns hardware and software that meets departmental needs.
2. All technology purchases and/or leases that either A) exceed $\$ 500$ per unit or $\$ 1000$ total or B) include computers, laptops, network-connected devices, local or cloud-based storage, tablets, peripherals, phones, printers, copiers, software that consumes/transmits/stores GVSU data, or service contracts must first be submitted to the Information Technology Division*. In addition to IT approval, funding must also be approved by a department head (or designee) prior to procurement.

* IT review will begin within two business days. All technology acquisitions must be completed through standard purchasing and procurement processes; personally funded technology purchases for Grand Valley State University business needs may not be reimbursed.
 by the Information Technology Division, compatible with university-supported systems, and cost-effective. Selected vendors have been vetted for optimal pricing and support. Departments should use this list as a source for products and services. Suggested vendors can be evaluated.

4. A requested item already in inventory, will be made available to the requestor. Requests for standard items not in inventory will be processed according to this policy statement and in alignment with standard purchasing procedures.
5. If approved, a formal selection process will be initiated that will involve a thorough vendor sourcing, per the University's Procurement Policy.

- The selection process may vary depending on the type, cost, and other purchase significance factors.
- Individuals requesting non-standard items for purchase and/or lease can suggest a potential vendor if a pre-existing relationship exists between that vendor and Grand Valley State University or use the procurement CO-OP that has pre-vetted certain vendors/products.

6. For the purchase of cellular phones and wireless service provider contracts, please see the llniversity_Cellular_Phone_and_Wireless_Communication_Policy
7. See the University_Procurement Policy for additional purchasing guidelines.
8. All purchased technologies must comply with the Confidentiality_Data_\& Security Policy

PROCEDURES

1. Supported hardware and software request procedure
a. Review the list of standard items and confirm whether the request can be fulfilled from the university's preferred list of items.
b. Contact information technology for a quote and availability.
c. Complete the technology requisition form
2. Non-supported hardware and software need to have additional approvals.
a. Submit an IT service portal ticket for review.
b. IT review will begin within two business days.
c. The decision will be communicated in writing to the requestor.
d. Requests whose implementation or deployment are complex, costly, and/or highly visible will be converted into project requests for further consideration.

Non-Compliance
 network. Additionally, GVSU data is not permitted to be collected or stored through software or storage purchased outside this acquisition policy. Repeated violations of this policy will result in notification to Appointing Officers and GVSU Business and Finance for further review and action.

