



## **WADE INSTITUTE OF TECHNOLOGY**

### **POLICIES AND PROCEDURES**

September 21, 2026 – August 12, 2028

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These policies cover the period: September 21, 2026 – August 12, 2028

Table of Contents

**WADE INSTITUTE OF TECHNOLOGY..... 1**

**POLICIES AND PROCEDURES ..... 1**

**1. Alcohol, Drug & Smoking..... 5**

**2. Code of Conduct, Equity & Inclusion ..... 5**

**3. Statement of Academic Freedom ..... 5**

**4. Communications Expectations ..... 6**

**5. Disorderly Conduct..... 6**

**6. Reporting ..... 6**

**7. Harassment Policy ..... 6**

**8. Complaints ..... 7**

**9. Grievances ..... 8**

**10. Conflict Resolution ..... 8**

**11. Types of Complaints and the Relevant Policies – What’s the Difference?..... 8**

**12. Respondent Services – If You Are the Subject of a Complaint..... 8**

    12.1 Title IX Complaints ..... 8

    12.2 Non-Title IX Complaints ..... 9

**13. Hate Speech ..... 9**

**14. Immunization Policy..... 9**

**15. Intellectual Property Rights..... 10**

    15.1 Copyright Policy ..... 11

    15.2 Patent Policy ..... 11

**16. Non-Retaliation ..... 11**

**17. Off-Campus Conduct..... 12**

**18. Orientation Policy ..... 12**

<b>19. Procedures for Appeals Hearings (Excludes Promotion or Tenure Recommendation Appeals).....</b>	<b>12</b>
<b>20. Procedures for Dismissal for Cause Hearings.....</b>	<b>13</b>
<b>21. Procedures for Reporting, Investigating, and Hearing Alleged Violations of College Policies .....</b>	<b>14</b>
21.1 Reporting.....	15
21.2 Investigation.....	15
21.3 Actions .....	15
21.4 Resolving Complaints Informally.....	16
21.5 Resolving Complaints through the Formal Hearing Process.....	16
21.6 General Guidelines.....	17
21.7 Disciplinary and Remedial Measures .....	18
21.8 Appeals of Findings and Final Decisions on Findings and Sanctions .....	18
21.9 Options Beyond the College .....	18
<b>22.0 Procedures for Instructor Evaluation Questionnaires .....</b>	<b>19</b>
22.1 General Principles .....	19
22.2 Procedure .....	19
22.3 Access .....	19
22.4 Appropriate Use .....	19
22.5 Evaluation of IAS Instrument and Process .....	20
<b>23.0 Procedures for Violating WIT Policies.....</b>	<b>20</b>
23.1 Resolving Complaints (Informal) .....	20
23.2 Resolving Complaints (Formal).....	21
23.3 General Guidelines.....	21
23.4 Disciplinary Measures .....	22
<b>24.0 Romantic Relationships.....</b>	<b>22</b>
<b>25.0 Safety and Security .....</b>	<b>22</b>
25.1 Information about COVID-19 Risk Mitigation on Campus .....	23
25.2 Crisis Management .....	23
25.3 Public Safety Escorts .....	32
25.4 Threatening Situations Safety Alerts and Protocol .....	33
25.5 Safety Recommendations.....	33
<b>26.0 Sexual Misconduct Policy.....</b>	<b>35</b>
26.1 Scope of Policy .....	35
26.2 Assistance Following an Incident of Sexual Misconduct .....	35
26.3 Reporting Policies and Protocols.....	37
26.4 Prevention and Education .....	39
26.5 Hiring.....	39
26.6 Training.....	41
<b>27.0 Attendance Policy.....</b>	<b>44</b>
<b>28.0 Credit Hour Policy .....</b>	<b>44</b>

28.1 Designation of Unit Value .....	45
28.2 Lecture and Seminar Classes .....	45
28.3 Laboratory Courses or their Equivalent.....	45
28.4 Maximum Allotment of Units.....	45
<b>29.0 Missing Persons Policy .....</b>	<b>45</b>
<b>30.0 Committees and Responsibilities .....</b>	<b>46</b>
30.1 Executive Committee.....	46
30.2 Academic Committee.....	46
30.3 Buildings and Grounds Committee.....	47
30.4 Personnel Committee.....	47
30.5 Planning Committee.....	47
<b>31.0 Disability Accommodations Policies and Procedures .....</b>	<b>47</b>
31.1 Application Process .....	47
31.2 Reasonable Accommodation .....	48
31.3 Accessibility.....	48
31.4 Complaints.....	48
31.5 Additional Guidance on Classroom Accommodations .....	48
<b>32.0 Grievances .....</b>	<b>49</b>
32.1 Procedures for Appeals Hearings (Excludes Promotion or Tenure Recommendation Appeals).....	49
32.2 Reporting.....	49
32.3 Investigation.....	50
32.4 Actions .....	50
32.5 Resolving Complaints Informally.....	50
32.6 Resolving Complaints through the Formal Hearing Process.....	50
32.7 General Guidelines.....	51
32.8 Disciplinary and Remedial Measures .....	52

## **WIT**

### **Campus Policies and Procedures**

This document sets out the rights and responsibilities of students, faculty and staff as members of the WIT community and informs them of the policies and procedures at the College.

Students and faculty are expected to be aware of and are required to abide by the College's policies and procedures at all times.

#### **1. Alcohol, Drug & Smoking**

Smoking and the use of substances (alcohol or drugs) is not allowed on any part of WIT properties including residence halls.

#### **2. Code of Conduct, Equity & Inclusion**

WIT encourages attitudes and behaviors that promote global awareness, inclusivity, and respect for other regardless of age, ethnicity, gender, race, sexual orientation, socioeconomic status, culture, political conviction, religion, or disability. Consequently, we encourage speech and actions that support this ethos and enabled us to thrive as a community.

Our commitment to these beliefs is evident throughout the College in the following ways:

- The values of diversity, equity and access of opportunity play critical roles among faculty and staff in all academic, administrative operations, decision-making, planning, policy, and procedural operations across WIT.
- All course curriculum content, pedagogy, syllabi, assignments, grading, and learning outcomes recognize a variety of approaches, identities and worldviews.

All students, faculty, staff, and visitors are required to follow the Code of Conduct throughout WIT communities.

#### **3. Statement of Academic Freedom**

WIT believes that academic freedom is essential to its educational mission and to the pursuit of truth. Faculty are entitled to freedom in teaching, research, and scholarly or creative activity within their disciplines, consistent with professional and ethical standards. Students are encouraged to engage in open inquiry and express reasoned perspectives relevant to their coursework.

Members of the academic community may speak or write as citizens and professionals, while recognizing that they do not represent the institution unless authorized to do so. The institution protects academic freedom in accordance with its policies and applicable accreditation standards.

#### **4. Communications Expectations**

All staff, faculty and students are expected to use language that is inclusive and aligned with the Code of Conduct support the free-flow of ideas and to conduct themselves in a professional manner in all communication with students, faculty and staff at all times.

#### **5. Disorderly Conduct**

Students are expected to conduct themselves in a professional manner at all times. WIT prohibits disorderly conduct whether creating a public disturbance, issuing threats, being violent towards others, or reckless behavior anywhere on WIT property. Equally, damage to a person's property, conduct that interrupts or interferes with the normal operation of WIT, student learning opportunities or on- or off-campus events, bullying and cyberbullying is not tolerated at the College.

#### **6. Reporting**

This policy applies to all students, faculty and staff at WIT. WIT will investigate and resolve all complaints. Such complaints should be directed via email to [ljones@wit.university](mailto:ljones@wit.university) or by phone to (415) 777 3232.

Procedures for reporting, investigating, and hearing alleged violations of College policies involving faculty or staff are found at Procedures for Violations of WIT Policies. For cases involving student violations of policies, offenders will be disciplined in accordance with provisions set out in the Student Code of Conduct.

#### **7. Harassment Policy**

WIT is committed to providing an environment that is free of unlawful harassment. As such, the College will not tolerate unlawful harassment because of sex (including childbirth or related medical condition, gender harassment, harassment due to pregnancy, or sexual harassment) and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state, or local law, ordinance or regulation.

- Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- Submission to, or rejection of, the conduct by the individual is used as the basis of any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct: epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct: derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct: sexually-oriented gestures, assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment or academic advancement, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

WIT's policy prohibits unlawful harassment within the campus property by any person and in any form, and to apply the procedures outlined in the "Procedures for Violations of WIT Policies" in responding to any complaints of harassment. WIT encourages all members of staff and students to immediately report all incidents of unlawful harassment to allow complaints to be resolved quickly. A complaint of harassment must be reported to WIT's Academic Director, any Dean or the President. If the accused is the President or a member of the Board of Trustees, then the Chair of the Board will be notified and help to determine the appropriate investigation strategy.

Every complaint of harassment is promptly and fully investigated confidentially and actions deemed necessary to end the unlawful harassment will be taken with sanctions handled in accordance with existing procedures. The complainant will be kept informed about the process of investigating and responding to the complaint. After action on a complaint is concluded, the complainant will be notified whether or not discipline will be imposed. WIT will not tolerate any reprisal or retaliation against someone who has submitted (or indicated an intent to submit) a complaint in good faith.

## **8. Complaints**

A complaint brings to the WIT's attention an alleged violation of policy or misconduct. Upon receipt, the WIT reviews the complaint and, when appropriate, investigates the complaint.

If a complaint is substantiated, resolution is typically addressed between the University and the respondent. Disciplinary or corrective actions are generally confidential and are not disclosed to the complainant, except where disclosure is legally required, including Title IX matters.

## **9. Grievances**

A grievance provides a formal avenue for seeking redress when an individual believes their rights under WIT's policy or applicable agreements have been violated. Represented academic appointees—including lecturers and academic student employees—may file a grievance in accordance with established procedures. The grievance process ensures impartial review and is used when informal resolution has not been successful.

## **10. Conflict Resolution**

WIT is committed to fair, timely, and equitable resolution of workplace concerns and disputes. As such, WIT encourages resolution of concerns at the earliest and most informal level appropriate. Faculty are encouraged to address concerns directly with the relevant parties whenever feasible. When additional support is needed, faculty may seek guidance from the Academic Office. These offices provide confidential consultation, clarify applicable policies and procedures, and facilitate constructive dialogue aimed at resolution.

If informal efforts do not resolve the matter, faculty may pursue formal complaint or grievance procedures as outlined in University policy. Formal processes ensure impartial review, documented findings, and protection from retaliation.

Through these mechanisms, WIT promotes accountability, due process, and a professional environment grounded in respect and shared responsibility.

## **11. Types of Complaints and the Relevant Policies – What's the Difference?**

### **Types of Complaints**

WIT addresses a range of complaints under specific policies, including:

- Abusive conduct in the workplace
- Title IX violations
- Discrimination or harassment
- Faculty Code of Conduct violations
- Other disruptive behavior

Each complaint type is managed according to its governing policy to ensure consistency and alignment with institutional values.

## **12. Respondent Services – If You Are the Subject of a Complaint**

### **12.1 Title IX Complaints**

Individuals accused of Title IX violations may access informational support through Academic Personnel. This includes guidance on policies, procedures, and available resources. Support is informational only and does not constitute confidential or legal advice.

## **12.2 Non-Title IX Complaints**

Academic Personnel does not provide respondent support for non-Title IX matters, such as discrimination, failure to accommodate, or workplace misconduct. Respondents are encouraged to seek guidance from an attorney or confidential advisor.

Through these mechanisms, WIT ensures that complaints and grievances are addressed fairly, respondents are informed of applicable processes, and institutional integrity and due process are upheld. These policies support a professional and respectful campus environment and contribute to ongoing institutional effectiveness and compliance with accreditation expectations.

## **13. Hate Speech**

WIT encourages a professional environment that honors freedom of expression. All members of the community are encouraged to express themselves in-person, via email, and visual media (meme, gif) while being respectful of others' backgrounds, identities, and life experiences.

## **14. Immunization Policy**

WIT students are required to have the following immunizations:

- DPT series with current Td or Tdap booster (within 10 years);
- polio series;
- meningococcal; and
- two measles, mumps and rubella (MMR) injections after the first birthday.

We recommend that students provide immunization for:

- hepatitis A & B
- chicken pox
- TB screening
- the human papilloma virus vaccine.

Exceptions to this policy may be made for a documented allergy to substances in these vaccines or on the basis of a genuine religious belief prohibiting a particular immunization with written proof provided at the time of registration at WIT or to the Health Center Manager.

Students participating in College sponsored international study/travel opportunities are required to have all immunizations recommended for travel to the intended region.

## 15. Intellectual Property Rights

WIT is committed to providing an environment that supports the learning, teaching, scholarship, and creative activity of its faculty, students, and staff. Within that context, this Intellectual Property Rights Statement, Copyright Policy and Patent Policy seek to:

- Encourage excellence and innovation in teaching, scholarship, and creative activities;
- Identify and protect the intellectual property rights of faculty, staff, students, and WIT;
- Encourage creative, pedagogical, and scholarly works produced at WIT to advance knowledge and contribute to the public good;
- Acknowledge and preserve the traditional property rights of scholars; and

WIT expects all faculty, staff and students to respect and comply with copyright and patent laws in their use of others' copyrighted materials and patented inventions. The College expects that all members of the campus community also will respect and comply with the legal rights of owners of trademarks, service marks and trade secrets.

Faculty, students, and staff authors/creators remain the owners of their scholarly, pedagogical, and creative works and retain the intellectual property rights.

U.S. copyright law affords protection to original works of authorship, certain derivative works and compilations (collectively, "Works of Authorship") fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Original works of authorship include the following categories:

- literary works;
- musical works, including any accompanying words;
- dramatic works, including any accompanying music;
- pantomimes and choreographic works;
- pictorial, graphic, and sculptural works;
- motion pictures and other audiovisual works;
- sound recordings;
- architectural works;
- teaching materials; and
- computer programs and software.

WIT is committed to academic integrity and compliance with copyright law, including "fair use" exceptions to the exclusive rights of copyright owners. The College provides resources to educate faculty, staff and students about the use of copyrighted materials and requires that they educate themselves about the limits of "fair use" identified in Section 107 of the Copyright Act. More information and resources concerning intellectual property rights issues is available from the Office of Academic Affairs.

## **15.1 Copyright Policy**

WIT abides by and enforces the provisions of copyright laws as they affect the College, students, faculty, and staff. No printed or non-printed copyrighted materials may be duplicated without written permission from the copyright holder unless such reproduction meets "fair use" standards. Questions regarding the WIT copyright policy are to be directed to the Provost.

Any WIT employee who is asked to make copies that he or she believes would violate the copyright law, must explain the copyright policy to the person who requested the copies and refuse the request. WIT does not sanction illegal duplication in any form. Members of WIT community who disregard the copyright law do so at their own risk and assume all liability.

## **15.2 Patent Policy**

A patent is a type of intellectual property right granted by the US government to an inventor of a new and non-obvious solution to a technological problem. Based on US patent law, inventions are owned by the inventor - not by the employer unless the inventor agrees and assigns the rights of their invention to the employer or the invention constitutes a "work for hire".

This policy applies to the ownership of patents for works invented or created by WIT students, faculty and staff in the context of their relationship with the College.

Ownership of all patentable inventions conceived by faculty, staff or students belongs to the inventor. Inventions conceived while using College facilities or developed under a sponsored research agreement must be disclosed by the inventor, in writing, to the Provost and the Dean of Faculty.

Inventions created with the use of extraordinary financial support or institutional resources of WIT belongs to the inventor and the College according to terms negotiated and agreed in writing by the parties. In such cases, WIT will be responsible to advance the costs of applying for and securing the patent or cede its interest to the inventor.

Inventions created with external grant support in agreement with or under the sponsorship of a third party will be governed by agreement with the third party. The Provost and the Dean of Faculty, along with the Dean Finance, must approve any agreement with a third party or under an external grant that requires use of WIT resources.

Royalty distribution for patents covered under this Policy shall be as follows: All administrative and legal expenses incurred in connection with the patent will be deducted from the gross royalty income. After these deductions, the royalty income is divided not less than 50% to the inventor and not more than 50% to the College, as negotiated per written agreement of the parties.

## **16. Non-Retaliation**

No person will be penalized in any way for reporting a violation of procedure, policy, or noncompliance with the Code of Conduct, or for cooperating with or participating in any grievance investigation. No person will be penalized for reporting incidents of discrimination, harassment, or sexual misconduct. Retaliation, through threats, intimidation, reprisals, and any adverse actions

related to that person's employment or education, by any member of the community against any such person is prohibited, and will be considered a serious violation of WIT policy.

## **17. Off-Campus Conduct**

All students are expected to follow local, state and federal laws at all times. WIT may determine, on a case-by-case basis, to address off-campus violations of local, state, and federal laws through the student conduct process.

When a violation poses a health or safety risk to the WIT community or is detrimental to the educational interest of students, WIT will determine whether disciplinary actions and, or criminal proceedings will be undertaken.

Should an off-campus event result in an arrest or criminal proceedings, students are responsible for obtaining bail funding and legal counsel independently.

## **18. Orientation Policy**

During the first few days of employment, new staff members are invited to participate in an orientation program conducted by the Office of Human Resources to learn about the mission, vision, and goals of WIT and to receive information about policies and programs offered by WIT. During orientation, staff medical and general benefit plan enrollment will be explained, and beneficiary designation forms, federal, state, and local tax forms will be completed. All newly hired WIT employees are required to present the Office of Human Resources with information establishing both identity and eligibility to work in the United States in accordance with federal law.

## **19. Procedures for Appeals Hearings (Excludes Promotion or Tenure Recommendation Appeals)**

These procedures and policies are used by the Faculty Appeals Committee to ensure fair process.

1. The Chairperson of the Committee will schedule, make all arrangements for, and moderate the hearing and will ensure that the points at issue are clearly defined in writing, and that both parties and the Committee fully understand the matter(s) to be resolved.
2. Documentary (excluding character) evidence pertinent to grounds for may be submitted by either party to the dispute should be provided to the Committee Chairperson three days before the formal hearing begins. The Chairperson will distribute all materials to both parties at least three days before the formal hearing begins.
3. Anyone knowledgeable about the point(s) at issue may be called by either party, or by the Committee itself. Each party may question any person who appears before the Committee. A list of people to be called should be submitted to the Committee Chairperson five teaching days before the hearing commences. The Chairperson will inform each party of everyone to be called, and will schedule their appearance.

4. Each party may use an advisor (faculty, staff, or administration of WIT) at the hearing.
5. The hearing is confidential and private. Attendance at the hearing will be limited to the Faculty Appeals Committee, the faculty member and an advisor, and the administration's representative and an advisor.
6. The hearing is recorded and kept safely by the President. The Committee and both parties will have access to the recording.
7. The order of presentation in the hearing will be:
  - The appellant's case, including people called on one's behalf, followed by opportunity for questions.
  - The case of the other party, including called people, followed by an opportunity for questions.
  - People called by the Committee, followed by an opportunity for questions.
  - Recall of people previously consulted, if necessary.
  - Closing arguments of the other party.
  - Closing arguments of the appellant.
8. Members of the Committee are free at any appropriate time to direct questions to either party or any person appearing before the Committee.
9. When the Committee has heard all the testimony, the hearing is concluded and the Committee meets in executive session to reach its conclusions. Within fifteen days of the end of the hearing, the Committee will report its findings and recommendation(s) to the President of WIT.

## **20. Procedures for Dismissal for Cause Hearings**

The Faculty Appeals Committee uses these procedures in hearings dealing with dismissal for cause. These procedures are intended to ensure fair process.

1. The Chairperson of the Committee will schedule, make all arrangements for, and moderate the hearing.
2. Each party may make use of an advisor who may participate in the hearing and be present during the entire hearing. The advisor must be a full-time member of the faculty, staff, or administration of the College. It is the responsibility of the faculty member to obtain a competent advisor, if he or she wishes to have such advice.
3. The hearing is confidential and private. Attendance at the hearing is limited to the Faculty Appeals Committee, the faculty member and an advisor, and the administration's representative and advisor all of whom may be present for the entire hearing.
4. Documentary material may be submitted by either party in the dispute. These materials should be in the hands of the Committee Chairperson at least seventy-two hours before the formal hearing begins. The Chairperson will distribute all documentary materials to both parties at least forty-eight hours before the formal hearing begins. Submission of such

materials after that deadline requires the approval of the Committee. The Committee also may request such materials from either party.

5. People who are knowledgeable about the situation may be called by either party, or by the Committee. A list of people to be called should be submitted to the Committee Chairperson five teaching days before the hearing commences. The Chairperson will inform each party of everyone to be called, and will schedule their appearance. Each party may question anyone who appears before the Committee.
6. The faculty member and advisor should have the opportunity to question everyone who testifies. When unusual and urgent reasons move the Committee to deny this opportunity, or when the knowledgeable person cannot appear, the identity of the person, as well as the person's statements, should be disclosed to the faculty member.
7. The hearing is tape-recorded, and the Committee and both parties will have access to the tapes. After the Committee makes its recommendation(s), the tapes will be kept in the President's Office until no longer needed. The President will serve written notice to both parties and the Chairperson to the Faculty Appeals Committee two weeks in advance when the tapes are to be destroyed.
8. The order of presentation in the hearing will be:
  - The case for the removal of the faculty member, including people called to support the case, followed by questions.
  - The faculty member's defense, including people called on the faculty member's behalf, followed by questions.
  - People called by the Committee, followed by cross-examination.
  - Recall of people previously consulted, if necessary.
  - Closing arguments for the removal of the faculty member.
  - Closing arguments in defense of the faculty member.
9. Members of the Committee are free at any appropriate time to direct questions to either party or person appearing before the Committee.
10. When the Committee has heard all the testimony, the hearing is concluded and the Committee meets in executive session to reach its conclusions. Within fifteen days of the end of the hearing, the Committee will report its findings and recommendation(s) to the President of the College.

## **21. Procedures for Reporting, Investigating, and Hearing Alleged Violations of College Policies**

WIT is committed to promptly investigating and resolving all complaints concerning: (i) harassment, (ii) sexual misconduct, (iii) prohibited discrimination, and (iv) the College's policy on consensual relationships between employees and students. The following are the procedures for reporting and investigating allegations involving students, faculty, and staff.

Students or employees of WIT seeking information or having questions related to these Procedures may contact the Academic Director in the Administrative Office.

### **21.1 Reporting**

- If a person (a) who believes that they have been the victim of a violation, or (b) has firsthand knowledge of a violation may in the first instance make a written complaint to the College's Academic Director.
- The complainant may wish to make a record of the behavior constituting the violation, including the date and a description of exactly what happened, who said or did what, and any other observations. The names of any witnesses to the incident may also be recorded. Such a record is best made promptly to ensure its greater reliability.
- The Academic Director will contact the person accused of a violation, provide the person with a copy of the complaint, and ask that a written response to the complaint be submitted by a specified date. The Academic Director shall also discuss with the complainant any interim measures (such as housing and labor assignments, workplace accommodations, security escorts or class schedule changes) that are appropriate prior to a hearing on the complaint.
- A person accused of a violation may elect to report the matter to the College's Academic Director or the respondent's supervisor and is encouraged also to keep a record of the incident upon which the allegation was based.

### **21.2 Investigation**

- The Academic Director will investigate any complaint of an alleged violation and inform the respondent as soon as this is appropriate during the investigative process.
- If the Academic Director determines that the alleged violation is not likely to have occurred, the complainant, the respondent, and any appropriate administrator or other staff member who has been involved in the investigation will be so informed, and the complaint will be dismissed. The complainant may, within five calendar days of such a dismissal, appeal to the President for review of the Academic Director's action. The decision of the President on any such appeal is final and binding.
- If there is an initial determination that there is a reasonable basis to believe that the alleged violation has occurred, the Academic Director will report the matter to the vice president of WIT and will advise the complainant of options in pursuing the complaint. The Academic Director will also inform the respondent of the complaint if this has not already occurred during the investigation.

### **21.3 Actions**

A complaint not dismissed by the Academic Director can be handled informally or through a formal hearing process utilizing these Procedures.

## **21.4 Resolving Complaints Informally**

- The complainant, whether student, faculty, or administrator, may request to have the matter informally resolved by the President. The respondent must also be informed of this choice of process. If the parties cannot agree on an informal process, the complaint will be acted upon in the formal process as provided in these Procedures.
- The senior administrator will begin the process as soon as possible after receipt of the complaint but in no case more than 15 calendar days after the incident is reported.
- In resolving complaints informally, the senior administrator must consult with the Academic Director regarding appropriate action in order to provide fair and consistent responses to similar matters across campus. Mediation is not appropriate in cases involving allegations of Sexual Violence.
- If the complaint is informally resolved to the satisfaction of the complainant, respondent, and senior administrator, the administrator shall simultaneously provide a statement of resolution in writing, including any terms of the agreement, to the complainant, respondent, and the Academic Director.
- Either party may choose to end the informal process at any time and move directly to the formal hearing procedures. If a complaint being handled informally cannot be resolved, then a formal hearing may be requested.

## **21.5 Resolving Complaints through the Formal Hearing Process**

- In order to initiate a formal hearing, the complainant must state in writing the charge(s) that the panel will hear. Such charge(s) shall contain a recitation of the specific facts and circumstances constituting the alleged Violation. The respondent shall be given a copy of the charging document describing the violation.
- Formal complaints will be heard by a panel chosen from the pool of elected members of the Campus Conduct Hearing Board elected by the President of the College according to policy governing the Campus Conduct Hearing Board. The hearing process should begin as soon as possible and the panel must conclude its work no less than 15 calendar days after the complaint has been submitted to the panel. Once the panel is appointed and organized, the panel's chairperson or the appropriate administrator shall give the complainant and respondent at least two calendar days' notice of the time and place of the hearing.
- To the extent reasonably possible, hearings shall be conducted in a manner that does not inflict additional emotional trauma on the complainant. Requests for special hearing accommodations shall be addressed to and decided by the College's Academic Director.
- Except in extraordinary circumstances, the respondent is entitled to confront the accuser and any witnesses at the hearing. The right of confrontation may be waived by the absence or gross misconduct of the respondent. The complainant and the respondent may each have one personal advisor present at the hearing. Such advisor(s) must be a full-time member of the faculty, staff, or administration of the College. Persons not directly involved in the hearing are not allowed to attend. In cases involving allegations of Sexual Violence, each party may be allowed to have an attorney present at the hearing. Attorneys may offer advice to their clients

but are not otherwise permitted to participate in the hearing. If any party has an attorney present, then the College may also have an attorney present.

- In addition to the complainant and respondent, only those who are normally limited to witnesses or persons with personal knowledge of the incident or those who investigated the incident may testify. Character witnesses are not permitted either for the complainant or respondent. Any available documentary evidence (e.g., email, letters, written documents or other records) that the parties intend to introduce should be submitted to the panel Chair in advance of the hearing.
- The standard of proof in a formal hearing is whether, based on all the evidence presented, a reasonable person would conclude that it is more likely than not that the alleged Violation did occur (preponderance of evidence standard).
- The Academic Director Coordinator, or a member of the faculty, administration, or staff of the College appointed by the President, will serve in an advisory capacity to the hearing panel and may be present for the formal hearing, but such advisors may not participate in the deliberations, findings or recommendations of the hearing panel.
- Both the complainant and the respondent shall be kept informed of the status of the formal process by the Academic Director Coordinator.
- If the hearing panel concludes that the alleged violation has occurred, the Academic Director Coordinator shall provide whatever information there may be to the panel about other violations involving the respondent of which the respondent has been previously informed and any disciplinary action taken. The Academic Director Coordinator may be asked to provide a recommendation regarding disciplinary action that may be warranted in a given case.
- Following the hearing, the panel must submit its conclusions within 15 calendar days in the form of a written report of its findings and its recommendation(s) to the President. The President shall provide a copy of this report to both the complainant and the respondent.
- If the respondent is a member of the College Faculty and believes that the underlying facts of the alleged violation and findings of the hearing panel for the complainant have been based upon speech or behavior in a classroom, laboratory, public lecture, or comparable environment that is protected by academic freedom, they may appeal the findings in writing to the Faculty Appeals Committee within 15 calendar days, showing cause for the claim of academic freedom. If the appeal is accepted, the Faculty Appeals Committee must hear the claim as soon as possible and submit its findings to the President and respondent within 15 calendar days after the conclusion of its hearing.
- The President weighs the recommendations of the hearing panel (and when appropriate, the Faculty Appeals Committee) in arriving at a decision. As soon as possible, that decision is simultaneously conveyed in writing to the complainant, the respondent, the chairperson of the panel, and anyone else the President believes should be informed. The President may provide such information in the written statement, including details from the panel's reports, as the President deems appropriate.

## **21.6 General Guidelines**

- In the reporting, investigating, and hearing of alleged violations, every effort shall be made to ensure confidentiality and the privacy of the parties involved, but complete confidentiality

cannot be guaranteed, particularly if formal charges are filed. Requests for confidentiality shall be addressed to and decided by the College's Academic Director Coordinator. At all stages, investigations, administrative hearings, and formal hearings complaints are to be handled discreetly and expeditiously. Every effort will be made to contain hearsay and to minimize the potential for harmful effects on the individuals involved and the College community.

- Both the complainant and the respondent shall be assured of fair treatment throughout the investigation, administrative hearing and formal hearing processes. Retaliation or intimidation by either party is prohibited by law and College policy; neither will be tolerated. Any such retaliation or intimidation is subject to disciplinary action up to and including termination or expulsion.
- Fabricated charges of alleged Violations or false testimony are serious offenses. Persons found to have fabricated charges or testified falsely will be subject to disciplinary action up to and including termination or expulsion.
- On an annual basis, the Academic Director Coordinator shall inform the President of reports of alleged violations and the results of any investigations or complaints.

### **21.7 Disciplinary and Remedial Measures**

When a violation has been determined to have occurred, disciplinary measures shall be appropriate to the severity of the incident. Discipline may include one or more of the following actions: warning, reprimand, required letter of apology, changed assignment, relocation of office, required counseling, suspension, demotion, loss of salary, and other appropriate penalties, up to and including termination. For students, discipline may include probation, suspension, expulsion or other sanctions as provided under the Student Conduct Code. The College shall undertake reasonable measures to remedy the violation and prevent recurrence.

### **21.8 Appeals of Findings and Final Decisions on Findings and Sanctions**

- Either the complainant or the respondent involved with the alleged violation may appeal to the President the findings of the panels of either the Campus Conduct Hearing Board or the Faculty Appeals Committee. Appeals are limited to two circumstances: (1) the discovery of new evidence bearing on the complaint; and (2) indications that improper procedures were employed in the investigation or in the formal hearing. The appeal must be made in writing within five calendar days after the parties have received the original report of findings from the President.
- The decision of the President on the findings and sanctions in any case is final and binding.
- The decision of the President on any appeal is final and binding.

### **21.9 Options Beyond the College**

Individuals may have legal recourse beyond these Procedures. In particular, a complainant may file a formal complaint with the Office of Civil Rights (OCR) under Academic Director (for employees or students), with the Equal Employment Opportunity Commission (EEOC) under Title VII (for employees), file a civil lawsuit or pursue a criminal complaint with law enforcement authorities.

## **22.0 Procedures for Instructor Evaluation Questionnaires**

The “Instructor Assessment Survey” (IAS) is a WIT system that collects student feedback to instructors and to those responsible for faculty and departmental performance review and personnel decisions to assess and improve teaching quality.

### **22.1 General Principles**

- The goal of collecting and reviewing IASs is to support good teaching throughout a faculty member’s career at WIT.
- Information collected via the IAS serve as quantifiable, student-provided data and comments indicating student perceptions of teaching effectiveness.
- This information will be used as one metric of teaching quality to inform conversations among faculty and administrators about teaching effectiveness in order to improve teaching.
- The Dean of Faculty is responsible for the evaluation of faculty members.
- This system of appropriate use of IAS information for all faculty is in line with WIT’s commitment to “regularly evaluate the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status.”

### **22.2 Procedure**

- Student responses to the IAS will be collected for all faculty for all courses.
- The Office of Faculty Management is responsible for the administration and maintenance of the permanent college records of the IASs.
- Students will be sent an electronic link to the IASs and asked to complete them. Faculty members are encouraged to monitor response rates and to encourage students to complete the IASs.

### **22.3 Access**

- All faculty are given access to summary reports for all their classes.
- The Dean of Faculty has access to all summary IAS reports.
- The Faculty Status Council is sent summary reports for individual faculty undergoing probationary, tenure or promotion review.

### **22.4 Appropriate Use**

Instructor Assessment Surveys are to be interpreted for use as follows:

#### *22.4.1 Individual Faculty Members*

As part of their commitment to teaching excellence, all WIT faculty members have a responsibility to themselves and to the institution to review their own IASs to support improved teaching by all.

### *22.4.2 Dean of Faculty*

The Dean of each Department is responsible for regularly evaluating each faculty member of the department and recording their IASs as evidence of teaching effectiveness of each faculty member and to develop plans in consultation with the instructor to improvement the instructor's teaching where the teaching does not reach the desired standard.

### **22.5 Evaluation of IAS Instrument and Process**

The Dean of Faculty is responsible for monitoring the effectiveness of the IAS and collecting and evaluating comments and suggestions from students, faculty, and staff and will review and update the process every five years.

### **23.0 Procedures for Violating WIT Policies**

WIT is committed to promptly investigating and resolving all complaints of potential violation the College's policies concerning:

- harassment
- sexual misconduct
- prohibited discrimination and
- consensual relationships between employees and students.

A person who believes that they have been the victim of a violation of any WIT policies is asked to promptly submit a written report about the violation to the Dean of Faculty or the Academic Director Coordinator who will investigate the report swiftly and will notify the complainant of any action to be taken within five working days. For serious incidents, the case will be referred to the President.

### **23.1 Resolving Complaints (Informal)**

- The senior administrator must begin the process to examine the complaint as soon as possible after they receive the complaint within 14 days after receipt of the written complaint about the incident.
- After consulting with Academic Director Coordinator regarding appropriate action in order to provide fair and consistent responses. Mediation is not provided in cases involving allegations of Sexual Violence.
- If the complaint is informally resolved to the satisfaction of the complainant, respondent, and senior administrator, the administrator shall simultaneously provide a statement of resolution in writing, including any terms of the agreement, to the complainant, respondent, and the Academic Director Coordinator.

## 23.2 Resolving Complaints (Formal)

- To begin a formal complaint, the complainant must submit to the panel the full details of the charge complete with facts of the alleged violation.
- The respondent must be given a copy of the document describing.
- Members of the WIT Campus Conduct Hearing Panel (consisting of three people selected by the President) must begin as soon as possible and conclude the investigation within 15 days of receipt of the complaint.
- The panel will notify the complainant and respondent of the time and place of the hearing – within at least three days.
- During the hearing, the respondent may confront the accuser and witnesses. Both the complainant and the respondent may have a personal advisor who must be a full-time faculty or staff member present at the hearing. For cases involving allegations of sexual violence, both complainant and alleged victim may have an attorney present who may only offer advice to their clients without participating in the hearing. WIT may also have an attorney present.
- In addition to the complainant and respondent, witnesses or people with personal knowledge of the incident may be present. Any documents to be submitted as evidence by either party must be submitted to the panel at least three days before the hearing.
- The panel will seek to prove, based on the evidence provided, whether the alleged violation is likely to have occurred.
- The Academic Director Coordinator may be present to advise the panel without participating in the work of the hearing panel and will ensure that both the complainant and the respondent are kept informed of the status of the formal process.
- The panel will provide a written report of the findings within 15 days of the hearing to the President who will provide a copy of the report to the complainant and the respondent.
- Should the complainant, if a member of the College, decide to appeal the findings, they may do so in writing to the Faculty Appeals Committee within 15 days, providing cause for the claim. If the appeal is accepted, the Faculty Appeals Committee must hear the claim as soon as possible and submit its findings to the President and respondent within 15 calendar days after the conclusion of its hearing.
- The President will consider the recommendations of the hearing panel and the Faculty Appeals Committee before making a decision.
- The President will provide the written statements to the complainant, the respondent and the chair of the panel.

## 23.3 General Guidelines

- WIT administrators will do their utmost to ensure confidentiality in attempting to resolve any issue and both parties will receive a fair treatment while the potential violation is investigated and during an eventual appeal.
- Any attempts at retaliation or intimidation by will result in disciplinary action.
- On an annual basis, the Academic Director Coordinator will notify the President of reports of alleged violations and the outcome of investigations.

## **23.4 Disciplinary Measures**

After investigation, if a violation had occurred, disciplinary measures for faculty and staff may consist of any of the following: warning, reprimand, counseling, suspension, demotion, loss of salary, termination or other actions deemed necessary. For students, discipline may include probation, suspension, expulsion or other sanctions deemed necessary. The College shall undertake reasonable measures to remedy the Violation and prevent recurrence.

The decision of the President on the findings, sanctions and any appeal, is final and binding.

## **24.0 Romantic Relationships**

WIT prohibits full- and part-time faculty members from engaging in any romantic or sexual relationship or activity with any current student.

## **25.0 Safety and Security**

The Public Safety Office (Tel: 415-777-3232) is the central point of contact for all matters related to the safety and personal security of property.

WIT policies and procedures enhance the safety and security of students, staff, and visitors. The College recognizes shared responsibility for the welfare of the community and reminds students and employees of their personal responsibility to take prudent precautions and to inform others, especially Public Safety, about known safety hazards or security concerns.

Students, faculty, staff and visitors to WIT are asked to immediately report any criminal, suspicious or threatening activity, injury and serious illness to Public Safety.

WIT Administration/Public Safety officers will work with the State Fire Marshall's office and the Police in case of terrorist threats.

WIT Staff can contact local County emergency response personnel and other agencies for assistance as necessary. Telephone ext. 911 is used only for confirmed emergency situations that require the immediate assistance of City Police, Fire Department, and County Ambulance Service.

WIT staff, faculty and students have a responsibility to report to Public Safety any known reportable crime within 24 hours of becoming aware of the situation.

### **Safety Recommendations**

- Avoid distractions: be aware of your surroundings.
- Carry your keys in your hand.
- Park in well-lit areas.
- Keep serial numbers of all electronic items in a safe place.
- Do not put yourself in danger.

- Keep Campus telephone numbers on you at all times.
- Be familiar with safety and evacuation procedures (fire, etc.).
- Know where the fire extinguishers are located and learn how to use them.

## 25.1 Information about COVID-19 Risk Mitigation on Campus

WIT is providing COVID-19 testing free of charge to any member of the WIT community (student, faculty or staff) who believes they are showing possible symptoms. They are advised to go to the College Administrative Office.

## 25.2 Crisis Management

### *25.2.1 Crisis Management - Communications Plan for Campus Crises*

1. Crisis calls: Upon receiving a call regarding an emergency or crisis situation (e.g., homicide, fire, injury, etc.) on campus students, faculty and staff are advised to:

Call Public Safety: Tel: 415 777-3232 or Email: [publicsafety@wit.university](mailto:publicsafety@wit.university).

2. Public Safety will contact the appropriate administrators and Media Relations. Following coordination with Public Safety, Media Relations will:

- Determine "crisis plan" which sets out how the situation is to be handled
- Determine audience segments for notification (e.g., students, parents, faculty, staff, alumni, trustees, media, etc.)
- Determine key message and what to say
- Determine venues for notification (e.g., email, text alerts, social media, etc.)
- Determine who is the official College spokesperson – the President is to be used sparingly.
- Initiate the Crisis Management Team who will implement the calling tree to notify their staff and/or faculty members by the agreed upon best method as previous determined.

3. Depending on the severity of the crisis, determine whether the Crisis Management Communications program should be initiated.

4. In the event of a major crisis or emergency (e.g., active shooter, homicide, fire, significant injury, etc.) initiate the Marketing and Communications command center at the Public Safety staging area to communicate with the media. At the staging area, the Marketing and Communications team will:

- Collaborate with the Public Safety Office to field calls from the public and media and determine appropriate course of action i.e. who should:
  - o be on the scene
  - o receive and route incoming calls
  - o provide administrative support
  - o liaise between administration and logistics.

### *25.2.2 Crisis Leadership Team*

The Crisis Leadership Team (CLT) is charged with managing a crisis and comprises senior management of WIT who are in the best position to respond to the emergency. The core team consists of:

- President
- Academic Director
- Dean of Administration and Finance
- Dean of Student Affairs and Academic Support
- Dean of Communications and Public Relations
- Director of Facilities
- Director of Public Safety

The Crisis Leadership Team meets three times per year and when a crisis occurs. Additional individuals may be invited to Crisis Leadership Team meetings during a crisis as support members.

### *25.2.3 Jurisdiction*

The Crisis Leadership Team handles the following incidents:

- Death on campus or at college sanctioned or sponsored events;
- Student death, serious accident or incident or attempted suicide; ➤ Serious damage to University property; ➤ Major emergency or crisis.

### *25.2.4 Functions*

The main functions of the Crisis Leadership Team are:

- Assess what might occur, vulnerability assessment, elimination or reduction of the probability of a crisis.
- Design a response plan for a variety of potential crises.
- Respond to emergencies and direct emergency resources, plan activation.
- Return of conditions to normal or improved levels; assure community well-being; recovery of vital functions; debrief and provide for the evaluation and improvement of the crisis process; reduction of risk of crisis recurrence.
- Recommend appropriate response for each area of the organization.
- Recommend and develop community and media communications during and after the crisis.
- Serve as consultants, or provide "third-party" opinions to other members of the team.
- Work with appropriate outside resources to secure information, resources, and assistance as needed.
- Participate in, or conduct disaster and emergency preparedness training.
- Develop and/or recommend efforts toward preventing crises from happening.
- Revise and update printed materials including posters and brochures.
- Assure that all the emergency-related signs and designated areas are clearly marked and in place. Recommend appropriate training in preparedness and recovery.

### 25.2.5 Emergency Action Plan (EAP)

As required by The Occupational Safety and Health Administration (OSHA), below is the WIT Emergency Action Plan.

It is important for all students, faculty and staff to be familiar with the College’s Emergency Action Plan. When in a building, students, faculty and staff must know the following information about where they are located:

The name and contact details of the Emergency Coordinator:

- Name: Lorna Jones
- Tel: (209) 640 0082
- Email: ljones@wit.university
- Designated Assembly Areas:

WIT Emergency Contact and Designated Assembly Areas Last updated September 17, 2024			
Building	Location	Emergency Coordinator	Designated Assembly Area
135 University Avenue, Palo Alto	WIT Head Office	Lorna Jones (209) 640 0082 ljones@wit.university	Ramona Street and Lytton Avenue (the park)
1295 Embarcadero Avenue, Palo Alto	Aeronautical Science	YoungSu Yoo 415-812-2355 yoo@kmtv.tv	On the golf course at Embarcadero Avenue
555 College Avenue, Palo Alto, CA 94402	Student Housing	Lorna Jones (209) 640 0082 ljones@wit.university	Cameron Park (Wellesley Street and College Avenue)

- At least two exits out of the building.
- Type of fire protection systems (audible alarm, visible strobes, voice annunciator, sprinklers, etc.).
- Fire extinguishers.

### 25.2.6 Fire Emergency

- Know at least two ways out of a burning building.
- Trigger the nearest fire alarm.
- Help people who may need assistance.

- Close doors as you leave.
- Keep low if smoke is present.
- Evacuate the building at the nearest exit, keep low under the smoke.
- Go to the Designated Assembly Area.
- As soon as you are in a safe place, call the Public Safety Office on (415) 777 3232.

#### 25.2.6.1 Evacuation Procedures

- Evacuate immediately.
- Go to the Designated Assembly Area and remain there until the Emergency Coordinator has accounted for students, faculty and staff and notified the Public Safety Officer if anyone is missing.

#### 25.2.6.2 Shelter in Place (Remain inside)

Under certain cases, for example an active shooter, chemical release, or other emergency, you may be called to not evacuate the building. Under those conditions:

- Stay inside the building.
- Shut and lock all windows and doors.
- Know and follow additional procedures.
- Wait to be notified before leaving the room or building.

#### 24.2.6.3 People with Disabilities

- For people with special needs during an evacuation (e.g. a visual alarm device, identification of fire-exit stairwells, specialized evacuation equipment or alternative egress route planning) contact the Emergency Coordinator to arrange for a needs assessment.

#### 25.2.6.4 Evacuation Procedures

- Notify the Public Safety Office of your location by calling 911.
- Go to the nearest fire exit stairwell and wait for assistance.
- To ensure that your location is known, tell an individual who is evacuating to notify the Public Safety Office at the Designated Assembly Area of your location.

#### 25.2.6.5 Training

- Each Department will have an Emergency Coordinator responsible for maintaining Emergency Action Plan (EAP) and training faculty and staff on all aspects of the plan and duties assigned to staff members.

- The Emergency Coordinator is responsible for providing all new employees or other regular building occupants with initial Emergency Action Plan training. All building occupants must be familiar with the contents of this plan and reminded of its contents annually. The Emergency Coordinator is responsible for full dissemination of any changes to the plan following the annual review.

### 25.2.7 Active Shooter

This section is adapted from Department of Homeland Security publication "Active Shooter: How to Respond" published 2008 <https://www.gallaudet.edu/public-safety/emergency-preparedness-guide/active-shooter>

#### 25.2.7.1 Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

#### **Good practices for coping with an active shooter situation**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door • As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911 WHEN IT IS SAFE TO DO SO!**

## 25.2.7.2 How to Respond When an Active Shooter is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### (1) Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

### (2) Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks) ➤ Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm

- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

(3) Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

### 25.2.7.3 How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

#### 25.2.7.4 Training Staff for An Active Shooter Situation

To best prepare your staff for an active shooter situation, create an Emergency Action Plan (EAP), and conduct training exercises. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

#### 25.2.7.5 Preparing for And Managing an Active Shooter Situation

Your human resources department and facility managers should engage in planning for emergency situations, including an active shooter scenario. Planning for emergency situations will help to mitigate the likelihood of an incident by establishing the mechanisms described below.

##### Human Resources' Responsibilities

- Conduct effective employee screening and background checks
- Create a system for reporting signs of potentially violent behavior
- Make counseling services available to employees
- Develop an EAP which includes policies and procedures for dealing with an active shooter situation, as well as after action planning

##### Facility Manager Responsibilities

- Institute access controls (i.e., keys, security system pass codes)
- Distribute critical items to appropriate managers / employees, including:
  - Floor plans
  - Keys
  - Facility personnel lists and telephone numbers
- Coordinate with the facility's security department to ensure the physical security of the location
- Assemble crisis kits containing:
  - radios
  - floor plans

- staff roster, and staff emergency contact numbers
- first aid kits
- flashlights
- Place removable floor plans near entrances and exits for emergency responders
- Activate the emergency notification system when an emergency situation occurs

### Reactions of Managers During an Active Shooter Situation

Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a preplanned evacuation route to a safe area

### Assisting Individuals with Special Needs and/or Disabilities

- Ensure that EAPs, evacuation instructions and any other relevant information address to individuals with special needs and/or disabilities
- Your building should be handicap-accessible, in compliance with ADA requirements.

### 25.2.7.6 Recognizing Potential Workplace Violence

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

### Indicators of Potential Violence by an Employee

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses

- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

#### 25.2.7.7 Managing the Consequences of an Active Shooter Situation

After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter

#### 25.2.7.8 Lessons Learned

To facilitate effective planning for future emergencies, it is important to analyze the recent active shooter situation and create a Lessons Learned report. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities
- Identifying successes and failures that occurred during the event ➤ Providing an analysis of the effectiveness of the existing EAP
- Describing and defining a plan for making improvements to the EAP.

Adapted from Department of Homeland Security publication "Active Shooter: How to Respond" published 2008

<https://www.gallaudet.edu/public-safety/emergency-preparedness-guide/active-shooter>

### 25.3 Public Safety Escorts

Escorts to and from on-campus locations will be given to students, faculty, staff, and visitors with safety concerns after dark, and for medical reasons. The intent of this service is to provide members of the College community with safe transportation who are either physically unable to traverse the

campus or are concerned for their safety. Escorts may be provided using carts, patrol vehicles, or walking escort.

Anyone requesting escorts should be at the pick-up location at the time of making the call. Public Safety personnel respond to calls for escorts as quickly as possible. However, due to staffing and service demands, there may be delays in response due to high-priority emergency responses.

#### **25.4 Threatening Situations Safety Alerts and Protocol**

Within 24 hours of the first report of a threat or incident that may have a bearing on the safety of the campus community, WIT will notify members of the campus community about the type of threat, and recommended safety practices and procedures to follow. This information will be sent to students, faculty, and staff members via text and email, and through the College web site. The WIT community is urged to heed all advisories issued as quickly as possible.

When a crime has been committed, WIT will notify the proper authorities so they may discharge their duty under the law. WIT may pursue its own procedures for adjudicating alleged violations of the College's conduct rules.

#### **25.5 Safety Recommendations**

##### **General Safety**

- Don't walk alone late in the evening.
- Don't study alone in classroom buildings at night.
- Do walk in well-lit areas.
- Do walk with confidence and self-assurance.
- Do know where the blue emergency call boxes are located.
- Do download the LiveSafe App from Public Safety's website.
- Do read all caution and warning labels on containers.

##### **Vehicle Safety**

- Do wear your safety belt.
- Don't travel alone for long distances.
- Do carry keys to the vehicle in-hand for quick access to car if necessary.
- Do park in well-lit areas.

##### **Bike Safety**

- Do record serial numbers, the make, and the model.
- Do lock bike to bike racks.
- Do engrave your name or Student ID number on bike.
- Do cross the street at crosswalks.
- Do wear a helmet.

**College Housing**

- Do lock your room door, even if you plan to be away only a short period of time.
- Do record serial numbers on all electronic equipment.
- Do unprop and close any residence-hall doors found open.
- Do report immediately any suspicious activity or crime you observe.
- Do avoid placing yourself in dangerous situations.

**Fire Prevention**

- Don't attempt to exit a room if door handle is hot or smoke is in the hall.
- Don't use a fire extinguisher on other than very small fires (example: trash cans)
- Do activate fire alarm pull station immediately.
- Do become familiar with fire evacuation procedures posted on residence-hall doors.
- Do know where fire extinguishers and pull stations are located.

**Crosswalk Safety**

- Don't enter a crosswalk if the "Don't Walk" sign is flashing.
- Do cross only at crosswalks and whenever possible, cross only at signaled crosswalks.
- Do wait until traffic stops before entering a crosswalk.
- Do push the button once to request a "Walk" signal.
- Don't expect the "Walk" signal immediately.
- Do remember that motorists also are trying to get somewhere and we need mutual respect in these busy intersections.

<b>WIT</b>	
Emergency Contact Card	
<u>Print, complete and keep this card with you at all times.</u>	
My Name:	
Police	9-1-1- for emergencies (408) 615 4700 for non-emergencies
Fire	9-1-1 for emergencies (408) 615 5580 for non emergencies
Ambulance	9-1-1
Poison Control Center	800-222-1222
Health Care Provider	
Person to call/text in an emergency	Mom/Dad/Guardian:

WIT will produce and make available on the website an annual report of campus crime statistics and security policies and procedures.

## **26.0 Sexual Misconduct Policy**

WIT prohibits all forms of sexual discrimination, including sexual and is committed to addressing sexual misconduct in a manner consistent with applicable law. The College is also committed to raising awareness of issues relating to sexual misconduct and its prevention, providing training and continuing education for students, faculty and staff, and providing adequate resources for prompt assistance to victims.

Specifically, it is the policy of the College that faculty and staff members take immediate steps to investigate and take action when the College is made aware, or reasonably should know, of possible sexual misconduct. When sexual misconduct is determined to have occurred, the College will take prompt and effective steps to end the misconduct, prevent its recurrence, and remedy its effects. All complaints must be processed in accordance with the procedures established in this policy.

It is also the policy of the College to protect any student, faculty, or staff member filing a complaint alleging sexual misconduct and to ensure that person's safety, including taking interim steps to protect the person prior to the final outcome of any investigation.

The College is committed to resolving complaints promptly and equitably and to providing a safe and nondiscriminatory environment for all students, faculty, or staff members, free from sexual misconduct including complaints involving parties of the same sex.

### **26.1 Scope of Policy**

All of WIT's students, faculty, staff, and campus visitors are covered by this policy. This policy applies on all College property, on all property at which the College holds educational programs or activities, and on all means of transport utilized by or on behalf of the College for students, faculty, and staff. This policy applies to all of the College's educational programs and other activities. For purposes of this policy, all references to the campus includes the College forest, farms, and other real property owned by WIT.

### **26.2 Assistance Following an Incident of Sexual Misconduct**

WIT offers assistance and non-judgmental support to any person involved in a claim of sexual misconduct and will treat both complainants and respondents with care during and after the process.

Once WIT is made aware of the claim of sexual misconduct, we will take prompt steps and interim measures, including academic, and residential accommodations, to protect the Complainant and witnesses while criminal or campus investigation is undertaken and before the final outcome of any investigation. In the event of an alleged off-campus sexual misconduct incident involving a College program or activity, the College will endeavor to protect the Complainant and the College community in the same manner as if the incident had occurred on campus.

#### *26.2.1 Immediate Assistance*

In the event of sexual violence, resources are available to students and other victims:

Trained on- and off-campus counselors who can provide an immediate confidential response in a crisis situation:

**College Counseling Services:**

Tel: (209) 640 0082

Email: ljones@wit.university

Emergency phone numbers for on and off-campus safety, law enforcement and other first responders, including the Academic Director Coordinator:

**Campus Safety/Police:**

Tel: 415-812-2355

**Local Police:** Tel: 650-329-2449

**Academic Director Coordinator: Lorna Jones**

**Ambulance:** 911

The Sexual Assault Response Team (SART) can provide the following resources and support and can be accessed by contacting the Academic Director Coordinator, Dean of Student Services, Public Safety,

Health care services:

Tel: (209) 640 0082

A Sexual Assault Nurse Examiner (SANE) can be found or a rape kit can be obtained at:

Any victim of sexual violence should be aware of the options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and other services. Victims are encouraged to discuss with health care providers, campus officials, and/or first responders the option of seeking medical treatment in order to preserve evidence.

WIT will provide counseling services without charge to a Complainant while the investigation is ongoing. First responders will consult with Complainants regarding the information required to be withheld to protect each person's identity. The College will notify the Complainant of options to avoid contact with the alleged perpetrator and will ensure that the Complainant is aware of (a) Complainant's Title VII or Academic Director rights, (b) available resources, including academic support, counseling, disability assistance, health and mental health services, housing assistance, victim advocacy, and referrals to legal assistance.

*26.2.2 Ongoing Assistance*

Counseling, Advocacy and Support (On and Off Campus)

Counseling and support services for victims of sexual misconduct include:

College Counseling Services:

Tel:

### *26.2.3 Academic Accommodation and Other Interim Measures*

WIT can provide immediate steps and interim measures to ensure the safety and well-being of the victim, to include the ability to change accommodation alter academic schedules, withdraw from/retake a class without penalty, access academic support.

The College may be able to provide additional interim measures for a Complainant while an investigation is pending, such as no contact orders and changing the alleged perpetrator's living arrangements, and/or course schedule. For faculty or staff this may include changing work schedules.

## **26.3 Reporting Policies and Protocols**

WIT encourages victims of sexual misconduct to talk to a member of the WIT Student Support team about what happened to get the support they need and to allow the College to respond appropriately. A number of staff on campus will ensure victims' confidentiality.

Members of the WIT Student Support team are required to report the details of every incident (including the identities of both the victim and the alleged perpetrator) to the Academic Director. A report received by the Academic Director obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy informs all students, faculty and staff how to report the incident, should they become a victim of sexual violence.

### **1. Reporting Required**

All WIT faculty and staff are aware of their own reporting responsibilities and the importance of informing Complainants of

- the reporting requirements of WIT staff
- Complainants' option to request confidentiality and confidential advocacy, counseling, or other support service, and
- Complainants' right to file a complaint with WIT and to report a crime to campus or local law enforcement. All WIT faculty and staff must report incidents of Sexual Violence to the Academic Director.

### **2. WIT Faculty and Staff**

WIT Faculty and Staff must report to the Academic Director all relevant details about the alleged sexual violence reported. The College will need to determine what occurred and resolve the situation.

When the alleged victim reveals information to a faculty or staff, the faculty or staff should ensure that the victim understands:

- that they are obliged to report the names of the alleged perpetrator and victim involved in the alleged sexual violence along with relevant facts regarding the alleged incident to the Academic Director
- the victim's option to request that the College maintain the victim's confidentiality will be considered by the College
- the victim's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services.

WIT faculty and staff do not need to determine whether the alleged sexual harassment occurred before reporting an incident to the Academic Director.

### 3. Requests for Confidentiality

Upon receipt of a complaint of sexual violence, WIT must act immediately to protect the Complainant while keeping the identity of the Complainant as confidential as reasonably possible. Consistent with state and local law, the Academic Director and other appropriate College personnel will determine whether law enforcement or other authorities should be notified. Should WIT determine that it must disclose the Complainant's identity to the alleged perpetrator, the College will inform the Complainant prior to making the disclosure.

### 4. Reporting Options

Complainants may use any combination of the following options to report sexual misconduct:

- Criminal complaints: filed with local law enforcement officials without the involvement of the College.

City Police: Tel: 650-329-2413

State Police: Tel: 1-800-835-5247

- Institutional Complaints: once an official complaint is received by the College, an investigation will be conducted. The alleged victim may choose to file an institutional complaint with the Academic Director.

Academic Director:

Name: Lorna Jones

Tel: (209) 640 0082

Email: [ljones@wit.university](mailto:ljones@wit.university)

- Reports made to faculty or staff are required by federal law to be relayed to the College's Academic Director who will initiate an investigation by the College in accordance with this policy.

### 5. Reporting under the Clery Act

Although not currently bound to the Clery Act, WIT has chosen to abide by the reporting obligations under the Clery Act which promotes campus safety by ensuring that students, employees, parents and the broader community are advised about public safety and crime prevention matters. Details about the Clery Act are available at: <https://www2.ed.gov/admins/lead/safety/campus.html>

## **26.4 Prevention and Education**

WIT's primary concern is student safety. This policy is accessible to everybody on WIT campus with disabilities and will be distributed on campus in such a way that all persons, regardless of their immigration status, including undocumented students and international students, are aware of their rights under applicable law. State and federal laws prohibit retaliation against the Complainant, anyone who files a third-party report, any witness or anyone who otherwise participates in the investigative and/or disciplinary process.

College Advisors will explain to any student reporting an incident and before the student reveals confidential information that they must report the names of the perpetrator and the Complainant and other relevant facts to the Academic Director, and that the College will protect the student's confidentiality as much as possible. Advisors will provide students with information on all oncampus resources.

The College's Health Center will clearly identify the offices and individuals with whom students, faculty, and staff can speak confidentially and can provide resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and referrals for legal assistance. The Health Center will explain that if an incident is reported to them, they are required to report the incident to the Academic Director including the names of the alleged perpetrator and victims involved in the sexual violence, the date, time, and location.

The College will conduct regular surveys in accordance with the guidelines found at <https://www.justice.gov/archives/ovw/blog/best-practices-campus-climate-surveys> and will aggregate data about sexual violence incidents on campus.

WIT will conduct programs to educate students about the College's sexual misconduct policy during annual health awareness events, during which the Academic Director will explain the College's policy and resources available to all at the College with regards to health and sexual violence.

## **26.5 Hiring**

WIT is committed to producing graduates with the knowledge and critical thinking skills necessary for the advanced jobs of tomorrow. We are equally committed to attracting, securing and retaining a diverse and inclusive pool of the most highly qualified individuals available for all positions. All recruitment and hiring activity must operate in accordance with the Equal Employment Opportunity and Discrimination, Harassment, Sexual Harassment and Sexual Assault policies.

### *26.5.1 Equal Employment Opportunity*

WIT is dedicated to promoting diversity and equal employment opportunities. Employment decisions are based on merit, qualifications, and abilities, without discrimination on race, color, national origin, sex, gender, age, disability, religion, sexual orientation, military status, genetic information, or any other protected characteristic. This policy applies to all aspects of employment, including hiring, promotions, compensation, and discipline. In accordance with California law, WIT does not discriminate based on name changes, Social Security Number, federal employment documents, Medi-Cal coverage, or a "federal limits apply" driver's license. Any individual who experiences discrimination or harassment should contact the Director of Human Resources/Title IX Coordinator. Discriminatory behavior will result in disciplinary action, including termination.

### *26.5.2 Discrimination, Harassment, Sexual Harassment and Sexual Assault policies*

WIT is committed to preventing and responding to discrimination and harassment on the basis of protected characteristics, retaliation, and specific forms of harassment based on sex: sexual assault, dating violence, domestic violence, stalking, and related forms of conduct. The Policy provides resources, supportive measures, and care to all WIT community members – students, faculty, and staff – who make a report under the Policy, as well as fair and equitable Resolution Processes in response to a formal complaint of conduct prohibited under the Policy. Departments and all personnel participating in any recruitment and hiring processes, must comply with this policy.

### *26.5.3 Accommodations during the candidate selection process*

At the request of a candidate with a disability, accommodations may be required during recruitment and hiring processes, including but not limited to: completing or accessing application materials; accessing the interview process, including physical location; or completing any required pre-employment assessments.

Hiring managers may direct any questions or concerns regarding the provision of an accommodation during recruitment and hiring processes to the Disability Accommodations Coordinator. (See **Resources** section below for contact information.)

### *26.5.4 Authority*

This report summarizes current hiring practices for WIT positions, categorized by employee groups.

### *26.5.5 Employee Groups*

The three systems of higher education are not entirely consistent in the way that they name their employee groups. For consistency, this report organizes the employee groups into the following four categories:

*Faculty:* this employee group includes tenure-track instructional faculty, librarians, and counselors (probationary and tenured), as well as temporary instructional faculty (“lecturers”), and temporary coaches, counselors and librarians.

*Staff:* this employee group includes non-faculty, professional and support staff. Employees may be represented under a collective bargaining agreement.

*Management:* this employee group includes employees with management or supervisory responsibilities.

*Executive:* this employee group is known as the Executive Management classification and includes the chancellor, presidents, vice chancellors, and general counsel.

## **26.6 Training**

### *26.6.1 Faculty Orientation Policy and Procedures*

This policy outlines the procedures and guidelines for welcoming new faculty members to WIT designed to introduce them to key aspects of WIT, including academic policies, teaching support resources, research facilities, administrative processes, and opportunities to connect with colleagues, all aimed at facilitating a smooth transition into their new role.

On the first day of employment at WIT, the Academic Director and Executive Director welcome faculty in-person on our campus. All new faculty are required to attend the orientation program which a take approximately one hour.

### *26.6.2 Procedure*

Faculty Orientation – The first four items below should be ordered by the supervisor prior to the employee start date so that they are ready for the employee’s first day at the college. On faculty orientation day, the supervisor should assign these items and explain any procedures associated with them. They should then make introductions and complete the remaining items.

#### *26.6.2.1 Pre-Orientation Administrative Tasks*

1. Assign Computer
2. Assign Cubicle
3. Assign Keys to Office/Classroom/Storage areas
4. Assign fob to enter premises

#### *26.6.2.2 Institutional overview*

1. Mission, values, history, academic structure, and key administrative contacts.
2. Department introductions: Meet with administrative staff and colleagues, discuss interests and teaching responsibilities
3. Campus tour

### 26.6.2.3 Benefits

1. Payroll
2. Leave policies
3. Health insurance
4. IT support
5. Tenure and promotion guidelines

### 26.6.2.4 Administrative processes

1. About WIT: Mission, history, campuses, programs, projects
2. College Organization
3. Building locations
4. OneDrive: Employee Handbook, Policies and Procedures, WIT Calendar,
5. Student Report templates
6. Feedback and evaluation

### 26.6.2.5 Employee To Do

1. Canvas training: new faculty selects day and time for Canvas training.
2. Staff to write their Bio and email to WIT administration

### 26.6.2.6 Student Support

1. Family Educational Rights and Privacy Act (FERPA)
2. Americans with Disabilities Act (ADA)
3. Diversity, Non-Discrimination
4. Advising Students – Counselors
5. Student Concerns & Complaints
6. Student mentorship

### 26.6.2.7 Program Support

1. The Basics of Accreditation
2. Program Evaluations by Faculty and Students
3. Academic Integrity – Cheating policies
4. Handling student and parent complaints
5. Faculty Concerns, Complaints, and Feedback
6. Program Updates

#### 26.6.2.8 Faculty and Teaching Support

1. Professionalism
2. Access to teaching resources
3. Course development process
4. Committees available to join
5. Creating a positive course climate
  - a. Setting expectations
  - b. Authority vs. approachability
  - c. Inclusive classroom
  - d. Online professionalism
6. Teaching methods
  - a. Interactive lecture
  - b. Project-based learning
  - c. Student-peer feedback
7. Research ethics
8. Grant writing procedures
9. Access to research facilities
10. Faculty Performance Evaluations
11. Professional Development

#### 26.6.2.9 Academic Policies and Course Design

1. Course registration
2. The syllabus
3. Grading policies
4. Student conduct
5. Program Learning Outcomes and Student Learning Outcomes
6. Formative assessments; Summative Assessments
7. Faculty Best Practices
8. Industry connections

#### 26.6.3 Students

WIT will provide training for students, including:

- encouraging students to report incidents of Sexual Violence
- an explanation that students do not need to determine whether incidents of Sexual Violence or other Sexual Harassment before reporting the incident.

- information on how to report Sexual Violence to campus safety or local law enforcement and the ability to pursue law enforcement proceedings
- information on Academic Director
- what constitutes Sexual Violence under the College's policies
- college offices that offer confidential support services and the contact details of College officials with whom student can speak in confidence
- reporting and confidential disclosure options
- grievance procedures used to process complaints of Sexual Violence (and other forms of Sexual Misconduct)
- effects of trauma on victims.

#### *26.6.4 Safety Coordinator and Advisory Staff*

WIT will require training for the Academic Director and other staff members who receive complaints and are involved in investigations.

- how to identify and prevent sexual violence
- the attitudes of bystanders that may allow conduct to continue
- the potential for revictimization by responders and its effect on students or other victims
- appropriate methods for responding to a student or other victim who may have experienced sexual violence
- the impact of trauma on victims
- the administrative staff to whom misconduct must be reported
- information on how and where students can seek confidential support services ➤ contact information for local rape crisis centers or other off-campus resources.

### **27.0 Attendance Policy**

Students are required to attend all classes. Students who miss more than 25% of a class will likely receive a fail grade and will be required to repeat the class to graduate. Students who are absent due to medical conditions must provide a medical certificate explaining their illness and must make up for missed work or repeat the class.

### **28.0 Credit Hour Policy**

Credit hours are a means of measuring student engagement for multiple purposes, including the transfer of students from one institution to another and the award of financial aid.

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 10 to 12 weeks for one quarter hour of credit, for other academic activities as established by the institution including laboratory work, internships, practicals, studio work, and other academic work leading to the award of credit hours;

### **28.1 Designation of Unit Value**

The value of a course in units is at the rate of one unit for three hours work per week per quarter. Work includes class contact time and time spent outside of class studying and doing research or homework. As such, a three-unit class is expected to require nine hours of total work per week on the part of the student.

The three-unit course should generally have 30 contact hours over the course of the quarter. Such a course might have a format of three hours of lecture per week for 10 weeks.

Total: 30 hours of class time per quarter. This excludes study time, revision, exam preparation outside of the classroom. Students are expected to study for six hours of additional out-ofclassroom work per week.

Departments are responsible for submitting course approval requests that include a detailed description of how unit value is justified.

### **28.2 Lecture and Seminar Classes**

One unit is assigned for one hour of lecture or seminar per week per quarter. Each hour of lecture or seminar is expected to require two additional hours of work (reading, writing, problem assignments, etc.).

### **28.3 Laboratory Courses or their Equivalent**

One unit is assigned for each three hours of laboratory or its equivalent (workshop, studio, fieldwork, independent study, etc.) per week per quarter.

### **28.4 Maximum Allotment of Units**

WIT students take between four and six classes per quarter ranging from 2 to 4 credits each.

## **29.0 Missing Persons Policy**

WIT policy and procedures for responding to reports of missing students applies to students who reside on campus and are missing from the College for more than 24 hours.

Any students suspected of being missing should be reported to the Public Safety Office, which will conduct an investigation in cooperation with the Student Services Office. The student's confidential emergency contact identified on registration will be contacted and notified within 24

hours should the student is determined to be missing. Public Safety will also notify the local Police Department. Procedures

- Reports of missing persons should be directed to the Public Safety Office.
- Public Safety, working with the Dean of Student Services will notify appropriate College officials and investigate the report.
- If the student is deemed missing, the Dean of Student Services will make every reasonable effort to notify the student's designated missing person contact within 24 hours. If the student is under the age of 18, the student's parent or guardian must also be notified.
- If the student is deemed missing, the Director of Public Safety will notify the Palo Alto Police within 24 hours.

### **30.0 Committees and Responsibilities**

Committees study proposals, accept reports and formulate recommendations to present to the Board.

#### **30.1 Executive Committee**

The Executive Committee is comprised of Board Members and the chair of each other committee. This committee transacts business for the Board between regular Board meetings. All such transactions are subject to the approval of the full Board at their next meeting.

#### **30.2 Academic Committee**

Members of this Committee are directed to:

Keep abreast of curricular and program changes and be aware of, and able to explain, the rationale behind the changes.

Consult with and advise the Academic Director concerning academic matters.

Understand the policies relating to promotion, tenure, and sabbatical leaves and evaluate WIT recommendations concerning the granting of promotion, tenure, and sabbaticals in order to make recommendations to the Board of Trustees concerning action on these matters.

Review materials of faculty candidates recommended by the Academic Director and faculty with the approval of the President and resolve any questions before recommending candidates for Board approval. When the timing of an offer of employment is crucial and the full Board cannot act, the Academic Committee may act on their behalf to authorize a contract.

Review candidates for professor emeritus/emerita status or honorary degrees and make recommendations to the Board.

Approve policies that provide grievance procedures for faculty appeal of perceived injustices.

### **30.3 Buildings and Grounds Committee**

Review and recommend approval of a Master Plan for the present and future needs of the campus for the next 50 years.

Review reports on physical plant utilization, maintenance, and upkeep.

Review requests for new construction or remodeling and approve architects, plans, and building schedules.

### **30.4 Personnel Committee**

Conduct searching, screening and recommending the selection of the President, faculty and staff.

### **30.5 Planning Committee**

Recommend planning policies to the Board of Directors for the production of the five-year Strategic Plan of WIT.

Strategic planning, reviewing and evaluating planning documents and procedures.

Members are comprised of the President, and Directors of WIT.

## **31.0 Disability Accommodations Policies and Procedures**

The procedures and resources outlined below guide WIT in administering disability accommodations and related policies. The goal of all of these policies is to provide reasonable accommodation to all employees with a disability, on a temporary or long-term basis, so they can perform the essential functions of their position.

Wade Institute of Technology (WIT) assures equal employment opportunity to persons with disabilities on the basis of qualifications and ability to perform the job. There shall be no discrimination in terms of employment opportunities, wages, hours of work, or other terms or conditions of employment or benefits.

An individual with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or who is regarded as having such an impairment.

### **31.1 Application Process**

Persons with disabilities are guaranteed the same application process as other applicants.

Assistance may be provided when needed, such as the following:

An employee or student may be provided for completing an application or written examination for qualified applicants who are vision-impaired or functionally illiterate.

Waiver of a driver's license may be requested for qualified disabled applicants who are not allowed to drive.

### **31.2 Reasonable Accommodation**

A department shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with disabilities. The specific accommodations needed shall be determined jointly by the individual and the employer. Reasonable accommodation may include, but shall not be limited to:

making facilities readily accessible to and usable by persons with disabilities, and job restructuring, job sharing or modified work schedule, acquisition or modification of equipment or devices and other similar actions.

In determining whether an accommodation would impose an undue hardship on the operation of the department, factors to be considered include:

the overall size of the specific work area or program with respect to the number of employees and budget, the type of operation, and the nature and cost of the accommodation needed.

It is the responsibility of the employee or applicant to make known to the employer the need for an accommodation.

### **31.3 Accessibility**

Each department is required periodically to survey its programs and physical facilities to determine if they are accessible to persons with disabilities. If structural problems are found, WIT has the responsibility to budget for changes. Non-structural problems requiring some form of reasonable accommodation will be addressed on an individual basis. The employee has the responsibility to notify WIT in advance of any disabilities to receive technical assistance in areas of accessibility related to employment.

### **31.4 Complaints**

Individuals who believe that they have been subjected to discrimination based on a disability are encouraged to report the incident in accordance with the complaint procedure included with the WIT's policy on Equal Employment Opportunity.

### **31.5 Additional Guidance on Classroom Accommodations**

The procedures and resources outlined below guide WIT in administering disability accommodations and related policies, such as for medical leaves. The goal of all of these policies is to provide reasonable accommodation to faculty and other academic appointees with a disability, on a temporary or long-term basis, so they can perform the essential functions of their position.

The following information is intended to provide clear and consistent guidance on accommodation-related processes for all academic appointees and their departments, along with guidance concerning instruction.

## **Faculty complaint and grievance policies**

### **32.0 Grievances**

A grievance is complaint that your rights or privileges as faculty member have been violated. A grievance seeks an administrative remedy. While others may be involved in the circumstances that resulted in a violation of your rights, it is not aimed at charging others with wrongdoing.

Request a Consultation (email: [academicdirector@wit.university](mailto:academicdirector@wit.university))

### **32.1 Procedures for Appeals Hearings (Excludes Promotion or Tenure Recommendation Appeals)**

The Faculty Appeals Committee follows these procedures to ensure a fair process:

The Committee Chairperson is responsible for scheduling and organizing the hearing, ensuring that the issues to be resolved are clearly defined and understood by all parties involved.

Documentary evidence relevant to the case must be submitted to the Chairperson at least three days before the hearing. The Chairperson will then distribute these materials to both parties.

Any individual with relevant knowledge can be called to testify by either party or the Committee.

A list of potential witnesses must be submitted to the Chairperson five teaching days before the hearing. The Chairperson will notify both parties about the witnesses and schedule their appearances.

The Faculty Appeals Committee hearing ensures fairness by allowing each party to have an advisor, such as faculty, staff, or administration from WIT. The hearing is confidential and private, with attendance limited to the Committee, the faculty member and their advisor, and the administration's representative and their advisor. The hearing is recorded and stored by the President, with both parties and the Committee having access.

The order of the hearing includes the appellant presenting their case, followed by questions.

Then, the other party presents their case, followed by questions. The Committee may also call witnesses and ask questions. Closing arguments from both parties follow, with the Committee free to ask questions at any time. After the hearing, the Committee meets privately to discuss and make recommendations, which are submitted to the President within fifteen days.

### **32.2 Reporting**

If someone believes they have been the victim of a violation, or has firsthand knowledge of one, they can make a written complaint to the College's Academic Director. The complainant may also choose to record the details of the violation, including the date, description of what happened, who was involved, and any witnesses. This record should be made as soon as possible to ensure accuracy.

The Academic Director will then contact the person accused of the violation, provide them with a copy of the complaint, and request a written response by a specified date. The Director will also discuss any interim measures with the complainant, such as changes to housing, work assignments, class schedules, or security arrangements, to be implemented before the hearing.

The person accused of the violation can also report the issue to the Academic Director or their supervisor and is encouraged to keep a record of the incident related to the allegation.

### **32.3 Investigation**

The Academic Director is responsible for investigating any complaint of an alleged violation and will inform the respondent when appropriate during the investigation. If the Director concludes that the violation is unlikely to have occurred, the complainant, the respondent, and any involved administrators will be notified, and the complaint will be dismissed. The complainant has five calendar days from the dismissal to appeal the decision to the President, whose decision is final and binding.

If the investigation determines there is a reasonable basis to believe the violation occurred, the Academic Director will report the matter to the Vice President of WIT and inform the complainant of their options for pursuing the complaint. The respondent will also be informed of the complaint if this has not already been done.

### **32.4 Actions**

A complaint not dismissed by the Academic Director can be handled informally or through a formal hearing process utilizing these Procedures.

### **32.5 Resolving Complaints Informally**

The complainant, whether a student, faculty member, or administrator, may request to have the matter informally resolved by the President. The respondent must also be informed of this option. If both parties do not agree to an informal resolution, the complaint will proceed through the formal process outlined in the procedures.

The senior administrator will begin addressing the complaint as soon as possible, but no later than 15 calendar days after the incident is reported. When resolving complaints informally, the senior administrator must consult with the Academic Director to ensure fair and consistent actions across campus. Mediation, however, is not appropriate in cases involving allegations of sexual violence.

If the complaint is resolved informally to the satisfaction of the complainant, respondent, and senior administrator, a written statement of resolution, including any terms of the agreement, will be provided to all parties and the Academic Director. Either party can choose to end the informal process at any time and move directly to the formal hearing procedures. If the informal resolution fails, a formal hearing may be requested.

### **32.6 Resolving Complaints through the Formal Hearing Process**

To initiate a formal hearing, the complainant must submit a written statement specifying the charges, including detailed facts and circumstances of the alleged violation. The respondent will receive a copy of this document outlining the violation.

Formal complaints are heard by a panel selected from the elected members of the Campus Conduct Hearing Board, chosen by the President in accordance with the governing policies. The hearing process should begin as soon as possible, with the panel concluding its work no later than 15 calendar days after receiving the complaint. Once the panel is appointed, its chairperson

or an appropriate administrator will provide both the complainant and respondent with adequate notice of the hearing.

Except in extraordinary circumstances, the respondent has the right to confront the accuser and any witnesses during the hearing. This right may be waived if the respondent is absent or engages in gross misconduct. Both the complainant and respondent may have one personal advisor present, who must be a full-time faculty, staff, or administration member. No one else may attend the hearing unless directly involved. In cases of Sexual Violence allegations, both parties may have an attorney present. The attorney can offer advice but may not participate in the hearing itself. If either party has an attorney, the College may also have legal representation present.

In a formal hearing, only individuals with direct knowledge of the incident, such as witnesses or investigators, may testify. Character witnesses are not allowed, and any documentary evidence (e.g., emails, letters, or records) the parties wish to introduce must be submitted to the panel chair in advance. The standard of proof is the "preponderance of evidence," meaning the panel must determine if it is more likely than not that the violation occurred. The Academic Director Coordinator, or an appointed faculty or staff member, will serve as an advisor to the panel but cannot participate in deliberations, findings, or recommendations. Both the complainant and respondent will be kept informed of the process.

If the hearing panel concludes that the violation occurred, the Academic Director Coordinator will provide information on any prior violations by the respondent and any disciplinary actions taken. The Coordinator may also offer a recommendation on appropriate disciplinary action. Following the hearing, the panel must submit its report, including findings and recommendations, to the President within 15 calendar days. The President will share the report with both parties involved.

If the respondent is a faculty member and believes the violation involves speech or behavior protected by academic freedom, they may appeal the findings to the Faculty Appeals Committee within 15 calendar days. If the appeal is accepted, the Committee will hear the case and submit its findings within 15 calendar days. The President will make a final decision based on the recommendations of the panel and, if applicable, the Faculty Appeals Committee, and communicate the decision to the complainant, respondent, and other relevant parties.

### **32.7 General Guidelines**

Every effort will be made to ensure confidentiality and privacy for all parties involved in the reporting, investigation, and hearing of alleged violations, although complete confidentiality cannot always be guaranteed, especially if formal charges are filed. Requests for confidentiality will be handled by the College's Academic Director Coordinator. Investigations, administrative hearings, and formal hearings will be conducted discreetly and promptly, with efforts to minimize hearsay and reduce potential harm to individuals or the College community.

Both the complainant and respondent are guaranteed fair treatment throughout the investigation and hearing processes. Retaliation or intimidation by either party is strictly prohibited by law and

College policy and will result in disciplinary action, potentially leading to termination or expulsion. Fabricating charges or providing false testimony is also considered a serious offense, subject to severe disciplinary consequences, including termination or expulsion.

Annually, the Academic Director Coordinator will report to the President on alleged violations, including the outcomes of any investigations or complaints, ensuring that the President is kept informed of any ongoing issues or resolutions within the College.

### **32.8 Disciplinary and Remedial Measures**

When a violation is determined to have occurred, disciplinary measures will be determined based on the severity of the incident. Potential disciplinary actions may include a warning, reprimand, required apology letter, changes in assignments, relocation of office, counseling, suspension, demotion, salary reductions, or termination. For students, discipline could involve probation, suspension, expulsion, or other sanctions as outlined in the Student Conduct Code. The College is committed to taking reasonable steps to address the violation and prevent future occurrences.